

**PENSION FUND CUSTODIAN APPLICATION CHECKLIST FOR 2018 OPERATIONAL LICENCE**

**INSTRUCTIONS: The Following are Key Requirements for the 2018 Renewal Process. Kindly Complete and Submit with Application Documents**

**Pension Fund Custodian Name:**

**Pension Fund Custodian 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 5,000.00?				
3.	Have you attached duly completed Application Form NPRA/RR/PFC/2018?				
4.	Have you attached or already submitted signed 2017 Audited Company Financial Statements? 4.1 If already submitted, attach evidence				
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 attached a valid Data Protection Certificate?				
7.	Have you attached a valid SSNIT Clearance Certificate?				
8.	Have you attached a valid Tax Clearance Certificate?				
9.	Have you attached Securities and Exchange Commission Custodian Licence (July 01, 2018 -June 30, 2019)?				
10.	Have you attached list of schemes with the date of appointment and expiry per contractual agreement?				
11.	Have you attached the Location map of Custodian Company's indicative Ghana Postal Digital Address?				

**OFFICIAL USE ONLY**

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

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

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

**COMMENT:** .....