

## CORPORATE TRUSTEE APPLICATION CHECKLIST FOR 2021 OPERATIONAL LICENCE

**INSTRUCTIONS: The Following are Key Requirements for the 2021 Renewal Process. Kindly Complete and Submit with the Application Documents**

**Corporate Trustee Name:**

**Corporate Trustee ID:**

NO	KEY REQUIREMENTS	N/A	YES	NO	REMARKS
1.	Have you attached a cover letter to this application?				
2.	Have you attached evidence of payment/cheque for annual renewal registration fee of GHS 3,000.00?				
3.	Have you attached duly completed Application form NPRA/RL/CPT/ <b>2021</b> for each trustee?				
4.	Have you attached or already submitted signed 2020 Audited Corporate Financial Statement? 4.1. If submitted already, provide evidence				
5.	Have you already submitted duly completed NPRA KYC forms relating to shareholders, directors (as filed with Registrar General's Department)?				
6.	Have you any Director(s) who are foreign nationals? 6.1. If yes, attach evidence of due diligence from country of origin.				
7.	Is any of your Directors associated with a Financial institution that has collapsed? 7.1. If yes, attach details of Directors and collapsed Financial institution(s).				
8.	Have you attached a valid Data Protection Certificate?				
9.	Have you attached a valid Tax Clearance Certificate?				
10.	Have you attached a valid SSNIT Clearance Certificate?				
11.	Have you attached signed 2020 Audited scheme(s) Financial Statement for all schemes under your sponsorship?				
12.	Have you attached the list of Employer Sponsored and Master Trust scheme(s) under your management with their Independent, Member Nominated Trustee(s), and number of Contributors and Assets Under Management for each Scheme?				
13.	Have you attached the Location map of Trust company's indicative Ghana Postal Digital Address?				
14.	Have you attached information on having satisfied your Tier two contribution payment obligations for your employees (Receipt of last payment, Employer Statement from Scheme)?				

NO	KEY REQUIREMENTS	N/A	YES	NO	REMARKS
15.	Does any of the Tier Two or Tier Three schemes of the Trustee hold Suspense Account? (Contributions that has not been allocated to the relevant member). If yes, attach Scheme by Scheme status report indicating the current balance and the balance as at December 2020.				

**OFFICIAL USE ONLY**

<p><b>DATE OF SUBMISSION:</b> .....</p> <p><b>PERSONNEL IN-CHARGE:</b> .....</p> <p><b>SUBMITTED BY:</b> .....</p> <p><b>COMMENT:</b> .....</p>
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