



APPLICATION BY A COMPANY FOR A LICENCE TO OPERATE AS A PORTFOLIO MANAGER

Application Form

All questions must be answered fully.

Application is hereby made for the grant of a licence as a Portfolio Manager under the Financial Services Act and the following statements are made in respect thereof:

1. Name of company:
2. Date of incorporation:
3. Registered office:
4. Mailing address:
5. E-mail address:
6. Internet website address:
7. Physical address (location of business):
8. Telephone numbers:
9. Facsimile numbers:
10. Details of share capital:
 - a) Issued Capital
 - b) Paid Up Capital
 - c) Shareholders' Funds
11. Name and address of auditor:

12. Details of Directors (Please provide names, addresses, educational and professional qualifications, employment history and other business interests and company directorships. Details of any experience in the portfolio management industry must be included):

13. Details of Principal Officer (Please provide names, addresses, educational and professional qualifications, employment history and any business interests and company directorships. Details of any experience in portfolio management must be included):

14. Details of licensed securities representatives who deal with customers (Please provide names, addresses, educational and professional qualifications, employment history and details of previous experience in portfolio management must be included):

15. Names and addresses of all shareholders who own 5% or more of the equity capital:

16. Give details of the company bankers and details of bank accounts.

17. Please include the following information:

a) business plan for three years including projected profit and loss account and balance sheets for each of the three years. The assumptions on which the projected financial statements have been prepared must be disclosed.

b) an organisation chart showing the designations and levels of authority of staff.

c) a tree diagram showing the group structure if the company belongs to a group of companies.

d) Has the applicant, a Director or Principal Officer of the applicant been convicted of any offence, or are there any proceedings now pending which may lead to a conviction for any offence involving fraud or dishonesty?

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(If so, please provide details)

e) Has judgment involving findings of fraud or other dishonesty, or violence, misrepresentation, breach of contract, breach of fiduciary duty or professional negligence given against it, in any civil proceedings, or are there any proceedings now pending that may lead to such a judgment or finding?

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(if so, please provide details)

f) contravened any written law designed for protecting members of the public against financial loss due to dishonesty, incompetence or malpractice by persons

concerned in the provision of financial services or the management of companies or against financial loss due to the conduct of discharged or undischarged bankrupts?

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(if so, please provide details)

g) has a receiver and/or manager been appointed in respect of any of the assets of the applicant?

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(if so, please provide details)

h) has a petition presented in a court for its winding up?

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(if so, please provide details)

i) been subjected to any form of disciplinary proceedings or action by any professional or regulatory body?

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(if so, please provide details)

j) Please attach the following documents:

- i. Copy of Certificate of Incorporation
- ii. Copy of the Memorandum and Articles of Association
- iii. Copy of the last audited financial statements
- iv. Cheque for MK150,000.00 being non refundable licence application fee.

We the undersigned do hereby certify that:

- (a) All the information given in response to and in support of the questions in this application is true and correct to the best of our knowledge and belief.
- (b) This application is made in good faith with the purpose and intent that affairs of the portfolio management company will at all times be honestly conducted with good and sound business principles and in full compliance with all applicable laws and regulations.
- (c) To the best of our knowledge and belief there are no other facts or information relevant to this application of which the Registrar should be made aware of and we hereby pledge to promptly inform the Registrar of any material change to this application which may arise while it is being considered.

Dated this.....day of.....20.....

Signature.....

Name.....

Director

Signature.....

Name.....

Director

Signature.....

Name.....

Principal Officer

Notes:

- i. All enquiries concerning the preparation, filing and status of this application should be made to The Director, Micro Finance and Capital Markets Supervision, Reserve Bank of Malawi. Upon completion the original and two duplicate copies of the application and all other attachments must be submitted to The Director, Micro Finance and Capital Markets Supervision, Reserve Bank of Malawi, P O Box 565, Blantyre, Malawi.
- ii. A non refundable licence processing fee of MK 150,000 payable to the Reserve Bank of Malawi must be included with the application.