

Pursuant to Article 158-s item 1) and with respect to Article 66 paragraph (2) and Article 129 paragraphs (2), (3) and (4) of the Law on Insurance Supervision – revised text („Official Journal of the Republic of Macedonia“ no. 30/2012, 45/2012,60/2012, 60/2012 and 64/2012), the Council of Experts at the Insurance Supervision Agency have issued:

RULEBOOK
ON THE MANNER, PROCEDURE AND DOCUMENTATION REQUIRED FOR ACQUIRING CONSENT FROM THE
INSURANCE SUPERVISION AGENCY IN ACCORDANCE WITH THE LAW ON INSURANCE SUPERVISION
GENERAL PROVISIONS
Article 1

This rulebook prescribes the manner, procedure and documentation to be submitted when requesting to acquire consent for the following from the Insurance Supervision Agency (hereinafter: the Agency), in accordance with the Law on Insurance Supervision (hereinafter: the Law).

- prior consent for amendments to the statute of an insurance company,
- prior consent for the appointment of members of the management body of an insurance company,
- prior consent for amendments to the title and registered office of an insurance company,
- consent for an audit company,
- prior consent for performing duties on promotion of insurance by a bank,
- prior consent on investments by the insurance company in shares or stakes in other legal entity amounting more than 100% from the capital of the insurance company.

II. ISSUING CONSENT FOR AMENDMENTS TO THE STATUTE OF INSURANCE COMPANY
Article 2

(1) To acquire prior consent for amendments to the Statute of an insurance company a request should be submitted to the Agency for acquiring prior consent for amendments to the Statute.

(2) The request referred to in paragraph (1) of this Article shall be submitted exclusively on the prescribed form: "Request for obtaining consent for amendment of the statute (Form B-SS)", which is given in Annex 1 of this Rulebook and is an integral part thereof.

(3) Upon the request from paragraph (1) of this Article, the insurance company submits the following documentation:

¹ The revised text of the Rulebook is prepared on the basis of the text of the Rulebook on the necessary documentation regarding the Manner, Procedure and Documentation necessary for obtaining a consent from the Insurance Supervision Agency in accordance with the Law on Insurance Supervision ("Official Gazette of the Republic of Macedonia" No. 164 / 2012) and and the Rulebook on amending and supplementing the Rulebook on the necessary documentation on the Manner, Procedure and Documentation necessary for obtaining consent from the Insurance Supervision Agency in accordance with the Law on Insurance Supervision (Official Gazette of the Republic of Macedonia No. 152/2017). The revised text has no legal force. For legal purposes, in the procedure for issuing consent for the acquisition of qualified participation, only the texts published in the aforementioned official newspapers are valid.

1. A decision of the Assembly of the insurance company for amending and / or supplementing the statute, which obligatorily contains a provision under which it will enter into force upon obtaining the consent of the Agency, or a draft decision of the management body of the insurance company that is mandatory and shall contain a provision according to which it shall enter into force upon obtaining consent from the Agency and after its adoption by the Assembly. The Decision, i.e. the Proposal Decision on amendment and / or amendment of the statute, must contain a Draft text of the amendments and / or amendments to the statute of the company and an explanation of the need for amendments and / or amendments to the statute of the company;
2. Draft revised text of the statute in which the amendments or addenda for which consent is sought are indicated;
3. The existing statute of the company, archived and certified by the competent management body of the company;
4. Resolution by the Securities Commission for granting of approval for the issue of long-dated securities, should the amendments pertain to changes in the capital of the company, changes to the number and type of shares, changes to the nominal value of shares etc.
5. Evidence of paid fee for issuing an approval for changing the statute of the insurance company, according to the Tariff Book of the Agency.

(4) During the decision making process of the request from paragraph (1) of this Article, an evaluation is made as to the whether the new Statute, or the proposed amendments and / or additions are in accordance with regulations and whether the said lead to disrespect of regulations and prescribed supervisory standards.

(5) On the basis of the evaluation of paragraph (3) of this Article, the Agency issues a resolution to give consent for the new Statute, or the proposed amendments and / or additions of the existing Statute of the company, or a denial of the request, within the timeframe specified in the Law.

III. ISSUING CONSENT FOR THE APPOINTMENT OF MEMBERS OF THE MANAGEMENT BODY OF AN INSURANCE COMPANY

Article 3

(1) For the issuance of prior consent for the appointment of members of the management body (members of the Management Board and executive members of the Council of Directors) in an insurance company, a request should be submitted to the Agency for acquiring prior consent for performing the function of member of a management board.

(2) The request referred to in paragraph (1) of this Article shall be submitted exclusively on the prescribed form: " Request for obtaining consent for performing the function of a member of a management body in an insurance company (Form B-SOU) ", which is given in Annex 2 of this Rulebook and is an integral part thereof.

