

**CORPORATE TRUSTEE APPLICATION CHECKLIST FOR 2020 OPERATIONAL LICENCE**

**INSTRUCTIONS: The Following are Key Requirements for the 2020 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>2020</b> for each trustee?				
4.	Have you attached or already submitted signed 2019 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 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 2019 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, Member Nominated Trustee(s), and number of Contributors under each Scheme?				
12.	Have you attached the Location map of Trust company's indicative Ghana Postal Digital Address?				

**DATE OF SUBMISSION:** .....

**PERSONNEL IN-CHARGE:** .....

**SUBMITTED BY:** .....

**COMMENT:** .....

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