

APPLICATION COVER PAGE



TO: International Financial Services Authority
Browne's Business Centre
Grenville Street, P.O. Box 356
Kingstown, St. Vincent and the Grenadines

ST. VINCENT AND THE GRENADINES
REGISTERED AGENT AND TRUSTEE LICENSING ACT 1996
SECOND SCHEDULE SECTION 5 (I)

APPLICATION FOR REGISTERED AGENT AND TRUSTEE LICENSE

Submitted By: _____
(Insert name of person authorized to execute the application)

SECOND SCHEDULE

[reference section 6]

Application for a Registered Agent and Trustee Licence (Complete in Duplicate)

Every natural person, partnership or company applying for a licence under the Registered Agent and Trustee Licensing Act, 1996, shall furnish in writing to the International Finance Services Authority the following particulars. The Applicant shall also attach a certified or bank draft for the Application fee in the amount specified in the attached cover letter.

Application Type *(please check one box)* **Registered Agent** **Registered Trustee**

Applicant will additionally be **Financial Fiduciary*** **Private Trustee**

*Attach information in Schedule A of the Statutory Rules and Orders.

In accordance with the Act, Applicant hereby furnishes the particulars below set forth.

1) **NAME OF APPLICANT:**

.....
(Insert Name)

2) **ADDRESS IN THE STATE FOR PLACE OF PRINCIPAL OFFICE IN CASE OF A COMPANY ITS REGISTERED OFFICE:**

Address.....

Tel:.....Fax:.....EMail:.....

3) **IN THE CASE OF A COMPANY OR PARTNERSHIP, THE NAMES, ADDRESSES, CITIZENSHIP AND RESIDENCY OF ALL DIRECTORS OR PARTNERS**

Name	Office	Address and Telephone #	Citizenship

6) IN THE CASE OF A COMPANY OR PARTNERSHIP

The name and address of Resident Registered Agent and of Substitute to act as Registered Agent

- a) the name and address, of one of its officers or partners who is the authorised agent resident in the state of accept and on behalf of the Applicant service of process and any notices required to be served on it.

Name.....
Address.....
.....
Tel:.....Fax:.....EMail:.....

- b) the name and address of its officers or partners who in the absence of inability to act of the officer named in subparagraph (a), is the authorised agent resident in the State of the Applicant for the purposes of subparagraph (a)

Name.....
Address.....
.....
Tel:.....Fax:.....EMail:.....

- c) In the case of a company, **attach hereto to form part of Attachment 6 (c)** a copy of the certificate of incorporation or articles of incorporation or continuation and By-Laws of the Applicant in the State under the Companies Act, 1994, verified by an affidavit sworn by a director or officer and notarized.

7) APPLICANT'S SOLICITORS & ATTORNEYS-AT-LAW IN ST. VINCENT AND THE GRENADINES:

- a) Name.....
Address.....
.....
Tel:.....Fax:.....EMail:.....

- b) Please **attach hereto to form part of Attachment "7 (b)"**, a letter from said Solicitors and or Attorneys-at-Law confirming that they act for Applicant.

8) APPLICANT'S NAME AND ADDRESS OF PROPOSED AUDITORS IN ST. VINCENT AND THE GRENADINES:

a) Applicant’s proposed auditors in St. Vincent and the Grenadines are as below set forth.

Name.....
Address.....
.....
Tel:.....Fax:.....EMail:.....
Represented by:.....

b) Please **attach hereto to form part of Attachment “8 (b)”**.A confirmation letter from said auditors confirming that they have agreed to act for Applicant is

9) IF THE APPLICANT IS A COMPANY EVIDENCE OF PROPER INCORPORATION

In the case of a company, a copy of the act, charter, certificate of incorporation or memorandum and articles of association of the applicant, as may be appropriate, verified by an affidavit sworn by a director, or officer and duly authenticated as follows:

- (a) Please **attach hereto to form part of Attachment “9 (a)”**, in the case of a company incorporated in the state, notarized; and
- (b) Please **attach hereto to form part of Attachment “9 (b)”**, in the case of a foreign company, certified and authenticated under the public seal of the country, or place under the laws of which such company has been incorporated.

10) PROOF OF PRACTICAL EXPERIENCE AS AN AGENT AND/OR TRUSTEE

Please **attach hereto to form part of Attachment “10”** evidence in writing that the Applicant is possessed of solid and practical experience as an agent and/or trustee. Such evidence may include curriculum vitae, letters of reference from clients, or other pertinent materials.

