

INSURANCE COMMISSION OF THE BAHAMAS



REGISTRATION CHECKLIST FOR SUB-AGENTS (Sole-Proprietor & Corporate)

1. Application FORM 3 Part A– Must be notarized
2. Non-refundable application fee - \$75.00 (Sole-Proprietor); \$300 (Corporate)
3. Proposed names for Agency – at least 3 (Corporate)
4. Due Diligence Documents for Responsible Officer and Shareholders – see attached
5. Business Plan with 3-year projections
6. Letter from proposed sponsoring Agency
7. Name of registered salesperson(s) as per Guidelines for Intermediary Registration
8. Capital requirement - \$5,000 (Corporate)

NOTE:

The above documents are required for application approval by the Board of Directors. Should the approval be granted, a formal letter will be sent to the Company to give notification of the approval in principle subject to receipt of additional documents inclusive of constitutive documents, trust account confirmation, agency agreement and company registration. If the application requirements are not met, the application will be deemed incomplete.

For more information contact the Insurance Commission of The Bahamas at 397-4183 or visit our website at www.icb.gov.bs.