

An application for registration pursuant to the NRFSB Law will be required to be completed on behalf of the Applicant which includes:

- A completed NRFSB Registration Application Form
- The appropriate fee see NRFSB fees page on the GFSC website
- An online Personal Questionnaire ("PQ") must be submitted through the Online PQ Portal for each natural person who is a beneficial owner, controller, partner, director, company secretary, Money Laundering Officer ("MLRO"), Money Laundering Compliance Officer ("MLCO") or manager of the applicant(s)
- A copy of any draft management agreement and/or outsourcing agreement applicable to your business
- A 3 year plan
- A Business Risk Assessment
- A group structure diagram (if applicable)
- A staff organogram
- A copy of your most recent (audited) accounts if you are an existing business or management accounts if a new business
- A copy of the loan agreement for any subordinated loan (if applicable)
- A copy of auditors acceptance to act as an auditor of the applicant(s) (if applicable)
- A copy of the insurance policy
- A copy of your procedures for complying with Guernsey's anti-money laundering/countering the financing terrorism regime
- A copy of your operating procedures (if applicable)
- A summary of your plans, procedures and/or agreements for succession and disaster recover/business continuity

## **The Application Process**

The Commission will assess the application and supporting documentation in comparison to the requirements of the NRFSB Law together with any Forms PQ or PD, where applicable.

## How long will the application take to review and issue a registration?

The Commission has put in place a Service Level Standard of 56 days from the date of receipt of a completed application to confirming its acceptance. However, the application may be suspended pending receipt of all requested information.