11) EVIDENCE OF PAID-UP CAPITAL

- (a) Please **attach hereto to form part of Attachment “11 (a)”** an undertaking in writing to provide and set apart paid-up capital before or at the time it commences business, such as the Authority may in its absolute discretion determined, or by a guarantee under seal of such sum given by a holding or parent or other company approved by the Authority; and
- (b) Please **attach hereto to form part of Attachment “11 (b)”** The guarantee referred to in subparagraph (a) shall expressly provide that its formal validity, its essential validity, its interpretation ad effect and the rights and obligation of the parties to it are governed exclusively by the law of the State and that the court of the State shall be the exclusive forum and venue for these purposes.

12) CHARACTER REFERENCES

- a) Please **attach hereto to form part of Attachment “12 (a)”** written references, such as but not limited to police certificates, demonstrating that neither the Applicant nor, in the case of a company, any director or officer of the Applicant has a criminal record either in the State or elsewhere.
- b) Please **attach hereto to form part of Attachment “12 (b)”** Police reports issued by the Police Services of *(insert name of city)*..... indicating that *(insert name of applicant)*..... has no criminal record.

13) ANNUAL FINANCIAL STATEMENTS OF APPLICANTS HOLDING COMPANY

Please **attach hereto to form part of Attachment “13”**, Annual accounts of its holding company, if any, for the preceding 3 years and there after annually duly audited and certified by an independent auditor.

14) NAMES OF SUBSIDIARY COMPANIES OF APPLICANT

Please **attach hereto to form part of Attachment “14**, Names of all subsidiary companies of the applicant with addresses of their registered offices and names of their registered agents.

15) BANK REFERENCES

Please **attach hereto to form part of Attachment “15”** at least three references including one from an internationally recognised bank or trust company.

16) CERTIFIED END OF MONTH STATEMENT OF ASSETS AND LIABILITIES PRIOR TO APPLICATION

Please **attach hereto to form part of Attachment “16”** Statement of assets and liabilities at the end of the month prior to the submission the application certified by a director or senior officer.

17) STATEMENT OF CAPITAL OF ANY OTHER COMPANY OF APPLICANT

Please **attach hereto to form part of Attachment “17**, Statement of capital of any other company held, directly or through a subsidiary, as an asset of the applicant.

18) ASPECTS OF OFFSHORE REPRESENTATION

Please **attach hereto to form part of Attachment “18**, a statement describing the aspects of Offshore Representation the applicant will seek to undertake, and the experience of the applicant or its directors or employees in such business.

19) EVIDENCE OF NET WORTH STATEMENT

Please **attach hereto to form part of Attachment “19”** evidence that the net worth of the Applicant exceeds \$75,000.

20) PERSONAL DUE DILIGENCE QUESTIONNAIRE

Please **attach hereto to form part of Attachment “20 (i), (ii), (iii)”** – (if company insert as many attachments as necessary for each director shareholder, and officer) respectively, to form part hereof please find duly completed personal questionnaires providing information necessary for due diligence reporting on background of each shareholder, director and senior management of Applicant.

21) FINANCIAL FIDUCIARY STATEMENT OF ACTIVITIES AND PROOF OF FINANCIAL FIDUCIARY EXPERIENCE

- a) Where the applicant intends to act as a financial fiduciary in connection with his business of Offshore Representation, please **attach hereto to form part of Attachment “21 (a)”** a detailed statement of the nature of such activities.
- b) Please **attach hereto to form part of Attachment “21 (b)”** completed answers to **Schedule “A”** - additional disclosures for Financial Fiduciaries
- c) Please **attach hereto to form part of Attachment “21 (c)”** Proof of the applicant’s experience as a financial fiduciary.

PLEASE NOTE THE AUTHORITY HAS THE RIGHT TO SEEK ADDITIONAL INFORMATION WHERE IT DEEMS NECESSARY.


The undersigned hereby confirms that it is authorized to execute this application on behalf of the Applicant and that the information contained in this Application is true and accurate as at the date shown below.

SIGNED at _____ this _____
(Insert name of city) *(Insert date).*

APPLICANT

Signature _____
(Print Name)

Printed Colour Codes References

To insert information 

To provide attachments 