

**FINANCIAL SERVICES COMMISSION
CHECKLIST FOR REGISTRATION
LOSS ADJUSTER - 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) Fifteenth Schedule		
Copy of receipt for payment of registration fees		118(1)(a)		
Police Report				
Certificate of Registration i.e. Certified evidence of registration as a sole proprietor from The Companies Office				
Evidence of professional indemnity insurance /Errors and Omission . Minimum J\$500,000.00		35(2)		
Business plan which should include among other things, a three year projection of income from loss adjusting, on a class by class basis, Other Income and an itemized statement of Projected Expenses				
Certificates of competence from at least two insurance companies, agents and brokers (If applicable i.e. if the Applicant has operated as a loss adjuster in Jamaica immediately before the effective date of the Insurance Act)		118(1)(b)		

Document	Relevant Section of Application Form	Insurance Regulations, 2001 Reference	Included (Please <input checked="" type="checkbox"/>)	Enclosure #
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 ___