



**RENEWAL OF REGISTRATION CHECK LIST
FOR AN AGENT / AGENCY**

NAME OF AGENT / AGENCY:

NAME OF PRINCIPAL (IN CASE OF AGENCY):

TYPE OF INSURANCE:

Long Term

General

	Prepared	Checked	Authorised
1. Is the application done on the prescribed form?			
2. Was the application to renew the certificate of Registration made no later than 30 days ¹ before the anniversary date of issue of the Certificate			
3. Are there responses to all the questions on the application form and was the application form signed by the applicant?			
4. Has the application been certified by the insurer on behalf of whom the agent will act ² ?			
5. FEES Has the fee been paid Date of Receipt			
Is the CB 16 receipt attached? Amount of Fee Paid			
Is the fee correct? ³			

¹ Regulation 7 of the Insurance (Agents, Brokers, Salesmen and Adjusters) (Registration) Regulations

² Regulation 6(1) of the Insurance (Agents, Brokers, Salesmen and Adjusters) (Registration) Regulations

³ Second Schedule of the Insurance (Agents, Brokers, Salesmen and Adjusters) (Registration) Regulations.
Fees are non-refundable and non transferrable.

**DOCUMENTS TO
ACCOMPANY APPLICATION FORM**

<p>6. Were three copies of the audited accounts submitted within six months of the close of the financial year⁴?</p>			
<p>7. Are the accounts audited by a member of the Institute of Chartered Accountants of Trinidad and Tobago⁵</p> <p>(i) Does the audit certificate ⁶state 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:
NAME OF MANAGER (for insurance intermediaries)

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

AFFIX COMPANY STAMP

Date.....

⁴ Regulation 13 of the Insurance (Agents, Brokers, Salesmen and Adjusters) (Registration) Regulations

⁵ Section 59 of the Insurance Act Chapter 84:01

⁶ Regulation 14 (2) of the Insurance (Agents, Brokers, Salesmen and Adjusters) (Registration) Regulations

