

## ANNEX

### **Information/Documents to be submitted with respect to Application for “Registrar and Transfer Agent”.**

1	Duly dated and signed Application Form.
2	Prescribed Processing and/or Annual Fee(s).
3	Details of any other licence(s)/registration(s) which the Applicant holds and name of the licence(s) and issuing authority, and any restriction(s) imposed.
4	Business Plan including: <b>(i)</b> – Introduction and Background; <b>(ii)</b> – Business objective, strategy and proposed activity; <b>(iii)</b> – Organisation Chart; <b>(iv)</b> – Target market(s) and client(s) profile; <b>(v)</b> – Mode(s) of financing; <b>(vi)</b> – Three year Financial Forecasts (Balance Sheet, Profit and Loss Account, and Cash Flow Statement); and <b>(vii)</b> – Any other relevant information.
5	Details of the arrangements to be put in place with respect to the day-to-day administration and management.
6	CV of senior officers, and Personal Questionnaire Form(s) for Directors, Managing Director/CEO, Compliance Officer, MLRO and Deputy MLRO (as applicable).
7	Confirmation that the Applicant shall implement a manual of internal control and compliance procedures, once it is licensed/authorised.
8	Certified true copy of the Certificate of Registration/Incorporation, Constitution/M&A (if any), Trust Deed, and/or other statutory documents submitted/required for the registration/incorporation of the Applicant.
9	Latest Annual Return and Audited Financial Statements, as available.
10	If Applicant’s Secretary is a firm or corporation, necessary approval from the Registrar of Companies to be submitted.
11	Details of professional indemnity insurance cover.
12	For information regarding Financial/Capital Requirement, attention is drawn to relevant regulations and rules.
13	Copy of material contract(s)/agreement(s) to be entered between the Applicant and other party/functionary.
14	In case of registration and continuation of an Applicant/Company incorporated outside Mauritius or a foreign company, additional documents as may be required under the Companies Act 2001 to be submitted.
15	Details of measures to be put in place with regards to infrastructure, security and safety of securities/assets.
16	Undertakings Required where it is proposed to Invest in India: <b>(i)</b> An undertaking by the Applicant/Applicant’s Representative to the effect that the Applicant will not accept funds derived from sources within India from Indian Residents for investment purposes in the Applicant unless appropriate written approval from the relevant Indian Authorities have been obtained for such investment, and <b>(ii)</b> Undertaking by the person/entity responsible for conducting the AML-CFT on investors in the Company that he/she/it will ensure that no shares in the Applicant will be offered to/subscribed by Indian Residents which will be financed by funds derived from sources within India, unless appropriate written approval from the relevant Indian Authorities have been obtained for such investment.

17	Details of arrangements to ensure confidentiality, security and reliability of client(s) information.
18	Copy of any promotional material(s) to be used in connection with the proposed business of the Applicant.
19	The applicant should submit evidence of the source of Capital/Fund to the contributed to the Company (whether proprietary, non-proprietary or others).
20	The directors, shareholders and officers of the Applicant may be required to submit a morality certificate.