

**FINANCIAL SERVICES COMMISSION**

**SECURITIES ACT, CAP. 318A AND ITS REGULATIONS**

**CHECKLIST - APPLICATION FOR INITIAL REGISTRATION:**

**Dealers, Investment Advisers, Underwriters**

**Instructions for using the checklist**

1. The checklist must accompany completed applications<sup>1</sup>
2. The checklist applies to (i) companies seeking to be registered as dealers, investment advisers and underwriters and (ii) individuals not employed by companies who are seeking to be registered as investment advisers and dealers.
3. In the case of companies, a single checklist should be used for the company and the individuals employed by the company applying to be registered in the relevant categories.
4. All documents requiring certification must be clearly certified as true copies of the original by an appropriate person. Persons who may certify documents include; a Justice of the Peace, Attorney-at-law, or a Notary Public.
5. All documents that are not in English must be accompanied by a certified English translation.
6. "N/A" should be used where a document outlined below is not applicable.

Select the appropriate option:

- The application is being submitted for:**
- Company & employed individuals
  - Individual (not employed by a company)

**State full name:** \_\_\_\_\_

**Full name of individual applicants employed by the aforementioned company**

i.
ii.
iii.
iv.

**The following have been submitted:**

<input type="checkbox"/>	Completed application form for the company (Form 2 - <i>Application for Registration as Broker, Trader, Dealer, Investment Adviser or Underwriter</i> )
<input type="checkbox"/>	Completed application form for each individual named above (Form 2 - <i>Application for Registration as Broker, Trader, Dealer, Investment Adviser or Underwriter</i> )
<input type="checkbox"/>	A conflict of interest rules statement or a statement in accordance with Regulation 60(4) of the Securities Regulations, 2002
<input type="checkbox"/>	Certified copy/copies of requisite qualifications of individuals
<input type="checkbox"/>	Confirmation of completion of training at the Barbados Stock Exchange Inc. <sup>2</sup>
<input type="checkbox"/>	Copy of approval issued by the Barbados Stock Exchange Inc. <sup>2</sup>

<sup>1</sup> The application form must be accompanied by such other information or documentation known to the Applicant required to support the application.

<sup>2</sup> Applicable for dealers who will become members of the BSE

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(i) COMPANIES / (ii) INDIVIDUALS (not employed by a company)	
<input type="checkbox"/>	Evidence of requisite capital
<input type="checkbox"/>	Business plan
<input type="checkbox"/>	Copy of the executed Listing or Participation Agreement with Stock Exchanges and Depositories
<input type="checkbox"/>	Up to date copy of insider trading rules
<input type="checkbox"/>	Copies of audited annual financial statements for the last 3 years or interim statements if in operation for less than one year.
<i>Certified copies of the company's corporate documents</i>	
<input type="checkbox"/>	Articles of Incorporation
<input type="checkbox"/>	Certificate of Incorporation
<input type="checkbox"/>	Notice of Address / Change of Address
<input type="checkbox"/>	Articles of Amendment
<input type="checkbox"/>	Certificate of Amendment (where applicable)
<input type="checkbox"/>	Notice of Directors / Change of Directors / Register of Directors
<input type="checkbox"/>	External Company Certificate of Registration
<input type="checkbox"/>	External Company Annual Return
<input type="checkbox"/>	By-laws / Memorandum of Association
<input type="checkbox"/>	Any other corporate documents required in accordance with Section 448(g) of the Companies Act, Cap. 308
<input type="checkbox"/>	Register of beneficial owners

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DUE DILIGENCE REQUIREMENTS <sup>3</sup>	
The following have been submitted for each of the relevant persons:	
<input type="checkbox"/>	Completed Fit and Proper Questionnaire
<input type="checkbox"/>	Curriculum Vita /Resume
<input type="checkbox"/>	Police Certificate of Character ( <i>In the absence of same, some confirmation in writing such as an affidavit, that the relevant person has no criminal record or has not been convicted of a serious crime or any offence involving dishonesty or is not subject of a current criminal hearing or proceeding must be sent</i> )
<input type="checkbox"/>	Notarized/certified copy of the signature and photo pages of a valid passport
<input type="checkbox"/>	Proof of address: copy of utility bill/ bank statement/ credit card statement dated within the last 3 months

**ANY ADDITIONAL INFORMATION/DOCUMENTATION PROVIDED IN SUPPORT OF THE APPLICATION**

1	
2	
3	
4	

FEES				
Payment has been submitted based on the following:				
Category / categories of registration	<input type="checkbox"/> Dealer	<input type="checkbox"/> Investment Adviser	<input type="checkbox"/> Underwriter	
	Category	Prescribed fee	No. of Persons	Total Fees
<input type="checkbox"/>	Dealer	BDS \$2,500		BDS \$
<input type="checkbox"/>	Investment adviser	BDS \$2,500		BDS \$
<input type="checkbox"/>	Underwriter	BDS \$10,000		BDS \$
<input type="checkbox"/>	Dealer (employed individuals)	BDS \$2,500		BDS \$
<input type="checkbox"/>	Investment Adviser (employed individuals)	BDS \$2,500		BDS \$
<b>TOTAL</b>				<b>BDS\$</b>
Payment method				
<input type="checkbox"/> Cheque No.: _____ <input type="checkbox"/> Draft No.: _____ <input type="checkbox"/> Wire Transfer (provide confirmation)				

<sup>3</sup> The following must be completed and submitted for (i) each individual applicant employed by a company; (ii) an individual applicant not employed by a company; (iii) each director; senior officer and beneficial owner of a company.