

List of insurance broker registration documents:

1. Completed application form of registration;
2. Applicant identification documents- documents verifying state registration (extract from the register of entrepreneurs and non-profit (non-commercial) legal entities) and charter, according to which the activity of the person is defined as an intermediary activity in the field of insurance, as a core entrepreneurial activity. Additional activities permitted by the law, which may include the charter of the person that must be related only to the field of insurance;
3. Present an appropriate document/documents from a banking institution/institutions licensed in Georgia certifying that the minimum amount of capital / guarantee fund established for the insurance broker determined by the Service is fully paid up in cash by the founders.

4. Present an appropriate document/documents from a banking institution/institutions licensed in Georgia certifying that the minimum funds of capital/guarantee fund (30 000 GEL) established for the insurance brokers, determined by the Service has been credited to the separated bank account/accounts;

5. Identification document/documents of the direct owner / owners of a significant share:
 - a) In case of legal entity - a document certifying the state registration;
 - b) In the case of a natural person - an identification document.

6. Identity document /documents of beneficial owner / owners of significant share;

In the absence of the beneficial owner of the significant shareholder is required the written confirmation by the applicant;

7. Documentation and/or information of fit and proper criteria of direct holder of the significant shares:
 - a) Certificate of Conviction;
 - b) A written declaration / confirmation signed by him / her confirming his / her compliance with the fit and proper criteria as provided by the legislation.

8. Administrator / Administrators (Supervisory Board Member, Director) identification document/documents;

9. Documentation/information of fit and proper criteria of administrator:
 - a) Certificate of Conviction;
 - b) Academic degree issued by the higher education institution - document certifying qualification (diploma) and completion of relevant level of higher education (notarized copy);

- c) An autobiography (CV) with a detailed description of qualifications and professional experience;

A written declaration / confirmation signed by him / her confirming his / her compliance with the eligibility criteria provided as by the legislation.

10. A written confirmation (application) that he / she separately maintains his / her own and clients' accounts for the purpose of performing intermediary activities and a document certifying the ownership of such accounts from a banking institution licensed in Georgia.

11. Document certifying possession or otherwise lawful possession (use) of the real estate in which the Insurance Broker's head office or branch will be located (if, such applicable).