BANK NEGARA MALAYSIA
CENTRAL BANK OF MALAYSIA

Tatacara Permohonan untuk Menjalankan Perniagaan Khidmat Nasihat Kewangan dan Perniagaan Khidmat Nasihat Kewangan Islam

Terpakai kepada:

1. Mereka yang bercadang untuk menjadi penasihat kewangan yang diluluskan
2. Mereka yang bercadang untuk menjadi penasihat kewangan Islam yang diluluskan
3. Penasihat kewangan yang diluluskan
4. Penasihat kewangan Islam yang diluluskan

Diterbitkan pada: 26 April 2022 BNM/RH/PD 029-52

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BAHAGIAN A GAMBARAN KESELURUHAN

1 Pengenalan

1.1 Menurut seksyen 11 Akta Perkhidmatan Kewangan 2013 (APK) dan Akta Perkhidmatan Kewangan Islam 2013 (APKI), Bank Negara Malaysia (BNM) hendaklah menilai sesuatu permohonan kelulusan baharu atau pembaharuan kelulusan untuk menjalankan perniagaan khidmat nasihat kewangan dan perniagaan khidmat nasihat kewangan Islam, dengan mengambil kira faktor-faktor yang berkaitan termasuk mana-mana faktor yang ditetapkan dalam Jadual 5 APK atau APKI.

1.2 Dokumen dasar ini menyatakan –

(a) pertimbangan BNM mengikut undang-undang dalam menilai sesuatu permohonan yang dinyatakan dalam perenggan 1.1;

(b) dokumen dan maklumat yang perlu dikemukakan kepada BNM oleh:

(i) mereka yang bercadang untuk menjadi penasihat kewangan yang diluluskan atau penasihat kewangan Islam yang diluluskan;

(ii) penasihat kewangan yang diluluskan atau penasihat kewangan Islam yang diluluskan;

bagi memudahkan penilaian BNM terhadap permohonan tersebut; dan

(c) tatacara pengemukaan untuk memohon kelulusan baharu atau pembaharuan kelulusan bagi menjalankan perniagaan khidmat nasihat kewangan dan perniagaan khidmat nasihat kewangan Islam.

2 Kebolehgunaan

2.1 Dokumen dasar ini terpakai kepada pemohon dan penasihat kewangan yang diluluskan sebagaimana yang ditakrifkan dalam perenggan 5.2.

3 Peruntukan undang-undang

3.1 Kehendak dalam dokumen dasar ini ditentukan menurut –

Bil.	Peruntukan	Seksyen	
		APK	APKI
(a)	Pengemukaan dokumen dan maklumat bagi permohonan untuk menjalankan perniagaan khidmat nasihat kewangan atau perniagaan khidmat nasihat kewangan Islam.	9	
(b)	Pengemukaan dokumen dan maklumat bagi permohonan untuk menjalankan perniagaan khidmat nasihat kewangan Islam, selain perniagaan khidmat nasihat kewangan.	15(1)(c), 143	-

3.2 Panduan dalam dokumen dasar ini dikeluarkan menurut seksyen 266 APK dan seksyen 277 APKI.

4 Tarikh kuat kuasa

4.1 Dokumen dasar ini berkuat kuasa pada 26 April 2022.

5 Tafsiran

5.1 Terma dan ungkapan yang digunakan dalam dokumen dasar ini hendaklah mempunyai makna yang sama yang diberikan kepadanya dalam APK atau APKI, mengikut mana-mana yang berkenaan, melainkan jika ditakrifkan sebaliknya dalam dokumen dasar ini.

5.2 Bagi maksud dokumen dasar ini –

"S" menandakan standard, obligasi, kehendak, spesifikasi, arahan, syarat dan apa-apa peruntukan tafsiran, tambahan, dan peralihan yang perlu dipatuhi. Ketidakpatuhan boleh mengakibatkan tindakan penguatkuasaan;

"G" menandakan panduan yang mungkin mengandungi pernyataan atau maklumat yang bertujuan untuk menggalakkan pemahaman yang sama dan nasihat atau saranan yang digalakkan untuk diterima pakai;

"**pemohon**" bererti mana-mana individu yang bercadang untuk menjalankan perniagaan khidmat nasihat kewangan di bawah APK atau perniagaan khidmat nasihat kewangan Islam di bawah APKI;

"**penasihat kewangan yang diluluskan**" secara kolektif merujuk penasihat kewangan yang diluluskan di bawah APK dan penasihat kewangan Islam yang diluluskan di bawah APKI, melainkan dinyatakan sebaliknya; dan

"**wakil penasihat kewangan**" **atau FAR** secara kolektif merujuk wakil penasihat kewangan yang diluluskan dan wakil penasihat kewangan Islam yang diluluskan, melainkan dinyatakan sebaliknya.

6 Instrumen undang-undang dan dokumen dasar yang berkaitan

6.1 Dokumen dasar ini perlu dibaca berserta dengan instrumen undang-undang lain dan dokumen dasar berkaitan yang telah dikeluarkan oleh BNM, khususnya –

(a) Dokumen Dasar tentang Amalan Berhemat dan Profesional oleh Penasihat Kewangan yang dikeluarkan pada 26 April 2022;
(b) Dokumen Dasar tentang Shareholder Suitability – Notification and Application Procedures yang dikeluarkan pada 4 Jun 2019;
(c) Dokumen Dasar tentang Fit and Proper Criteria for Approved Person issued on 24 December 2018;
(d) Islamic Financial Services (Minimum Amount of Capital Funds) (Approved Person) (Amendment) Order 2014 [P.U. (A) 356/2014];
(e) Financial Services (Minimum Amount of Capital Funds) (Approved Person) (Amendment) Order 2014 [P.U. (A) 355/2014];
(f) Financial Services (Fees) Regulations 2014 [P.U. (A) 331/2014];
(g) Islamic Financial Services (Fees) Regulations 2014 [P.U. (A) 330/2014];
(h) Islamic Financial Services (Minimum Amount of Capital Funds) (Approved Person) Order 2013 [P.U. (A) 210/2013]; dan
(i) Financial Services (Minimum Amount of Capital Funds) (Approved Person) Order 2013 [P.U. (A) 204/2013].

7 Dokumen dasar yang digantikan

7.1 Dokumen dasar ini menggantikan Garis Panduan tentang Application for Financial Adviser's Licence di bawah Akta Insurans 1996 bertarikh 18 September 2007.