(3) Upon the request from paragraph (1) of this Article, the insurance company submits the following documentation:

1. A Decision by the competent authority of the insurance company for the appointment of member/s to the Management Board, or the appointment of members of the Council of Directors, which compulsorily contains a provision subject to which the Decision will come into force following consent by the Agency. The Decision shall specify the mandate for which the proposed member is appointed, taking into account the provisions of the statute of the insurance company that relate to the duration of the mandate of the members of the management body. An explanation as to the reasons for appointing the nominated person as a member of the management body, as well as the benefits to the company from his appointment;
2. A completed Questionnaire for a member of the management body of an insurance company on an appropriate prescribed form, which is given in Annex 4 of this Rulebook and is an integral part thereof;
3. Certificate / Diploma of higher education of the person proposed for member of the managing body;

4. Evidence that the person proposed for a member of the management body has 3 years of working experience at managerial positions in an insurance company, or 5 years of working experience at managerial positions in a bank or other financial institution of a similar scope of activities as an insurance company. As a proof of fulfillment of this requirement, a certificate from the legal entity (employer) where the person has acquired the work experience shall be submitted by indicating the working tasks that the person performed and the period of his engagement in the entity and at the request of the Agency and other additional evidence (employment contracts, decisions, evidence from the Employment Agency, Central Registry or other competent institutions);
5. Statement of the person proposed for a member of the management body that he / she is not a member of a management body, supervisory body or procurator in another insurance undertaking or other company;
6. Document - information from the Central Registry of the Republic of Macedonia, where the person proposed for a member of the management body of the insurance company is a member of a management body, a supervisory body, a procurator or a person with special rights and responsibilities in other legal entities with head office in the Republic of Macedonia;
7. Statement of the person proposed for a member of the management body that he/she did not perform a function of a person with special rights and responsibilities in an insurance company or other legal entity over which a bankruptcy procedure has been opened;
8. Proof that the person proposed for a member of the managing body is not a related person with a legal entity in which the insurance company directly or indirectly owns more than 10% of the capital or voting rights in that legal entity, as follows
 - 8.1 Statement of the person proposed for a member of the management body that there is no related person with a legal entity in which the insurance company holds directly or indirectly ownership of more than 10% of the capital or voting rights in that legal entity;
 - 8.2 Evidence from the Central Securities Depository or other public register where the person proposed for a member of a management body owns shares in other legal entities;
 - 8.3 Evidence from the Central Registry or other public register, where the person proposed for a member of a management body owns shares in other legal entities;
 - 8.4 Evidence from the Central Registry or other public register, where the person proposed for a member of a management body is a member of a management body, a supervisory body, a procurator or a person with special rights and responsibilities in other legal entities;
9. Statement of the person proposed for a member of the management body that did not work contrary to the provisions of the Law on Prevention of Money Laundering and Other Proceeds from Crime and Financing of Terrorism;
10. Statement by the competent body of the insurance company that the person proposed for a member of the management body will be permanently employed in the insurance company as a member of the management body of the company, or a statement by the founders / shareholders of the insurance company that the person proposed to a member of the managing body, will be permanently employed in the insurance company after the company's registration in the Central Registry of the Republic of Macedonia if it is an insurance company that is in the process of obtaining a license for performing insurance activities;
11. Confirmation by a competent court or other competent institution that against a person proposed for a member of the managing body has not been pronounced a misdemeanor sanction or a penalty for prohibition to perform a duty from a particular occupation that is partially or fully covered in the subject of the company's operations;
12. A valid residence permit in the Republic of Macedonia, if the person proposed for a member of the managing body is a foreign natural person. The insurance company is obliged to submit to the Agency a residence permit with a renewed date prior to the expiry of the validity period specified in the license;
13. A risk management concept approved by the supervisory body of the company for the period for

- which it is appointed as a member of the management body;
14. A program of work for the proposed member of a management body, approved by the supervisory body of the company, for the period for which he is appointed a member of the management body. The program should contain at least the following:
 - Description of the condition prevailing in the insurance company in which the person is nominated as a member of the management body, including a description of the place and function of the company in the market;
 - Description of the planned activities in the field of work of the insurance company for which the person will have responsibility as a member of the management body in accordance with the internal regulations of the company for the period of proposed appointment of the nominated person and
 15. Evidence for paid fee for issuing an approval for performing a function as a member of the management body of an insurance company, according to the Tariff Book of the Agency. "

(4) It is presumed that the person nominated for membership of the management body has 3 years of work experience in a management capacity in an insurance company, or 5 years work experience in a management capacity in a bank or other financial institution with a similar volume of activities as the insurance company if the person after the completion of higher education worked as:

1. Member of a management body or member of a supervisory body in an insurance company, bank or other financial institution with a similar volume of work as the insurance company;
2. Manager of a sector, directorate, department or other type of organisational form within the framework of an insurance company, bank or other financial institution with a similar volume of work as the insurance company;
3. Person with special rights and authorities within the framework of an insurance company, bank or other financial institution with a similar volume of work as the insurance company.

(5) In addition to the documentation referred to in paragraph (3) of this Article, the Agency provides ex officio from its records evidence that the person proposed for a member of the management body in the company is not a member of the Agency's Council of Experts and evidence that the Agency did not refuse to issue an approval for performing the function of a member of a management body in relation to the person proposed for a member of the managing body, at least within a period of one year from the date of the decision to reject the request.

(6) The Agency shall, ex officio, obtain the documentation referred to in paragraph (3) item 6) and item 8) items 8.2, 8.3 and 8.4 of this Article from the competent public authority (if it has not been submitted by the applicant), for which the applicant as well as the persons proposed for performing the function of members of the management body of the company provide a statement authorizing the Agency on its behalf and for its account to use the data contained in the B-SOU Form (the Statement is an integral part of the B-SOU Form) which is given in Annex 2 of this Rulebook and to the Agency submit a proof of payment to the account of the institution responsible for issuing the appropriate document in the amount determined by the Tariff prescribed by law. "

(7) In addition to the documentation stipulated in paragraphs (3), (5) and (6) of this Article, additionally in the process of deciding whether the proposed person meets the criteria prescribed in the Law, the Agency may also request:

1. Recommendations of at least two people with experience in the field of insurance and/or experience in other financial institution, whereupon the people giving the recommendation are not members of a management body or supervisory body of the company where the appointment of a member of a management body is being made, nor are they persons connected with that company. Recommendations are submitted only in cases when the nominated person is being appointed for the first time as a member of a management body;

