

APPENDIX F

TO FORM INS 30-1

LIST OF DOCUMENTS TO BE SUBMITTED

A. statements/documents and information required from an insurer applying for registration to the commissioner.

- a) A copy of the memorandum of association or other instrument or document by which the applicant is constituted.
- b) A copy of the articles of association or other rules of the applicant.
- c) A certified copy of the published prospectus, if any
- d) A copy of each of the proposal and policy forms, endorsements and any form of written matter describing the terms or conditions of or the benefits to or likely to be derived from policies or intended to be used by the applicant.
- e) Statements of the premium rates, advantages and terms and conditions to be offered in connection with insurance policies and details of the bases and formulae from which those rates have been calculated.
- f) In connection with long term insurance business, a certificate by an actuary that the rates, advantages, terms and conditions proposed to be offered are sound and workable.
- g) A detailed statement of assets and liabilities as at the date of application.
- h) A description of all reserves with detailed descriptions of the method, bases and formulae for a calculating each of the reserves.
- i) A certificate from the central bank of Kenya specifying the amounts and details of deposits made by the applicant under section 32 of the act.
- j) Certified copies of reinsurance contracts.
- k) The prescribed fee and a certified copy of the receipt should be enclosed

NOTE: in case the applicant is a member of a tariff body in Kenya, in respect of one or more classes of insurance business, please mention it whilst dealing with (e) and (f) above and indicate variations if any, made in the policy wording and premium rating schedules from those provided under tariff regulations.

B. statements required in terms of section 30(k) of the act.

- a) A photocopy of the certificate of incorporation
- b) A financial forecasts as required under regulation 7(b)
- c) An estimate of sources of business as required under regulation 7(c)
- d) A summary of reinsurance treaties as per regulation 7(d)
- e) Copies of drafts of agreements as per regulation 7(e)
- f) Copies or drafts of any standard agreements with brokers and agents as per regulation 7(f)

- g) In case of long term insurance business, an actuary's certificate with regard to adequacy of financing arrangements as per regulation 7(g)
- h) In the case of a new insurer or anew class o0f insurance business of an existing insurer, estimates of cost of installation and other information as per regulation 7(h)
- i) Copies of accounts, statements and reports laid before shareholders as per regulation 7(i)
- j) In the case of an insurer carrying on long term insurance business, copies of valuation reports as per regulation 7(j)

NOTE: item (b) to (h) above apply to an insurer who has not transacted insurance business before or where authorization is sought to transact.