

# Investment Advisor Licence

## Application Form for Individuals



**FINANCIAL SERVICES AUTHORITY**

Bois De Rose Avenue  
P.O. Box 991  
Victoria  
Mahé  
Seychelles

Tel: +248 4380800  
Fax: +248 4380888  
Website: [www.fsaseychelles.sc](http://www.fsaseychelles.sc)  
Email: [enquiries@fsaseychelles.sc](mailto:enquiries@fsaseychelles.sc)

*Version: 23<sup>rd</sup> March, 2022*

# Investment Advisor Licence Application Form

## Instructions for completing the application form

- Applicants are advised to refer to the Securities Act, 2007 and the Securities Regulations when completing the application form.
- The form should be completed in English and the answers to ALL questions should be TYPED or written in INK and in BLOCK LETTERS. Any documents submitted in any other language are required to have a certified English translation appended.
- No question should be left unanswered. Where the Applicant believes that a question does not apply, the Applicant should write “**Not Applicable**” or “**N/A**”.
- If there is insufficient space to answer a question, additional information may be provided on an attachment page and identify the continuation of an answer by stating the question number.
- Please ensure that full particulars requested are properly numbered and is relevant to the question asked.
- All dates should be completed in the form: Day / Month / Year.
- The declaration on this form must be signed by a director or other duly authorised person.
- If there are any changes in the information furnished in the application prior to the completion of the review of this application, the Authority should be notified immediately.
- The Authority requires that forms are completed in its entirety. The Authority shall return forms that are incomplete or does not disclose full information and as such, this may result in delays.
- This application form must be accompanied by the documents specified in the check-list.
- Categories of Acceptable Certifiers (the certifier must be independent from the applicant):
  - (i) a judge;
  - (ii) a magistrate;
  - (iii) a notary public;
  - (iv) a barrister-at-law;
  - (v) a Solicitor;
  - (vi) an attorney-at-law; or
  - (vii) a Commissioner of Oaths.
- The completed application form and any supporting material, should submitted to:

The Chief Executive Officer  
Financial Services Authority  
P.O BOX 991  
Bois de Rose,  
Victoria  
Mahé  
Seychelles

**Attn: Capital Markets and Collective Investment Schemes Supervision Section**

*NOTE: Failure to disclose and submit all necessary information may lead to the Authority rejecting the application*

# Investment Advisor Licence Application Form

**Part A**

**1. Name of Applicant**

--

**2. Details of Principal Place of Business**

Address	
Telephone No.	
Fax No.	
E mail	

**3. Place of Residence**

Address	
Telephone No.	

**4. Address of all premises at which records or other documents of the business are to be kept**

--

**5. State the address at which the register required under section 80(2)(a) of the Act will be kept**

--

# Investment Advisor Licence Application Form

**6. Source of Funds/Wealth**

Provide details of the origin of all the funds or wealth for the application

Details	Amount
Total Capital of Applicant	

# Investment Advisor Licence Application Form

**7. Provide details of two individuals (who must not be related to the applicant, and neither of whom has any interest in the success or otherwise of this application) with whom each director of the applicant has had regular contact over the past 4 years and of whom FSA may enquire regarding their character, reputation and financial standing.**

	Name of Director 1	Name of Director 2
<b>Details of individual 1</b>		
Name		
Address		
Occupation		
Tel. No.		
Email		
<b>Details of individual 2</b>		
Name		
Address		
Occupation		
Tel. No.		
Email		

# Investment Advisor Licence Application Form

**8. Compliance Officer appointed under section 34 of the Anti-Money Laundering and Countering the Financing of Terrorism Act, 2020<sup>1</sup>**

Name	
Address	
Other positions held	
Tel. No.	
Email	

**9. Alternate Compliance Officer appointed under section 34(3) of the Anti-Money Laundering and Countering the Financing of Terrorism Act, 2020**

Name	
Address	
Other positions held	
Tel. No.	
Email	

**10. Compliance Officer appointed under section 23(2) of the Financial Services Authority Act, 2013**

Name	
Address	
Other positions held	
Tel. No.	
Email	

<sup>1</sup> Note: A person approved to serve as the compliance officer under the FSA Act, may also undertake the role of compliance officer under the AML and CFT Act, 2020 subject to necessary qualifications and experience.

# Investment Advisor Licence Application Form

**Part B**

**1. Is the business of investment advisor the principal business carried on by the applicant?**

Yes                       No

If "No", give details of the applicant's principal business.)