2. Explanation by the person nominated for membership of the management body of an insurance company in the manner in which his experience will contribute to the successful execution of his tasks as a member of the management body. The person must have consideration of the competencies of the members of the management body, the standards that must be respected by the companies in accordance with the regulations and specifics of their activities. The explanation is submitted only in cases when the nominated person is being appointed for the first time as a member of a management body;

3. Other documentation requested by the Agency in the decision making process.

(8) At least one of the members nominated for membership of a management body of an insurance company is obliged to submit evidence of his knowledge of the Macedonian language and its Cyrillic alphabet. The condition of the person to know the Macedonian language and his Cyrillic alphabet is proven by having completed schooling in the Republic of Macedonia, and if the person has finished the education abroad, it is necessary to submit a certificate for active knowledge of the Macedonian language issued by the Faculty of Philology at the University "Ss. Cyril and Methodius" - Department of Macedonian Language and South Slavic Languages."

(9) The Agency shall conduct an interview with the proposed member of the management body of the insurance company in order to assess his knowledge of the regulations in the field of insurance and / or finance, the knowledge of the insurance company in which he is proposed as a member of the management body, his understanding of responsibilities and competencies for the management body and the experience gained in the field of insurance or finances. At the interview, the person will present the Risk Management Concept and the Work Program.

(10) When deciding on the basis of the submitted documentation referred to in paragraph (3), (4), (5), (6) and (7) of this Article and the conducted interview referred to in paragraph (9), it shall be assessed whether the proposed member of the management body meets the criteria prescribed by the Law, which will ensure safe and stable management of the company, at least through:

- knowledge of insurance regulations, knowledge of the Law on Insurance Supervision, the Law on Compulsory Insurance in Traffic, the bylaws adopted on the basis of these laws, the other regulation and practice that is of importance for the operation of the company, in terms of the activities of the insurance company performed by the company in which the person is proposed as a member of a management body, as well as the characteristics and the trends in the insurance sector in the Republic of Macedonia;
- having adequate education and expertise for performing the function of a member of the management body of an insurance company;
- possessing appropriate experience.

(11) If the proposed member for a management body is a foreign person, appropriate data for determining his experience and reputation may be requested by the supervisory authority of the country from which he comes from.

(12) If the proposed person for a member of a management body has previously been a member of an insurance company's body in another insurance company, it is assessed whether the person has violated the provisions of the Law on Insurance Supervision, the Law on Compulsory Insurance in Traffic and the regulations adopted on the basis of these laws and / or non-compliance with the measures imposed by the Agency, thus jeopardizing the safety and the stability of the insurance company

(13) On the basis of the assessment referred to in paragraph (10) of this Article, the Agency shall adopt a

decision for issuing an approval for performing the function of a member of a management body or for rejecting the request, within the deadlines prescribed by the Law on Insurance Supervision.

(14) The Agency shall issue an approval for the proposed member of a management body (deadline) determined in the Decision for appointing members of a management body adopted by the managing body of the company, as defined in the Statute of the company, i.e. with a mandate determined in the Company Law, if the mandate is not specified in the Decision, i.e. the Statute.

(15) Notwithstanding paragraph (14) of this Article, the Agency shall issue an approval for the proposed member of a management body with a shorter period than that specified in the Decision on the appointment of members of a management body, the Statute of the company or the company law if the Agency deems it necessary.

(16) The company shall submit the documentation referred to in paragraph (3) of this Article to the request for issuing an approval for reappointment of a person who has received approval for performing the function a member of the management body of the insurance company (re-election), apart from the documents referred to in points 3 and 4.

(17) After issuing the consent for performing the function a member of the management body of the insurance company, the insurance company shall be obliged to submit to the Agency:

- Decision on the performed registration of the person in the Central Registry of the Republic of Macedonia. The decision is submitted within 5 working days from the date of the enrollment;
- Evidence that the person has established a permanent employment relationship in the insurance company as a member of a management body in the insurance company.

IV. ISSUING CONSENT FOR AMENDMENTS TO THE TITLE AND/OR REGISTERED OFFICE OF THE COMPANY"

Article 4

(1) For issuing an approval to change the name and / or registered office of the insurance company, an application is submitted to the Agency for obtaining consent for amendments to the name name and / or registered office."

(2) The application referred to in paragraph (1) of this Article shall be submitted exclusively on the prescribed form: "Request for obtaining consent for amendments to and / or registered office (Form B-SN/S)" which is given in Annex 4 of this Rulebook and is its integral part.

(3) The insurance company shall submit to the request referred to in paragraph (1) of this Article a decision on amendments to the name or the registered office of the company adopted by the competent management body of the insurance company which mandatorily contains a provision according to which it will come into force upon obtaining a consent from the Agency and evidence of paid fee for issuing an approval for changing the name and / or registered office of the insurance company according to the Agency's Tariff Book. The decision must also contain an Explanation for the need and purpose of such a change.

(4) The request for change of the head office of the company shall be accompanied by data on the business premises where the new office will be located (own or leased, location, area, etc.) and for the organizational units of the company that will function on the new head office.

(5) When analyzing the request for obtaining approval for the amendments to the name or a registered office of an insurance company, the new name of the company shall be kept not to be confused with the identity of any of the existing institutions, as well as the identity and scope of the activities of the company that requires the change of the name.

(6) The Agency may inspect the headquarters in terms of meeting the required level of technical equipment and the suitability of the head office for normal performance of insurance activities.

(7) On the request for changing the name and head office of the insurance company, the Agency shall adopt a decision for issuing an approval or for rejecting the request within the deadlines prescribed in the Law on Insurance Supervision.

