

**SECURITIES AND EXCHANGE
COMMISSION, GHANA**



**APPLICATION FOR A LICENCE/RENEWAL OF A LICENCE TO CARRY
ON BUSINESS AS A REGISTRAR IN SECURITIES
UNDER THE SECURITIES INDUSTRY
ACT, 2016 (ACT 929)**

FORM SEC B(I)

Securities and Exchange Commission. No. 30, 3rd Circular Road, Cantonments, Accra
P. O. Box CT 6181, Cantonments, Accra, Tel: 0302 768970-2, Fax: 0302 768984
E-mail: info@sec.gov.gh, Website: www.sec.gov.gh

1. GENERAL INFORMATION

Registered Name of Applicant

Business Address

Location of Principal Place of Business (Please attach a list for branches if applicable)

Telephone Number(s)

Fax

Email(s)

Name and Address of Principal Bankers and Bank Account Numbers

Name of Bank

Account #

Branch Address

Trust Account (Yes/No)

Name and Address of Secretary (If applicant is a company)

Name and Address of the Auditors of the Applicant



SAMPLE

2. TYPE OF APPLICATION

Initial Application Renewal of Existing Licence

If it is for the renewal of existing licence please furnish the following information

Date of issue of existing licence :

Licence Number :

*3. LEGAL STATUS

If applicant is incorporated in Ghana, please specify the Law under which it is incorporated.

- Companies Act, 1963 (Act 179)
 Incorporated Private Partnership Act, 1962 (Act 152)

If applicant is incorporated outside Ghana, please specify the Law under which applicant is incorporated below.

.....

Does the above stated regulation/partnership agreement permit the applicant to engage in the business for which licence is sought?

Yes No

4. CAPITAL STRUCTURE AND SHAREHOLDING

Authorised Shares	Issued Shares	Paid Up Capital
-------------------	---------------	-----------------

Please attach a list of the names and addresses of all Shareholders and Beneficiary Shareholders with 5% or more shareholding with the applicant.

***5. OTHER BUSINESSES**

Please give details of other businesses (if any) the applicant is engaged in other than the business for which licence is being applied for.

***6. PARTICULARS OF DIRECTORS/PARTNERS/MANAGEMENT**

<u>Name</u>	<u>Address</u>	<u>Occupation/Profession</u>	<u>Executive (Yes/No)</u>
-------------	----------------	------------------------------	---------------------------

(Please attach a list detailing other directorships held by the above)

Name, address and qualifications of the chief executive officer of the applicant along with any other directorships held by him/her.

FOR OFFICIAL USE ONLY

Comments

(CONTINUED FROM PAGE 6)

- *5. Business Plan
- 6. Tax clearance certificate with regard to the last period of assessment.
- *7. A certified copy of the register of interests required to be maintained in terms of the provisions of Part V of the Securities Industry Act.

NB

- * Not required in case of a renewal unless there have been changes.
- + In the case of a renewal the audited balance sheet and accounts of the last financial year will suffice in the event these accounts have not already been filed with the Commission.

Seal of Applicant

.....
Authorised Signatories
Names/Designations

Date:

***7. ORGANISATIONAL STRUCTURE**

Please annex a chart setting out by way of a diagram the organisational structure of the applicant along with particular reference to supervision and lines of reporting.

***8. GROUP AND ASSOCIATED PERSON INFORMATION**

Please specify name of the holding company, subsidiary companies and associates of the applicant indicating companies or partnerships in which the applicant has an interest.

*9. STAFF

Please name the directors/partners and employees of the applicant who will be involved in the operations of the business for which the licence is sought. Please specify qualifications and experience and whether these persons are holders of dealer's representative licences under the Act.

Please give the names and addresses of documentation/computer/accounting administration and clerical staff of the applicant.

Please specify location and custodian of the register of interests in securities required to be maintained in terms of Part V of Securities Industry Act.

10. MARKET OPERATOR'S LEVY (FOR RENEWAL ONLY)

Has applicant paid market operator's levy for the year?

No Yes Receipt Number(s):.....

DECLARARTION

We the undersigned certify that the above information is true and accurate. We undertake in the event of our application being accepted/our licence being renewed to abide by the Securities Industry Act and the Regulations, Rules, Statements of Principles, Procedures, Guidelines and Directions present and prospective issued from time to time by the Commission established by this Act. We also undertake to inform the Commission immediately of any change in any of the particulars stated in the application.

We Confirm That

- (a) the applicant is not in the course of being wound up;
- (b) no receiver or manager has been appointed under any law with regard to the business and assets of the applicant;
- (c) the applicant has not entered into any compromise or scheme of arrangement with any of its creditors either in Ghana or outside which is still in operation;
- (d) that neither the applicant nor any of the Directors/Partners and Executive Officers of the applicant have been:
 - (i) adjudged bankrupt anywhere.
 - (ii) convicted either within Ghana or elsewhere within the period of 10 years immediately preceding the date on which this application is made of an offence involving fraud or dishonesty punishable on conviction with imprisonment for a term of three months or more.
 - (iii) denied a licence as a market operator or had a licence issued under this Act to them suspended, revoked or cancelled.
 - (iv) directors or partners of an entity which has been denied a licence under the Act or had any licence issued under this Act suspended, revoked or cancelled.

TO BE FILED IN THE CASE OF A RENEWAL

We Annex-

Statement of liquid funds of the registrar as at the end of the month, immediately preceding the date of this application.

We Enclose

- *1. A certified copy of the certificate of Incorporation/Registration of the applicant.
- *2. A certified copy of the Regulations/Partnership Agreement of the applicant.
- +3. A certified copy of the Audited Balance Sheet and Accounts of the applicant for the past three financial years/Auditors Statement of Affairs (if the applicant is yet to commence operations or is yet to issue audited financial statements).
- 4. Receipt in proof of payment of licence fee prescribed.