

**FINANCIAL SERVICES COMMISSION  
CHECKLIST FOR REGISTRATION  
INSURANCE CONSULTANT – INDIVIDUAL**

*Below is a list of documents required for registration with the Financial Services Commission. For the registration process to begin, all documents must be received at the same time. Unless marked “as applicable”, each item on this list MUST be included with the registration application. Documents received will be returned if ALL the required documents are not included and properly certified.*

Document	Relevant Section of Application Form	Insurance Regulations, 2001 Reference	Included (Please <input checked="" type="checkbox"/> )
Application Form			
Copy of receipt for payment of registration fees			
Original receipt for police report fees			
Police Report			
Evidence of registration of name as sole proprietor from the Registrar of Companies			
Evidence of professional indemnity insurance /Errors and Omission – <b>Minimum J\$1,000,000.00</b>		35(2)	
Opening balance sheet, bank statement or most recent financial statement			
Credit report from the bank			
Business plan including three year projection of consultancy income, other income and projected expenses			
Certificates of competence from insurance companies, brokers and agents (If applicable)			
Two certified passport size photos			
Signature for I.D. card			
Fit and proper questionnaire		111(1)(g)	

Document	Relevant Section of Application Form	Insurance Regulations, 2001 Reference	Included (Please <input checked="" type="checkbox"/> )
<b>The name and full contact details of two</b> character referees, who must not be a relative or anyone connected with the applicant's current employer (in any capacity other than a customer)	13		
Certified academic certificates and diplomas			

Certifications

Documents can be certified by the following individuals:

- Application Testimonial: Justice of the Peace, Minister of Religion, Notary Public, Attorney at Law, Police Officer – Assistant Superintendent and higher
- Photographs: Justice of the Peace, Minister of Religion, Notary Public, Attorney at Law, Police Officer – Superintendent and higher
- Fit and Proper Questionnaire: Justice of the Peace, Attorney at Law
- Academic Records: Justice of the Peace, Minister of Religion, Notary Public, Attorney at Law, Inspector of Police or higher rank, Branch Manager of the Applicant, Officer of the Applicant's Employer or FSC Registration Officer
- Articles and Memorandum of Association: Registrar of Companies

Please note that the person who gives the testimonial on the application, cannot also give a character reference.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

FSC USE

Received by: \_\_\_\_\_

All applicable documents included: Yes \_\_\_  
 No \_\_\_

Date Received: \_\_\_\_\_