

URBRA

COMPLIANCE CHECKLIST FOR APPLICANTS FOR A LICENCE OF AN ADMINISTRATOR OF A RETIREMENT BENEFITS SCHEME

Has the applicant provided the following information?

No.	Item	Section/ Regulation	Compliance		Remarks/ Comments
			Yes	No	
1.	Name of applicant	Sec. 48(1)(c) Reg. 3(a)			
2.	Physical address of a place in Uganda for service on the applicant of any notice or document	Sec. 48 (1) (c) Reg. 3(e)			
3.	Registered office	Sec. 48(1)(c) Reg. 3(a)			
4.	Tax Identification Number	Reg.3			
5.	Citizenship of applicant	Reg.3			
6.	Particulars of Directors of the administrator	Reg.3(c)			
7.	Certified copy of certificate of incorporation	Reg.4 (1)(b)			
8.	Particulars of key officers of administrator	Reg. 3			
9.	Memorandum and articles of association	Reg.4(1)(c)			
10.	Certified copies of the latest audited report and accounts	Reg. 3			
10.	Particulars of Auditors	Reg.3			
11.	Particulars of Bankers	Reg.3			
12.	Certified copies of professional, technical knowledge or experience	Sec.48(1)(a) Reg.4 (1)(e)			
13.	Proof that the applicant holds capital in the sum determined by the Authority	Reg.4(1)(d)			
14.	Certified copy of an insurance policy to cover the operational risks which the administrator maybe exposed to	Reg.4(1)(e)			
15.	Evidence of applicant's operational ability to perform functions of an administrator	Sec. 48 (1)(a) Reg. 3(d)			
16.	Any other information which the Authority considers necessary for the purposes of	Sec. 48(1)(b) Reg. 3(h)			

	determining the application				
17.	Statutory Declaration	Reg. 4(1)(d)			
18.	Application fees	Sec. 48 (1)(d) Reg. 4(1)(a)			