



## **MINIMUM REQUIREMENTS CHECKLIST: LOSS ADJUSTER / SURVEYOR / RISK**

### **MANAGEMENT CONSULTANT**

After compiling the information pack for application for a licence tick against each item whether you have complied with the requirements. This will help minimise requests for additional information and reduce the Insurance and Pension Commission's (IPEC) turnaround time on your application. Please note that if your answer to any of the questions is "No" then your application is not ready for submission to IPEC.

**VERY IMPORTANT:** Prior to submitting an application for registration, ensure that you have cleared the name, which you intend to use with IPEC, before proceeding to register your company under that name with the Registrar of Companies (if you intend to carry on business as a company).

	<b>REQUIREMENT</b>	<b>Yes /No</b>
1.	Completed Form 22A (dated not more than 14 days prior to the date of application)	
2.	Memorandum and Articles of Association in the case of an applicant wishing to carry on business as a company	
3.	A declaration by the applicant or each director of the applicant (in the case of a company) that he is not an unrehabilitated insolvent	

4.	A police clearance certificate in respect of the applicant or each director (in the case of an applicant wishing to carry on business as a company)	
5.	Certificate of Incorporation (in the case of an applicant wishing to carry on business as a company)	
6.	CR14 (in the case of an applicant wishing to carry on business as a company)	
7.	CR2 (in the case of an applicant wishing to carry on business as a company)	
8.	Balance Sheet, Profit and Loss and Revenue Accounts in the case of an applicant already carrying on business	
9.	Tax Clearance Certificate for the applicant	
10.	Application Fee ZW\$2 000	
11.	Registration Fee ZW\$4 000	
12.	Professional Indemnity Policy of ZW\$500 000	
13.	Maintain deposits with a bank or other assets or investments approved by the Commission worth not less than one hundred thousand dollars (ZW\$100 000)	