(8) After obtaining the consent from the Agency, the company announces the amendments to the name or the registered office of the company in a daily newspaper for at least three days consecutively. Evidence for the announced call for bids shall be submitted to the Agency within a period of five days from the day of its publication in the daily newspaper.

(9) Simultaneously with the application for obtaining approval for amendments to the name and / or registered office of the insurance company, the application shall be submitted to the Agency for amending the statute of the company, in the part of the name and / or its headquarters, together with the documentation provided for in Article 2 of this Rulebook.

V. ISSUING CONSENT FOR AN AUDIT COMPANY

Article 5

(1) For obtaining an approval for an audit company, an application for obtaining an approval for an audit company shall be submitted to the Agency.

(2) The request referred to in paragraph (1) of this Article shall be submitted exclusively on the prescribed form: "Request for obtaining an approval for an audit company (Form B-SDR)" which is given in Annex 5 of this Rulebook and is an integral part thereof

(3) The insurance company shall submit to the request referred to in paragraph (1) of this Article the following documentation:

1. A decision of the Shareholders Assembly of the insurance company for appointment of an audit company that will audit the financial statements of the company, which obligatorily contains a provision according to which it will enter into force upon obtaining consent from the Agency;
2. A statement of the competent management body of the insurance company given under full criminal and material responsibility that the insurance company is not a related person with the audit company, that the insurance company has not received any consulting services from the audit company in the last three years and that the audit company did not perform five consecutive audits of the financial statements of the insurance company;
3. Statement of the authorized person of the audit company given under full criminal and material responsibility that the audit company has more than three years experience in conducting audits, that the audit company is not a related person with the insurance company, that the audit company in the last three years has not provided any consulting services from the insurance company, that the audit company has not performed five consecutive audits of the financial statements of the insurance company and that for the audit company have not been passed measures by the Institute of Certified Auditors for the last three years and
4. Certificate from the Institute of Certified Auditors, i.e. from the Council for the Promotion and that the Audit Company has not been imposed measures in the last three years by the Institute of Certified Auditors or the Council for the Promotion and Audit Supervision;
5. Evidence for paid fee for issuing an approval for an audit company, according to the Tariff Book of the Agency.

(4) When deciding on the request referred to in paragraph (1) of this Article, it is assessed whether the audit company fulfills the conditions in accordance with the Law.

(5) On the basis of the assessment referred to in paragraph (4) of this Article, the Agency shall adopt a decision for issuing an approval for an audit company or for rejecting the request, within the deadlines

prescribed by the Law.

VI. ISSUING AN APPROVAL FOR PERFORMING DUTIES OF PROMOTION IN INSURANCE PERFORMED BY A BANK

Article 6

(1)) In order to obtain approval for carrying out insurance promoting activities by a bank, a Request for obtaining consent for performing insurance promoting activities by a bank shall be submitted to the Agency.

(2) The request referred to in paragraph (1) of this Article shall be submitted exclusively on the prescribed form: "Request for obtaining consent for performing insurance promoting activities performed by a bank on the Form B-SZB)" which is given in Appendix 6 of this Rulebook and is an integral part thereof.

(3) The bank shall submit to the request referred to in paragraph (1) of this Article the following documentation:

1. Decision of the bank's competent body for commencing carrying out insurance promoting activities;
2. Decision / license for founding and operating a bank issued by the National Bank of the Republic of Macedonia;
3. Statute of the bank;
4. Excerpt from the Central Registry of the Republic of Macedonia - Current state of the bank;
5. A shareholder's book of the bank;
6. Evidence that a bankruptcy or liquidation procedure has not been initiated against the bank, as follows::
 - 6.1 Confirmation from the Central Registry or other competent institution that a bankruptcy or liquidation procedure has not been initiated against the bank; and
 - 6.2 Statement by the bank's competent body that no bankruptcy procedure or liquidation procedure has been initiated against the bank.
7. Evidence of non-existence of capital or managerial connection of the bank with insurance companies, insurance agencies or insurance brokerage companies, as follows::
 - 1.1 Statement of the bank's competent body that the bank is not capital or management related to insurance companies, insurance agencies or insurance brokerage companies in accordance with the Law on Insurance Supervision;
 - 1.2 List of persons in the bank holding , directly or indirectly, more than 10% of the shares signed by an authorized person of the bank;
 - 1.3 Evidence from the Central Securities Depository, or other public register, about which are holders of shares in the bank;
 - 1.4 List of legal entities in which the bank holds directly or indirectly more than 10% of the shares, i.e. stakes, signed by an authorized person of the bank
 - 1.5 Evidence from the Central Securities Depository, or other public register regarding other legal entities where the bank holds shares;
 - 1.6 Evidence from the Central Registry, or other public register regarding other legal entities where the bank holds stakes..
2. Statement of the bank's competent body that the bank did not work contrary to the provisions of the Law on Prevention of Money Laundering and Other Proceeds from Criminal Offense and Financing of Terrorism;
3. Audit report from an authorized audit company for the last two business years for the bank;
4. Fundamentals of the bank's business policy with an explanation, i.e. analysis of the reasons for commencing insurance promoting activities, the business goals of the bank and a review of the market on which the bank will participate, the structure of the bank's clients, etc.;
5. Elaborate with projection of expected business results of the bank on performing insurance promoting activities for at least three years;

