RESERVE BANK OF FIJI

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

I. General

1. Pursuant to section 2 of the Credit Union Act 2025, credit union business –
   (a) means the business of accepting deposits from members and employing such funds either in whole or in part for the purpose of granting extensions of credit and other financial services to members.

2. Pursuant to section 10 and 12(1) of the Credit Union Act 2025 –

   (1) ***Thirty (30) or more individuals*** *with the intention to carry on credit union business* ***must obtain a licence*** *from the Reserve Bank under section 10 to carry on such business; and*
   (2) A cooperative which is registered under the Cooperatives Act 1996 with ***30 or more members*** *and carries out credit union business must apply for a credit union licence under this Act.*

3. The Reserve Bank reserves the right to request additional information to assist with the assessment of the licence application.

4. The Reserve Bank of Fiji may at its discretion, with or without conditions, grant a licence or inform the applicant of its refusal to grant a licence sixty (60) days after receipt of a complete application, or where further information has been required, after the receipt of such information.

II. Requirements of the Licence Application

a) Application Letter

The application letter must declare the applicant's request for a licence to conduct business as a credit union and:

- be addressed to the Governor of the Reserve Bank of Fiji;
- be signed by the Chairman of the Board;
  As the alternative, the letter may also be signed by a representative that has been delegated and approved by the Board to be its representative in its dealings with the Reserve Bank of Fiji in all matters pertaining to the licence application.

a) **The completed application form (Form CU-A) for a licence as a Credit Union or Cooperative**

b) **Application Fee[1] (non-refundable)**
FJ$1,000.00 (Vat Exclusive) and payment must be made through internet banking transfer to the Reserve Bank of Fiji. Banking details will be provided via email once request for application is confirmed. (For existing Credit Unions/Cooperatives, arrangements to be confirmed with the Reserve Bank).

c) **Board Resolution**

The Board Resolution **must be signed by all members** of the Board and capture the following:

- Nomination of the official that will be liaising with the Reserve Bank on matters pertaining to the licence application;
- Consensus in support of the establishment of the credit union business company in Fiji;
- The aggregate value of all initial and qualifying shares;
- Consensus on the value of capital for the setup of the credit union institution; and
- Consensus on undertaking to comply with all of the Reserve Bank's directives, policies, rules and standards once licence has been granted.

d) **Incorporation Documents**

- Original or certified copies of registration of credit union (Registrar of Companies/Registrar of Credit Unions/Cooperatives) - *(for renewal purposes/current existing credit unions and financial cooperatives)*
- A copy of the by-laws for the general operation of the credit union/cooperative
- Formation meeting minutes *(for new applicants)*
- Business plan – these include strategies, goals, objectives and business targets

e) **Ownership and Governance Structure**

- The name of the credit union or cooperative;
- The physical address of the credit union or cooperative's principal place of business;
- A declaration that the credit union or cooperative's term of existence is perpetual;

[1] All credit unions and cooperatives new licence application fees required under section 6 of the Act is subject to the Credit Union Licensing and Registration Regulations 2026.

- The aggregate value of all initial qualifying and membership shares;
- The name and address of, and the number of withdrawable and non-redeemable shares subscribed to by each organizer;
- The number of directors constituting the initial board and the name and address of each person who will serve as director until the first annual meeting;
- The details of its senior management;
- Conflict of Interest Declaration of its Board or Senior Management;
- The details of the different functions within the institution;
- The common bond of membership shared by the members of the credit union or cooperative at the time of application;
- Delegation of authority document; and
- Proposed date of the first AGM *(for new credit unions and financial cooperatives only)*

f) Fitness and Propriety of Responsible Persons

- Declaration that the appointed responsible person has not –
  - Been convicted of a criminal offence resulting in the imprisonment of one month or more or a fine of five penalty units or both under the Crimes Decree 2009
  - Been convicted under a law designed to prevent money laundering, terrorist financing or other economic crimes
  - Defaulted on payment for over one month of obligation to any financial institution in the last 12 months
  - File for bankruptcy or been declared bankrupt
  - Been suspended, removed or prohibited from serving as a director or committee member of a financial institution by a supervisory agency

- Applicant must also submit the following documents of all its responsible persons (this includes Board and Senior Management or Executive Committee):
  - Curricular Vitae (CVs);
  - Police Clearance; and
  - Internal assessment of proposed appointment.

g) Appointed Auditor – Completed Form CU-L

Pursuant to Section 41(6) of the Credit Union Act 2025, the credit union shall appoint an independent auditor at the Annual General Meeting of the members on the recommendation of the Supervisory Committee and the Board. The appointed auditor must be approved by the Reserve Bank to perform the audits required under this section

h) **A certified copy of the last three years' audited accounts and statements (including profit and loss, appropriation accounts and balance sheet statements) -** *(for renewal purposes/current existing credit unions and financial cooperatives only)*

i) **Financial projections for first three (3) years of operations** *(income statement, balance sheet, cashflow and trend/ratio analysis).*

j) **Loan Accounts/Share Accounts/Deposit Accounts**
Applicant must submit details of its financial accounts that are used for credit union business activities.

k) **A Feasibility Study or Viability Assessment:**

Section 13(1) of the Credit Union Act 2025 requires that No credit union is to be licensed or registered under this Act unless the Reserve Bank assesses it to be economically viable in the long-term on the following criteria—
(a) the level of demand anticipated for the proposed credit union services;
(b) the projected asset base and financial strength of the credit union;
(c) the size of the membership base and potential for growth of the credit union; and
(d) capacity to provide competitive products and services on a sustainable basis.

Therefore, a credit union or cooperative must submit detailed documentation capturing the above as per section 13(2) of the Act.

l) **Products and Services (Business Activities)**
Applicants must submit details of their business activities, including the various products and services offered which are available to their members, as well as details on proposed investment portfolios.

m) **Interest Rates and Fees & Charges**
Applicant must submit a list or document that details its various applicable interest rates for its corresponding activities as well as fees and charges associated with the products and services.

n) **Policy Environment**
Applicant must provide internal policies and procedures or controls that are implemented within the institution to govern and manage risks that may arise during its operations. Applicants may include business continuity plans or contingency plans that will be in place.

o) **Details of the applicant's accounting and reporting systems**

A summary of the company's internal control policies and the accounting and reporting systems of the credit union or cooperative must be provided as part of the application.

p) **Fidelity Guarantee Cover**[2]
Section 29(2)(b) stipulates the duties of the Board to purchase a blanket Fidelity Guarantee insurance cover in line with requirements set out in section 9 of the Credit Union Regulations 2026. This ensures that the credit union is protected from losses attributed by fraud, dishonesty, forgery, embezzlement, misappropriation, misapplication, or breach of duty by any director, officer, employee, member of a committee.

Financial Institutions Group
Reserve Bank of Fiji
2026

Annexures:
1. Prescribed Forms:
Form CU-A - Application for Licensing – Credit Unions and Cooperatives
Form CU-L - Application for Approval of Appointed Auditor

[2] Proportionate to the risk exposure of the business at the Board's discretion