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Checklist for Registration of Credit Rating Company

Basic Information					
01	Name of the Company				
02	Date of Application				
03	Applied For				
04	Authorized Capital				
05	Paid-up Capital				
06	Net Worth				
07	Date of Incorporation				
08	Date of Commencement of Business				
09	Joint Venture/Technical Collaboration with				
10	Date of Audited Accounts				
11	CIB Status				
Check list (Eligibility Criteria)					
SI	Particulars	Relevant Rules	Status	Annexure Number	Page Number
1.	Whether the applicant is incorporated as a public company under the Companies Act, 1994	4(a)			
2.	Whether the company have a paid-up capital of at least taka fifty lac	4(b)			
3.	Whether the company has professional competence, financial soundness and has entered into a joint venture or technical collaboration arrangement with a reputed credit rating company	4(c)			
4.	Whether any director, officer or employee of such company has been convicted of fraud or breach of trust or has been adjudicated as insolvent	4(d)			
5.	Whether the promoters of the company are, in the opinion of the Commission, persons of means and integrity and have special knowledge of matters which the company may have to deal with as a credit rating company	4(e)			
6.	Whether the company has at least two professional staff having professional or post-graduation degree in finance, accountancy, business, economics and/or law and experience for at least two	4(f)			

	years in credit rating or investment advisory activities				
7.	Whether the company has appointed a Compliance Officer who has a Bachelor degree from a recognized institution	4(g)			
8.	Whether the applicant or its directors are loan defaulters				
Exhibits					
1.	Application in Form-I along with declaration attached thereto				
2.	Application fee of Tk.25,000/-				
3.	Memorandum and Articles of Association certified by RJSC and attested by the CEO				
4.	Certificate of Incorporation certified by RJSC and attested by the CEO				
5.	Certificate of commencement of business certified by RJSC and attested by the CEO				
6.	RJSC certified copy(s) of Return of Allotment of Shares (Form-XV) attested by the CEO				
7.	RJSC certified copy of Particulars of Directors (Form-XII)				
8.	Extract of Board Resolution attested by CEO				
9.	Organizational Chart/Organogram				
10.	Bio-data of the Directors				
11.	Bio-data of the CEO				
12.	Bio-data of other executives				
13.	Audited/Un-audited Financial statements				
14.	Banker's certificate/auditors' certificate in favour of paid-up capital				
15.	Joint Venture/Technical Collaboration Agreement	Form Ka/Ga			
16.	CIB undertaking by the company and all directors				
17.	Affidavit by all directors, officers and employees as per Rule 4(d)				
18.	Office layout and description of logistics				

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19	Description of Senior Management Officers along with Name, Address, Qualification Experience etc.				
20	Appointment letter of Compliance Officer with terms and conditions				
21	Proposed Rating Methodology and Scale of Rating				

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