

## CHECKLIST FOR REGISTRATION OF A BROKER-DEALER

Name of Applicant: \_\_\_\_\_

	<b>Documents</b>	<b>Submitted</b>	<b>Comments</b>
<b>1.</b>	Registration fee*: <ul style="list-style-type: none"> <li>• Broker-Dealer – TT\$25,000.</li> <li>• Broker-Dealer also conducting business as an Underwriter – TT\$30,000.</li> </ul>	<input type="checkbox"/>	
<b>2.</b>	Form 2A – Registration As A Broker-Dealer, Investment Adviser Or Underwriter (Corporate-Form Only).	<input type="checkbox"/>	
<b>3.</b>	Form 2A – Appendix 1 for each director.	<input type="checkbox"/>	
<b>4.</b>	Form 3A – outlining particulars for each registered representative: <ul style="list-style-type: none"> <li>• Broker-Dealer – at least two brokering representatives must be registered.</li> <li>• Broker-Dealer also conducting business as an Underwriter – at least 1 underwriting representative must be registered in addition to the above.</li> </ul>	<input type="checkbox"/>	
<b>5.</b>	Registration fee* for each registered representative – TT\$2,000 per representative.	<input type="checkbox"/>	
<b>6.</b>	Form 23 – Conflict of Interest Rules Statement.	<input type="checkbox"/>	
<b>7.</b>	Evidence of ability to satisfy Capital Requirements: <ul style="list-style-type: none"> <li>• Broking only – TT\$2 million, of which at least TT\$1 million must be regulatory capital</li> <li>• Broking and Dealing – TT\$5 million, of which at least TT\$2 million must be regulatory capital</li> <li>• Broking, Dealing and Underwriting – TT\$6 million of which at least TT\$3 million must be regulatory capital</li> </ul> Evidence of satisfying the capital requirement would include Audited financial statements or where the Applicant has not completed its first financial year of operations, an Opening Balance Sheet as well as the most recent Management Accounts.	<input type="checkbox"/>	

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	Where the audited financial statements of the Applicant are older than three months, please submit a copy of the Applicant's most recent Management Accounts.		
<b>8.</b>	Certified copy of incorporation documents. Where incorporated abroad, you are also required to submit proof of registration as an external company.	<input type="checkbox"/>	
<b>9.</b>	Certified copy of most recent Annual Return that was filed with the Companies Registrar.	<input type="checkbox"/>	
<b>10.</b>	A copy of the Applicant's business plan, which must clearly describe the activities that the Applicant intends to conduct in securities.	<input type="checkbox"/>	
<b>11.</b>	Application for Registration of each Branch Office at which the applicant intends to conduct securities business.	<input type="checkbox"/>	
<b>12.</b>	List of Substantial Shareholders. For any person who is not deemed to be approved as a substantial shareholder, in accordance with Section 54(3) or 54(8) of the Act, please submit an application for approval of the Substantial Shareholders.	<input type="checkbox"/>	
<b>13.</b>	A copy of the Applicant's written supervisory, internal controls and risk management policies and procedures.	<input type="checkbox"/>	
<b>14.</b>	Evidence of the Applicant's registration with any other regulatory authority, if applicable.	<input type="checkbox"/>	

\_\_\_\_\_  
Signature of Designated Person

\_\_\_\_\_  
Date

*\* Please note that all fees are payable at the submission of the application and are **non-refundable**. Additionally, please submit the completed checklist together with the application.*