BAHAGIAN B KEHENDAK PENGEMUKAAN DAN FI TAHUNAN

8 Syarat-syarat pengemukaan untuk kelulusan

S 8.1 Menurut seksyen 9 APK dan APKI dan bagi maksud seksyen 11 APK dan APKI, permohonan kelulusan untuk menjalankan perniagaan khidmat nasihat kewangan atau perniagaan khidmat nasihat kewangan Islam, mengikut mana-mana yang berkenaan, hendaklah dikemukakan kepada BNM secara bertulis berserta dengan dokumen-dokumen yang berikut –

(a) surat iringan yang menyatakan hasrat untuk memohon kelulusan bagi menjalankan perniagaan khidmat nasihat kewangan di bawah APK atau perniagaan khidmat nasihat kewangan Islam di bawah APKI; dan

(b) borang permohonan yang lengkap dengan dokumen dan maklumat berkaitan seperti yang dinyatakan dalam Lampiran I.

9 Kehendak pengemukaan untuk pembaharuan kelulusan

S 9.1 Menurut seksyen 9 APK dan APKI dan bagi maksud seksyen 11 APK dan APKI, penasihat kewangan yang diluluskan perlu mengemukakan kepada BNM secara bertulis dokumen yang berikut bagi tujuan permohonannya untuk pembaharuan kelulusan selewat-lewatnya dua (2) bulan sebelum tamat tempoh kelulusan sedia ada –

(a) surat iringan yang menyatakan hasrat untuk memohon pembaharuan kelulusan menjalankan perniagaan khidmat nasihat kewangan di bawah APK atau perniagaan khidmat nasihat kewangan Islam di bawah APKI, mengikut mana-mana yang berkenaan;

(b) borang permohonan yang lengkap berdasarkan format yang ditentukan dalam Lampiran II;

(c) dokumen atau maklumat berkaitan untuk menunjukkan pematuhan penasihat kewangan yang diluluskan dengan APK atau APKI, mengikut mana-mana yang berkenaan; dan

(d) salinan penyata kewangan diaudit yang terkini bagi penasihat kewangan yang diluluskan.

10 Kehendak pengemukaan untuk menjalankan perniagaan khidmat nasihat kewangan Islam

S 10.1 Bagi tujuan seksyen 15(1)(c) APK, penasihat kewangan yang diluluskan di bawah APK yang berhasrat menjalankan perniagaan khidmat nasihat kewangan Islam perlu mengemukakan permohonan kepada BNM secara bertulis, dengan menyertakan dokumen-dokumen yang berikut –

(a) borang permohonan lengkap berdasarkan format yang dinyatakan dalam Lampiran I; dan

(b) sijil Shariah Registered Financial Planner atau sijil Islamic Financial Planner atau kelayakan yang setaraf daripada institusi pengajian tinggi yang diiktiraf oleh Malaysian Financial Planning Council (MFPC) dan

Financial Planning Association of Malaysia (FPAM) bagi calon FAR yang akan dilantik oleh penasihat kewangan yang diluluskan.

11 Tatacara pengemukaan

S 11.1 Borang permohonan yang lengkap berserta dokumen dan maklumat yang dinyatakan masing-masing dalam perenggan 8.1, 9.1 dan 10.1 perlu dikemukakan kepada alamat yang berikut –

Pengarah,
Jabatan Konsumer dan Amalan Pasaran,
Bank Negara Malaysia.

S 11.2 Sekiranya BNM menghendaki pengemukaan dokumen atau maklumat tambahan bagi penilaian permohonan di bawah perenggan 8.1, 9.1 atau 10.1, pemohon atau penasihat kewangan yang diluluskan, mengikut mana-mana yang berkenaan, perlu mengemukakan dokumen atau maklumat berkenaan kepada BNM dengan sewajarnya dan dalam tempoh yang ditentukan oleh BNM.

G 11.3 Dalam menilai permohonan yang dibuat di bawah seksyen 9 APK dan APKI, BNM akan mempertimbangkan faktor-faktor yang dinyatakan dalam Jadual 5 APK atau APKI, mengikut mana-mana yang berkenaan dan semua perkara lain yang berkaitan pada pendapat BNM termasuk yang berikut –

(a) pematuhan pada kehendak pengawalseliaan;
(b) kedudukan dan prestasi kewangan; dan
(c) dalam keadaan permohonan pembaharuan kelulusan yang sedia ada, pematuhan pada syarat kelulusan dan kehendak amalan perniagaan, termasuk sama ada sebarang aduan pengguna yang telah dibuat.

G 11.4 BNM akan memaklumkan secara bertulis kepada pemohon atau penasihat kewangan yang diluluskan berhubung dengan keputusan BNM untuk permohonan tersebut. BNM berusahan untuk memproses permohonan ini dalam suatu tempoh yang munasabah dan BNM akan memaklumkan tentang keputusan ini sewajarnya. Hal ini tertakluk pada keupayaan pemohon untuk memastikan ketepatan masa dan kesempurnaan maklumat yang dikemukakan bagi memudahkan proses kelulusan permohonan. Pengemukaan permohonan hanya dianggap lengkap apabila semua dokumen dan maklumat yang dikehendaki telah diterima oleh BNM.

12 Fi tahunan

S 12.1 Menurut seksyen 26(1) APK[1] dan seksyen 23(1) APKI, semua penasihat kewangan dan penasihat kewangan Islam yang diluluskan perlu membayar fi tahunan seperti yang dinyatakan menerusi Second Schedule dalam Financial Services (Fees) Regulations 2014 dan Islamic Financial Services

[1] Baca berserta dengan Financial Services (Fees) Regulations 2014

(Fees) Regulations 2014[2], mengikut mana-mana yang berkenaan.

S 12.2 Penasihat kewangan yang diluluskan perlu membayar fi tahunan kepada BNM dengan cara yang berikut –

(a) menerusi sesebuah bank berlesen atau bank Islam berlesen melalui Pemindahan Dana dan Sekuriti secara Elektronik Masa Nyata (Real Time Electronic Transfer of Funds and Securities, RENTAS) dengan mengkreditkan akaun "Akauntan Negara Malaysia (No. Akaun: 1554095430), Bank Negara Malaysia (TRN: ANT01)" dalam tempoh tujuh (7) hari bekerja[3] dari tarikh kelulusan oleh BNM;

(b) menyatakan nama penasihat kewangan yang diluluskan dan "fi kelulusan" atau "fi pembaharuan", mengikut mana-mana yang berkenaan, dalam butiran pembayaran; dan

(c) mengemukakan salinan invois kredit kepada BNM sebagai bukti pembayaran dalam tempoh dua (2) minggu dari tarikh pembayaran.

[2] Termasuk sebarang perubahan seperti yang ditentukan oleh BNM dari semasa ke semasa.
[3] Termasuk sebarang perubahan sebagaimana yang ditentukan oleh BNM dari semasa ke semasa.

