

## CHECKLIST FOR RENEWAL OF REGISTRATION AS AN UNDERWRITER

Name of Applicant: \_\_\_\_\_

	<b>Requirements</b>	<b>Submitted</b>	<b>Comments</b>
<b>1.</b>	Renewal fee* – TT\$20,000.	<input type="checkbox"/>	
<b>2.</b>	Form 2A – Registration As A Broker-Dealer, Investment Adviser Or Underwriter (Corporate-Form Only).	<input type="checkbox"/>	
<b>3.</b>	Form 2A – Appendix 1 for each director.	<input type="checkbox"/>	
<b>4.</b>	Form 3A – outlining particulars for each registered representative. Each employee or officer of the applicant that engages in the business for which the company is registered must be a registered representative. <b>Applicants must have at least two underwriting representatives in their employ registered under by-law 21 who have at least three years securities related work experience.</b>	<input type="checkbox"/>	
<b>5.</b>	Renewal fee* for each registered representative – TT\$2,000 per representative where applicable. Please note that this fee is payable every two years.	<input type="checkbox"/>	
<b>6.</b>	Where the Underwriter has a Branch Office that is also due for renewal at the same time, submit the following items in support of the renewal of the Branch Office: <ul style="list-style-type: none"> <li>• Form 7 – Registration of a Branch Office – Broker-Dealer, Investment Adviser or Underwriter (Corporate-Form Only).</li> <li>• Renewal fee* – TT\$3,000 per Branch Office where applicable.</li> </ul>	<input type="checkbox"/>	
<b>7.</b>	Evidence of ability to satisfy Capital Requirements of TT\$5 million, of which at least TT\$2 million must be regulatory capital.  Evidence of satisfying the capital requirement would include audited financial statements. Where the audited financial statements are older than three months, please submit a copy of the applicant’s Balance Sheet or Statement of Financial Position as per Management Accounts.	<input type="checkbox"/>	
<b>8.</b>	Certified copy of most recent Annual Return filed with the Companies Registrar.	<input type="checkbox"/>	

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<b>9.</b>	A description of activities that the applicant conducts in relation to its registration.	<input type="checkbox"/>	
<b>10.</b>	List of Substantial Shareholders. For any person who is not deemed to be approved as a substantial shareholder in accordance with Section 54(3) or 54(8) of the Act, please submit an application for approval of the Substantial Shareholders.	<input type="checkbox"/>	
<b>11.</b>	A copy of the applicant's written supervisory, internal controls and risk management policies and procedures, if there were changes subsequent to the applicant's initial registration or since the applicant last renewed its registration.	<input type="checkbox"/>	
<b>12.</b>	Evidence of the applicant's registration with any other regulatory authority, if applicable.	<input type="checkbox"/>	
<b>13.</b>	List of Directorships held in other companies by the applicant's current serving directors.	<input type="checkbox"/>	

\_\_\_\_\_  
Signature of Designated Person

\_\_\_\_\_  
Date

*\* Please note that all fees are payable at the submission of the application and are non-refundable. Additionally, please submit the completed checklist together with the application.*