

ELECTRONIC TRANSACTIONS REGULATIONS, 2014

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S.I. 2014 No. 41

Electronic Transactions Act

CAP. 308B

ELECTRONIC TRANSACTIONS REGULATIONS, 2014

The Minister, in exercise of the powers conferred on him by sections 21 and 27 of the *Electronic Transactions Act*, makes the following Regulations:

PART I

PRELIMINARY

Citation

1. These Regulations may be cited as the *Electronic Transactions Regulations, 2014*.

Definitions

2. In these Regulations,

“applicant ” means a person who applies for a licence under regulation 3;

“certificate” means a computer based record which

- (a) identifies the certification service provider issuing it;
- (b) names and identifies its subscriber;
- (c) contains the subscriber’s public key; and
- (d) is electronically signed by the certification service provider using it;

“certification practice statement” means a declaration of the practices which a certification service provider employs in issuing certificates generally, or employs in issuing a particular certificate;

“key” means the variable information used in a mathematical formula, code or algorithm, or any component thereof, used to decrypt wire communications, electronic communications, or electronically stored information that has been encrypted;

“repository” means a system for storing and retrieving certificates and other information relevant to electronic signatures;

“subscriber” means a person who

- (a) is the subject listed in a certificate;
- (b) accepts the certificate; and
- (c) holds a private key which corresponds to a public key listed in that certificate; and

“trustworthy system” means computer hardware and software which

- (a) is reasonably secure from intrusion and misuse;
- (b) provides a reasonable level of availability; and
- (c) is reasonably suited to performing its intended functions.

PART II

LICENSING OF CERTIFICATION SERVICE PROVIDERS

Licences for certification service providers

3.(1) The Minister may,

- (a) on application made to him by a person desirous of operating as a certification service provider in the Form set out in the *First Schedule*; and
- (b) on payment of the application fee specified in the *Second Schedule*,

grant a licence authorising a person to operate as a certification service provider.

- (2) The applicant shall furnish the Minister with
- (a) proof of registration under the *Companies Act*, Cap. 308;
 - (b) proof of insurance against liability for loss or damage of not less than \$500 000 for all claims arising out of any error or omission arising out of any fault on the part of the applicant, its officers or employees;
 - (c) proof of performance bond or banker's guarantee in the amount of not less than \$500 000; and
 - (d) such documents and information as the Minister may reasonably require for the determination of the suitability of an applicant to receive a licence under these Regulations.
- (3) A licence granted under regulation (1) is valid for a period of 12 months from the date of the issue of the licence.
- (4) Where the Minister grants a licence authorising a certification service provider to operate as a certification service provider, he shall publish a notice of that authorisation in the daily newspapers circulating in Barbados and in the *Official Gazette*.

Renewal of licence

- 4.(1) An application for the renewal of a licence shall be made in the Form set out in the *First Schedule* and shall be made within one month of the date of expiration of the licence.
- (2) An applicant shall be required to pay to the Minister the fee specified in the *Second Schedule* for the renewal of a licence to operate as a certification service provider.
- (3) Where an applicant has no intention of renewing the licence issued to that applicant under these Regulations, the applicant shall
- (a) inform the Minister in writing no later than 3 months before the date of expiry of the licence;

- (b) inform all of the applicant's subscribers, in writing, no later than 2 months before the date of expiry of its licence; and
- (c) notify the public of such an intention in the daily newspapers circulating in Barbados on at least 3 consecutive occasions and at least 3 months before the termination of its service.

Refusal of an application for a licence

5.(1) The Minister may refuse to grant or renew a licence where

- (a) the applicant has not provided the Minister with such documents or such information as the Minister requires in determining the suitability of the applicant to receive a licence or to renew a licence under these Regulations;
 - (b) the applicant has been convicted of an offence in Barbados or elsewhere, involving fraud or dishonesty or any offence under the Act or these Regulations;
 - (c) the Minister is presented with written evidence that the applicant may not be able to act in the best interest of subscribers or customers having regard to the reputation, character, financial integrity, and reliability of the applicant;
 - (d) the Minister is not satisfied with the financial standing of the applicant;
 - (e) the Minister is of the opinion that it is in the public interest to do so; or
 - (f) in the case of an applicant that is a company,
 - (i) the applicant is in the course of being wound up;
 - (ii) the applicant is entering into any arrangement with a receiver or a receiver and manager; or
 - (iii) the applicant is entering into any arrangement with its creditors.
- (2) Where a person is aggrieved by a decision made by the Minister under paragraph (1), that person may appeal to a Judge in Chambers.