LAMPIRAN

Lampiran I: Borang Permohonan untuk Kelulusan

INFORMATION/DOCUMENT CHECKLIST : APPLICATION FOR APPROVAL OF NEW FINANCIAL ADVISER AND/OR ISLAMIC FINANCIAL ADVISER

Submission during Application Window Period in:

☐ February ☐ August

Part 1 - Type of Business : Financial Adviser and/or Islamic Financial Adviser

Please tick in the application form accordingly

Part 2 - Applicant's Particulars

☐ SSM - Certificate of Registration/Incorporation of Company
☐ SSM - Memorandum and Articles of Association *(if applicable)*
☐ SSM - Section 14 : Application for Registration of a Company
☐ SSM - Section 51 : Register of Member
☐ SSM - Section 58 : Notification of Change in the Register of Directors, Managers and Secretaries
☐ SSM - Section 78 : Return of Allotment of Shares *(if any)*

Note: All the above documents are to be certified true copy (CTC)

☐ Last 3-years' audited financial statements *(if applicable)*
☐ Corporate shareholders' last 3-years audited financial statements *(if applicable)*
☐ Applicant's organisation structure
☐ Corporate structure (if applicant is part of group of companies)

Part 3 : Criteria for Assessment of Application

Please refer to details and minimum information required in the application form

☐ 3-Year Business Plan and execution strategies
☐ Nature and sufficiency of financial resources with documentary evidences to support sources of funding
☐ Company's internal policies and procedures
☐ Description of value proposition that the applicant can offer to the Malaysian financial advisory industry

Note: In assessing the application, Bank Negara Malaysia will take into consideration the factors as stated in Schedule 6 of the Financial Services Act 2013 and Islamic Financial Services Act 2013

Part 4 : Information on Applicant's Directors, CEO, FAR and Individual Shareholders

☐ Copy of NRIC (front and back) or passport (for foreign candidate) - *marked 'For BNM use'*
☐ Copy of professional qualification certificate *(Only for FAR)*
☐ Statutory Declaration and Consent for Disclosure of Information forms by all directors
☐ Statutory Declaration and Consent for Disclosure of Information forms by all individual shareholders *(if applicable)*
☐ Statutory Declaration and Consent for Disclosure of Information forms by the CEO
☐ Statutory Declaration and Consent for Disclosure of Information forms by all FARs/IFARs
☐ Letter of undertaking to resign as insurance/takaful agent *(if applicable)*

Part 5 - Information on Corporate Shareholders *(if applicable)*

☐ Statutory Declaration and Consent for Disclosure of Information forms by corporate shareholders

The above documents must be completed and submitted with a cover letter.

APPLICATION FORM FOR FINANCIAL ADVISER AND/OR ISLAMIC FINANCIAL ADVISER APPROVAL

The completed Application Form, cover letter and supporting documents should be submitted to:

Pengarah
Jabatan Konsumer dan Amalan Pasaran
Bank Negara Malaysia
Jalan Dato' Onn
50480 Kuala Lumpur

PART 1: TYPE OF APPROVAL APPLIED FOR - *Please TICK where applicable*

☐	**Financial Adviser**	☐	**Islamic Financial Adviser**

PART 2: APPLICANT'S PARTICULARS
Please attach a certified true copy of Constitution of the Company and SSM certificate of registration

Name of company:			
Company Registration No.:		Tel. No.:	
Date of incorporation:		Fax No.:	
Name of contact person:		Tel. No.:	
Designation of contact person:		Email:	
Office Address:			
Registered Address: *(If address belongs to company secretary of the applicant, please state the name, telephone and fax number of company secretary)*			
Paid-up capital (in RM):			
Financial year end:			

SHAREHOLDING STRUCTURE
(Please attach a certified true copy of Section 78 - Return for Allotment of Shares. If space provided is insufficient, please provide in a separate sheet)

Name (may be an individual or company)	**Shares Held**		**% Share-holding**
	In Unit	**In RM**	
Malaysian (Bumiputera)			
i.			
ii.			
Sub-total			
Malaysian (Non-Bumiputera)			
i.			
ii.			
Sub-total			
Non- Malaysian			
i.			
ii.			
Sub-total			
TOTAL			

BOARD OF DIRECTORS

(Please attach a certified true copy of Section 58 - Notification of Change in Register of Directors, Managers and Secretaries. If space provided is insufficient, please provide in a separate sheet)

	Name	NRIC/ Passport No	Nationality	Designation
i.				
ii.				
iii.				
iv.				
v.				

NUMBER OF STAFF

(Please include Financial Adviser's Representatives & attach company's organisational structure)

		Senior Management	Supervisory Staff	Technical Advisor / Specialist	Others	Total Staff
Malaysian						
Bumiputera						
Chinese						
Indian						
Others						
Non-Malaysian						
TOTAL						

Senior Management *- persons who decide or participate in the formulation of policy of the organisation and plan, organise and direct the interpretation and execution of policy. They are responsible for the organisation as a whole or for one or more departments in the company. Senior Management staff include Executive Director, Chief Executive Officer, General Manager, Company Secretary and Financial Controller/Chief Accountant.*

Supervisory Staff *- persons supervising various activities or a particular activity of the organisation. Generally, manage and coordinate activities of staff under their charge, e.g. Branch Managers, Sub-Accountants, Credit Officers and Executives.*

Technical Advisor/Specialist *- persons who advise Senior Management in an official or professional capacity on technical matters.*

Others *- other than those classified under the 'Senior Management', 'Supervisory Staff' or 'Technical Advisor/Specialist' categories including personal assistants, typist, receptionists, drivers, security guards, clerical, administrative staff and cleaners.*

FINANCIAL ADVISER'S REPRESENTATIVES (FAR)

(If space provided is insufficient, please provide in a separate sheet)

	Name	NRIC No.	Qualifications	Appointment Date
i.				
ii.				
iii.				
iv.				
v.				
vi.				
vii.				

EXTERNAL AUDITOR

Name of Audit Firm :	
Engagement Partner :	
Address :	
Date of Appointment :	

CORPORATE STRUCTURE
(Applicable if applicant is part of group of companies)

Please furnish the corporate structure of applicant, i.e. ultimate and intermediate holding company, and explain in brief the business activity of each related company in a separate sheet of paper

PART 3: CRITERIA FOR ASSESSMENT OF APPLICATION

SOUNDNESS AND FEASIBILITY OF BUSINESS PLAN

Applicant must submit a three-year business plan for future conduct and development of the business. It shall contain among others:
- Description of the manner in which the applicant proposes to conduct the business;
- Business focus (e.g. expertise in specific class of business, whether the proposed business will focus on specific class of business and to specify/elaborate if the applicant proposed to also conduct non-financial advisory business activities);
- Prospective clientele (who are they);
- Realistic strategies and its implementation that can lead to the desired outcome; and
- Projected income statement and balance sheet supported by reasonable assumptions and basis.

