**GRANT OF LICENCE AS A CREDIT RATING AGENCY**

LIST OF DOCUMENTS TO BE SUBMITTED FOR FINAL APPROVAL

* Not later than six (6) months from the date of obtaining the in-principle approval, the Applicant is required to submit the following documents in order to obtain the licence as a Credit Rating Agency:

1. Declarations by Key Management Persons, rating analysts and rating committee members to their fitness and propriety. Such declaration should be in the form of an affidavit as per the specimen provided in Schedule III in the Rules applicable to Credit Rating Agencies.
2. A confirmation from the auditors of the Applicant that the Applicant meets the following requirements as applicable to Credit Rating Agencies;
3. the minimum Shareholders’ Funds as determined by the Commission; and
4. minimum Liquid Capital as determined by the Commission
5. A confirmation from the chief executive officer and a director of the Applicant confirming the implementation of an information processing system as stated in Rules 22 and 23 of the Rules applicable to Credit Rating Agencies.
6. A confirmation from the chief executive officer and a director of the Applicant confirming the recruitment of adequate human resources along with the organizational structure of the Applicant with names and designations of the staff.
7. With regard to rating analysts, please provide details in the following format and attach certified copies in proof.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full name | NIC/ Passport | Academic/ Professional qualifications | Experience | |
|  |  |  | Industry | Otherwise |
|  |  |  |  | |

1. With regard to the members of the Rating Committee, please provide details in the following format.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full name | NIC/ Passport | Designation | Academic/ Professional qualifications | Experience | |
|  |  |  |  | Industry | Otherwise |
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1. Details of the rating methodologies/ criteria adopted by the Applicant.
2. Licence fee - Details regarding fees payable are available on the SEC Website. The cheque/ fund transfer in relation to the applicable fee should be drawn/ made in favour of the SEC and must accompany the aforesaid documents.

* Along with the aforesaid documents, the Applicant is required to inform the SEC of any change in particulars specified in the initial application submitted by the Applicant to the SEC.