



**REGISTRATION CHECK LIST  
FOR AN INDIVIDUAL AGENT**

**NAME OF PERSON:**

**TYPE OF INSURANCE:**

**Long Term**

**General**

	<b>Prepared</b>	<b>Checked</b>	<b>Authorised</b>
1. Is the application done on the prescribed form?			
2. Are there responses to all the questions in Part I of the application form and was the application form signed by the applicant?			
3. Are the classes of business identified in response to question No.6 of the application form consistent with the insurer's registration certificate?			
4. Has the application been certified by the insurer on behalf of whom the agent will act <sup>1</sup> ?			
<b>5. FEES</b> Has the fee been paid Date of Receipt ..... Is the CB 16 receipt attached? Amount of Fee Paid ..... Is the fee correct? <sup>2</sup>			

<sup>1</sup> Regulation 6(1) of the Insurance (Agents, Brokers, Salesmen and Adjusters) (Registration) Regulations

<sup>2</sup> Second Schedule of the Insurance (Agents, Brokers, Salesmen and Adjusters) (Registration) Regulations.  
Fees are non-refundable and non- transferrable.

**DOCUMENTS TO  
ACCOMPANY APPLICATION FORM**

	<b>Prepared</b>	<b>Checked</b>	<b>Authorised</b>
<p>6. Is a certified, signed copy of the agency agreement submitted as well as any agreement relating to commissions and other remuneration payable in respect of the agency?<sup>3</sup></p> <p>Where the applicant was previously de-registered by the Central Bank, has a letter been provided by the insurer stating that the terms and conditions of the existing contract remain unaltered?</p>			
<p>7. Is proof submitted of a 70% passing grade in the State Licensing Examination for the class of insurance for which the applicant has applied</p> <p style="text-align: center;"><b>OR</b></p> <p>An exemption letter from the Trinidad and Tobago Insurance Institute (TTII) indicating that the applicant is not required to sit the State License examination.</p>			
<p>8. A Certificate of Character issued <b>within the last six months</b> by the Trinidad and Tobago Police Service.</p>			
<p>9. A photocopy of a <b>valid</b> photo ID. The photocopy must be easy to read and the photo of the applicant must be clearly identifiable.</p>			
<p>10. A signed and completed Personal Questionnaire and Declaration form applicable to insurance salesmen and agents.</p>			

<sup>3</sup> Regulation 4(2) of the Insurance (Agents, Brokers, Salesmen and Adjusters) (Registration) Regulations.

**ADDITIONAL DOCUMENTS  
TO ACCOMPANY APPLICATION FORM**

<p>11. A Form 1 Notice of Termination of Agency Contract<sup>4</sup> should accompany the application where an applicant was employed by another insurer within the last year.</p>			
<p>12. Where the applicant was de-registered by the Central Bank and is now reapplying, were three copies of the audited accounts submitted within six months of the close of the financial year<sup>5</sup>?</p>			
<p>13. Are the accounts audited by a member of the Institute of Chartered Accountants of Trinidad and Tobago<sup>6</sup></p> <p>(i) Does the audit certificate <sup>7</sup>state whether or not:</p> <p>(a) The books of accounts have been properly kept;</p> <p>(b) The balance sheet and profit and loss account present fairly the state of the agent's affairs at the end of the financial period to which they relate;</p> <p>(c) The agent has satisfied the requirements of Regulations 12 and has presently paid over all moneys received for an insurer or an insured as the case may be, during the period to which the accounts relate.</p>			

Checked by:

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<sup>4</sup> Section 99 of the Act.

<sup>5</sup> Regulation 13 of the Insurance (Agents, Brokers, Salesmen and Adjusters) (Registration) Regulations

<sup>6</sup> Section 59 of the Insurance Act Chapter 84:01

<sup>7</sup> Regulation 14 (2) of the Insurance (Agents, Brokers, Salesmen and Adjusters) (Registration) Regulations

**NAME OF MANAGER (for insurance intermediaries)**

.....  
Signature of Manager (for insurance intermediaries)

**AFFIX COMPANY STAMP**

Date.....