

**INDIVIDUAL TRUSTEES 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.**

**Name of Applicant:**

**Scheme Name:**

**Scheme ID:**

NO	KEY REQUIREMENTS	N/A	YES	NO	DETAILS
1.	Have you attached a cover letter of sponsoring employer to this application?				
2.	Have you attached duly completed application form NPRA/RL/IT/2021 for each trustee?				
3.	Have you attached your (updated) curriculum vitae?				
4.	Have you attached a copy of ID? National ID (Ghana Card)				
5.	Have you attached your trustee training certificate?				
6.	Have you attached any other relevant Document?				

**ENDORSEMENT**

<b>SIGNATURE</b>

<b>DATE</b> (DD/MM/YYYY)

**OFFICIAL USE ONLY**

DATE OF SUBMISSION: .....
PERSONNEL IN-CHARGE: .....
SUBMITTED BY: .....
COMMENT: .....