

**FINANCIAL SERVICES COMMISSION
CHECKLIST FOR REGISTRATION
INSURANCE AGENT - 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		117(1)	
Copy of receipt for payment of registration fees		117(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		35(2)	
Evidence of fidelity guarantee insurance		35(3)	
Audited opening balance sheet or most recent financial statement reflecting the required capital	18	35(1)	
Most recent audited profit and loss statement	19		
Certificate of allocation of shareholdings			
Increase in share capital (If applicable)			
Business plan including three year projection of premium generation, commission income, other income and projected expenses			
Certified copies of agency agreements	13		

Document	Relevant Section of Application Form	Insurance Regulations, 2001 Reference	Included (Please <input checked="" type="checkbox"/>)
with insurance companies including methods of remuneration			
Certificates of competence from insurance companies, brokers and agents (If applicable)		117(1)(b)	
Fit and proper questionnaire on all directors, senior managers, shareholders of 10% and over in the firm		111(1)(i)	
Resumes for persons listed above			
Certified academic certificates and diplomas for directors, senior managers and shareholder of 10% and above			
<u>Name and full contact details of two character referees, for all directors, senior managers and shareholders (10% or higher),</u> 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: _____