



# RESERVE BANK OF FIJI

## CHECKLIST OF REQUIREMENTS FOR APPLICATION FOR REGISTRATION AS A CREDIT REPORT RECIPIENT

### I. GENERAL

1. Section 2 of the Fair Reporting of Credit Act 2016 (“the Act”) defines;
  - a. *Credit Report Recipient* – a person who is eligible to receive a credit report under this Act on request from a credit reporting agency;
2. An application for registration to conduct business as a Credit Report Recipient (“CRR”) 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 CRR.

### II. REQUIREMENTS FOR REGISTRATION

6. **Application form**  
For registration as a CRR, the applicant must submit the completed application form set out in Schedule 4 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 CRR.
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) Security and storage system for the safe-keeping of all records, in accordance with the Act;
- b) Internal control policy on:
  - i. protection and security of credit information;
  - ii. handling of concerns and complaints;

**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 4 of the Regulation;
- Application fee of FJ\$1,000 (+ VAT) for registration as CRR;
- Tax Compliance Certificate;
- Statutory Declaration;

**Reserve Bank of Fiji**  
**October 2017**