


INNOVATION HUB

APPLICATION FOR REGISTRATION (FORM B)

To be completed by entities that have a finished innovative product and all their documentation required as detailed below and are ready to meet with the Regulators to start the registration process.

- For payment related entities, including Payment Service Provider applications –
Email to: PSregistration@central-bank.org.tt
- For non PSPs (general Fintechs) - Email to: innohubTT@central-bank.org.tt


FORM B	Date of Submission: Name of Contact Person: Position of Contact person:	Enclosed 
1	GENERAL DETAILS	
1.1	Company Name:	
1.2	Business Address:	
1.3	Notification of the statute under which the entity is incorporated/established. For example, Companies Act etc.:	
1.4	Registered Company Name:	
1.5	Trade name (if different from above):	
1.6	Registered Business Address:	

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1	GENERAL DETAILS	
1.7	Telephone Number:	
1.8	Email Address:	
1.9	Institution Website:	
<i>Confirm that the following documents are enclosed.</i>		
2	LEGAL AND CORPORATE GOVERNANCE ARRANGEMENTS	
2.1	A certified copy of the Company's Articles of Incorporation and By-laws and last Annual Return Notice of Directors or any other constituent document, including any amendments.	
2.2	Notice of the principal place of business (including telephone and fax numbers, email address and website).	
2.3	A listing of the current Board of Directors and Senior Management of the Company and Corporate Controllers of the company as well as completed Personal Questionnaire and Declaration (PQD) forms for each named individual person. The list should clearly identify independent directors of the Company and Controllers of the Company.	

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2	LEGAL AND CORPORATE GOVERNANCE ARRANGEMENTS	
2.4	Information on acquirers, significant and controlling shareholders, directors and senior management inclusive of a group chart showing all the entities in the group that are either owned or controlled by the applicant's acquirer, controlling and significant shareholder.	
2.5	The name, address, nationality, experience, police certificate and other relevant information pertaining to each director and senior management officer and corporate controller of the entity.	
2.6	A copy of the company's most recently filed Annual Return with the Registrar of Companies (if applicable).	
<i>Confirm that the following documents are enclosed.</i>		
3	GROUP AND ORGANIZATIONAL STRUCTRE	
3.1	Organisational Chart of the Board of Directors, Senior Management and Corporate Controllers of the Company.	

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3	GROUP AND ORGANIZATIONAL STRUCTRE	
3.2	The Governance and Group structure for the entity, including a listing of all affiliated companies and the nature of the relationship.	
4	BUSINESS OPERATIONS	
4.1	A detailed schematic diagram showing the process flow of transactions and information on the entity's platform/s for each of the products and/or services to be offered including details on various uses of the proposed products and/or services.	
4.2	The business model, inclusive of, the Operating Rules and Regulations governing the entity's operations.	
4.3	A detailed business plan including projected financial statements for the first three (3) years of operations Balance Sheet, Income and Cash Flow Statements).	
4.4	Audited Financial Statements - 3 years (for existing entities).	

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4	BUSINESS OPERATIONS	
4.5	Copies of any agreements entered into with partners, providers, or customers.	
4.6	Evidence that the registrant has the required initial capital to mitigate risk.	
5	RISK MANAGEMENT	
5.1	Risk Management Policy and Framework inclusive of a Liquidity Risk Framework.	
5.2	Policies addressing: Cyber resilience, business continuity, and internal controls with emphasis on the safety and efficiency of operations. Cyber resilience objectives and the requirements for the people, processes, and technology necessary to manage cyber risk.	
5.3	Anti-Money Laundering and Combatting Terrorist Financing (AML/CTF) policies.	

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5	RISK MANAGEMENT	
5.4	Details on Consumer Protection and Disclosure information where required. This will include at a minimum Terms of Use, User Service Agreements and Privacy Rules, charges and/or fees associated with the service, and information that will facilitate participants' understanding of the service rules and procedures and the risks users/clients will face from their usage of each of the entity's products and services.	
6	INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)	
6.1	The Information and Communications Technology Infrastructure and Security Standards document.	
6.2	Technology arrangements inclusive of the entity's detailed network infrastructure diagram, information flows as it related to transactions and data, and authentication, validation and encryption mechanisms employed.	

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7	OUTSOURCING ARRANGEMENTS	
7.1	Details on the arrangements with each outsourced entity.	
7.2	The completed Central Bank's Information and Communications Technology Outsourcing Questionnaire.	
8	AGENT AND AGENT MANAGEMENT <i>(please note that this section may not be applicable to persons who wish to register their business with the TTSEC and FIUTT.)</i>	
8.1	A list of Agents used, and information relevant to these agents including name, address, GPS coordinates, telephone contact (including the contacts and addresses for each outlet of the agent at which it will provide services on behalf of registrant.	

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9	SETTLEMENT AND LIQUIDITY REQUIREMENTS <i>(please note that this section may not be applicable to persons who wish to register their business with the TTSEC and FIUTT.)</i>	
9.1	Information on the applicant's settlement process showing the flow between the applicant, customers and settlement agent.	
9.2	Information on the applicant's settlement times.	
9.3	Evidence of adequate liquidity in a segregated bank account (specifically for settlement).	
9.4	Evidence that steps to safeguard customer's funds have been implemented.	
10	MARKET CONDUCT	
10.1	Procedures for addressing customer complaints and resolving disputes.	
11	APPLICATION FEES <i>(please note that this section may not be applicable to persons who wish to register their business with the TTSEC and FIUTT.)</i>	
11.1	Evidence of Payment of Application Fee (where applicable).	