

**APPLICATION FOR REGISTRATION AS INSURANCE BROKERS TO THE  
CENTRAL TENDERS BOARD, GOVERNMENT OF THE REPUBLIC OF  
TRINIDAD & TOBAGO**

1. Name of Firm .....

2. Address: Head Office .....

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3. Telephone .....

4. Facsimile .....

5. E-mail .....

6. (a). What classes of insurance business is your firm registered to handle under the Insurance (Agents, Brokers, Salesmen and Adjusters) (Registration) Regulations 1982 ?

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6. (b). State what is your capability in providing Risk Management Services.

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6. (c). Give the names of the Officers/Partners who may act under the above regulations in the name of your firm.

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7. State the amount of your firm's shareholders' equity at the end of the last financial year. (Shareholders' equity means paid up capital and free reserves).

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8. Give the names, addresses and occupations of the Directors of your firm and/or subsidiary or affiliated firms.

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9. Please state the level of shareholding, if any, of the Directors in the share capital of the firm at the end of the last financial year.

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10. Please provide details of the firm's technical staff including their professional qualifications, experience and job functions in order to demonstrate that the firm has the necessary resources to handle the business of the government's risks.

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11. Does your firm retain resource persons from specialized fields? If so, please provide the names of such persons, their professional qualifications, and their areas of expertise.

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12. State the total number of accounts handled by your firm and provide a breakdown by sectors viz: personal (individual) accounts, Private Sector, Commercial and Industrial accounts, State Enterprises and/or Government controlled accounts. In case of Government and State Enterprises, please list them by name.

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13. In the event that you are successful in winning the tender, please provide the name of the Team Leader and his/her team who will administer the account.

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14. Please provide details of your Professional Indemnity Insurance cover listing each layer, the deductible, the name of the insurer, risk dates etc.

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15. Please provide the names of at least three (3) clients who will be willing to attest to your level of service and/or competencies.

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16. Please provide full details of your international correspondents with particular reference to their expertise and experience in the handling of risks that bear similarity to the government's risk.

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17. Has your firm sought and/or achieved any of the ISO or comparable institution certification? If so, give details.

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18. Please provide information on the level of automation and/or computerization that currently exists in your firm.

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19. The following documents must accompany the completed questionnaire:

- i) Last three (3) years audited financial statements
- ii) Certificate evidencing the payment of current tax liabilities
- iii) Copy of Cover Notes/Endorsements and the payments of premiums as evidence of in-force Professional Liability Insurance
- iv) Copy of the firm's Certificate of Registration as a Broker under the Insurance (Agents, Brokers, Salesmen and Adjusters) Regulations 1982
- v) Organizational Chart
- vi) Declaration form your firm in respect of family connections and/or associations of its Directors with Senior Staff of the Central Tenders Board

20. **Declaration**

I hereby declare that the information provided is true and correct and accept full responsibility for its accuracy and acknowledge the right of the Central Tenders Board to disqualify my firm in the event that such information provided is found to be inaccurate.

Signed: .....

Position: .....

Date: .....