

**FINANCIAL SERVICES COMMISSION
CHECKLIST FOR REGISTRATION
EMPLOYEE OF LOSS ADJUSTER**

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 . Part E- Applicable to Individuals employed to Loss Adjusting Firm		118(1) Fifteenth Schedule	
Copy of receipt for payment of registration fees for relevant classes of business		118(1)(a)	
Police Report			
Letter of competence from a loss adjusting company to which you were previously employed (If applicable)		118(1)(b)	
Minimum of ten years experience in loss adjusting			
Certificate of competence from the Loss Adjusters Association of Jamaica	10		
Detailed resume	23		
Two certified passport size photos			
Signature for I.D. card			
Payment of \$750.00 for identification card.			
Fit and Proper Questionnaire (12 pages)	24	111(1)(g)	
The name and full contact details of two character referees, who must not be a relative or anyone connected with the applicant's current employer (in any capacity other than a customer)			
Certified academic certificates and diplomas	22		
Name change certificate . marriage, divorce, etc. (Where the Applicant previously operated as a loss adjuster under a different name)			

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
- Character References: Minister of Religion, Attorney at Law, Police Officer . Superintendent and higher
- 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

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: _____