6. Tariff for performed services of the bank in the segment of performing insurance promoting activities;
7. Documentation on the basis of which it can be concluded that the bank is staffed, technically and organisationally capable of performing insurance promoting activities;
8. 8. Decision of the bank's competent body for all employees that will be authorized in the bank to perform insurance promoting activities in insurance with data on persons and evidence that they meet the requirements of the Law on Supervision of Insurance (license for insurance agent and M1 / M2 form as evidence that the person is in regular employment in the bank);
9. 9. Decision of the bank's competent body for appointment of a person who will be the responsible person in the bank in the segment of performing insurance promoting activities in insurance with data on the person and evidence that they meet the requirements of the Law on Supervision of Insurance license for the insurance agent and M1 / M2 form as evidence that the person is in regular employment in the bank);
10. Pre-contract for liability insurance concluded with an authorized insurance company in the Republic of Macedonia. The contract should be concluded with an insurance company with which the insurance promotion contract has not been concluded;
11. Insurance promotion contract (s) concluded between the bank and the insurance company (with obligatory indication of the classes of insurance for which the bank is authorized by the insurance company to perform insurance promoting activities for the insurance company and a provision according to which the company for insurance is responsible for the operation of the bank in the part of performing insurance activities in accordance with the concluded insurance contract);
12. A statement by an authorized person of the bank that the bank, in accordance with the Insurance Promotion Agreement, will perform insurance promoting activities for an insurance company or, optionally, for several insurance companies for insurance products that do not compete;
13. Statement by an authorized person of the bank that the bank shall submit to the Insurance Supervision Agency the data stipulated in Article 151 of the Law on Insurance Supervision and all other data upon request of the Agency;
14. Evidence for paid fee for issuing an approval for performing insurance promoting activities by a bank, according to the Tariff Book of the Agency;
15. Other documentation requested by the Agency.

(4) The Agency shall, ex officio, obtain the documentation from paragraph (3) point 6 sub-item 6.1 and item 7 sub-sections 7.3, 7.5 and 7.6 of this Article from the competent public authority (if it is not filed by the bank), for which the bank's competent body shall issue a statement authorizing the Agency in its account to use the data contained in the Form B-SZB (the Statement is an integral part of the Form B-SZB) which is given in Appendix 6 of this Rulebook and shall submit to the Agency evidence of the performed payment to the account of the institution responsible for issuing the corresponding document in the amount determined by the Tariffbook prescribed in accordance with the law. "

(5) When deciding upon the request referred to in paragraph (1) of this Article, it shall be assessed whether the bank meets the conditions for performing insurance promoting activities in accordance with the Law on Insurance Supervision.

(6) On the basis of the assessment referred to in paragraph (5) of this Article, the Agency shall adopt a decision for issuing an approval for performing insurance promoting activities by a bank or for rejecting the request, within the deadlines prescribed by the Law.

VII. A CONSENT FOR INVESTMENT OF THE INSURANCE COMPANY IN SHARES OR STAKES IN OTHER LEGAL ENTITY AMOUNTING MORE THAN 10% OF THE CAPITAL OF THE INSURANCE COMPANY

Article 7

(1) In order to obtain approval for investing in shares or stakes in another legal entity that is more than 10%

of the capital of the insurance company, the Agency shall submit a request for investing in shares or stakes in another legal entity that amount to more than 10% of the capital of the insurance company (hereinafter: capital investment).

(2) The request referred to in paragraph (1) of this Article shall be submitted exclusively on the prescribed form: "Request for obtaining consent for investing of an insurance company in shares or stakes in another legal entity that is more than 10% of the capital of the insurance company (Form B -SV)" which is given in Annex 7 of this Rulebook and is an integral part thereof.

(3) The insurance company shall submit the following documentation in addition to the request referred to in paragraph (1) of this Article :

1. A decision of the competent body of the insurance company with an explanation of the reasons, purpose and justification of the investment;
2. Draft-act on establishment of the legal entity (in cases when a legal entity is established);
3. Audited financial statements or annual accounts of the legal entity in which it is invested for the last two years;
4. Data on the percentage of participation in the capital of the legal entity in which is invested, as well as the ownership structure of that legal entity;
5. Data on the bodies of supervision and management of the legal entity in which it is invested;
6. Data on the amount of possible capital parts that the legal entity in which it is invested owns in other legal entities;
7. Statement of the members of the supervisory body of the insurance company that with the capital investment the rules for risk management are not violated;
8. 8. Statement of the members of the supervisory body of the insurance company for existence or non-existence of any connection with other persons that are shareholders / coholders or persons with special rights and responsibilities in the legal entity in which it is invested. In the case of connection, more detailed data are provided on the related persons and the manner of connection of the insurance company with these persons;
9. 9. Other documentation requested by the Agency.

(4) If the insurance company with the capital investment exercises control over the legal entity, i.e. acquires a majority stake and / or owns a majority of the voting rights, it exercises a direct or indirect influence on the management and the adoption of the policies and the financial and business decisions, or acquires the right to appoint and dismiss the majority of members of the management bodies of the legal entity, in addition to the data referred to in paragraph (3) of this Article, the insurance company shall also submit:

- data on the basic activity of the legal entity and future development plans;
- existing or planned investments in other legal entities in the country or abroad;
- data on the supervisory authority competent for the operation of the legal entity;
- data on the manner of identifying, measuring, monitoring and controlling the transactions with the institution and the manner of establishing and maintaining appropriate risk management systems, internal control as well as reporting and accounting;
- data on the manner of providing the necessary information and data for the preparation of consolidated reports and the manner of verification of the accuracy and reliability of the information and the data obtained from the legal entity.