NATURE AND SUFFICIENCY OF FINANCIAL RESOURCES

- Applicant should satisfy the Bank that it has adequate financial resources to support its business venture and growth including adequacy of buffers against uncertainty and unexpected losses. Applicant to describe its initial and future sources of funding.
- Applicant must submit a copy of the applicant's latest 3 years financial statements.

ROBUSTNESS OF INTERNAL POLICIES, PROCEDURES, CONTROLS AND GOVERNANCE PRACTICES

Applicant must submit its internal policies and procedures that govern its overall business processes. It shall contain among others:
- Standard operating procedures (SOP) including flowcharts on proper advice, handling of clients' monies and complaints handling;
- Recruitment and selection process;
- Performance management system that should provide clarity to employees on their expected roles and their competency development plan;
- Employee misconduct and disciplinary procedures;
- Information on the key systems (technology and infrastructure);
- Information on the key controls; and
- Information on the independent oversight functions.

STRONG VALUE PROPOSITION

Applicant to provide at least the following:

- How its presence will value-add to the level and nature of economic activity in Malaysia, including the effect on productivity, efficiency and quality of financial services.
- The company's ability to fill industry gaps, meet the demands of specialised risks or niche markets, contribute towards enhancing efficiency or modernisation of the financial advisory industry and/or benefit the Malaysian insurance industry as a whole.
- The company's track record, financial soundness and reputation.
- The company's domestic and international rankings by, inter alia, factors such as premiums.

HOME REGULATOR SUPPORT LETTER

Applicable for foreign applicant, if applicable.

DECLARATION ON THE INFORMATION PROVIDED IN PARTS 1, 2 & 3

On behalf of _____ *(Name of company)*

I, _____ *(Name of CEO/Director)* *(NRIC/Passport No):*

declare that all information given in the forms and attached annexure(s) (if any) are true, correct and complete, and understand that if the company furnishes any information which is false, inaccurate, misleading or contains material errors or ommissions, the approval may not be granted by Bank Negara Malaysia (Bank).

The company will promptly notify the Bank in writing of any changes in the information the company has provided and supply any other relevant information which may come to light in the period during which this application is being considered by the Bank. The company acknowledges that the Bank may disclose any information provided in the performance of its statutory functions or otherwise as may be specifically authorised by law.

With this, the application pursuant to section 9 of the Financial Services Act 2013 (FSA) / section 9 of the Islamic Financial Services Act 2013 (IFSA) is submitted for the consideration of the Bank.

Signature _____

Name :

Designation: ☐ CEO ☐ Managing Director ☐ Others _____ *[Please specify]*

Date : _____

Company's Official Stamp:

PART 4: INFORMATION ON THE APPLICANT'S DIRECTORS, CEO, FAR/ISLAMIC FAR AND INDIVIDUAL SHAREHOLDERS			
Designation of key responsible person. ***Please tick where applicable. Tick more than one box if you hold more than one position***			
☐ **Director**	☐ **Chief Executive Officer**	☐ **FAR/ISLAMIC FAR**	☐ **Shareholder**
NAME [Encik/Puan/Others (please specify)]			
NRIC NO. - *Please enclose photocopy of NRIC (front and back) marked 'For BNM use'* **New** **Old**		**PASSPORT NO.** *(For foreign candidate only) - please enclose a photocopy of Passport (the personal particular pages only) marked 'For BNM use'*	
DATE OF BIRTH		**NATIONALITY**	
RESIDENTIAL ADDRESS		**CONTACT DETAILS** **Telephone No (House)** **Email**	

ACADEMIC AND PROFESSIONAL QUALIFICATION

(*Please state the latest qualification obtained first. If space provided is insufficient, please provide in a separate sheet)*

Qualification	Institution	Country	Year Obtained

CURRENT EMPLOYER INFORMATION

Organisation Name	
Designation	
Main Responsibilities	
Address	
Telephone No.	
Email Address	

PREVIOUS WORKING EXPERIENCE

(*Please state the latest position held first. If space provided is insufficient, please provide in a separate sheet)*

Position Held/Dept	Main Responsibilities	Organisation	Principal Activity	Country	Duration	
					From	To

EXPECTED CONTRIBUTION TO THE PROPOSED APPROVED BUSINESS

RELATIONSHIP WITH PRODUCT PROVIDERS

Has the candidate ever been registered as agent with the Life Insurance Association of Malaysia, General Insurance Association of Malaysia OR Malaysian Takaful Association?

☐ No ☐ Yes (please specify details in the space below)

Name of insurer/takaful operator	Period	
	From	To

Does the candidate own, either directly or indirectly, equity interest in any insurance companies/takaful operators licensed under the FSA/IFSA?

☐ No ☐ Yes (please specify details in the space below)

Name of insurer/takaful operator	No. and % shares held	Does the candidate have 'Control'* over the insurer/takaful operator? (Yes/No)

** Definition of **'Control'** as per section 2(3) of the FSA/IFSA. A person shall be presumed to have control over an institution if such person :-*

(a)	*has an interest of more than 50% of the shares in the licensed person or corporation; or*	
(b)	*unless proven otherwise-*	
	(i)	*has the power to elect, appoint, remove or prevent from election, appointment or removal, or cause to be elected, appointed, removed or prevented from being elected, appointed or removed, a majority of the directors of the licensed person or corporation;*
	(ii)	*has the power to make or cause to be made decisions in respect of the business or administration of the licensed person or corporation, and to give effect to such decisions or cause them to be given effect to; or*
	(iii)	*is a person in accordance with whose directions, instructions or wishes the directors, chief executive officer or senior officers of the licensed person or corporation are accustomed or under obligation, whether formal or informal, to act.*

Does any of the candidate's close relatives (i.e spouse, children, parents, siblings) have equity interest in any insurance companies/takaful operators licensed under the FSA/IFSA?

☐ No ☐ Yes (please specify details in the space below)

Name	Relationship with candidate	Name of insurer/takaful operator	Position in insurer/takaful operator

PRESENT DIRECTORSHIP HELD IN COMPANIES - Including Authorised Person and Financial Holding Company

(If space provided is insufficient, please provide in a separate sheet)

Company Name	Company Registration No.	Principal Activity	Country	Date of Appointment

PAST DIRECTORSHIP HELD IN COMPANIES - Including Authorised Person and Financial Holding Company

(If space provided is insufficient, please provide in a separate sheet)

Company Name	Company Registration No.	Principal Activity	Country	Duration	
				From	To

Person *includes an individual, any corporation, statutory body, local authority, society, trade union, co-operative society, partnership and any other body, organization, association or group of persons, whether corporate or unincorporate.*

Authorised Person *- means a person licensed under section 10 of FSA/IFSA or approved under section 11 of FSA/IFSA to carry on an authorised business.*

Financial Holding Company *means a company which :*

(a) holds an aggregate of more than 50% of interest in shares of a licensed person, or has an aggregate interest in shares of 50% or less but has control over a licensed person; and

(b) has obtained the approval of the Bank pursuant to subsection 112 (3) to be a financial holding company of such licensed person.

