



"Ensuring Investor Protection"

APPLICATION CHECKLIST FOR INITIAL LICENSING OF UNIT TRUSTS IN GHANA

1. Submit Executed Schedule 10 form and Additional Information form (Link provided on the SEC's website)¹
2. Submit Scheme Particulars/Prospectus prepared in line with Schedule 7 of L.I. 1695
3. Submit Trust Deed prepared in line with Schedule 2 of L.I. 1695
4. Submit copies of Fund Manager's designated representative licence / SEC Form 3 to apply for one.
5. Submit executed Minimum Guarantee Form in line with Schedule 9 of L.I. 1695
6. Documents to be attached – see listed in Schedule 5 of the Licensing Guidelines, 2020¹
 1. Certified true copy of Auditor's registration and current practicing license².
 2. Letters of acceptance from Company Secretary and SEC registered Auditor
 3. Certified true copy of register of interest in securities in Form 5 (Schedule 7 of the Licensing Guidelines, 2020).
 4. Receipt for payment of license fee in the amount prescribed in Schedule 3 of the Licensing Guidelines, 2020.
 5. Any other information as may be required by the Commission under the ACT Act, Regulations, Codes, Directives, Guidelines, Circulars, Manuals, Rules, Statements of Principles, Procedures, present and prospective issued from time to time by the Commission under the Act.

¹ See [https:// sec.gov.gh](https://sec.gov.gh)

² No need to attach documents. Will be verified in-house by the SEC before licence is issued.