(5) When deciding on the basis of the submitted documentation referred to in paragraph (3) and paragraph (4) of this Article, the Agency shall evaluate the impact that the capital investment in the legal entity will have on the overall operation of the insurance company, in terms of its safe and stable

operation , at least through the fulfillment of the following criteria:

- financial condition of the insurance company enables the realization of the planned capital investment, whereby the insurance company will observe the prescribed rules for risk management;
- internal control and reporting systems and accounting systems allow risk management of risks present at the level of the whole group of which the insurance company is or will be a member;
- the ownership and management structure of the legal entity in which it is invested has no negative impact on the operations of the insurance company;
- the existence of close links between the legal entity in which it is invested with other persons does not make it difficult to perform effective supervision;
- the insurance company can provide all the necessary information and data for the preparation of the consolidated reports of the group and establish a system for verifying the accuracy and reliability of the received data and information from the institution in which it is invested (if the insurance company is subject to consolidated supervision);
- the insurance company has an adequate system for risk management, internal control, reporting and accounting for identifying, measuring, monitoring and controlling the transactions with the institution in which it is invested;

(6) In deciding on the issuance of an agreement for investing of an insurance company in shares or stakes in another legal entity that is more than 10% of the capital of the insurance company, the Agency may contact the competent supervisory authority of that legal entity, for the purpose of exchanging information and data and for the purpose of establishing a common approach for consolidated supervision.

(7) On the basis of the assessment referred to in paragraph (5) of this Article, the Agency shall adopt a decision for issuing an approval for investing of an insurance company in shares or stakes in another legal entity that is more than 10% of the capital of the insurance company or decide to reject the request, within the deadlines prescribed by the Law.

VIII. SPECIFYING THE MANNER OF DOCUMENT SUBMISSION AND REGULATING THE ISSUES NECESSARY FOR RULEBOOK IMPLEMENTATION

Article 8

(1) In addition to the requests for issuing approvals from article 1 of this Rulebook, data for an authorized contact person with the Agency (name and surname, telephone number, fax number, e-mail address) shall be submitted as well.

(2) The documentation submitted to the request for issuing the approvals referred to in Article 1 of this Rulebook should be in original or a copy certified by an authorized person (notary), signed by an authorized person or the appropriate competent authority, to be neat, without additional corrections, in Macedonian language and it must not be older than six months before the date of submission of the license application. If the document to be submitted is in another language, a translation in Macedonian language, translated by a certified translator and certified by a notary, shall be accompanied by the original.

(3) The statements and questionnaires that are part of the documentation that is submitted to the request for issuing approvals from Article 1 of this Rulebook should be verified with an authorized person (notary) and they must not be older than six months before the day of submitting the request for issuing the consent.

(4) If the legislation of the country where the foreign person comes from otherwise regulates the matter

regarding the documentation submitted to the request for issuing the consent referred to in Article 1 of this Rulebook, an appropriate document or legal opinion from a lawyer should be enclosed confirming the difference in the regulation, i.e. another relevant document will be provided to confirm the fulfillment of the stipulated legal obligation.

(5) The Agency shall consider the request for issuing the approvals referred to in Article 1 of this Rulebook with complete documentation. Complete documentation includes the documentation prescribed in this Rulebook, the documentation that is additionally requested by the Agency, as well as the relevant documents, data and information that are to be obtained from competent domestic and foreign institutions for deciding upon the request.

VII. TRANSITIONAL PROVISIONS

Article 7

from the Rulebook on the Manner , Procedure and the Documentation necessary to obtain consents from the Insurance Supervision Agency in accordance with the Law on Insurance Supervision (Official Gazette of RM no. 164/2012)

(1) For the purposes of reconciliation with Article 3 of this rulebook, persons who, at the moment of this rulebook coming into force are performing the function of member of a management body of an insurance company on the basis of a ruling that issues consent for performing the function of member of a management body in which a mandate (term) has not been confirmed, are obliged in the continuing the mandate confirmed by the Decision for appointing members of a management body issued by the competent authority , in the Statute of the company, (should the mandate not have been confirmed by the Decision), or the Law on Trading Companies (should the mandate not have been confirmed by the Decision or the Statute) to acquire previous consent from the Agency.

(2) For the purposes of acquiring previous consent in accordance with paragraph (1) of this article, the insurance companies are obliged to submit to the Agency a request for acquiring previous consent for performing the function of member of a management body along with the necessary documentation confirmed in Article 3 of this rulebook for every member individually.

Article 8

from the Rulebook on the Manner , Procedure and the Documentation necessary to obtain consents from the Insurance Supervision Agency in accordance with the Law on Insurance Supervision (Official Gazette of RM no. 164/2012)

The Rulebook on the Manner, Procedure and Documentation Required for Obtaining Consents by the Insurance Supervision Agency in accordance with the Law on Insurance Supervision (Official Gazette of the Republic of Macedonia No. 164/2012)

This Rulebook shall enter into force on the day of its publication in the "Official Gazette of the Republic of Macedonia".

Article 11

from the Rulebook on the Manner , Procedure and the Documentation necessary to obtain consents from the Insurance Supervision Agency in accordance with the Law on Insurance Supervision (Official Gazette of (Official Gazette of RM no.152/2017)

Before Appendix 1, two new Annexes 1 and 2 are added which are attached to this Rulebook and are an integral part thereof.

Annex 1 becomes Annex 3.

After Appendix 1 which has become Appendix 3, 4 new Annex 4, Appendix 5, Appendix 6 and Appendix 7 are attached as annex to this Rulebook and are its integral part thereof.

Article 12

from the Rulebook on the Manner , Procedure and the Documentation necessary to obtain consents from the Insurance Supervision Agency in accordance with the Law on Insurance Supervision (Official Gazette of (Official Gazette of RM no. 152/2017)

This Rulebook shall enter into force on the day of its publication in the "Official Gazette of the Republic of Macedonia".