(3) The Minister shall not refund any fee or any part of any fee paid where an application for the grant of renewal of a licence is refused or if the licence is suspended or revoked.

Revocation or suspension of licence

6.(1) The Minister may, after giving the certification service provider a reasonable opportunity to be heard, revoke or suspend its licence where

- (a) the certification service provider is being or about to be wound up;
- (b) the certification service provider has entered into any arrangement with its creditors;
- (c) the certification service provider fails to operate the business for which it is licensed;
- (d) the Minister is presented with written evidence of the failure of the certification service provider or its staff to perform their duties efficiently, honestly and fairly; or
- (e) the certification service provider contravenes or fails to comply with any condition in the Act or these Regulations.

(2) Where the Minister revokes or suspends the licence of a certification service provider, the Minister shall publish a notice of revocation or suspension of that licence in the daily newspapers circulating in Barbados and in the *Official Gazette*.

(3) Where a certification service provider is aggrieved by a decision made by the Minister under paragraph (1), the certification service provider may appeal to a Judge in Chambers.

PART III

OPERATIONS OF CERTIFICATION SERVICE PROVIDERS

Financial and other records

7.(1) A certification service provider shall submit to the Minister an audited financial statement, including a balance sheet and a profit and loss account relating to the entire business operation of the certification service provider within 3 months of the ending of the financial year.

(2) A certification service provider shall submit to the Minister, within 3 months of the close of its financial year, information on the number of

- (a) subscribers registered with that certification service provider; and
- (b) certificates issued for the financial year.

(3) Where a certification service provider fails to comply with the obligations under paragraphs (1) and (2), the Minister may, after giving the certification service provider a reasonable opportunity to be heard, suspend or revoke its licence.

(4) Where a certification service provider is aggrieved by a decision made by the Minister under paragraph (3), the certification service provider may appeal to a Judge in Chambers.

Financial criteria

8.(1) A certification service provider shall have sufficient financial resources to operate in conformity with the requirements specified in the Act and these Regulations and in particular to

- (a) manage and maintain adequate support for its operations;
- (b) install, manage and maintain systems and equipment, which it uses in the delivery of services;
- (c) employ appropriate staff.

(d) be audited on an annual basis.

(2) A certification service provider shall be audited annually by an auditor who is a member of the Institute of Chartered Accountants of Barbados.

(3) A person who contravenes paragraphs (1) or (2) is guilty of an offence and is liable on summary conviction to a fine of \$10 000 or to imprisonment for a term of 6 months or to both.

Insurance

9.(1) The certification service provider shall be insured against liability for loss and damage up to an amount of at least \$500 000 in order to ensure that all claims arising from

(a) the issue of accredited certificates; or

(b) obligations arising in the course of its operations

may be satisfied.

(2) A person who contravenes paragraph (1) is guilty of an offence and is liable on summary conviction to a fine of \$10 000 or to imprisonment for a term of 6 months or to both.

Staff

10. The certification service provider shall take all reasonable measures to ensure that it employs staff who

(a) possess the expert knowledge, experience and qualifications necessary to carry out their duties for the services provided, in particular, technical expertise in electronic signature technology and familiarity with proper security procedures;

(b) have not been convicted in Barbados or elsewhere of an offence involving fraud or dishonesty; and

- (c) have a good knowledge of the Act and these Regulations and are trained in the certification practice statements and policies issued by the certification service provider.

Duties and functions of certification service providers

11. The certification service provider shall

- (a) demonstrate the reliability necessary for providing certification services;
- (b) ensure the operation of a secure and immediate revocation service;
- (c) ensure that the time and date on which an accredited certificate is issued, revoked or suspended can be precisely determined;
- (d) verify the identity and if applicable, any specific attribute of the entity to which an accredited certificate is issued;
- (e) use trustworthy systems and products that are protected against modification and ensure that the technical and cryptographic security of processes are supported by them;
- (f) take measures against the forgery of accredited certificates, and in cases where the certification service provider generates the signature creation data, guarantee confidentiality during the process of generating that data;
- (g) record all relevant information concerning an accredited certificate for a period of 7 years for the purpose of providing evidence of certification in legal proceedings;
- (h) ensure that the signature creation data of the person to whom the certification service provider has provided key management services is not stored or copied;

