

Serial No. 

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**APPLICATION FOR RENEWAL AS GENERAL INSURANCE AGENT  
AND/OR GENERAL TAKAFUL AGENT  
UNDER INSURANCE ORDER, 2006 (SECTION 48) AND TAKAFUL ORDER, 2008 (SECTION 49)**

All sections are to be completed accurately and legibly.  
[This "Form A" is applicable where there is **NO CHANGE** to the information provided in the registration application form.]

Submit to:  
**Head of Takaful/Insurance, Regulatory and Supervision Department**  
Brunei Darussalam Central Bank  
Level 7, Ministry of Finance and Economy Complex,  
Commonwealth Drive, BB3910,  
Brunei Darussalam

Please tick (/) the appropriate boxes:

1. Application is hereby made for:

**General Insurance:**

- National Insurance Co Bhd  
 Standard Insurance Sdn Bhd  
 Tokio Marine Insurance Singapore Ltd

**General Takaful:**

- Insurans Islam TAIB General Takaful Sdn Bhd  
 Takaful Brunei Am Sdn Bhd

2. As:

- An individual agent  
 A corporate agent

3. Business Name [For Individual/Corporate Agent] \_\_\_\_\_

4. Contact No. \_\_\_\_\_

**Other information**

5. Has the applicant ever had a previous insurance agent or takaful agent registration cancelled?  Yes  
 No

If 'Yes', please provide details below:

6. Is the applicant or any of his immediate family member, a shareholder or director of a company carrying on insurance business or takaful business?  Yes  
 No

If 'Yes', please provide details below:

7. Does the applicant meet the fit and proper requirements as provided in the  Yes  
"Guidelines on Fit and Proper Criteria for Key Responsible Persons and Key Persons  No  
in Control Functions in Insurance and Takaful" issued by BDCB?

If 'No', please provide details below and on a separate sheet of paper, if necessary, together with supporting documentation:

8. Is the applicant also representing a life insurance/family takaful company?  Yes  
If 'Yes', please provide the name of company below:  No

9. Do you have any other business activities aside from being an insurance  Yes  
agent/takaful agent?  No  
If 'Yes', please provide the details.

**DOCUMENTS REQUIRED**

10. Please tick to confirm the following documents are enclosed with this form, where applicable.

**a) For Individual Agent:**

- Original copy of clearance letter endorsed by Brunei Insurance and Takaful Association  
 Annex 1 – BDCB Payment Form

**b) For Corporate Agent:**

- Original copy of clearance letter endorsed by Brunei Insurance and Takaful Association  
 Annex 1 – BDCB Payment Form

***If copy has not been provided to BDCB:***

- Copy of the Certificate of Registration and Business Extracts from Registrar of Companies and Business Names

**DECLARATION**

I, \_\_\_\_\_ (Name of Individual Agent / Corporate Agent\*)  
of I.C. Number [Colour] \_\_\_\_\_ declare that to the best of my knowledge and belief all  
the information given in this application is true and correct.

Signature \_\_\_\_\_  
Position \_\_\_\_\_  
Date \_\_\_\_\_

**ANNEX 1**

**GENERAL INSURANCE/TAKAFUL AGENT'S ANNUAL FEES PAYMENT**

I, ....., as an \*individual agent / corporate agent hereby agree to accept the conditions as stipulated in the agent's guidelines.

I enclose a total payment of BND ..... being payment for the renewal of annual fees in form of \*cash / cheque as scheduled below:

Fee Details	Registration Fee Amount BND	Please tick	Annual Fee Amount BND	Please tick	Penalty Fee Amount BND	Please tick	Total Fees To Be Paid
Annual Fee [Individual] <b>[For One Operating License]</b>	300		200		400		
Annual Fee [Individual] <b>[For Two Operating Licenses]</b>	600		400		800		
Annual Fee [Corporate] <b>[For One Operating License]</b>	2,000		1,000		2,000		
Annual Fee [Corporate] <b>[For Two Operating Licenses]</b>	4,000		2,000		4,000		

Note:

1. Agent with no late renewal is to pay only annual fee amount.
2. Agent with late renewal but not exceeding 60 days after the expiry date of the licence is to pay annual fee and penalty fee.
3. Agent with late renewal exceeding 60 days after the expiry date of the licence is to pay registration fee, annual fee, and penalty fee.

Signature of Agent : \_\_\_\_\_

Name of Agent : \_\_\_\_\_

Date : \_\_\_\_\_

Company Stamp (For Corporate Agent) :

<b>BDCB Payment Details</b>	
Beneficiary Name	Brunei Darussalam Central Bank
Beneficiary Address	Level 14, Ministry of Finance and Economy Building, Commonwealth Drive, BB3910, Brunei Darussalam
Beneficiary Account	0201110270008
Bank	Baiduri Bank Berhad
Bank Address	Baiduri Bank Headquarters 1 Jalan Gadong, Bandar Seri Begawan BA1511 Negara Brunei Darussalam
Swift Code	BAIDNBBB

\*Delete where applicable

**FOR BDCB USE ONLY**

Agent Serial No.: 

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Received on: 

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Renewal of License Serial No. 

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Proposed by: .....

**RECOMMENDATION**

**Recommended by Senior Manager/Manager  
(Takaful/Insurance)**

.....  
Signature / Date

**APPROVAL**

**Approval from Head of Takaful/Insurance  
(Regulatory & Supervision Department)**

.....  
Signature / Date

**ANNUAL FEES**

**Annual Fees:**

- Under Insurance Order, 2006
- OR**
- Under Takaful Order, 2008
    - Full Payment (BND200 – Individual)
    - Full Payment (BND1,000 – Corporate)

Validity:

..... until .....  
dd/mm/yyyy dd/mm/yyyy

**Annual Fees:**

- Under Insurance Order, 2006
- AND**
- Under Takaful Order, 2008
    - Full Payment (BND400 – Individual)
    - Full Payment (BND2,000 – Corporate)

Validity:

..... until .....  
dd/mm/yyyy dd/mm/yyyy