



**SAINT VINCENT AND THE GRENADINES
FINANCIAL SERVICES AUTHORITY ('FSA')**

RECOGNIZED MUTUAL FUND MANAGER¹ CHECKLIST

Fund Managers and Fund Administrators which are licensed in a recognized jurisdiction² are exempt from the requirement to hold a license in accordance with Section 22 (2) (b) of the Mutual Funds Act to carry on the business of manager or administrator of one or more mutual funds in or from within the State.

The Mutual Funds Regulations enables a Fund Manager and Fund Administrator to apply for recognition under the laws of St. Vincent and the Grenadines. Applicants must satisfy the conditions set out in sections 6 and 7 of the Mutual Funds Regulations. The directors and shareholders of the applicant should meet standard fit and proper requirements.

Upon approval, a Certificate of Recognition will be issued.

Required Documents:

1. Letter of Request for Recognition
2. Constitutional Documents³
3. Personal Questionnaire Forms of Directors and Shareholders
4. Recent Police Record⁴
5. Curriculum Vitae of Directors
6. Certified Passport copies
7. Certificate/Letter of Goodstanding from the Home Regulator
8. Application fee (US\$500.00)

All documents which were prepared originally in a foreign language must be translated into English. The translated document must be notarized and attached to the original.

¹ A Recognized Manager means a person who carries on the business of fund management or fund administration.

² Any Country or Jurisdiction recognized under Section 2 (3) and Section 7 of the Mutual Funds Regulations or approved by the Authority based on FATF equivalent standards.

³ For example: Articles and Certificate of Incorporation and Mutual Fund Manager or Administrator License.

⁴ Police record must be issued no more than six (6) months prior to the application.

The FSA may request further documentation or expansion on submitted documents.

Prepared by the Financial Services Authority 10th September, 2015.