- (i) before entering a contractual relationship with a person seeking an accredited certificate to support his electronic signature, inform that person of
 - (i) the precise terms and conditions of the use of the accredited certificate; and
 - (ii) the procedures for complaints and dispute settlement; and
- (j) use trustworthy systems to store accredited certificates in verifiable form ensuring that
 - (i) only authorized persons can make entries and changes;
 - (ii) information can be checked for authenticity;
 - (iii) accredited certificates are available to the public for retrieval only in those cases for which the certificate holder's consent has been obtained; and
 - (iv) any technical changes that compromise those security requirements are apparent to the operator.

PART IV

CONDUCT OF BUSINESS OF CERTIFICATION SERVICE PROVIDERS

Display of licence

12. A certification service provider shall at all times display its licence in a conspicuous location at its place of business.

Changes

13. A certification service provider shall notify the Minister of the following changes:

- (a) the name of the business;
- (b) the address of the business;

- (c) the email and web address of the business; and
- (d) the name and address of the new directors.

Advertisement

14. A certification service provider shall not advertise unless the following is included in the advertisement:

- (a) the licence number of the certification service provider; and
- (b) the business name and address of the certification service provider.

Management

15. A certification service provider shall use a trustworthy management system capable of performing its services including

- (a) the delivery of its services and infrastructure used to generate and manage the issue, renewal, suspension or revocation of accredited certificates;
- (b) the issue, renewal, suspension and revocation of accredited certificates;
- (c) the publication and notification of the issue, renewal, suspension or revocation of accredited certificates; and
- (d) the creation of a private key for itself or the subscriber.

Records

16.(1) A certification service provider shall keep records and logs relating to

- (a) the issue, renewal, suspension and revocation of accredited certificates and the identification of prospective accredited certificate holders;
- (b) the process of generating keys for certification service providers or subscribers;
- (c) the administration of certification service provider computing facilities; and

- (d) any other critical activities of the certification service providers as the Minister may by order determine.
- (2) A certification service provider shall archive all accredited certificates issued by it and maintain all systems used to access those accredited certificates for a period of not less than 7 years.
- (3) Records and logs of certification service providers may be paper-based, electronic or in any form approved by the Minister.
- (4) The certification service provider shall ensure that all records and logs are indexed, stored, preserved and reproduced accurately and are in complete and legible form.
- (5) The certification service provider shall ensure that all records and logs referred to in subsection (4) are available at reasonable times, by written request, for inspection by the Minister or a person authorised by the Minister.

Types of certificates

- 17.(1)** Subject to the approval of the Minister, a certification service provider may issue certificates of the following different levels of assurances:
- (a) certificates which shall be considered to be trustworthy accredited certificates for the purposes of regulation 27;
- (b) certificates which shall not be considered to be trustworthy accredited certificates for the purposes of regulation 27.
- (2) The certification service provider shall associate a distinct certificate policy approved by the Minister for each type of certificate.
- (3) The certification service provider shall notify all subscribers and third parties of the effect of using or relying on certificates under regulation 27.

Issue of certificates

18.(1) A certification service provider may issue an accredited certificate to a person only after it has

- (a) received a written request for an accredited certificate signed by the prospective subscriber; and
- (b) has complied with all the practices and procedures set out in the certification practice statement including procedures regarding identity verification of the person in respect of that type, class or description of accredited certificates.

(2) A certificate issued by the certification service provider shall contain or incorporate by reference information which shall be sufficient to enable the location or the identity of one or more repositories in which notification of the revocation or suspension of the certificate will be listed if the certificate is suspended or revoked.

(3) A certification service provider shall provide a reasonable opportunity for the subscriber to verify the contents of a certificate before it is accepted.

(4) A certification service provider shall publish the accredited certificates that it issues and that are accepted by its subscribers in the online or publicly accessible repositories maintained by it or for it by one or more third parties.

(5) A certification service provider shall obtain the consent of the subscriber in respect of any personal information of the subscriber which the certification service provider intends to include in the certificate that is to be issued to the subscriber and to be listed in the online or publicly accessible repository.

(6) Where an accredited certificate is issued by the certification service provider and accepted by the subscriber, the Certification Service Provider shall notify the subscriber of any known fact that affects the validity or reliability of the accredited certificate issued.

(7) The certification service provider shall publish a signed copy of the certificate where it is accepted by the subscriber.

