**CHECK LIST OF REQUIREMENTS FOR CSD PARTICIPATION LICENSE**

**NOTES ON COMPLETION:** PLEASE DO NOT COMPLETE THIS APPLICATION FORM UNTIL YOU HAVE READ AND ARE FAMILIAR WITH THE REGULATION N° 08/2010 OF 27/12/2010 OF THE NATIONAL BANK OF RWANDA ON THE LICENSING REQUIREMENTS FOR PARTICIPANTS IN CENTRAL SECURITIES DEPOSITORY AND THE PROTECTION OF SECURITIES HOLDERS

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 List of products, reference LP-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.

**APPLICATION FORM – INDEX OF DOCUMENTATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Disclose Applicant’s Name:**
 | **Document abbreviation** | **Document Reference[[1]](#footnote-1)** | **Appliquant Confirmation** | **National Bank of Rwanda[[2]](#footnote-2)** |
| 1. **Required documents**
 |
| * 1. Application letter addressed to the Governor of the National Bank of Rwanda
 | AP  |   |  |  |
| * 1. Having the status of Bank or intermediaries of the capital market governed by Rwandan law,
 | BC  |  |  |  |
| * 1. Human resources requirements:
 |  |  |  |  |
| * + - 1. a description of various functions and positions needed
 | FP |  |  |  |
| * + - 1. A detailed organization chart of the Participant's departments shall also be drawn up.
 | OC |  |  |  |
| * + - 1. document describing the role and responsibilities allocated to each of the units identified on the chart.
 | RR |  |  |  |
| * 1. *Information technology requirements*
 |  |  |  |  |
| * + - 1. an information processing system
 | IP |  |  |  |
| * + - 1. the hardware and software needed to provide the requisite level of performance and security.
 | HS |  |  |  |
| * + - 1. a list of the persons allowed access to its information systems
 | PA |  |  |  |
| * + - 1. The general architecture of the information processing system used for securities-holding activities
 | AI |  |  |  |
| * 1. Accounting procedures requirements
 | AP |  |  |  |
| * 1. Certificate of business registration in Rwanda;
 | CB |  |  |  |
| * 1. Evidence that capital market regulator has authorized the intermediaries of the capital markets to operate.
 | CM |  |  |  |
| * 1. *Requirements for foreign participant*
 |  |  |  |  |
| 1. that it be subject to legislation providing a supervisory regime whose level of requirements is identical to that provided by the Law and this Regulation;
 | SR |  |  |  |
| 1. the law of the foreign State governing the foreign Participant must allow access to the territory of this State by persons acting on behalf of the Central Bank for the exercise of their supervisory duties.
 | PC |  |  |  |
| 1. A License to operate in the home/base country, where applicable;
 | LH |  |  |  |

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)