**2. Does the applicant have an interest in one or more shares in any company the shares of which are quoted on a securities exchange, the aggregate of the nominal amount of which constitutes not less than 10% of the aggregate of the nominal amount of all the issued shares of the company?**

Yes                       No

If "Yes", give full details of the interest including names of companies and percentage of interest

# Investment Advisor Licence Application Form

**3. Has the applicant, within the past 10 years (if YES please provide full particulars on a separate sheet of paper):**

a) Been licensed, registered or authorised in any place under any law which requires licensing or registration in relation to dealing in securities or acting as an investment advisor?	Yes <input type="checkbox"/> No <input type="checkbox"/>
b) Been refused the right or restricted in its own right to carry on any securities-related business for which a specific licence, registration or other authority in any jurisdiction?	Yes <input type="checkbox"/> No <input type="checkbox"/>
c) Been the subject of suspension, cancellation or revocation of its registration, licence or other authorization to carry on securities-related business by any authority in any jurisdiction?	Yes <input type="checkbox"/> No <input type="checkbox"/>
d) Been subject to regulatory or enforcement action by any authority in any jurisdiction?	Yes <input type="checkbox"/> No <input type="checkbox"/>
e) Been a member or partner in a member firm of any securities exchange?	Yes <input type="checkbox"/> No <input type="checkbox"/>
f) Been suspended from membership of any securities exchange or otherwise disciplined by a securities exchange?	Yes <input type="checkbox"/> No <input type="checkbox"/>
g) Been refused membership of any securities exchange?	Yes <input type="checkbox"/> No <input type="checkbox"/>
h) Carried on business under any name other than the name or names shown in this application?	Yes <input type="checkbox"/> No <input type="checkbox"/>



# Investment Advisor Licence Application Form

## Part C

**Set out as annexure to this Application Form the following information:**

1. Indicate the areas of proposed business for which the applicant requires an investment advisors licence:
  - (a) Advising others concerning securities
  - (b) Issues or promulgates or reports concerning securities
  - (c) Pursuant to a contract or arrangement with a customer, undertakes on behalf of the customer (whether on a discretionary authority granted by the customer or otherwise) the management of a portfolio of securities for the purpose of investment
  - (d) Other (please specify)
    - (i) For each indicated area of proposed business, state in detail the manner in which the business will be conducted and the experience of the applicant and its management staff in that business
    - (ii) Describe the organizational structure and internal control procedures which the applicant has adopted or proposes to adopt for its proposed business
2. State the type of customers with whom the applicant proposes to do business

# Investment Advisor Licence Application Form

**DECLARATION**

We declare that all information given in this application and in any annexures and supporting documents or other information provided is complete and accurate to the best of my knowledge and belief.

Dated this \_\_\_\_ day of \_\_\_\_

Signature: .....

**SIGNED BY OR ON BEHALF OF THE APPLICANT:**

Name: .....

Applicant: .....

Witness: .....

Name: .....

Address: .....

Occupation: .....

# Investment Advisor Licence Application Form

## Checklist

Below is a checklist which has been designed to assist applicants to ensure that all of the information required by the Financial Services Authority is submitted when making an application for Investment Advisor Licence (Individual) under the Securities Act, 2007. This checklist is to serve only as a guide. The Authority may contact the applicant should it require further information.

1. All blank spaces in the Application Form has been filled in.	<input type="checkbox"/>
2. Application fee (i.e. US\$ 1,250).	<input type="checkbox"/>
3. Personal Questionnaire Form completed by each Director and General Partner, with relevant documents attached.	<input type="checkbox"/>
4. A detailed statement of the applicant's assets and liabilities signed by the applicant has been attached.	<input type="checkbox"/>
5. Proof of source of funds or wealth	<input type="checkbox"/>
6. Proof of Physical Place of Office (Title Deed of Premises or Lease Agreement for premises or Sub Leasing Agreement and consent letter from owner of the premises stipulating that the lessee can sub lease)	<input type="checkbox"/>
7. Notice of place at which the Register of Securities is to be kept as per Section 80(2)(a) of the Securities Act, 2007 and Schedule 1, Form 2 of the Securities (Forms and Fees) Regulations, 2008	<input type="checkbox"/>
8. Certified true copies of the Auditor's certificate of membership, qualifications and licence	<input type="checkbox"/>
9. A detailed Business Plan	<input type="checkbox"/>
10. A copy of the insurance quotation (appropriate to the proposed nature and size of the business)	<input type="checkbox"/>
11. Manuals <sup>2</sup> including the Client Service Agreement, Conflict of Interest Policy, Compliance Manual, Anti-Money Laundering Manual, Complaints Handling Manual and Business Continuity Plan.	<input type="checkbox"/>

<sup>2</sup> Standardized manuals which have been pre-approved and vetted by the Authority.