(8) All transactions related to the issue of an accredited certificate including the date and time of issue shall be recorded.

Suspension and revocation of accredited certificates

19.(1) A certification service provider may, after giving the subscriber a reasonable opportunity of being heard, revoke or suspend accredited certificates.

(2) Where a certification service provider suspends or revokes an accredited certificate, the certification service provider shall within a reasonable time notify the subscriber in writing of the suspension or revocation of the certificate.

Subscribers

20. A subscriber may request a certification service provider in writing to cancel his accredited certificate.

Certification Practice Statement

21.(1) A certification service provider shall use the draft certificate issued by the Minister as a guide for the preparation of its certification practice statement.

(2) Where the certification service provider proposes to make any substantive modification to its certification practice statement, the certification service provider shall notify the Minister in writing and obtain the approval of the Minister to make the proposed change.

(3) Where the Minister approves the proposed modification under paragraph (2), he shall inform the certification service provider in writing.

(4) A certification service provider shall notify its subscribers of any limitation of their liabilities and, in particular, it shall draw the subscribers' attention to the implication of any reliance limits on their accredited certificates.

- (5) The certification service provider shall specify in the certification practice statement the subscriber identity verification method for issue, suspension, revocation and renewal of an accredited certificate.
- (6) The certification service provider shall file a dated copy of the most recent version of the certificate practice statement with the Minister and that version shall be published on the certification service provider's website.
- (7) A certification service provider shall log all changes to the certification practice statement together with the effective date of each change.
- (8) A certification service provider shall keep a copy of each version of the certification practice statement, together with the date it ceased to have effect.

Security Guidelines

22.(1) A certification service provider shall develop, establish and maintain security guidelines to regulate the operations and services of that certification service provider.

(2) A certification service provider shall submit the security guidelines developed under subsection (1) to the Minister for approval.

(3) Where the Minister approves of security guidelines submitted to him by the certification service provider under subsection (2), he shall issue a certificate of approval to that certification service provider.

(4) Where a certification service provider wishes to alter the security guidelines approved by the Minister under subsection (2), the certification service provider shall apply to the Minister for permission to do so.

(5) Where the Minister does not approve of

(a) the security guidelines under paragraph (1); or

(b) an alteration to the security guidelines under paragraph (4)

the Minister shall inform the certification service provider of his decision in writing.

(6) Where a certification service provider fails to comply with security guidelines approved by the Minister or fails to inform the Minister of a departure from the security guidelines approved by the Minister, the Minister may suspend or revoke a licence issued under these Regulations.

(7) Where a certification service provider is aggrieved by a decision made by the Minister under paragraph (5), the certification service provider may appeal to a Judge in Chambers.

Incident Management System

23.(1) A certification service provider shall implement an incident management system that shall provide for the management of the following incidents:

- (a) compromise of a subscriber key;
- (b) compromise of the certification service provider's key;
- (c) penetration of the system of the certification service provider;
- (d) unavailability of infrastructure; and
- (e) fraudulent generation and registration of the accredited certificates.

(2) Where any incident referred to in paragraph (1) occurs, it shall be reported to the Minister within 24 hours of its occurrence.

Confidentiality

24.(1) A certification service provider shall keep all information specific to the subscriber confidential.

(2) Any disclosure of information that is specific to a particular subscriber by a certification service provider must be authorized by the subscriber.

(3) A certification service provider who contravenes paragraph (1) is guilty of an offence and is liable on summary conviction to a fine of \$10,000 or a term of imprisonment of 6 months or to both.

(4) This regulation shall not apply to information specific to the subscriber which

- (a) is contained in the accredited certificate for public disclosure;
- (b) is otherwise provided by the subscriber to the certification service provider for this purpose;
- (c) relates to a revoked or suspended accredited certificate or to any non-compliance related to the validity of the accredited certificate; or
- (d) relates to an illegal activity.

Arbitration

25.(1) A dispute arising out of the contract between a certification service provider and any of its subscribers shall be referred to arbitration.

(2) A party who is aggrieved by a decision of the arbitrator under paragraph (1) may appeal to the High Court.

Discontinuation

26.(1) Where a certification service provider intends to discontinue its operations, it shall

- (a) give the Minister a minimum of 3 months' written notice of its intention to discontinue its operations;
- (b) give its subscribers a minimum of 3 months' written notice of its intention to discontinue its operations; and
- (c) at least 2 months prior to the date on which it intends to discontinue its operations, notify the public of such an intention in the daily newspapers circulating in Barbados on at least 3 consecutive occasions.

