



**BANK NEGARA MALAYSIA**  
CENTRAL BANK OF MALAYSIA

# **Registration Procedure to Carry on Adjusting Business**

Applicable to:

1. Registered adjusters
2. Persons intending to become registered adjusters

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## APPENDICES

- Appendix I** Financial Services (Requirements and Submission of Documents or Information) (Registered Business) Order 2013 [P. U. (A) 206/2013]
- Appendix II** Registration Form

## PART A OVERVIEW

### 1 Introduction

- 1.1 This policy document sets out the requirements for the registration of a person intending to carry on adjusting business and the obligations to be observed by a registered adjuster at all times, including the fees payable by such person.

### 2 Applicability

- 2.1 This policy document is applicable to—
- (a) a person intending to become a registered adjuster; and
  - (b) a registered adjuster under section 18(1) of the Financial Services Act (FSA).

### 3 Legal provisions

- 3.1 The requirements in this policy document are specified pursuant to sections 18(2) and 143(2) of the FSA.
- 3.2 The guidance in this policy document is issued pursuant to section 266 of the FSA.

### 4 Effective date

- 4.1 This policy document comes into effect on 21 December 2018.

### 5 Interpretation

- 5.1 The terms and expressions used in this policy document shall have the same meanings assigned to them in the FSA unless otherwise defined in this policy document.
- 5.2 For the purpose of this policy document—

“**S**” denotes a standard, an obligation, a requirement, specification, direction, condition and any interpretative, supplemental and transitional provisions that must be complied with. Non-compliance may result in enforcement action.

“**G**” denotes guidance which may consist of statements or information intended to promote common understanding and advice or recommendations that are encouraged to be adopted.

“**Order**” means the Financial Services (Requirements and Submission of Documents or Information) (Registered Business) Order 2013 [P. U. (A) 206/2013] as produced at Appendix I;

**6 Related legal instruments and policy documents**

- 6.1 This policy document must be read together with other relevant legal instruments and policy documents that have been issued by the Bank, including the Order made pursuant to section 17(1)(a) of the FSA.

**7 Policy documents superseded**

- 7.1 This policy document supersedes the policy document on *Registration Procedure to Carry on Adjusting Business* issued on 10 October 2013.

## PART B REGISTRATION PROCEDURE AND FEES

### 8 Registration procedure

- 8.1 Section 17(1) of the FSA (read together with the Order) provides that a person intending to carry on an adjusting business is required to:
- (a) fulfil the requirements prescribed in Part 1 of Schedule 2 of the Order;
  - (b) submit documents and information listed in Part 2 of Schedule 2 of the Order; and
  - (c) notify the Bank in writing of its date of commencement of business.
- S** 8.2 A registered adjuster must at all times comply with the requirements prescribed in Part 1 of Schedule 2 of the Order.
- S** 8.3 For the purposes of registration under section 17(1) of the FSA, a person intending to carry on an adjusting business must submit the Registration Form in Appendix II duly completed together with the documents listed in Part 2 of Schedule 2 of the Order (required documents) to the Bank at least **14 days** before the commencement date of its adjusting business.
- S** 8.4 The completed Registration Form and the required documents must be submitted to—
- Pengarah,  
Jabatan Konsumer dan Amalan Pasaran,  
Bank Negara Malaysia,  
Jalan Dato' Onn,  
50480 Kuala Lumpur.
- 8.5 The Bank will provide a written confirmation that the Bank has received the Registration Form with the required documents within 14 days from the receipt of the completed Registration Form and required documents.
- 8.6 Pursuant to section 27(2) of the FSA, the list of registered adjusters and the effective dates of their registration will be published on the Bank's website and will be updated as and when there are changes to this list.
- 8.7 A person who has not fulfilled the requirements stated in paragraphs 8.1 and 8.3 will not be registered to carry on adjusting business and the person will be accordingly informed of this in writing by the Bank. In such circumstances, as provided under section 28 of the FSA, the person must not hold himself out to be a registered person carrying on adjusting business.

**9 Fees**

- S** 9.1 Further to section 26(1) of the FSA<sup>1</sup> which provides for the fees of RM1,000 payable by a registered adjuster, such registered adjuster must make the payment to the Bank as follows:
- (a) within **seven days** from the date of the confirmation in writing as specified in paragraph 8.5. The fees of RM1,000 must be pro rated based on the number of months remaining for the first year of registration; and
  - (b) thereafter, the full fees of RM1,000 must be paid before 15 December of every year.
- S** 9.2 Payment of the fees must be made through commercial or Islamic banks via **RENTAS** (Real Time Electronic Transfer of Funds and Securities) by crediting the account of **Akauntan Negara Malaysia** (account number: **1554095430**), Bank Negara Malaysia (TRN: **ANT01**) and by stating the name of the registered adjuster and "**Fee**" under payment details. Once payment is made, a copy of the credit advice must be provided to the Bank for confirmation of the payment.

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<sup>1</sup> Read together with regulation 6 of the Insurance Regulations 1996 which has been saved under the FSA pursuant to section 272(a) of the FSA