

PENSION FUND MANAGER APPLICATION CHECKLIST FOR 2021 CERTIFICATE OF REGISTRATION

INSTRUCTIONS: The Following are Key Requirements for the 2021 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/2021 | | | | |
| 4. | Have you submitted signed 2020 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, 2021 -June 30, 2022)? | | | | |
| 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

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| DATE OF SUBMISSION: |
| PERSONNEL IN-CHARGE: |
| SUBMITTED BY: |
| COMMENT: |