



# CHECKLIST

## APPLICATION FOR INITIAL REGISTRATION: SECURITIES COMPANIES, BROKERS, TRADERS

### 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 a securities company; and
  - b) Individuals employed by a securities company who are seeking to be registered as brokers and traders.
3. A single checklist must be used for the company and the individuals employed by the securities 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 is being submitted for:

A. RELEVANT APPLICANTS		
No.	Name	Category
1.		
2.		
3.		
4.		

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

B. APPLICATION AND SUPPORTING DOCUMENTATION (COMPANY)			
Item	Submitted	N/A	Notes/Reason for Non-submission
Completed Application Form for the company (Form 3 – Application for Registration as a Securities Company)	<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"/>	
Evidence of requisite capital <sup>1</sup>	<input type="checkbox"/>	<input type="checkbox"/>	
Business Plan	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of Foreign Currency Permit issued by the International Business Unit (if so duly licenced)	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	
A copy of policy document that outlines standards ensuring fairness in the allocation of investment opportunities among its clients	<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"/>	
Confirmation of the company's bankers	<input type="checkbox"/>	<input type="checkbox"/>	
Evidence of current Professional Indemnity Insurance	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of AML/CFT and KYC procedures utilised/or to be utilised by the company	<input type="checkbox"/>	<input type="checkbox"/>	
An assessment of the company's AML risk and vulnerabilities	<input type="checkbox"/>	<input type="checkbox"/>	

<sup>1</sup> Applicants are required to submit certification of capital from an Auditor.



<b>C. APPLICATION AND SUPPORTING DOCUMENTATION (INDIVIDUALS)</b>						
Name of Individual	Position	Completed and Signed Application Form	Certified Copies of Qualifications	Conflict of Rules or other Statement <sup>2</sup>	Completion of training at the BSE <sup>3</sup>	Approval issued by the BSE <sup>4</sup>
		<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. 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>E. DUE DILIGENCE DOCUMENTATION<sup>5</sup></b>						
Name of Individual	Position	Completed Fit & Proper Questionnaire	Police Certificate of Character (or Affidavit)	Certified or Notarised Copies of Passport Pages	Certified or Notarised Copies of Qualifications (Compliance Officer 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"/>
		<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"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>F. 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"/>

<sup>2</sup> Pursuant to Regulation 60(4) – Securities Regulations, 2002.  
<sup>3</sup> Applicable for brokers and traders who will become members of the Barbados Stock Exchange.  
<sup>4</sup> Ibid.  
<sup>5</sup> Must be submitted for each director or partner, senior officer, beneficial owner and compliance officer of the Applicant.



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"/>
18.		<input type="checkbox"/>

**3. Application Fees**

<b>G. ASSESSMENT OF APPLICATION FEES</b>				
	<b>Category</b>	<b>Fee (BBD)</b>	<b>No. of Persons</b>	<b>Subtotal</b>
<input type="checkbox"/>	Securities Company	\$1,000		
<input type="checkbox"/>	Broker	\$1,000		
<input type="checkbox"/>	Trader	\$1,000		
<b>GRAND TOTAL</b>				

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

ii) **If yes, provide proof of payment:**

<b>H. PAYMENT METHOD</b>				
<input type="checkbox"/>	Cheque	Cheque No.:		
<input type="checkbox"/>	Bank Draft	Draft No.:		
<input type="checkbox"/>	Wire transfer <sup>6</sup>	Confirmation No.:	Is the wire confirmation attached?	

<sup>6</sup> Provide confirmation of wire from the financial institution.