(2) Where a subscriber so requests, a certification service provider may arrange for its subscribers to re-subscribe to another certification service provider of the subscribers choice.

- (3) A certification service provider shall make arrangements for its records and accredited certificates to be archived in a trustworthy manner.

PART V

ACCREDITED CERTIFICATES

Accredited certificates

27. Accredited certificates must contain
- (a) an indication that the certificate is issued as an accredited certificate;
 - (b) the identification of the certification service provider and where applicable the jurisdiction in which it is established;
 - (c) the name of the signatory or a pseudonym, which shall be identified;
 - (d) provision for a specific attribute of the signatory to be included if relevant, depending on the purpose for which the certificate is intended;
 - (e) signature verification data which corresponds with signature creation data under the control of the signatory;
 - (f) an indication of the beginning and the end of the period of validity of the certificate;
 - (g) the serial number or identity code of the certificate;
 - (h) the electronic signature of the certification service provider issuing it;
 - (i) limitations on the scope of the use of the certificate, if applicable; and
 - (j) limits on the value of transactions for which the certificate can be used, if applicable.

PART VI

SIGNATURE CREATION DEVICES AND SIGNATURE VERIFICATION

Signature creation devices

28.(1) The certification service provider shall ensure that, by appropriate technical and procedural means, in relation to signature creation devices

- (a) the signature creation data used for signature generation can practically occur only once, and that its secrecy is reasonably assured;
- (b) the signature creation data used for signature generation cannot, with reasonable assurance, be derived and the signature is protected against forgery using currently available technology; and
- (c) the signature creation data used for signature generation can be reliably protected by the legitimate signatory against use by others.

(2) Signature creation devices shall not alter the data to be signed and shall prevent such data from being presented to the signatory prior to the signature process.

Signature verification

29. The certification service provider shall ensure that during the signature verification process that

- (a) the data used for verifying the signature corresponds with the data displayed to the verifier;
- (b) the signature is reliably verified and the result of that verification is correctly displayed;
- (c) the verifier can, as necessary, reliably establish the contents of the signed data;
- (d) the authenticity and validity of the certificate required at the time of signature verification are reliably verified;

- (e) the result of verification and the signatory's identity are correctly displayed;
- (f) the use of a pseudonym is clearly indicated; and
- (g) any changes that are relevant to security can be detected.

PART VII

ELECTRONIC RECORDS AND SIGNATURES

Secure Electronic Record

30. Where a prescribed security procedure or a commercially reasonable security procedure agreed to by the parties involved is properly applied to an electronic record to verify that the electronic record is not altered, that record shall be treated as a secure electronic record.

Secure Electronic Signature

31. Where through the application of a prescribed security procedure or a commercially reasonable security procedure agreed to by the parties involved, it can be verified that an electronic signature was at the time it was made

- (a) unique to the person using it;
- (b) capable of identifying the person using it;
- (c) created in a manner or using a means under the sole control of the person using it;
- (d) linked to the electronic record to which it relates in a manner such that if the record was changed the electronic signature would be invalidated

that signature shall be treated as a secure electronic signature.

Security Procedure

32. For the purposes of regulations 30 and 31, whether a security procedure is commercially reasonable shall be determined having regard to the purposes of the procedure and the commercial circumstances at the time the procedure was used, including

- (a) the nature of the transaction;
- (b) the sophistication of the parties;
- (c) the volume of similar transactions engaged in by either or all of the parties;
- (d) the availability of alternatives;
- (e) the cost of the alternatives; and
- (f) the procedures in general use for similar types of transactions.

Presumptions

33.(1) In any proceeding involving a secure electronic record, it shall be presumed unless the contrary is established, that the secure electronic record has not been altered.

(2) In any proceeding involving a secure electronic signature, it shall be presumed unless the contrary is established, that the secure electronic signature

- (a) is the signature of the person to whom it correlates; and
- (b) is affixed by the person with the intention of signing or approving the electronic record.

PART VIII
ENCRYPTION

Freedom to use an encryption programme or product

34. A person may use any encryption programme or any encryption product of any bit size or measure of strength of the encryption that has lawfully come into the possession of that person.

