

## ANNEX

### **Information/Documents to be submitted with respect to Application for “External Insurance Business”.**

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	An Applicant's business plan or feasibility study must be conducted or certified by an actuary to be in accordance with Section 10 of the Insurance Act 2005.
6	Details of the arrangements to be put in place with respect to the day-to-day administration and management.
7	CV of senior officers, and Personal Questionnaire Form(s) for Directors, Managing Director/CEO, Compliance Officer, MLRO and Deputy MLRO (as applicable).
8	Confirmation that the Applicant shall implement a manual of internal control and compliance procedures, once it is licensed/authorised.
9	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.
10	Latest Annual Return and Audited Financial Statements, as available.
11	If Applicant's Secretary is a firm or corporation, necessary approval from the Registrar of Companies to be submitted.
12	For information regarding Financial/Capital Requirement, attention is drawn to relevant regulations and rules.
13	Confirmation from a qualified legal practitioner under the laws of Mauritius that the constitutive documents and supplemental information submitted in connection with the application are in accordance with Mauritian laws.
14	Copy of material contract(s)/agreement(s) to be entered between the Applicant and other party/functionary.
15	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.
16	Submission of proposed reinsurance arrangements.
17	Details of measures to be put in place with regards to infrastructure, security and safety of securities/assets.
18	Details of arrangements to ensure confidentiality, security and reliability of client(s) information.
19	Copy of any promotional material(s) to be used in connection with the proposed business of the Applicant.
20	Applicant to confirm that it will keep an effective complaints handling process in the course of conduct of its business.