INFORMATION ON FINANCIAL OBLIGATIONS

(If space provided is insufficient, please provide in a separate sheet)

Financial Obligations *- refers to all personal/joint account/business account (excluding savings account and fixed deposit accounts), liabilities, family-owned company account and provision of guarantees where the applicant is ultimately liable.*

INDIVIDUAL /JOINT/BUSINESS ACCOUNTS

Name of Borrower	Company Registration No./NRIC No.	Financial Institution	Type of Account	Account No.

FAMILY-OWNED COMPANY BUSINESS ACCOUNTS

Name of Borrower	Company Registration No./NRIC No.	Financial Institution	Type of Account	Account No.

FINANCIAL GUARANTEE GIVEN TO A PERSON

Name of Borrower	Company Registration No./NRIC No.	Financial Institution	Type of Account	Account No.

STATUTORY DECLARATION BY DIRECTOR

(Please make copies for each director)

I, _____ *(Name of Director)*

of _____ *(Address of Director)*

NRIC/Passport No.: _____ do solemnly declare that:

A. I am not disqualified under section 59(1) of the Financial Services Act 2013 (FSA) and/or section 68(1) of the Islamic Financial Services Act 2013 (IFSA) whereby:

(i) I am not an undischarged bankrupt, I do not have any suspended payments and I have not compounded with my creditors, whether within or outside Malaysia. To my knowledge, there is no bankruptcy proceeding being initiated against me at present;

(ii) I do not have any charge proven against me for a criminal offence relating to dishonesty or fraud under any written law or the law of any country, territory or place outside Malaysia;

(iii) I am not prohibited from being a director of a company or in any way, whether directly or indirectly, be concerned or take part in the management of a company in Malaysia pursuant to section 198(1) of the Companies Act 2016; and

(iv) Under any law relating to prevention of crime, drug trafficking or immigration:-

(a) There has not been any order of detention, supervision, or deportation made against me; and

(b) There has not been any form of restriction or supervision by bond or otherwise, imposed on.

B. I am in compliance with the fit and proper requirements as stipulated in the policy document on Fit and Proper Criteria for Approved Person.

C. (i) ☐ No penalty and no reprimand has been imposed or issued against me by any supervisory authority in or outside Malaysia

(ii) ☐ A penalty and/or a reprimand has been imposed or issued against me by a supervisory authority in or outside Malaysia

(Tick whichever applicable. If (ii) is selected, please provide details, i.e. name of supervisory authority, reasons and amount of penalty, in a separate attachment)

D. I am :

(i) ☐ representing interest of _____ ; or

(ii) ☐ not representing interest of any person

E. I understand that in my tenure as the Director of _____ *(name of company)*

_____ *(name of company-continued)* I shall not:

(i) engage in any activities or practices that would result in conflict of interest and will disclose any conflicts which may impair the objectivity and integrity of _____ *(name of company)*

_____ *(name of company - continued)*

(ii) register as an insurance or takaful agent; and

(iii) own an insurance or a takaful agency.

F. All the information submitted in this form and in any attached annexure (if any) is true, correct and complete;

AND I MAKE THIS SOLEMN DECLARATION CONSCIENTIOUSLY BELIEVING THE SAME TO BE TRUE, AND BY VIRTUE OF THE PROVISIONS OF THE STATUTORY DECLARATIONS ACT 1960.

SUBSCRIBED AND SOLEMNLY DECLARED BY THE ABOVENAMED

AT _____

IN THE STATE OF _____

THIS DAY OF _____ 20____

Before me:

(Signature of Sessions Court Judge,
Magistrate or Commissioner for Oaths)

CONSENT FOR DISCLOSURE OF INFORMATION BY DIRECTOR

(Please make copies for each director)

Pursuant to paragraph 1 of Schedule 11 of section 134(1)(a) of the Financial Services Act 2013, paragraph 1 of Schedule 11 of section 146(1)(a) of the Islamic Financial Services Act 2013 and section 120(1)(c) of the Development Financial Institutions Act 2002, I hereby authorise all the licensed institutions and development financial institutions where I maintain my accounts or have financial liabilities with, to disclose to Bank Negara Malaysia, any document and information relating to my affairs, accounts or financial liabilities.

Signature: _____

Date: _____

Name: _____

Note:

1. Applicant from a foreign country is required to make the statutory declaration before the authorised Diplomatic/Consular Officer at the Malaysian Embassy in that foreign country;
2. Where there is no Malaysian Embassy in that foreign country, as an interim measure, the applicant may make a statutory declaration which shall be made under the law relating to statutory declaration or oaths prevailing in that foreign country. However, the applicant is required to make a new statutory declaration based on the Malaysian Statutory Declaration Act 1960 prior to his/her appointment as a Director of the approved person in Malaysia; and
3. This statutory declaration cannot be translated to any other language.

STATUTORY DECLARATION BY CEO

I, _____ *(Name of CEO)*

of _____ *(Address of CEO)*

NRIC/Passport No.: _____ do solemnly declare that:

A. I am not disqualified under section 59(1) of the Financial Services Act 2013 (FSA) and/or section 68(1) of

(i) I am not an undischarged bankrupt, I do not have any suspended payments and I have not compounded with my creditors, whether within or outside Malaysia. To my knowledge, there is no bankruptcy proceeding being initiated against me at present;

(ii) I do not have any charge proven against me for a criminal offence relating to dishonesty or fraud under any written law or the law of any country, territory or place outside Malaysia;

(iii) I am not prohibited from being a director of a company or in any way, whether directly or indirectly, be concerned or take part in the management of a company in Malaysia pursuant to section 198(1) of the Companies Act 2016; and

(iv) Under any law relating to prevention of crime, drug trafficking or immigration:-

(a) There has not been any order of detention, supervision, or deportation made against me; and

(b) There has not been any form of restriction or supervision by bond or otherwise, imposed on.

B. I am in compliance with the fit and proper requirements as stipulated in the policy document on Fit and Proper Criteria for Approved Person.

C. (i) ☐ No penalty and no reprimand has been imposed or issued against me by any supervisory authority in or outside Malaysia

(ii) ☐ A penalty and/or a reprimand has been imposed or issued against me by a supervisory authority in or outside Malaysia

(Tick whichever applicable. If (ii) is selected, please provide details, i.e. name of supervisory authority, reasons and amount of penalty, in a separate attachment)

D. I understand that in my tenure as the CEO of _____ *(name of company)* _____ *(name of company-continued)* I shall not:

(i) engage in any activities or practices that would result in conflict of interest and will disclose any conflicts which may impair the objectivity and integrity of _____ *(name of company)* _____ *(name of company-continued)*

(ii) hold any directorship in an insurer or a takaful operator or registered as an insurance or takaful agent; and

(iii) hold any shares in an insurer or a takaful operator or own an insurance or a takaful agency.