**President of the Council of Experts
Klime Poposki**

АГЕНЦИЈА ЗА СУПЕРВИЗИЈА НА ОСИГУРУВАЊЕ



APPLICATION ²
FOR ISSUING A CONSENT FOR AMENDMENTS TO THE STATUTE

1.	Name of the insurance company	
2.	An authorized person to contact in the Agency	
2.1.	Telephone of the authorized person	
2.2.	e-mail of the authorized person	
2.3.	Address of the authorized person	

We request from the Insurance Supervision Agency to issue a consent for amending the Statute of the insurance company _____ (state the name of the insurance company).

We attach to the Application the documentation stipulated with Article 2 paragraph (3 and (4) of the "Rulebook on the Manner, Procedure and Documentation necessary for obtaining consents by the Insurance Supervision Agency in accordance to the Law on Insurance Supervision" as follows *(it is circled or marked if it is filled in electronically)*:

1.	Decision of the Assembly of the insurance company for amending and / or supplementing the statute, which obligatorily contains a provision according to which it will enter into force upon obtaining the consent of the Agency, or a draft-decision of the management body or the supervisory body of the insurance company which mandatorily shall contain a provision according to which it shall enter into force upon obtaining consent from the Agency and after its adoption by the Assembly. The decision i.e. the draft- decision on amendment and / or amendment of the statute obligatory needs to contain explanation of the need for amendments and / or the supplement to the statute of the company.
2.	Draft revised text of the statute in which the amendments or addenda for which consent is requested are indicated. Decision of the Securities and Exchange Commission on issuing approval for issuance of long-term securities (only if the amendments to the Statute refer to change in the share capital of the company, change in the number and the class of shares, change in the nominal value of the shares, etc.) Proof of paid fee for issuing an approval for amendments to the statute of an insurance company, according to the Tariff Book of the Agency.
3.	The existing statute of the company, archived verified and signed by the competent management body of the company
4.	Decision of the Securities and Exchange Commission on issuing approval for issuance of long-term securities (only if the amendments to the Statute refer to change in the share capital of the company, change in the number and the class of shares, change in the nominal value of the shares, etc.)
5.	Proof of paid fee for issuing an approval for amendments to the statute of an insurance company, according to the Tariff Book of the Agency.

STATEMENT OF THE APPLICANT

By submitting this application, I declare that the data and information contained in this application, as well as the entire documentation I submit to the application for issuing a consent for amendments to the statute, is accurate and does not contain falsified data and documents, and in case of change of the data contained in this application, as well as in the documentation submitted in addition to this application, I will notify the Agency within 3 working days of the occurrence of the change.

Date and place of filing**Signature of the applicant³**

_____. ____ 20 ____ year, _____

² It is recommended that the application can be filled in electronically. An electronic version of the application can be found on the official website of the Insurance Supervision Agency www.aso.mk. If the application is not filled in electronically, it is mandatory to use a pen and write in capital letters.

³ The application is signed by an authorized person of the insurance company

АГЕНЦИЈА ЗА СУПЕРВИЗИЈА НА ОСИГУРУВАЊЕ

APPLICATION ⁴

ISSUING CONSENT FOR THE APPOINTMENT OF MEMBERS OF THE MANAGEMENT BODY OF THE INSURANCE COMPANY

1.	Name of the insurance company/Назив на друштвото за осигурување	
2.	Authorised contact person	
2.1.	Telephone of the Authorized person	
2.2.	E-mail address of the authorized person	
2.3.	Authorized person address	

We request from the Insurance Supervision Agency to issue a consent for the person _____ (name and surname of the nominee) to act as a member of management body of the insurance company.

We attach to the Application the documentation stipulated with Article 3 paragraph (3) of the "Rulebook on the Manner, Procedure and Documentation necessary for obtaining consents by the Insurance Supervision Agency in accordance with the Law on Insurance Supervision"⁵⁵ each document is given separately):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

⁴ It is recommended that the application be filled in electronically. An electronic version of the application can be found on the official website of the Insurance Supervision Agency www.aso.mk. If the application is not filled in electronically, it is mandatory to use a pen and write in capital letters

⁵ The documentation referred to in Article 3, paragraph (3), item 8), items 8.2, 8.3 and 8.4 of the Rulebook on the Manner, Procedure and Documentation Required for Obtaining Consent by the Insurance Supervision Agency in accordance with the Law on Insurance Supervision, the duty will be obtained from a competent public authority (if it has not been filed by the applicant), for which the applicant and the person proposed to perform the function of a member of the management body of the insurance company shall provide a statement authorizing the Agency on its behalf and for his account to use the data contained in this Form and submit to the Agency evidence of payment to the institution responsible for issuing the corresponding document was made in the amount determined by the Tariff book prescribed in accordance with the law. The Agency ex officio ensures from its records that the person provides evidence that the member of the management body in the company is not a member of the Council of Experts of the Agency and evidence that the Agency did not refuse to issue a consent for performing the function as a member of a management body in relation of the person proposed for a member of the management body, at least within a period of one year from the date of the decision to reject the request.

