

RESERVE BANK OF FIJI



INVESTMENT ADVISER BODY CORPORATE LICENCE

CHECKLIST

REQUIREMENTS	COMMENTS
<p>1. Application Form and Fee:</p> <ul style="list-style-type: none"> • Complete application form: <ul style="list-style-type: none"> ➤ Form B5 • Payment of application fee: <ul style="list-style-type: none"> ➤ FJD \$1,231.70 VIP 	<p>Application fee must be submitted with application form and all other required documents before the application can be assessed.</p>
<p>2. Financial Backing:</p> <ul style="list-style-type: none"> • Must have a paid up capital of at least FJD \$30,000 or such higher amount as the RBF may in its absolute discretion determine. 	<p>To meet this requirement, certified supporting documents are required as proof of company incorporation and paid up capital.</p>
<p>3. Qualified and Experienced Staff and a Director:</p> <ul style="list-style-type: none"> • Must have staff (inclusive of a qualified chief executive) and a director who is capable of providing professional services to clients in the field of activity to which the licence relates. 	<p>Each Investment Adviser Body Corporate must have <u>at least one licensed representative</u>.</p> <p>For details under this requirement, please refer to Investment Adviser Representative Licence Checklist.</p>
<p>4. 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 the RBF considers fit and proper. 	<p>Shareholders and board of directors to fill the attached Personal Declaration Form. Furthermore,</p> <ul style="list-style-type: none"> • the applicant must confirm to the RBF that assessment on the fitness and propriety of shareholders has been satisfactorily conducted; • 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>5. Business Premises</p> <ul style="list-style-type: none"> • Must have suitably located and equipped premises to provide satisfactory service to the clients. 	