

CHECKLIST OF REQUIREMENTS FOR APPLICATION FOR A LICENCE TO CONDUCT BANKING BUSINESS IN FIJI

- I.** The following are minimum requirements that applicants must submit to the Reserve Bank of Fiji as part of their proposal to set up a bank or a credit institution in Fiji.

The minimum requirements have been divided into two categories, firstly, requirements under the Banking Act, 1995 and secondly, requirements specified by Reserve Bank of Fiji.

II. Primary Requirements Detailed in the Banking Act, 1995.

1. Application Letter – Letter of Intent
2. Applications Fees (non-refundable)

Banks	:	F\$ 25,000 (Plus VAT)
Credit Institutions	:	F\$ 15,000 (Plus VAT)
3. Authenticated Copy of Instrument under which the applicant company is formed (act/chapter/constitution or memorandum and article of association) [Section 8 (2) (a) of Banking Act] and associated by-laws pertaining to the incorporation of a company.
4. Detailed business plan which should illustrate the overall strategic goals (mission, vision, values) of the proposed business and the organizational chart detailing the board and committee structure.
5. A brief description of the services the proposed bank intends to provide, the market sectors it plans to target and proposed location of the business
6. Brief outline of the accounting systems and internal controls for the proposed bank.
7. Background information of CEO/directors'/shareholders/supervisors comprising of detailed CV, scope of responsibilities, professional membership, work experience, 2-character references in original form, 2 financial references in original form, valid identification card, police clearance letter or other certificate in original form confirming that the applicant has not been convicted of any serious offence.
8. An outline of prudential policies to be employed by the proposed bank such as policy on capital adequacy, liquidity risk management, corporate governance, culture and conduct, cyber-security policy alongside key financial, liquidity and prudential ratios. The basis used for estimation of these projected ratios should also be disclosed.

9. Details of individuals holding significant positions including position title, full name, date of birth, qualification, professional memberships, job description and key responsibilities, copy of the assessment completed under fit-and-proper including character, financial soundness, competency and capability in relation to the position held.
10. Copies of latest 3 Annual audited Balance Sheets.
[Section 8 (2) (a) of Banking Act]
11. Copies of latest 3 Annual audited Profit and Loss Accounts.
[Section 8 (2) (a) of Banking Act]
12. In the case of an applicant incorporated overseas:
 - written confirmation from the banking supervisory authority in the applicant's country of incorporation stating no objection to the proposal to carry on banking business in Fiji;
 - a sworn undertaking by its Head Office on the proforma Letter of Undertaking, supported by an appropriate resolution of the board of directors that it will, on demand of the Reserve Bank, provide, in the currency specified by the Reserve Bank, funds necessary to cover all obligations and liabilities incurred in the conduct of banking business in Fiji (also required of local applicants); and
 - a written undertaking from the ultimate holding company that it will provide unconditional ongoing capital support to its local operations if capital falls below Reserve Bank of Fiji minimum guidelines on Capital Adequacy (even if incorporated locally).

III. Other Primary Licensing Requirements Specified by the Reserve Bank of Fiji

13. Comprehensive disclosure of all ultimate beneficial owners (UBOs), including but not limited to any natural persons who ultimately own or exercise control over the applicant, whether directly or indirectly, through shareholding, voting rights, or other means of effective control. In terms of ownership threshold, a person must meet one of the following criteria:
 - a) Significant Shareholding: Owning 20% or more (including both direct and/or indirect ownership) of a company's shares or capital in an entity; or
 - b) Voting Rights: Holding 20% or more (including both direct and/or indirect) of the voting rights within the entity.
14. Evidence of ability to maintain a minimum unencumbered capital for the applicant's business in Fiji should a license be granted.
15. Completed Information and Personal Declaration Sheets from incorporators, directors, officers and the ten largest shareholders. It is essential that professional and character references be provided with the Personal Declaration Sheets.
16. The applicant is required to provide a detailed organisational structure and corporate group structure, including a visual ownership chart and identification of all ultimate beneficial owners (UBOs). Full disclosure of direct and indirect ownership is mandatory, along with confirmation of their credibility status (*as stipulated in no. 13*).

17. A documented Compliance Program must be provided, detailing the structure and mandate of the compliance function. This should include compliance risk assessments, internal reporting systems, staff training plans, and oversight responsibilities of the compliance officer/unit and the Board.
18. A simplified Recovery and Resolution Plan (RRP) must be submitted, identifying early warning indicators, recovery tools, key financial thresholds, and an exit strategy. The RRP should demonstrate the institution's ability to manage financial distress or resolution scenarios without systemic disruption.
19. The applicant is required to submit an Internal Audit Charter and an Internal Audit Plan (12 months post licensing). The Charter should define the role, independence, scope, and authority of the internal audit function. The audit plan should identify key focus areas, reporting lines, and frequency of audits.
20. Analysis of economic justification and feasibility study must be submitted with particular emphasis to be placed on benefits and impacts of the applicant institution on the financial system, contribution towards employment, expansion projects, GDP and benefits to the public.
21. Five years projections of financial condition including:
 - Statement of Financial Position,
 - Statement of Financial Performance, and
 - Statement of Cash Flow.The basis on which these assumptions are made must be included.
22. In the case of an overseas applicant a further written confirmation from the home supervisor is required to confirm that the applicant:
 - is conforming to existing laws, accounting standards and audit standards in its country of incorporation.
 - holds the status of a bank in its home country (even if incorporated locally); and
 - is operating in that jurisdiction.
23. Overseas applicants are additionally required to provide written agreement that if granted a licence, the applicant will comply unconditionally with all rules, regulations, laws and policies supervised and regulated by the Reserve Bank of Fiji. This written agreement is to be signed by the Board of the applicant.
24. Details of Operational Expenses expected to be incurred, and projected establishment expenses to be written off against capital in Fiji. These require confirmation by an auditor.
25. Written undertaking by the applicant that it will adhere and comply to all the prudential and regulatory requirements of the Reserve Bank of Fiji including but not limited to the Banking Act (1995) and RBF Banking Supervisory Policies.
26. Details of proposed off-balance sheet activities to be undertaken if any.
27. Applicants must submit a strategic overview of their planned use of financial technologies, digital platforms, and innovation initiatives. The roadmap should

outline key digital services, customer interface strategies, cybersecurity integration, and future tech development plans.

28. An outline of the Digital Financial Inclusion Strategy must be submitted, detailing how the institution plans to extend banking services to the underserved and remote populations through digital channels such as mobile banking, agency banking, or tailored low-cost product offerings.

IV. Additional Requirements by Reserve Bank of Fiji

- Intentions for initial capital and subsequent capital increases to support expansion of business in Fiji.
- Intentions for internal and external audit of the Fiji operations.
- Summary of internal controls to be effected over Fiji operations, including lending approval limits, policies on provisions for and write offs of bad and doubtful debts and related reports, policies on liquidity management, accounting systems and risk management policies and procedures (*refer to requirement no. 6 and 9*).
- Intentions for future branches or expansion of operations in Fiji or from Fiji.
- Legally binding letter of comfort for capital support for the licence applicant from its major shareholders supported by a resolution of the applicant's Board.
- Any other documentation as the Reserve Bank may specify.

- V. Further pertinent information regarding an application for a licence to conduct banking business in Fiji, can be sourced from the Supplementary Information to the Checklist of Requirements found on the Reserve Bank of Fiji website.

- VI. For further enquiries please contact the Reserve Bank of Fiji.

**Financial Institutions Group
Reserve Bank of Fiji**