

# AGENT APPLICATION CHECKLIST & APPROVAL FORM

AGENT UNDER REVIEW: .....Date: .....

AGENT APPLICATION CHECKLIST		
	List of Requirements	
	Requirements for the Business Entity	Tick As appropriate
1	Certificate of Incorporation or Certificate of Registration of business name	
2	Six Months Latest Bank Statement(Optional especially the Non-BPR Agents)	
3	A brief one page Company Profile (Include the business history, nature of business, branches & number of employees)	
4	Clear Copies of Business Licenses/Permit for the last 12 months	
5	Two photos of each outlet applied (Inside photo capturing where agency banking will be done & general outside photo of outlet)	
6	If regulated, certificates or letters of registration (e.g. Insurance Brokers)	
7	CRB report of the Agent	
	Requirements for the Person In Charge of Agency Banking on Behalf of the Business	
1	Clear copies of ID of the Person in charge of Agency Banking	
2	One Passport Photos of the Person in charge of Agency Banking	
3	Criminal record certificate of the Person in charge of Agency Banking	
	Requirements for the Company Directors/Partners/Owners	
1	Clear copy of ID	
2	One Passport Photo each.	
3	Criminal record certificate	

## BPR AGENT COMMITTEE APPROVAL & SIGN OFF REVIEWED AND APPROVED BY;

Name .....Position.....Signature.....

Name .....Position.....Signature.....

Name .....Position.....Signature.....

## COMMENT:

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