



# CHECKLIST

## APPLICATION FOR INITIAL REGISTRATION: DEALERS, INVESTMENT ADVISERS, UNDERWRITERS

### Instructions for using this Checklist

1. This checklist must accompany completed registration applications.
2. This checklist applies to:
  - a) Companies seeking to be registered as dealers, investment advisers and underwriters; and
  - b) 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. For a list of persons who may certify documents, see the Fitness and Propriety FAQ document on the Commission website.
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 or item outlined below is not applicable.

1. The application<sup>1</sup> is being submitted for:

2. State the full name of the company:

3. State the full names of all individual applicants employed by the aforementioned company (or applying as individuals):

No.	Name of Individual Applicant	Category (Choose from Dropdown)
1.		
2.		
3.		
4.		
5.		
6.		
7.		

4. Indicate which of the following have been submitted by the Applicant:

A. APPLICATION AND SUPPORTING DOCUMENTATION			
Item	Submitted	N/A	Notes/Reason for Non-submission
Completed Application Form for the company (Form 2 - Application for Registration as Broker, Trader, Dealer, Investment Adviser or Underwriter)	<input type="checkbox"/>	<input type="checkbox"/>	
Completed Application form for each individual named above (Form 2 - Application for Registration as Broker, Trader, Dealer, Investment Adviser or Underwriter)	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	
Confirmation of completion of training at the Barbados Stock Exchange Inc. <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of approval issued by the Barbados Stock Exchange Inc. <sup>3</sup>	<input type="checkbox"/>	<input type="checkbox"/>	
Evidence of requisite capital from an independent auditor	<input type="checkbox"/>	<input type="checkbox"/>	
Business plan	<input type="checkbox"/>	<input type="checkbox"/>	

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

<sup>2</sup> Applicable to Dealers who will become members of the BSE.

<sup>3</sup> *Ibid.*



Copy of the executed Listing or Participation Agreement with Stock Exchanges and Depositories	<input type="checkbox"/>	<input type="checkbox"/>	
Up-to-date copy of insider trading rules	<input type="checkbox"/>	<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.	<input type="checkbox"/>	<input type="checkbox"/>	
Evidence of the acquisition of Professional Indemnity Insurance <sup>4</sup>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>B. CERTIFIED COPIES OF CORPORATE DOCUMENTS</b>			
Item	Submitted	N/A	Notes/Reason for Non-submission
Certificate of Incorporation	<input type="checkbox"/>	<input type="checkbox"/>	
Articles of Incorporation	<input type="checkbox"/>	<input type="checkbox"/>	
Notice of Address / Change of Address	<input type="checkbox"/>	<input type="checkbox"/>	
Articles of Amendment (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
Certificate of Amendment (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
Notice of Directors / Change of Directors / Register of Directors	<input type="checkbox"/>	<input type="checkbox"/>	
External Company Certificate of Registration	<input type="checkbox"/>	<input type="checkbox"/>	
External Company Annual Return	<input type="checkbox"/>	<input type="checkbox"/>	
By-laws / Memorandum of Association	<input type="checkbox"/>	<input type="checkbox"/>	
Any other corporate documents required in accordance with Section 448(g) of the Companies Act, Cap. 308	<input type="checkbox"/>	<input type="checkbox"/>	
Register of Beneficial Owners	<input type="checkbox"/>	<input type="checkbox"/>	

<b>C. DUE DILIGENCE DOCUMENTATION</b>						
Name of Individual or Company	Position (Choose from Dropdown)	Completed Fit & Proper Questionnaire	Police Certificate of Character (or Affidavit)	Certified or Notarised Copies of Passport Pages	Certified or Notarised Copies of Qualifications (for Compliance Officers only)	Resume or CV
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>D. ANY ADDITIONAL INFORMATION/DOCUMENTATION PROVIDED IN SUPPORT OF APPLICATION</b>		
1.	Relationship Disclosure Information	<input type="checkbox"/>
2.	Complaint Examination and Dispute Policy	<input type="checkbox"/>
3.	Code of Ethics and Personal Trading	<input type="checkbox"/>
4.	Corporate Governance Framework	<input type="checkbox"/>
5.	Internal Controls and Risk Management Framework	<input type="checkbox"/>
6.	Business Resilience and Operational Continuity Framework	<input type="checkbox"/>
7.	AML-KYC Policy Manual	<input type="checkbox"/>
8.	Internal Capital Adequacy Assessment Framework	<input type="checkbox"/>
9.	Market Conduct Framework	<input type="checkbox"/>
10.		<input type="checkbox"/>
11.		<input type="checkbox"/>
12.		<input type="checkbox"/>
13.		<input type="checkbox"/>
14.		<input type="checkbox"/>
15.		<input type="checkbox"/>
16.		<input type="checkbox"/>
17.		<input type="checkbox"/>

<sup>4</sup> Required pursuant to Section 56 of the Securities Act, Cap 318A.



**5. Application Fees**

<b>E. ASSESSMENT OF APPLICATION FEES</b>				
	<b>Category</b>	<b>Fee (BBD)</b>	<b>No. of Persons</b>	<b>Subtotal</b>
<input type="checkbox"/>	Dealer	\$1,000		
<input type="checkbox"/>	Investment adviser	\$1,000		
<input type="checkbox"/>	Underwriter	\$1,000		
<input type="checkbox"/>	Dealer (employed individuals)	\$1,000		
<input type="checkbox"/>	Investment Adviser (employed individuals)	\$1,000		
<b>GRAND TOTAL</b>				

i) Have all assessed application fees been paid in full?

ii) If yes, provide proof of payment:

<b>F. PAYMENT METHOD</b>				
<input type="checkbox"/>	Cheque	Cheque No.:		
<input type="checkbox"/>	Bank Draft	Draft No.:		
<input type="checkbox"/>	Wire transfer <sup>5</sup>	Confirmation No.:	Is the wire confirmation attached?	

<sup>5</sup> Provide confirmation of wire from the financial institution.