

RESERVE BANK OF FIJI

CHECKLIST OF REQUIREMENTS FOR APPLICATION FOR A LICENCE TO CONDUCT BUSINESS AS AN INSURANCE AGENT IN FIJI

The following are the requirements¹ that applicants must submit to the Reserve Bank of Fiji for consideration of an application for a licence to conduct business as an insurance agent in Fiji.

1. **Application letter**
Letter from the insurer nominating applicant to be their agent. The letter to also describe and confirm the following:
 - (a) An agent has met the (i) Competence, (ii) Financial Soundness and (iii) Honesty, Integrity and Reputation requirements of Fit and Proper Criteria as per Insurance Supervision Policy Statement No. 12; and
 - (b) An agent has met all the requirements as per Insurance Supervision Policy Statement No. 12 on Appointment and Supervision of Agents.
2. **The completed application form for an application for a licence as an agent**
Form 4 of the Insurance Regulation 1998².
3. **Code of Ethics signed by the agent and witnessed and stamped by the nominated insurer**
4. **Curriculum Vitae for Individual agents only**
5. **Credentials of Directors or Senior Managers in Fiji or the Responsible Officers for Corporate agents only**
6. **Prescribed licence fees (per year):**
 - Individual agents - \$250 + Value Added Tax
 - Corporate agents - \$1,000 + Value Added Tax
7. **Certified true copy of the joint Fiji Revenue & Customs Authority and Fiji National Provident Fund card**
8. **For individual agents, 2 recent passport-size photographs** (names to be written at the back of the photographs)
9. Any other information that the Reserve Bank of Fiji may deem appropriate.

¹ This checklist remains same for new appointments and renewal of agents licence.

² Form 4 – Application for Licensing as an agent may be found *in the Insurance Regulations 1998*.