

**CORPORATE TRUSTEE APPLICATION CHECKLIST FOR 2018 OPERATIONAL LICENCE**

**INSTRUCTIONS: The Following are Key Requirements for the 2018 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/2018 for each trustee?				
4.	Have you attached or already submitted signed 2017 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 and CEO (as filed with Registrar General's Department)?				
6.	Have you attached a valid Data Protection Certificate?				
7.	Have you attached a valid Tax Clearance Certificate?				
8.	Have you attached a valid SSNIT Clearance Certificate?				
9.	Have you attached signed 2017 audited scheme(s) Financial Statement for all schemes under your management?				
10.	Have you attached Statement of Investment Policy per revised Investment Guidelines?				
11.	Have you attached the list of Employer Sponsored and Master Trust scheme(s) under your management with their Independent and Member Nominated Trustee(s)?				
12.	Have you attached the Location map of Trust company's indicative Ghana Postal Digital Address?				

**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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