



RESERVE BANK OF FIJI

CHECKLIST OF REQUIREMENTS FOR APPLICATION FOR REGISTRATION AS A CREDIT INFORMATION PROVIDER

I. GENERAL

1. Section 2 of the Fair Reporting of Credit Act 2016 (“the Act”) defines the following;
 - a. *Credit Information Provider* – any person registered with the Bank to provide credit information for the purpose of this Act;
2. An application for registration to conduct business as a Credit Information Provider (“CIP”) in Fiji must be made to the Reserve Bank of Fiji. Refer Part II.
3. The Reserve Bank of Fiji reserves the right to request for additional information to assist with the assessment of the application for registration.
4. The Reserve Bank of Fiji may at its discretion, with or without conditions, register an applicant for a term of 12 months or refuse an application for registration.
5. Section 12 of the Fair Reporting of Credit Regulation 2016 (“the Regulation”) prescribes duties of CIP.

II. REQUIREMENTS FOR REGISTRATION

6. **Application form**
For registration as a CIP, the applicant must submit the completed application form set out in Schedule 3 of the Regulation;
7. **Application Fee (non-refundable)**
The fee must be paid via bank cheque payable to the Reserve Bank of Fiji.
 - a) application fee of FJ\$1,000 (+ VAT) must accompany the application for registration as CIP.
8. **Incorporation Documents**
 - a) certified copy of the Certificate of Registration from the Registrar of Companies; and
 - b) certified copy of the Certificate of Foreign Investment Certificate issued by Investment Fiji (*for foreign owned companies*).
9. **Tax Identification Number**
Certified copy of Tax Identification Number of the applicant should be attached with the application.
10. **Tax Compliance Certificate**

Certified copy of Tax Compliance Certificate of the applicant should be attached with the application.

11. Operational Resources

Provide details on;

- a) Storage and filing system for the safe-keeping of credit information;
- b) Resources and procedures for retaining credit information;
- c) Procedures for obtaining a written consent of a person for the purpose of the Act in the form set out in schedule 5 of the Regulation;
- d) Internal control policy on:
 - i. protection and security of credit information;

12. Statutory Declaration

In the case where the applicant is an entity, the Statutory Declaration must be made and signed by a director or a senior manager authorised to make such Statutory Declaration on behalf of the applicant, stating that the applicant has not committed any of the offences outlined in regulation 8(2) (a) and (b) of the Regulations.

The authorised person must declare that he/she has the authority to make the Statutory Declaration and has knowledge of the content of the Statutory Declaration.

In the case where the applicant is a natural person, the applicant must submit a Statutory Declaration stating that he/she has not;

- a) committed any of the offences outlined in regulation 8(2) (a) (b) of the Regulations;
- b) being declared to be of unsound mind as outlined in regulation 8(2) (c) of the Regulations.

III. REQUIREMENTS FOR RENEWAL APPLICATIONS;

- A completed application form set out in schedule 3 of the Regulation;
- Application fee of FJ\$1,000 (+ VAT) for registration as CIP;
- Tax Compliance Certificate;
- Statutory Declaration;

Reserve Bank of Fiji
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