

**FINANCIAL SERVICES COMMISSION  
CHECKLIST FOR REGISTRATION  
INSURANCE AGENT - 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.*

<b>Document</b>	<b>Relevant Section of Application Form</b>	<b>Insurance Regulations, 2001 Reference</b>	<b>Included (Please <input checked="" type="checkbox"/>)</b>
Application Form		117(1)	
Copy of receipt for payment of registration fees		117(1)(a)	
Police Report			
Evidence of registration of name as sole proprietor from the Registrar of Companies			
Audited opening financial statement or statement of affairs			
Business plan including three year projection of premium generation, commission income, other income and projected expenses			
Letter of competence from previous employer (As applicable)		117(1)(b)	
Copy of agreement from Company going to be contracted with	13		
Two certified passport size photos			
Signature card for I.D.			
Fit and Proper Questionnaire		111(1)(g)	
Credit report from a credit bureau			

<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)			
Certified academic certificates and diplomas			
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
- 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: \_\_\_\_\_