

**INDIVIDUAL TRUSTEES APPLICATION CHECKLIST FOR 2022 OPERATIONAL LICENCE**

**INSTRUCTIONS: The Following are Key Requirements for the 2022 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/2022 for each trustee?				
3.	Have you attached your (updated) curriculum vitae?				
4.	Have you attached a copy of ID? National ID (Ghana Card)				
5.	Attach names of trustees that have been trained in Pensions?				
6.	Have you attached any other relevant Document?				

**ENDORSEMENT**

SIGNATURE

DATE (DD/MM/YYYY)

**OFFICIAL USE ONLY**

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

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

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

**COMMENT:** .....