

## INVESTMENT ADVISER CHECKLIST

Review against the Capital Markets Act and relevant Regulations

No.	REQUIREMENT	MET Y/N/NA	COMMENT
1.	Duly completed application Form (Form 1) in duplicate		
2.	a) Certified copy of the Certificate of incorporation or b) Business Name Certificate or c) Partnership Certificate or d) Limited Liability Partnership Certificate		
3.	a) Certified copy of the Memorandum and Articles of Association ( <i>with objects that authorize the company to carry out the business for which the license is sought</i> ). b) Partnership deed		
4.	Business plan with details of the following: 1. Management structure. 2. Scope/nature of business model 3. Target market /clientele 4. Revenue model 5. Foreseeable risks and mitigation strategies		
5.	Ownership Structure		
6.	Name and competencies of: a) Chief Executive or b) Managing Partner or c) Business Owner		

No.	REQUIREMENT	MET Y/N/NA	COMMENT
	Submit fit and proper documentation of the person as follows: <ul style="list-style-type: none"> <li>• Duly filled and commissioned fit and proper form</li> <li>• Upto date CV</li> <li>• Passport Photograph</li> <li>• Copy of Identity Card or Biodata Page of Passport</li> <li>• Police Clearance Certificate</li> <li>• CRB Certificate</li> </ul>		
7.	<ul style="list-style-type: none"> <li>▪ Proof of professional indemnity insurance the value of which shall not be less than five hundred thousand shillings</li> </ul>		
8.	Details of staff (please note the requirement for the chief financial officer, risk management officer, compliance officer and internal audit functions as per the Corporate Governance Regulations) The internal auditor and chief financial officer must be members of ICPAK and the internal auditor must not be the compliance officer)		
9.	Evidence of payment of Application fees of Kshs. 2500		