

## **Application by Foreign Insurer for Establishment Permit**

Date:

To: the competent authority

Ref:

Subject: In accordance with Article 9 of the Regulations on Granting Special Approval and Administration of Foreign Insurance Companies, the required documents are submitted in duplicate to apply for an establishment permit.

1. The following documents are submitted in support of this application:
  - (1) The applicant's certificate of incorporation and business license, certified by the competent authority in its home country.
  - (2) Documentary proof of the applicant's approved scope of business, certified by the competent authority in its home country.
  - (3) Documentary proof that the competent authority in the applicant's home country has granted it approval to establish a branch in the Republic of China.
  - (4) A copy of the minutes of the board of directors meeting where the board agreed to the establishment of a branch in the Republic of China.
  - (5) The company's articles of incorporation.
  - (6) Business plan, specifying the business scope, business principles and policies, and specific implementation methods (including premises and facilities, internal organization and segregation of duties, personnel recruitment and training, business development plan, and financial forecasts for the coming five years, and policy on reinsurance).
  - (7) Documentation showing the name, nationality, job title, and domicile or residence of the person at the head office who is in charge of financial and operational policy decisions for the company's branch in the Republic of China.
  - (8) The responsible person's name, and documentary proof of his or her qualifications and employment history.
  - (9) The balance sheets and income statements for the last three accounting years, audited and certified by a certified public accountant recognized by the applicant's home country (where the application is filed on a date six months after the beginning of the current accounting year, the balance sheets and income statements for the first half-year must also be submitted).
  - (10) The full text of insurance laws and regulations of the applicant's home country (as designated by the competent authority), and translations thereof into English or Chinese).

- (11) A rating certificate from an insurance rating agency recognized by the competent authority.
- (12) Documentation issued by the competent authority in the applicant's home country certifying that no penalty has been recorded during the last five years against the applicant for a material regulatory violation.
- (13) An undertaking pledging that the head office will bear joint and several liability if the branch to be established in the Republic of China becomes insolvent.
- (14) Documentation issued by the competent authority in the applicant's home country certifying that no material deficiency in anti-money laundering and countering terrorism financing that has not been remedied in the last five years.
- (15) Other documents as required by the competent authority.

Note: Where special circumstances make it impossible to furnish or record the aforementioned documentation in Chinese, then the submitted documents must be accompanied by Chinese translations; with the exception of the document referred to in point (6), all other documents must be legalized by an embassy, consulate, or other overseas representative office of the Republic of China.

## 2. Significant application particulars:

- (1) Branch name: (in Chinese)  
(in the original foreign language)
- (2) Branch address:
- (3) Business scope:
- (4) Operating capital:
- (5) Name of bank with which the operating capital is deposited, and the account number:

(Name of insurance company)

Contact person:

(Signature/Chop)

Address:

Telephone:

### Application by Foreign Insurer for Business License

Date:

To: the competent authority

Ref:

Subject: In accordance with Article 11 of the Regulations On Granting Special Approval And Administration Of Foreign Insurance Companies, the following documents are submitted in duplicate to apply for a business license.

Branch name: (in Chinese) (in the original foreign language)		
Branch address		
Responsible person of branch unit	1. Name	
	2. Nationality	
Line(s) of business		
Date and reference number of permit issued by competent authority		
Date of application		
Attachments		<ol style="list-style-type: none"> <li>1. Photocopy of the branch's certificate of incorporation.</li> <li>2. Capital verification certificate.</li> <li>3. Documentary proof that the bond required under Article 7 has been furnished.</li> <li>4. Certified copy of the document granting power of attorney to the responsible person's representative.</li> <li>5. A list of managerial officers, actuaries, underwriters, claims adjusters, and other key personnel, and documentary proof of their qualifications.</li> <li>6. Branch operating rules (governing such matters as organizational structure and departmental responsibilities; assignment, management, and training of personnel; internal controls; business principles and policies; operations manual and segregation of powers and duties; other matters) and</li> </ol>

	<p>operating procedures.</p> <p>7. Other documents as required by the competent authority.</p> <p>8. Chinese translations of the aforementioned documents.</p>
<p>Branch for which application is made:</p> <p>Responsible person: (Signature/Chop)</p> <p>Contact person: (Signature/Chop)</p> <p>Address:</p> <p>Telephone:</p>	