RESERVE BANK OF FIJI

INVESTMENT ADVISER INDIVIDUAL LICENCE

CHECKLIST

REQUIREMENTS	COMMENTS
1. *Application Form and Fee:* • Complete application form: ➢ Form B5 • Payment of application fee: ➢ FJD $319.37 VIP	Application fee must be submitted with application form and all other required documents before the application can be assessed.
2. *Financial Backing:* • Must have a minimum net worth of FJD $30,000.	To meet this requirement certified supporting documents are required as proof of net worth.
3. *Professional Qualification and Experience:* • Must have appropriate qualifications and experience.	Minimum RBF requirements are: • Applicant must complete Fijian Securities Licensing Exam *(or equivalent)*; <u>or</u> • Submit certified copies of academic transcripts and certificates for (capital markets) industry related Diploma(s); and • Submit detailed Curriculum Vitae to ascertain your experience relating to Fiji's capital markets industry. Indicate the activities and categories of licence applied for from below and provide your experience under each: **Activities** **Categories** (i) Advising clients A. Retail Investment Securities (ii) Issuing/promulgating analyses or reports B. Pension/Superannuation funds (iii) Portfolio management on behalf of clients C. Derivatives D. Corporate Finance Please note that for the four (4) major categories of licence, an applicant can either engage in one of the three (3) or all activities depending on experience.

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4. *Propriety:*	The two (2) references should be as follows:
• 2 independent character references; and	• 1 character reference; and • 1 professional reference relating to your experience in the capital markets industry.

• Police Clearance.	Please organise for a police clearance report and the report should be sent directly to:
	
	    Mr Sailasa Vadiga
	    Manager Policy & Research
	    Financial Institutions Group
	    Reserve Bank of Fiji
	    Pratt Street
	    Private Mail Bag
	    SUVA

5. *Business Premises:* • Must have suitably located and equipped premises to provide satisfactory service to the clients.	