



CENTRAL BANK OF SEYCHELLES

INSURANCE ACT, 2008

APPLICATION FOR

AN INSURANCE AGENT LICENCE (COMPANY)

(Pursuant to Section 67(3) of the Insurance Act, 2008)

NAME OF APPLICANT

FOR OFFICIAL USE

Applicants Should Not Write In This Box

Date of Application:

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Date of Receipt:

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Date of Approval:

				2	0		
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Notes:

- (1) Applicants are advised to refer to the Insurance Act when completing the application form.
- (2) No question should be left unanswered. Where the Applicant believes that a question does not apply, the Applicant should write “**Not Applicable**” or “**N/A**”.
- (3) Answers to ALL questions should be TYPED or written in INK and in BLOCK LETTERS.
- (4) If space is insufficient to provide details, please attach annexure, and the annexure should be identified as such and signed by the signatory to this application.
- (5) If there are any changes in the information furnished in the application prior to the completion of the review of this application, the Central Bank should be notified immediately.
- (6) This application must be accompanied by :
 - (i) the prescribed fee payable by banker’s cheque;
 - (ii) in the case of a company, certified true copies of the constitutional documents of the applicant;
 - (iii) Personal Questionnaire (in the prescribed form) completed by each director, substantial shareholder and principal officer of the applicant company
 - (iv) a copy of the (agency) agreement between the applicant and the insurer;
 - (v) a business plan containing the information set out in Annex 1.
- (7) Categories of Acceptable Certifiers:
 - A judge
 - A magistrate
 - A notary public
 - A barrister-at-law
 - A solicitor
 - An attorney-at-law
 - A Commissioner of Oaths

The Acceptable Certifier should be independent from the applicant;

- (8) This application must be channelled through the insurer.
- (9) The completed application form and any supporting material should be submitted to:

**Insurance Supervision Section
Financial Services Supervision Division
Central Bank of Seychelles
P.O. Box 701, Victoria
Mahe, Seychelles**

PART I: DETAILS OF APPLICANT

Name	
Business Address	
Registered Office	
E-mail address	
Fax number	Telephone number

PART II: OPERATIONS OF APPLICANT

1. Financial Information

Authorised capital	
Issued and paid-up capital (provide certified evidence)	

Source of Funding	Details	Amount
Shareholder Equity		
Shareholder or Inter-group Loan		
Third party Loan		

Date of the end of the financial year	
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2. Shareholders of the Applicant

First Shareholder	
Name	
Address	
Nationality	
Number and % of shares held	
Date of acquisition	

Second Shareholder	
Name	
Address	
Nationality	
Number and % of shares held	
Date of Acquisition	

Third Shareholder (if applicable)	
Name	
Address	
Nationality	
Number and % of shares held	
Date of Acquisition	

3. Beneficial owners of the Applicant

First beneficial owner	
Name	
Address	
Nationality	
% of ownership	

Second beneficial owner (if applicable)	
Name	
Address	
Nationality	
Number and % of shares held	

Third beneficial owner (if applicable)	
Name	
Address	
Nationality	
% of ownership	

4. Type of Insurance Business*(Tick as appropriate)*

General Insurance Business	
Long Term Insurance Business	

5. Please indicate class of insurance business.

6. Please attach a statement of the applicant's proposed business and provide proof that the applicant's object(s) are limited to the business stated in this application.

7. List the names, nationalities and addresses of the directors and senior officers of the applicant.

Name		
Position		
Nationality		
Business Address		
Email Address		
Telephone No.		Fax No.

Name		
Position		
Nationality		
Business Address		
Email Address		
Telephone No.		Fax No.

Name		
Position		
Nationality		
Business Address		
Email Address		
Telephone No.		Fax No.

8. Provide the name and address of the Secretary.

Name		
Business Address		
Email Address		
Telephone No.		Fax No.

9. Bank(s), where accounts(s) shall be opened for the keeping of premiums received.

Name		
Address		
Telephone No.		
Fax No.		
E-mail address		

10. Due Diligence/KYC Procedures

(i) Provide proof satisfactory that due diligence/KYC procedures have been established in compliance with the requirements of the Anti-Money Laundering Act, 2006?

(ii) Do the procedures provide for a Compliance and Reporting Officer?

DECLARATION

I/We hereby declare that the particulars contained herein are true and correct in every detail and fully disclose the information required to complete this application.

Dated this _____ day of _____

Signature _____
(by director or other duly authorised person
for and on behalf of the applicant)

Name: _____

Position held: _____

DECLARATION BY INSURER
(Not applicable for Insurance Broker)

_____ is hereby approved to act as an _____
_____.

I certify that the qualifications/expertise/experience and the financial records of the applicant have been investigated and that he/she/it is a trustworthy and competent person to be licensed as an _____.

To the best of my knowledge, information and belief, all statements and answers contained in the foregoing application are true and correct.

It is understood, if and when this _____ ceases to represent us, written notice will be given to the Central Bank of Seychelles, within fourteen (14) days of termination including the reason for the termination.

Name of Insurer: _____

Signature _____
(by managing director or chief executive
officer for and on behalf of the insurer)

Name: _____

Position held: _____

Dated this _____ day of _____

Content of Business Plan

Below is a list indicative of the information which should be included in the business plan accompanying this application and submitted to CBS. Please insert a page reference within your proposal to each information item listed below.

A. Business Objectives	<input type="checkbox"/>
B. Proposed premises and layout	<input type="checkbox"/>
C. Marketing	
Marketing strategy (customer-based, conference attending, etc...)	<input type="checkbox"/>
Why do you believe your services will attract clients?	<input type="checkbox"/>
Other relevant information in support of your marketing strategy	<input type="checkbox"/>
D. Human resources (if applicable)	
Organisational chart	<input type="checkbox"/>
Job Descriptions	<input type="checkbox"/>
Training Requirements	<input type="checkbox"/>
F. Projected Revenues and Operating Cost	
Three year financial forecast or cash flow statements	<input type="checkbox"/>
F. Financial Accounts (if applicable)	<input type="checkbox"/>
Three year audited financial statement of existing company for the past three (3) years	<input type="checkbox"/>
G. Due Diligence/KYC Procedures	<input type="checkbox"/>
Minimum standard to be at least in line with the revised 40 recommendations of the FATF on Money Laundering	
H. Internal Control Systems	<input type="checkbox"/>