



REQUIREMENTS FOR THE REGISTRATION OF FUND/PORTFOLIO MANAGERS

Payment of:

1. application fee of N5,000.00;
2. registration fee of N100,000.00 for the function and N1,000.00 each for the sponsored individuals.

Submission of the following documents:

3. 2 sets of Form SEC 2 for each of the sponsored individuals;
4. duplicate copies of Form SEC 3 for the function applied for;
5. copy of Memorandum and Articles of Association certified by the CAC, which shall include among other things, power to perform as fund/portfolio Manager;
6. copy of Certificate of Incorporation certified by the CAC and original copy for sighting ;
7. Forms CO2 & CO7 certified by the CAC and should be brought to the Commission for sighting;
8. latest Audited Accounts/Statement of affairs of the company;
9. latest Fidelity Bond representing 20% for the minimum paid-up capital of the function;
10. profile of the company representing past and current activities;
11. sworn undertaking to keep proper records and render returns as may be specified by the Commission from time to time (to be notarized);
12. sworn undertaking to abide by SEC Rules and Regulations and ISA NO. 29 of 2007 (to be notarized);
13. Operational Manual and Organizational Chart;
14. detailed résumé of the sponsored individual(s), which should not contain any gap, all dates from secondary school must be accounted for;
15. credentials of sponsored individuals from secondary school to date including NYSC discharge certificate;
16. full postal addresses of two nominated referees, immediate previous employers and bankers of sponsored individuals;
17. police clearance reports on the sponsored individual(s), who should report to the Commission's Abuja or Lagos office with two passport photographs for their thumb printing and
18. evidence of minimum paid-up capital of N20 million for Fund/Portfolio Manager

Please note that your application will be considered filed when all document(s)/Information is completed

Finally, the company will be inspected in the course of processing the application. Also note that a fair knowledge of the Commission's Rules and Regulations and ISA NO. 29 of 2007 is essential.