**CHECK LIST OF REQUIREMENTS FOR ACCREDITATION OF CHEQUE PRINTING/ENCODING COMPANIES**

**NOTES ON COMPLETION:** PLEASE DO NOT COMPLETE THIS APPLICATION FORM UNTIL YOU HAVE READ AND ARE FAMILIAR WITH THE GUIDELINES ON ACCREDITATION OF CHEQUE PRINTING/ENCODING COMPANIES

1. All applications must be typed.
2. All questions must be completed before the application can be considered. If a question does not apply, please write not applicable (N/A) or none as appropriate. Do not leave any blank spaces.
3. Incomplete Applications will be returned.
4. Where applicants are required to ‘confirm’, a tick (‘✓’) placed in the applicant confirmation box will be taken as a confirmation.
5. Further information or clarification may be requested (having regard to the replies furnished) for the purpose of considering and evaluating an application.
6. Please ensure that full and complete referencing is completed throughout this application form in the column provided. Referencing should follow the following pattern throughout the application form and should be clear and complete throughout:
* Document abbreviation-page number-section number/paragraph number e.g. for an answer contained in 3.1 (Section or paragraph) on page 2 of the Financial Statements, reference FS-2-3.1
1. Applicants should include an index of documentation with the firm’s application submission for consideration.
2. Applicants should provide the Central Bank with hard copies of all application documentation.
3. Where the Central Bank is required to ‘confirm’, a tick (‘✓’) placed in the Central Bank confirmation box will be taken as a confirmation.

**INDEX OF DOCUMENTATION**

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| **Disclose Applicant’s Name:** | **Document abbreviation** | **Document Reference[[1]](#footnote-1)** | **Appliquant Confirmation** | **National Bank of Rwanda[[2]](#footnote-2)** |
|  |
| **Required documents** |  |  |  |  |
| * 1. Application letter addressed to the Governor of the National Bank of Rwanda
 | AP |  |  |  |
| * 1. A duly filed application form
 | AF |  |  |  |
| * 1. The proof of payment of application fees;
 | MA |  |  |  |
| * 1. The accreditation granted by foreign authorities to foreign-based printers, if any and applicable;
 | AG |  |  |  |
| * 1. Audited financial statements for last 2 years
 | FS |  |  |  |
| * 1. Names of the Banks and contact persons of these Banks for whom we have printed
 | BP |  |  |  |
| * 1. A copy of latest Disaster Recovery plan
 | DR |  |  |  |

1. Insert document abbreviation-page number-section number/paragraph number of the relevant document. [↑](#footnote-ref-1)
2. To be completed by the Central Bank [↑](#footnote-ref-2)