Freedom to sell an encryption programme or product

35. A person may sell any encryption programme or any encryption product of any bit size or measure of strength of the encryption that has lawfully come into the possession of that person.

Unlawful use of an encryption programme or product

36.(1) A person who uses an encryption programme or an encryption product to commit an offence, is guilty of an offence and is liable on indictment to a fine of \$20 000 or to imprisonment for a term of 12 months or to both.

(2) A person who, in the commission of an offence, knowingly and wilfully encrypts incriminating communications or information relating to that offence with the intent to conceal such communications or information for the purpose of avoiding detection or prosecution is guilty of an offence and is liable on indictment to a fine of \$20 000 or to imprisonment for a term of 12 months or to both.

FIRST SCHEDULE*(Regulation 3(1)(a))**Application Form***APPLICATION FOR LICENCE OR RENEWAL OF
LICENCE AS A CERTIFICATION SERVICE PROVIDER***Notes on Completion*

In completing this form, some of the questions may be inapplicable. In such cases, “N/A” (Not Applicable) may be stated in the appropriate place along with the reason that the question is inapplicable. Where information requested is inappropriate, please give reasons for inappropriateness.

Do not leave any blank spaces. Where a yes/no answer is required, please provide the response by ticking in the relevant box.

Where insufficient space has been provided for a reply at any point, please provide the information on a SEPARATE SHEET, and refer to it in the space provided for your response. Please ensure that any sheets are clearly marked with the name of your organisation and referenced to the question.

If any further information or clarification is required, it will be requested during the processing of the Application.

Please use black ink and **BLOCK CAPITALS** or **TYPESCRIPT** for all answers.

PLEASE ATTACH THE FOLLOWING DOCUMENTS:

For all applicants:

1. Cheque in favour of the Permanent Secretary, Ministry of Commerce and Trade.
2. Certified copy of the Articles of Incorporation/Registration/Continuance.
3. Certified copy of audited financial statements of the parent company.
4. Certified copy of performance bond or banker's guarantee.

PARTICULARS OF THE APPLICANT

1. Name of Applicant:

2. Registration or Incorporation number:

3. Date of Licence requested:

4. Contact details of office or registered office:

Address:	
Telephone Number:	Facsimile:
Email Address:	Website:

5. Contact details of place from which applicant will carry on business (if different from 4 above):

Address:	
Telephone Number:	Facsimile:
Email Address:	Website:

6. Contact details of service provider or applicant:

Address:	
Telephone Number:	Facsimile:
Email Address:	Website:

7. Liability Insurance:

Policy amount:
Insurer's name and address:
Telephone Number:
Email Address:

8. Details of performance bond or banker's guarantee:

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9. Contact details of proposed bankers:

Name:	
Address:	
Telephone Number:	Facsimile:
Email Address:	Website:

10. Financial Year-End:

From:	To:
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11. Name, address, registration or incorporation numbers of all related entities carrying on business, licensed, incorporated, registered or organised in Barbados:

12. Does the company plan to carry on business regulated under any other enactment in Barbados?

 YES

 NO

13. If YES to 12 above, please specify:

14. Name and address of Directors:

15. A profile of each senior manager/director (academic qualifications, training, experience, corporate status and description of business where relevant):

16. State whether, to the best of the applicants' knowledge and belief having made all reasonable enquiries, any of its senior and managerial staff has ever in any jurisdiction:

- (a) been convicted of a criminal offence involving fraud, insider dealing or other dishonesty.

YES

NO

- (b) been declared bankrupt or come to any compromise with his creditors.

YES

NO

- (c) been refused or had withdrawn any licence or authorisation to conduct controlled activities.

17. If YES to any of the above, give details below.

18. Has the applicant ever been refused or had revoked any authorisation to carry on business in a jurisdiction other than Barbados?

YES

NO

Print name of Applicant

Signature of App

Position of the person signing the Application

Date of Application

FOR OFFICIAL USE ONLY

Received:

1. Application Fee
2. Registration or Incorporation documents
3. Insurance Policy
4. Audited Financial Statement
5. Performance Bond or Banker's Guarantee
6. Profile of Senior Managers

SECOND SCHEDULE*(Regulations 3(1)(b) and 4(2))**Fees*

	\$
1. Application for licence fee	2500
2. Renewal of licence fee	500

Made by the Minister this 7th day of May, 2014.

DONVILLE O. INNISS

Minister Responsible for Commerce and Trade