E. All the information submitted in this form and in any attached annexure (if any) is true, correct and complete;

AND I MAKE THIS SOLEMN DECLARATION CONSCIENTIOUSLY BELIEVING THE SAME TO BE TRUE, AND BY VIRTUE OF THE PROVISIONS OF THE STATUTORY DECLARATIONS ACT 1960.

SUBSCRIBED AND SOLEMNLY DECLARED BY THE ABOVENAMED

AT _____

IN THE STATE OF _____

THIS DAY OF _____ 20____

Before me:

(Signature of Sessions Court Judge,
Magistrate or Commissioner for Oaths)

CONSENT FOR DISCLOSURE OF INFORMATION BY CEO

Pursuant to paragraph 1 of Schedule 11 of section 134(1)(a) of the Financial Services Act 2013, paragraph 1 of Schedule 11 of section 146(1)(a) of the Islamic Financial Services Act 2013 and section 120(1)(c) of the Development Financial Institutions Act 2002, I hereby authorise all the licensed institutions and development financial institutions where I maintain my accounts or have financial liabilities with, to disclose to Bank Negara Malaysia, any document and information relating to my affairs, accounts or financial liabilities.

Signature: _____

Date: _____

Name: _____

Note:

1. Applicant from a foreign country is required to make the statutory declaration before the authorised Diplomatic/Consular Officer at the Malaysian Embassy in that foreign country;
2. Where there is no Malaysian Embassy in that foreign country, as an interim measure, the applicant may make a statutory declaration which shall be made under the law relating to statutory declaration or oaths prevailing in that foreign country. However, the applicant is required to make a new statutory declaration based on the Malaysian Statutory Declaration Act 1960 prior to his/her appointment as a CEO of the approved person in Malaysia; and
3. This statutory declaration cannot be translated to any other language.

STATUTORY DECLARATION BY FAR/ISLAMIC FAR *(Please make copies for each FAR)*

I, _____ *(Name of FAR)*

of _____ *(Address of FAR)*

NRIC/Passport No.: _____ do solemnly declare that:

A. I am not disqualified under section 59(1) of the Financial Services Act 2013 (FSA) and/or section 68(1) of the Islamic Financial Services Act 2013 (IFSA) whereby:

(i) I am not an undischarged bankrupt, I do not have any suspended payments and I have not compounded with my creditors, whether within or outside Malaysia. To my knowledge, there is no bankruptcy proceeding being initiated against me at present;

(ii) I do not have any charge proven against me for a criminal offence relating to dishonesty or fraud under any written law or the law of any country, territory or place outside Malaysia;

(iii) I am not prohibited from being a director of a company or in any way, whether directly or indirectly, be concerned or take part in the management of a company in Malaysia pursuant to section 198(1) of the Companies Act 2016; and

(iv) Under any law relating to prevention of crime, drug trafficking or immigration:-

(a) There has not been any order of detention, supervision, or deportation made against me; and

(b) There has not been any form of restriction or supervision by bond or otherwise, imposed on.

B. I am in compliance with the fit and proper requirements as stipulated in the policy document on Fit and Proper Criteria for Approved Person.

C. (i) ☐ No penalty and no reprimand has been imposed or issued against me by any supervisory authority in or outside Malaysia

(ii) ☐ A penalty and/or a reprimand has been imposed or issued against me by a supervisory authority in or outside Malaysia

(Tick whichever applicable. If (ii) is selected, please provide details, i.e. name of supervisory authority, reasons and amount of penalty, in a separate attachment)

D. I understand that in my tenure as the FAR of _____ *(name of company)*

_____ *(name of company-continued)* I shall not:

(i) engage in any activities or practices that would result in conflict of interest and will disclose any conflicts which may impair the objectivity and integrity of _____ *(name of company)*

_____ *(name of company-continued)*

(ii) hold any directorship in an insurer or a takaful operator or registered as an insurance or takaful agent; and

(iii) hold any shares in an insurer or a takaful operator or own an insurance or a takaful agency.

E. All the information submitted in this form and in any attached annexure (if any) is true, correct and complete;

AND I MAKE THIS SOLEMN DECLARATION CONSCIENTIOUSLY BELIEVING THE SAME TO BE TRUE, AND BY VIRTUE OF THE PROVISIONS OF THE STATUTORY DECLARATIONS ACT 1960.
SUBSCRIBED AND SOLEMNLY DECLARED BY THE ABOVENAMED

AT _____

IN THE STATE OF _____

THIS DAY OF _____ 20____

Before me:

(Signature of Sessions Court Judge,
Magistrate or Commissioner for Oaths)

CONSENT FOR DISCLOSURE OF INFORMATION BY FAR/ISLAMIC FAR
(Please make copies for each FAR)

Pursuant to paragraph 1 of Schedule 11 of section 134(1)(a) of the Financial Services Act 2013, paragraph 1 of Schedule 11 of section 146(1)(a) of the Islamic Financial Services Act 2013 and section 120(1)(c) of the Development Financial Institutions Act 2002, I hereby authorise all the licensed institutions and development financial institutions where I maintain my accounts or have financial liabilities with, to disclose to Bank Negara Malaysia, any document and information relating to my affairs, accounts or financial liabilities.

Signature: _____

Date: _____

Name: _____

Note:

1. Applicant from a foreign country is required to make the statutory declaration before the authorised Diplomatic/Consular Officer at the Malaysian Embassy in that foreign country;
2. Where there is no Malaysian Embassy in that foreign country, as an interim measure, the applicant may make a statutory declaration which shall be made under the law relating to statutory declaration or oaths prevailing in that foreign country. However, the applicant is required to make a new statutory declaration based on the Malaysian Statutory Declaration Act 1960 prior to his/her appointment as a FAR of the approved person in Malaysia; and
3. This statutory declaration cannot be translated to any other language.

STATUTORY DECLARATION BY INDIVIDUAL SHAREHOLDER
(Please make copies for each individual shareholder)

I, _____ *(Name of Shareholder)*

of _____ *(Address of Shareholder)*

IC/Passport No.: _____ do solemnly declare that:

A. I am not disqualified from being a shareholder whereby:

(i) I am not an undischarged bankrupt, I do not have any suspended payments and I have not compounded with my creditors, whether within or outside Malaysia. To my knowledge, there is no bankruptcy proceeding being initiated against me at present;

(ii) I do not have any charge proven against me for a criminal offence relating to dishonesty or fraud under any written law or the law of any country, territory or place outside Malaysia;

(iii) I am not prohibited from being a director of a company or in any way, whether directly or indirectly, be concerned or take part in the management of a company in Malaysia pursuant to a court order made under section 130A of the Companies Act 1965 and have not obtained any leave of the court under the same section; and

(iv) Under any law relating to prevention of crime, drug trafficking or immigration:-

(a) There has not been any order of detention, supervision, or deportation made against me; and

(b) There has not been any form of restriction or supervision by bond or otherwise, imposed on.

