

INDIVIDUAL TRUSTEES 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

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/2020 for each trustee?				
3.	Have you attached or already submitted signed 2019 Scheme Audited Annual Report? 3.1 If already submitted, attach evidence				
4.	Did all individual trustees of scheme renew their operational licence for 2019?				
5.	Have you attached cheque(s) for payment(s) of all trustees for 2020 licence?				
6.	Have you attached the curriculum vitae for new trustee(s)?				
7.	Have you attached the copy of ID: (passport/national id/drivers licence/voters ID) (New Trustee(s))				
8.	Have you attached the current Statement of Investment Policy document on revised Investment Guideline?				
9.	Have you attached letter of appointment of Auditor of your scheme?				
10.	Have you attached your trustee training certificate?				
11.	Have you attached Chairperson's contact details? (i.e. name, mobile number and email address).				
12.	Have you attached details of Contact Person to the Scheme? (i.e. name, mobile number and email address).				
13.	Have you attached any other relevant Document?				

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