RESERVE BANK OF FIJI

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

I. Requirements of the Licence Application

The following information must be provided to the Reserve Bank of Fiji in applying for a licence to operate as a Restricted Foreign Exchange Dealer or Money Changer:

1. **Letter** - An application letter on the company's letterhead must be:
   a. Addressed to the "*Governor, Reserve Bank of Fiji; Private Mail Bag, Suva*."
   b. Signed by an authorised person of the company.
   c. Board Resolution (to be included with undertakings)

2. **Application Fees (non-refundable) -** A non-refundable fee must be paid on submission of the application letter for a new licence for the relevant category.

Restricted Foreign Exchange Dealer	:	F$2,000 (Plus VAT)
Money Changer	:	F$1,000 (Plus VAT)

3. **Business Particulars** - Full particulars of the business to include the category of business and objectives (r*efer to Table 1 for category of business)*. In addition, a copy of the company's Articles of Association;

4. **Initial Capital Details** - Articles of Association which details the shareholding and financial structures of the company. *(Refer to Table 1 for minimum capital requirement for each category of business.)*

   In the case of non-resident shareholders:

   - A copy of the project approval by the Investment Fiji and completed RBF Form I.1,
   - A proof of capital held by way of confirmation letter from a commercial bank of the receipt of funds from offshore into the company's resident account in Fiji in respect of the non-resident shareholder's equity contribution and account statement.

5. **Board Resolution** – A copy of the Board resolution should be attached signed by the directors/chairman

   - The Board Resolution should also confirm the appointment of the Principal Officer/Manager responsible for the proposed foreign exchange business.

6. **Letter of Undertaking (LOU)** - Written undertaking by the Directors that they will secure any obligations and liabilities to be incurred in the conduct of the business and the business will comply with the exchange control regulations set out by the Reserve Bank of Fiji if permission is granted, including any subsequent notices to be issued by the Bank

   - The undertaking should also confirm that the applicant will comply with all applicable Anti-Money Laundering and Counter-Terrorist Financing (AML/CFT) requirements and any reporting requirements of the Reserve Bank of Fiji. The letter must have the company stamp.

7. **CVs and Character References** - Detailed curriculum vitae of the Shareholders, Directors and Principal Officer/Manager (senior management), valid identification document, police clearance or other certificate in original form confirming that the

responsible person has not been convicted of any serious offence, and the completed Personal Declaration Sheet (Annex 1)

8. **Fit & Proper -** Assessment of directors and principal officers should be made collectively and individually to ensure that all relevant skills are present;

9. **Ultimate Beneficial Owners (UBOs) -** 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.

10. **Credit Bureau –** A clearance letter from the Credit Bureau to be attached;

11. **Official Receiver's Office** – A clearance letter from the Official Receiver's Office to be attached;

12. **Documents of Incorporation** – Certified true copy of certificate of registration of the business in Fiji;

    In the case of an applicant incorporated overseas:

    - Certified copy of the certificate of incorporation of its head office;
    - Certified copy of the Project approval by Investment Fiji (also required in a local company with foreign shareholders).

13. **Location** - Confirmation of the exact location of the business and registered address of where it proposes to do business;

14. **Control & Security Measures -** Details of the control and security measures submitted should ensure that the security in place is adequate and the premise is secure.

    - Details of cash handling procedures including segregation of duties and daily reconciliation processes;
    - Details of physical security infrastructure including safes, CCTV, alarm systems and access controls.

15. **Financial Statements** –

    - Audited copies of the past three years of operation;
    - Cash flow projection for the next three years; and
    - Earnings and expenses projection for the next three years.
    - Where the applicant is newly incorporated, financial statements of major shareholders demonstrating financial capacity.
    - Assumptions underlying the financial projections;

16. **Appointed Auditors** – A letter from the auditor appointed by the company.

17. **Correspondent Banks** –

    - Names of local correspondent bank(s);
    - For companies engaging in travellers cheques, a written confirmation by an authorised issuer of travellers' cheques approving the company to act as an agent;

18. **Internal Control Policy** - Summary of the company's internal controls and policies of the business.

- AML/CFT policies and procedures including customer due diligence, record keeping, monitoring of transactions and suspicious transaction reporting;
- Risk management policies addressing operational, compliance and financial risks;
- Record-keeping and reporting procedures including ability to meet Reserve Bank reporting requirements;
- Business continuity and disaster recovery arrangements;

19. **Confirmation from Home Supervisor – *only applies to foreign applicants***

A letter must be provided from the Regulatory Authority in which the company's Parent Company or Head Office is based. The Regulatory Authority Letter should confirm the registration of the Parent Company/Head Office and also inform any issues of concern with the company that the Reserve Bank should be aware of. The letter is to be sent independently from the Regulatory Authority to the Reserve Bank.

Table 1 *(reference table for requirements 3 & 4)*

	Money Changer (Category A)	**Restricted Foreign Exchange Dealer (Category B)**
Types of business permitted	• sale, purchase and repatriation of travellers cheques and foreign currency notes; • the remittance of proceeds of repatriated Fiji currency notes; • the issue of bank drafts;	• sale, purchase and repatriation of travellers cheques and foreign currency notes; • the remittance of the proceeds of repatriated Fiji currency notes; and • issue of bank drafts • the use of telegraphic or electronic transfers for payment and receipt of funds; • to undertake matching of funds (transactions) to be restricted to Merchandise Imports; and • to make payments in line with all currently delegated transactions as specified by the Reserve Bank;
Minimum capital requirement by RBF	$5,000	$50,000

Financial Institutions Group
Reserve Bank of Fiji