

SCHEDULE 1
(Regulation 3(1)(a))

THE RESERVE BANK OF FIJI

Regulation 3(1)(a)
of the Fair Reporting of Credit Regulations 2016

**APPLICATION OR RENEWAL OF APPLICATION FORM FOR LICENSING
OF A CREDIT REPORTING AGENCY**

The applicant must submit the completed application form, together with the required application processing fee to the Reserve Bank of Fiji.

PART 1—APPLICANT’S INFORMATION

1.	Name of the applicant company:	
2.	Address of registered office:	
3.	Telephone number:	
4.	Fax number:	
5.	Website address:	
6.	Postal address:	
7.	Tax identification number (TIN): (Enclose certified copy)	
8.	Date of registration: (Enclose certificate of registration)	
9.	Business name, if applicable: (Enclose certificate of registration)	
10.	Type of application: (Tick appropriate box)	<input type="checkbox"/> Application for licence <input type="checkbox"/> Application for renewal of licence

PART 2—PARTICULARS OF DIRECTORS

1.	Name:	
2.	Address:	
3.	List experience and qualifications: (Include previous positions held, if any)	
4.	Percentage of shareholding in the company, if any:	
5.	Directorship in other companies, if applicable:	
6.	Has the director been convicted of an offence that concerns the making, or participation in making, of decisions that affect the whole or a substantial part of the business of a company?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Has the director been convicted of an offence that concerns an act that has the capacity to affect significantly a company's financial standing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Has the director been convicted of an offence that is a contravention of the Act and is sentenced to a term of imprisonment exceeding 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Has the director been convicted of an offence that involves fraud, dishonesty or breach of trust and is punishable by imprisonment for a term of at least 3 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	Has the director been convicted of an offence against the law of any other country that is punishable by imprisonment for a term exceeding 12 months in Fiji if the offence was committed in Fiji?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.	Has the director been declared to be of unsound mind by any court of law in Fiji or any other country?	<input type="checkbox"/> Yes <input type="checkbox"/> No

1.	Name:	
2.	Address:	
3.	List experience and qualifications: (Include previous positions held, if any)	
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6.	Has the director been convicted of an offence that concerns the making, or participation in making, of decisions that affect the whole or a substantial part of the business of a company?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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10.	Has the director been convicted of an offence against the law of any other country that is punishable by imprisonment for a term exceeding 12 months in Fiji if the offence was committed in Fiji?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.	Has the director been declared to be of unsound mind by any court of law in Fiji or any other country?	<input type="checkbox"/> Yes <input type="checkbox"/> No

(Attach additional pages, if required)

PART 3—PARTICULARS OF SHAREHOLDERS

1.	Name of shareholder:	
2.	Address:	
3.	Percentage of shareholding in the company:	
4.	Does the shareholder hold shares beneficially or non-beneficially?	
5.	Has the shareholder been convicted of an offence that concerns the making, or participation in making, of decisions that affect the whole or a substantial part of the business of a company?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
6.	Has the shareholder been convicted of an offence that concerns an act that has the capacity to affect significantly a company's financial standing?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
7.	Has the shareholder been convicted of an offence that is a contravention of the Act and is sentenced to a term of imprisonment exceeding 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
8.	Has the shareholder been convicted of an offence that involves fraud, dishonesty or breach of trust and is punishable by imprisonment for a term of at least 3 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
9.	Has the shareholder been convicted of an offence against the law of any other country that is punishable by imprisonment for a term exceeding 12 months in Fiji if the offence was committed in Fiji?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
10.	Has the shareholder been declared to be of unsound mind by any court of law in Fiji or any other country?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable

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2.	Address:	
3.	Percentage of shareholding in the company:	
4.	Does the shareholder hold shares beneficially or non-beneficially?	
5.	Has the shareholder been convicted of an offence that concerns the making, or participation in making, of decisions that affect the whole or a substantial part of the business of a company?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
6.	Has the shareholder been convicted of an offence that concerns an act that has the capacity to affect significantly a company's financial standing?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
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9.	Has the shareholder been convicted of an offence against the law of any other country that is punishable by imprisonment for a term exceeding 12 months in Fiji if the offence was committed in Fiji?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
10.	Has the shareholder been declared to be of unsound mind by any court of law in Fiji or any other country?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable

(Attach additional pages, if required)

PART 4—COMPLIANCE WITH REGULATIONS

1.	Does the applicant or a director or shareholder of the applicant have any interest, whether beneficial or non-beneficial, direct or indirect, in any lending institution, credit information provider or credit report recipient? (If yes, please specify)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.	Does the applicant or a director or shareholder of the applicant have an associate with any interest, whether beneficial or non-beneficial, direct or indirect, in any lending institution, credit information provider or credit report recipient? (If yes, please specify)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PART 5—QUESTIONS, CONCERNS AND COMPLAINTS

1.	Do you have a policy in place to handle questions, concerns and complaints?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.	If the answer to the above is “Yes”, does this policy outline your commitment to handle questions, concerns and complaints as well as your internal systems and procedures for resolving questions, concerns and complaints in a timely manner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PART 6—HUMAN, FINANCIAL AND OPERATIONAL RESOURCES

1.	Human resources		
1.1	Indicate the number of staff employed		
2.	Financial resources		
2.1	Provide a copy of the applicant’s audited financial statements for the previous 3 years		
3.	Operational resources		
3.1	Do you have adequate access to communication facilities, including telephone, typing, fax and copying facilities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.2	Do you have adequate storage and filing systems for the safe-keeping of all records?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.3	Do you have procedures in place and sufficient resources to accept the filing of credit information?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.4	Do you have procedures in place and sufficient resources to take reasonable steps to verify the accuracy of any credit information reported to you? (If yes, please specify)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.5	Do you have procedures in place and sufficient resources to retain credit information reported to you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

3.6	Do you have procedures in place and sufficient resources to issue a report to any person who requires it for a purpose contemplated in the Fair Reporting of Credit Act 2016? (If yes, please specify)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.7	Do you have sufficient resources to comply with accounting and reporting requirements under the Fair Reporting of Credit Act 2016?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.8	Do you have sufficient resources to ensure compliance with the requirements of the Fair Reporting of Credit Act 2016 and the regulations made thereunder?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.9	Do you have a proposed business plan to operate a credit reporting agency? (If yes, please attach the proposed business plan)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.10	If the answer to any of the above is “No”, please provide a credible plan to acquire or develop these resources or procedures.		

(Attach additional pages if required)

PART 7 – DECLARATION

Give the following declarations signed by two directors or one director if there is only one director:

I/We hereby apply for a licence to operate as a credit reporting agency.

I/We hereby undertake to comply with the provisions of the Fair Reporting of Credit Act 2016, the regulations made thereunder and the guidelines, directives, circulars and instructions issued by the Reserve Bank of Fiji.

I/We warrant that I/We have truthfully and fully answered the questions above and provided all the information, which might reasonably be considered relevant for the purpose of obtaining a credit reporting agency licence.

I/We declare that the information supplied in the application form is complete and correct.

For and on behalf of

.....
Name of the applicant company

.....
Director

Name in Block Letters:.....

Date:.....

.....
Director

Name in Block Letters:.....

Date:.....

The Reserve Bank of Fiji may require additional information if it deems necessary