B. I am in compliance with the shareholder suitability requirements as stipulated in the policy document on Shareholder Suitability - Notification and Application Procedures.

C. (i) ☐ No penalty and no reprimand has been imposed or issued against me by any supervisory authority in or outside Malaysia

(ii) ☐ A penalty and/or a reprimand has been imposed or issued against me by a supervisory authority in or outside Malaysia

(Tick whichever applicable. If (ii) is selected, please provide details, i.e. name of supervisory authority, reasons and amount of penalty, in a separate attachment)

D. All the information submitted in this form and in any attached annexure (if any) is true, correct and complete;

AND I MAKE THIS SOLEMN DECLARATION CONSCIENTIOUSLY BELIEVING THE SAME TO BE TRUE, AND BY VIRTUE OF THE PROVISIONS OF THE STATUTORY DECLARATIONS ACT 1960. SUBSCRIBED AND SOLEMNLY DECLARED BY THE ABOVENAMED

AT _____

IN THE STATE OF _____

THIS DAY OF _____ 20____

Before me:

(Signature of Sessions Court Judge,
Magistrate or Commissioner for Oaths)

CONSENT FOR DISCLOSURE OF INFORMATION BY INDIVIDUAL SHAREHOLDERS
(Please make copies for each individual shareholder)

Pursuant to paragraph 1 of Schedule 11 of section 134(1)(a) of the Financial Services Act 2013, paragraph 1 of Schedule 11 of section 146(1)(a) of the Islamic Financial Services Act 2013 and section 120(1)(c) of the Development Financial Institutions Act 2002, I hereby authorise all the licensed institutions and development financial institutions where I maintain my accounts or have financial liabilities with, to disclose to Bank Negara Malaysia, any document and information relating to my affairs, accounts or financial liabilities.

Signature: _____

Date: _____

Name: _____

Note:

1. Applicant from a foreign country is required to make the statutory declaration before the authorised Diplomatic/Consular Officer at the Malaysian Embassy in that foreign country;
2. Where there is no Malaysian Embassy in that foreign country, as an interim measure, the applicant may make a statutory declaration which shall be made under the law relating to statutory declaration or oaths prevailing in that foreign country. However, the applicant is required to make a new statutory declaration based on the Malaysian Statutory Declaration Act 1960 prior to his/her appointment as a shareholder of the approved person in Malaysia; and
3. This statutory declaration cannot be translated to any other language.

PART 5: INFORMATION ON CORPORATE SHAREHOLDERS
(Please make copies of PART 5 for each corporate shareholder and enclose past three years' audited financial statements)

COMPANY NAME:

COMPANY REGISTRATION NO.:

DATE OF INCORPORATION:

TELEPHONE NO.:

FAX NO.:

EMAIL ADDRESS:

OFFICE ADDRESS:

PRINCIPAL ACTIVITY:

SHAREHOLDING STRUCTURE

	Name of shareholder	Shares held		% Shareholding
		In Unit	In RM (or RM equivalent)	
i.				
ii.				
iii.				
iv.				
v.				

BOARD OF DIRECTORS

	Name	Designation
i.		
ii.		
iii.		
iv.		
v.		

STATUTORY DECLARATION BY CORPORATE SHAREHOLDERS
(Please make copies for each corporate shareholder)

I, _____ *(Name of Director)*

on behalf of _____ *(Name and address of company)*

_____ *(Company Registration No.)* do solemnly declare that:

A. The company is not unsuitable to become a shareholder whereby:

(i) The company has not gone into insolvency, administration or liquidation, it does not have any suspended payments and it has not compounded with its creditors, whether within or outside Malaysia;

(ii) The company does not have any charge proven against it for a criminal offence relating to dishonesty or fraud under any written law or the law of any country, territory or place outside Malaysia;

(iii) Under any law relating to prevention of crime, drug trafficking or immigration:-

(a) There has not been any order of detention, supervision, or deportation made against the company or against its directors, employees and agents in the course of his employment; and

(b) There has not been any form of restriction or supervision by bond or otherwise, imposed on.

B. The company is in compliance with the shareholder suitability requirements as stipulated in the policy document on Shareholder Suitability - Notification and Application Procedures.

C. (i) ☐ No penalty and no reprimand has been imposed or issued against me by any supervisory authority in or outside Malaysia

(ii) ☐ A penalty and/or a reprimand has been imposed or issued against me by a supervisory authority in or outside Malaysia

(Select whichever applicable. If (ii) is selected, please provide details, i.e. name of supervisory authority, reasons and amount of penalty, in a separate attachment)

D. All the information submitted in this form and in any attached annexure (if any) is true, correct and complete;

AND I MAKE THIS SOLEMN DECLARATION CONSCIENTIOUSLY BELIEVING THE SAME TO BE TRUE, AND BY VIRTUE OF THE PROVISIONS OF THE STATUTORY DECLARATIONS ACT 1960.

SUBSCRIBED AND SOLEMNLY DECLARED BY THE ABOVENAMED

AT _____

IN THE STATE OF _____

THIS DAY OF _____ 20____

Before me:

(Signature of Sessions Court Judge,
Magistrate or Commissioner for Oaths)

CONSENT FOR DISCLOSURE OF INFORMATION BY CORPORATE SHAREHOLDERS
(Please make copies for each corporate shareholder)

Pursuant to paragraph 1 of Schedule 11 of section 134(1)(a) of the Financial Services Act 2013, paragraph 1 of Schedule 11 of section 146(1)(a) of the Islamic Financial Services Act 2013 and section 120(1)(c) of the Development Financial Institutions Act 2002, I hereby authorise all the licensed institutions and development financial institutions where the company maintains its accounts or have financial liabilities with, to disclose to Bank Negara Malaysia, any document and information relating to my affairs, accounts or financial liabilities.

Signature: _____
Date: _____
Name: _____

Note:

1. A shareholder of an applicant incorporated in a foreign country is required to make the statutory declaration before the authorised Diplomatic/Consular Officer at the Malaysian Embassy in that foreign country;
2. Where there is no Malaysian Embassy in that foreign country, as an interim measure, the shareholder may make a statutory declaration which shall be made under the law relating to statutory declaration or oaths prevailing in that foreign country. However, the shareholder is required to make a new statutory declaration based on the Malaysian Statutory Declaration Act 1960 prior to its appointment as a shareholder of the approved person in Malaysia; and
3. This statutory declaration cannot be translated to any other language.

