

RESERVE BANK OF FIJI



UNIT TRUST TRUSTEE LICENCE

CHECKLIST

REQUIREMENTS	COMMENTS
<p>1. Application Form and Fees:</p> <ul style="list-style-type: none"> • Complete application form: <ul style="list-style-type: none"> ➤ Form B5 • Payment of application fees: <ul style="list-style-type: none"> ➤ FJD \$1,848.10 VIP 	<p>Application fees must be submitted with the application form and all other required documents before the application can be assessed.</p>
<p>2. A Public Company as per the Fiji Companies Act 2015</p>	<p>Please provide certified copies of company incorporation documents – Certificate of Incorporation, Article/Memorandum of Association.</p>
<p>3. Bond</p> <ul style="list-style-type: none"> • Must give a bond of \$40,000 to the Reserve Bank as security for the fulfilment of their duties and obligations under the Managed Investment Scheme. 	<p>Please provide the prescribed bond to the Reserve Bank.</p>
<p>4. Adequate resources, including financial and human resources, to carry on business as a Trustee</p> <p>Trustee must have:</p> <ul style="list-style-type: none"> • adequate human resources with the necessary qualification, expertise and/or experience particularly in fields such as accounting or finance, legal and compliance; and • adequate and appropriate systems, procedures and internal controls to carry out its duties and responsibilities in a proper and efficient manner. 	<ul style="list-style-type: none"> • Please refer to the section below on requirements for propriety of directors. • Details of the accounting, computer, compliance and operating systems to enable the trustee to monitor compliance with the requirements of the scheme deed.
<p>5. Shareholders and propriety of members of board of directors:</p> <ul style="list-style-type: none"> • Must have as shareholders and members of its board of directors such persons as 	<p>Shareholders and board of directors to fill the attached Personal Declaration Form. Furthermore,</p>

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<p>the RBF considers fit and proper.</p>	<ul style="list-style-type: none"> • Trustee is to confirm to the RBF that it has conducted its own assessment on the fitness and propriety of its shareholders. • for each board of directors, the following are to be provided to RBF: <ul style="list-style-type: none"> - 1 character reference and 1 professional reference; and - detailed Curriculum Vitae.
<p>6. <i>Business Premises</i></p> <ul style="list-style-type: none"> • Must have suitably located and equipped premises. 	
<p>7. <i>Independence</i></p>	<p>The Trustee must be free of any relationship with the Manager, or the controlling or significant shareholder(s) of the Manager, that would otherwise interfere with the Trustee's exercise of independent judgement.</p> <p>The Reserve Bank of Fiji shall have the discretion to approve alternative arrangements</p>
<p>8. <i>Other Information that the Reserve Bank may require</i></p>	