



Form 3
Application for Renewal of Insurer Licence
(*regulation 11(1)*)

Date:

The Chief Executive Officer
Non-Bank Financial Institutions Regulatory Authority
Private Bag 00314
Gaborone
Botswana

Dear Sir/Madam

**INSURANCE INDUSTRY ACT
(Cap 46:01)**

1. I/We apply for renewal of licence of
.....
(*Full name of Insurer*)

2. The physical address of the registered office of the company is
.....
.....

3. The addresses of the head office of the company are:-
(a) Physical address
.....
(b) Mailing address
.....

4. The Principal Officer's name and title are:
.....
.....(1)

5. The amount of paid-up capital (excluding debentures, preference shares, non-voting shares and paid-up capital subscribed directly or indirectly in itself) of the company is
..... (2)

Documents to be attached to this application

1. Chart showing the organisational structure of the company, with names accompanying all senior management positions.
2. Certification from the company's auditors to substantiate the amount of paid-up capital.
3. Statement showing all reinsurance arrangements currently in place detailing;
 - a. Names of reinsurers and their credit ratings;
 - b. Reinsurance treaty limits which the insurer can underwrite under each of the classes of insurance business transacted;
 - c. Validity period of such arrangements.
4. List of all persons with whom agency agreements were active during the year (ending with the expiry date of licence being renewed), including any cancellations/suspensions and the reasons for such cancellations/suspensions.
5. Proof of payment/settlement of all outstanding supervisory levies.
6. Copy of previous licence.

I/We enclose proof of payment of the licence renewal fee.

Yours faithfully,

COMPANY SEAL

.....
Authorised Name & Signature