Lampiran II: Borang Permohonan untuk Pembaharuan Kelulusan

INFORMATION/DOCUMENT CHECKLIST : APPLICATION FOR RENEWAL OF APPROVAL FOR FINANCIAL ADVISER AND/OR ISLAMIC FINANCIAL ADVISER

Part 1 - Type of Business : Financial Adviser and/or Islamic Financial Adviser

Please tick in the application form accordingly

Part 2 - Applicant's Particulars

- ☐ Latest audited financial statements
- ☐ List of Financial Adviser's Representatives (FAR)/Islamic FAR *(including CPD hours attended during the previous calendar year)*
- ☐ Copy of Professional Indemnity (PI) insurance/takaful coverage for subsequent renewal period *(exclude policy contract)*
- ☐ Latest organisation structure and corporate structure *(if there is any changes from the previous submission)*

Part 3 : Changes to the Existing Internal Policies and Procedures *(if any)*

- ☐ Copy of amended internal policies and procedures

The above documents must be completed and submitted with a cover letter.

APPLICATION FORM FOR RENEWAL OF FINANCIAL ADVISER AND/OR ISLAMIC FINANCIAL ADVISER APPROVAL

Please submit application for renewal at least <u>two months</u> before expiry. The completed Application Form, cover letter and supporting documents should be submitted to:

Pengarah
Jabatan Konsumer dan Amalan Pasaran
Bank Negara Malaysia
Jalan Dato' Onn
50480 Kuala Lumpur

PART 1: TYPE OF APPROVAL APPLIED FOR - *Please TICK where applicable*

☐ **Financial Adviser** ☐ **Islamic Financial Adviser**

PART 2: APPLICANT'S PARTICULARS
Please attach company's latest audited financial statements

Name of company:			
Company Registration No.:		Tel. No.:	
Date of incorporation:		Fax No.:	
Name of contact person:		Email:	
Designation of contact person:			
Office Address:			
Registered Address: *(If address belongs to company secretary of the applicant, please state the name, telephone and fax number of company secretary)*			
Paid-up capital (in RM):			
Financial year end:			
Date of licence/approval first issued:			
Expiry date of last approval:			

<u>SHAREHOLDING STRUCTURE</u>
(If space provided is insufficient, please provide in a separate sheet)

Name (may be an individual or company)	**Shares Held**		**% Share-holding**
	In Unit	**In RM**	
Malaysian (Bumiputera)			
i.			
ii.			
Sub-total			
Malaysian (Non-Bumiputera)			
i.			
ii.			
Sub-total			
Non- Malaysian			
i.			
ii.			
Sub-total			
TOTAL	0	0	0.0%

BOARD OF DIRECTORS

(If space provided is insufficient, please provide in a separate sheet)

	Name	NRIC/ Passport No	Nationality	Designation
i.				
ii.				
iii.				
iv.				
v.				

NUMBER OF STAFF

(Please include Financial Adviser's Representatives & attach company's organisational structure)

	Senior Management	Supervisory Staff	Technical Advisor / Specialist	Others	Total Staff
Malaysian					
Bumiputera					
Chinese					
Indian					
Others					
Non-Malaysian					
TOTAL					

Senior Management *- persons who decide or participate in the formulation of policy of the organisation and plan, organise and direct the interpretation and execution of policy. They are responsible for the organisation as a whole or for one or more departments in the company. Senior Management staff include Executive Director, Chief Executive Officer, General Manager, Company Secretary and Financial Controller/Chief Accountant.*

Supervisory Staff *- persons supervising various activities or a particular activity of the organisation. Generally, manage and coordinate activities of staff under their charge, e.g. Branch Managers, Sub-Accountants, Credit Officers and Executives.*

Technical Advisor/Specialist *- persons who advise Senior Management in an official or professional capacity on technical matters.*

Others *- other than those classified under the 'Senior Management', 'Supervisory Staff' or 'Technical Advisor/Specialist' categories including personal assistants, typist, receptionists, drivers, security guards, clerical, administrative staff and cleaners.*

FINANCIAL ADVISER'S REPRESENTATIVES (FAR)

(If space provided is insufficient, please provide in a separate sheet)

	Name	NRIC No.	Qualifications	Appointment Date
i.				
ii.				
iii.				
iv.				
v.				
vi.				
vii.				

PARTICULARS OF BRANCH OFFICE(S) - where applicable
(If space provided is insufficient, please provide in a separate sheet)

	Location	Address	Date of commencement of operation
i.			
ii.			

EXTERNAL AUDITOR

Name of Audit Firm :	
Engagement Partner :	
Address :	
Date of Appointment :	

PROFESSIONAL INDEMNITY INSURANCE/TAKAFUL COVERAGE
(Please *attach a copy of the professional indemnity insurance/takaful coverage)*

Name of Insurer/Takaful Operator:	
Amount of Cover :	
Details of Deductible :	
Period of Cover :	

CORPORATE STRUCTURE
(Applicable if applicant is part of group of companies)

Please furnish the corporate structure of applicant, i.e. ultimate and intermediate holding company, and explain in brief the business activity of each related company in a separate sheet of paper

PART 3: CHANGES TO THE EXISTING INTERNAL POLICIES AND PROCEDURES (IF ANY)

To submit amended internal policies and procedures that govern its overall business processes if there are changes to the existing policies. It shall contain among others:
- Standard operating procedures (SOP) including flowcharts on proper advice, handling of clients' monies and compliants handling;
- Recruitment and selection process;
- Performance management system that should provide clarity to employees on their expected roles and their competency development plan;
- Employee misconduct and disciplinary procedures;
- Information on the key systems (technology and infrastructure);
- Information on the key controls; and
- Information on the independent oversight functions.

DECLARATION ON THE INFORMATION PROVIDED IN PARTS 1, 2 & 3

On behalf of _____ *(Name of company)*

I, _____ *(Name of CEO/Director)* *(NRIC/Passport No):*

declare that all information given in the forms and attached annexure(s) (if any) are true, correct and complete, and understand that if the company furnishes any information which is false, inaccurate, misleading or contains material errors or ommissions, the approval may not be granted by Bank Negara Malaysia (Bank).

The company will promptly notify the Bank in writing of any changes in the information the company has provided and supply any other relevant information which may come to light in the period during which this application is being considered by the Bank. The company acknowledges that the Bank may disclose any information provided in the performance of its statutory functions or otherwise as may be specifically authorised by law.

With this, the application pursuant to section 9 of the Financial Services Act 2013 (FSA) / section 9 of the Islamic Financial Services Act 2013 (IFSA) is submitted for the consideration of the Bank.

Signature _____
Name :
Designation: ☐ CEO ☐ Managing Director ☐ Others *[Please specify]*
Date : _____
Company's Official Stamp: