

PENSION FUND MANAGER 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

Pension Fund Manager Name:

Pension Fund Manager ID:

NO	KEY REQUIREMENTS	N/A	YES	NO	DETAILS
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/RP/PFM/2018				
4.	Have you submitted signed 2017 Audited Company's Financial Statement?				
5.	Have you already submitted duly completed NPRA KYC forms relating to shareholders, directors and CEO (filed with Registrar General's Department)?				
6.	Have you submitted a valid Data Protection Certificate?				
7.	Have you submitted SSNIT Clearance Certificate?				
8.	Have you attached a valid Tax Clearance Certificate?				
9.	Have you submitted Securities and Exchange Commission Investment Advisory Licence (July 01, 2018 -June 30, 2019)?				
10.	Have you submitted the list of schemes with date of appointment and expiry?				
11.	Have you attached the Location map of Fund Management Company's indicative Ghana Postal Digital Address?				

OFFICIAL USE ONLY

DATE OF SUBMISSION:

PERSONNEL IN-CHARGE:

SUBMITTED BY:

COMMENT: