MINIMUM REQUIREMENTS CHECKLIST: LOSS ADJUSTER / LOSS ASSESSOR/ 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 and Other Business Entities

	REQUIREMENT	Yes /No
1.	Memorandum and Articles of Association in the case of an applicant wishing to carry on business as a company	
2.	A declaration by the applicant or each director of the applicant (in the case of a company) that he is not an unrehabilitated insolvent	

3.	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)	

4.	Curriculum vitae, certified copy of ID and proof of qualifications for the applicant or each director	
5.	Certificate of Incorporation (in the case of an applicant wishing to carry on business as a company)	
6.	CR 6 form on directors' particulars (in the case of an applicant wishing to carry on business as a company)	
7.	CR 5 on physical address of the Loss Adjustor (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 USD$230 / Equivalent at Interbank rate	
11.	Registration Fee USD$230 / Equivalent at Interbank rate	
12.	Professional Indemnity Policy of ZW$500,000.00 in favour of the Loss Adjustor and Cash Security ZW$100,000.00 in the bank of the Loss Adjustor	