

**FINANCIAL SERVICES COMMISSION  
CHECKLIST FOR REGISTRATION  
CLAIMS NEGOTIATOR - 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 duly certified.*

| Document  | Relevant Section of Application Form | Insurance Regulations, 2001 Reference | Included (Please <input checked="" type="checkbox"/> ) | Enclosure # |
|---|--------------------------------------|---------------------------------------|--|-------------|
| Application Form  |                                      | 118(1)<br>Fifteenth Schedule          |  |             |
| <b>Copy of receipt for payment of registration fees</b>   |                                      | 118(1)(a)                             |  |             |
| Police Report   |                                      |                                       |  |             |
| <b>Certificate of Registration</b><br>i.e. Certified evidence of registration as a sole proprietor from The Companies Office  |                                      |                                       |  |             |
| Evidence of professional indemnity insurance /Errors and Omission . <b>Minimum J\$500,000.00</b>  |                                      | 35(2)                                 |  |             |
| Business plan which should include <b>among other things</b> , a three year projection of income from claims negotiating, on a class by class basis, Other Income and an itemized statement of Projected Expenses                           |                                      |                                       |  |             |
| Certificates of competence <b>from at least two insurance companies, agents and brokers (If applicable</b> i.e. if the Applicant has operated as a claims negotiator in Jamaica immediately before the effective date of the Insurance Act) |                                      | 118(1)(b)                             |  |             |

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|---|--------------------------------------|---------------------------------------|--|-------------|
| Two certified passport sized photos appropriately certified   |                                      |                                       |  |             |
| Signature for I.D. card   |                                      |                                       |  |             |
| Fee payment of \$750.00 for Identification Card   |                                      |                                       |  |             |
| Fit and Proper Questionnaire  |                                      | 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  | 17                                   |                                       |  |             |
| Resume  |                                      |                                       |  |             |
| Name change certificate . marriage, divorce, etc. (As 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

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 \_\_\_