

**FINANCIAL SERVICES COMMISSION
CHECKLIST FOR REGISTRATION
CLAIMS NEGOTIATOR - CORPORATE**

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		118(1)	
Copy of receipt for payment of registration fees		118(1)(a)	
Police reports for directors, sr. managers and shareholder of 10% or higher			
Certified copies of Articles & Memorandum of Association or other instruments of incorporation			
Certificate of incorporation			
Evidence of professional indemnity insurance/Errors and Omission . Minimum J\$1,000,000.00		35(2)	
Audited opening balance sheet or most recent financial statement	20		
Certificate of allocation of shareholdings			
Increase in share capital (If applicable)			
Business plan including three year projection of adjuster income, other income and projected expenses			
Letter from at least two clients indicating that they are satisfied with the competence and method of conduct of business of the applicant and the ethical standards maintained by the applicant in the performance of its work as a claims negotiator.	15		

Document	Relevant Section of Application Form	Insurance Regulations, 2001 Reference	Included (Please <input checked="" type="checkbox"/>)
Fit and proper questionnaire for all directors, senior managers, shareholders of 10% or more in the firm	17		
Resumes for persons listed above		111(1)(i)	
Certified academic certificates and diplomas for directors, senior managers and shareholder of 10% and above			
Name and full contact details of two character referees, for all directors, senior managers and shareholders (10% or higher), These referees must not be a relative or anyone connected with the applicant's current employer (in any capacity other than a customer)			
Company organizational chart			
Group organizational chart showing related entities (If applicable)			
List of shareholder and directors of parent and ultimate holding company where different (If applicable)			

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: _____