- 10. _____
- 11. _____
- 12. _____
- 13. _____

4) It is recommended that the application be filled in electronically. An electronic version of the application can be found on the official website of the Insurance Supervision Agency www.aso.mk. If the application is not filled in electronically, it is mandatory to use a pen and write in capital letters

5) The documentation referred to in Article 3, paragraph (3), item 8), items 8.2, 8.3 and 8.4 of the Rulebook on the Manner, Procedure and Documentation Required for Obtaining Consent by the Insurance Supervision Agency in accordance with the Law on Insurance Supervision, the duty will be obtained from a competent public authority (if it has not been filed by the applicant), for which the applicant and the person proposed to perform the function of a member of the management body of the insurance company shall provide a statement authorizing the Agency on its behalf and for his account to use the data contained in this Form and submit to the Agency evidence of payment to the institution responsible for issuing the corresponding document was made in the amount determined by the tariff schedule prescribed in accordance with the law. The Agency ex officio ensures from its records that the person provides evidence that the member of the management body in the company is not a member of the Council of Experts of the Agency and evidence that the Agency did not refuse to issue a consent for performing the function as a member of a management body in relation of the person proposed for a member of the management body, at least within a period of one year from the date of the decision to reject the request.

STATEMENT OF THE APPLICANT AND THE NOMINEE FOR MEMEBER OF MB

By submitting this application, I declare that the data and information contained in this application, as well as the entire documentation I submit to the application for issuing a consent for performing the function of a memeber of a Management body is accurate and does not contain falsified data and documents, and in case of change of the data contained in this application, as well as in the documentation submitted in addition to this application, I will notify the Agency within 3 working days of the occurrence of the change.

By submitting this application I agree that my personal data contained in this application should be used in the procedure for exercising the right to obtain necessary evidence and data from other competent public bodies ex officio and to be used in accordance with the regulations of the Law on Protection of personal data

Date ad place of filing

_____. ____ 20____ year, _____

Signature of the applicant ⁶

Signature of the nominee for member of MB

⁶ The application is signed by the authorised person of the insurance company

**QUESTIONNAIRE
FOR MEMBER OF A MANAGEMENT BODY IN AN INSURANCE COMPANY**

INFORMATION FOR COMPLETING THE QUESTIONNAIRE:

The Questionnaire is completed personally by the person nominated for membership of a management body of an insurance company. The person has full responsibility for the content of the answers given in the Questionnaire. Additionally, the insurance company in which the person is nominated for membership of a management body, is obliged to check and confirm the content of the answers given in the Questionnaire, in the framework of its authority and where that is possible.

Completion of the Questionnaire in electronic form is recommended. The electronic version of the Questionnaire is available on the official internet webpage of the Insurance Supervision Agency www.aso.mk. Should the Questionnaire not be completed in electronic form, use of a pen is compulsory with writing in capital letters.

All the questions given in the Questionnaire need to be answered, and questions that are not applicable need to be clearly marked NOT APPLICABLE. Should there be not enough space in the questionnaire for a detailed answer, an attachment needs to be submitted (in printed form) which will be marked with the number of the question to which the answer relates.

The person completing the questionnaire is obliged to immediately inform the Agency should at any given time following the submission of the Questionnaire a significant change to the details given in this Questionnaire appear. This is a continuous obligation that the person undertakes with the signing of this Questionnaire.

PART 1: GENERAL INFORMATION

1. Name of the insurance company where the nominee is appointed:

2. Function/job position which the nominee is appointed to:

2.1. Job description:

3. Inception of the term in the office of the nominated person:

4. Point of contact in the insurance company for any queries in relation to this questionnaire:

4.1. Name and Surname:

4.2. Function within company:

4.3. Telephone number:

4.4. E-mail address:

5. 1. Name and Surname:

5.2. Home address:

5.3. Address in RM (if a foreigner residing in RM).

5.4. Date and place of birth:

5.5. Citizenship:

5.6. Personal Identity Card number or Passport number (for foreign persons):

5.7. Telephone number:

5.8. E-mail address:

PART 3: EDUCATION

6. Please state the level of education gained and the completion date of your studies at the educational institution (please name the university/faculty) where you gained your education by filling in the columns of the table:

Name of the educational institution	Address of the educational institution	Title or level of degree	Year of gained certificate or diploma

7. What is your knowledge of Macedonian language or any other foreign language?

7.1. Your command of Macedonian Language

Mother tongue _____

Excellent _____

Good _____

Poor _____

7.2. Command of any foreign languages

Foreign language	Excellent	Good	Poor

PART 4: PROFESSIONAL CAREER AND EXPERIENCE

Note: Please give full details on your professional career and experience. All periods of unemployment are obligatory to be dated (discontinuity of the professional experience) and the explanation on the reasons of this discontinuity. Furthermore, please explain the reasons for any resign or any other termination of the job.

Points 8.1. - 8.6. will repeat depending on the number of job positions held by the candidate.

8. Please give all job positions and/or functions you have held up to the moment of completing this Questionnaire, including the name of the employer, business activities of the employer, job position and description, assignments and other information, starting from the recent job position:

8.1. Name of the employer and the nature of operation (ex. financial services, accounting, legal services, advisory services and others):

8.2. Address of the Employer:

8.3. Regulatory status and the name of the regulatory body, if applicable:

Regulatory authority: YES

NO

If YES, please give the name of the regulatory authority:

8.4. Date of employment and the date of termination:

8.5. Short description of the job position and assignments:

8.6. Reasons for resign or other termination of the function:

PART 5: MEMBERSHIP TO PROFESSIONAL BODIES OR ALIKE ORGANISATONS

9. Please specify all professional bodies or alike organisations where you have been a member to including the date of membership as it is given in the table:

Name of professional body or alike organisation	Address of professional body or alike organisation	Date of membership	Type of membership (founder, partner, member)

PART 6: OTHER QUALIFICATIONS

10. Please state all other qualifications you have acquired including the date of acquiring the qualifications and the institutions which granted them as it is given in the table below:

Name of the institution which granted the qualifications	Address of the institution which granted the qualifications	Date of acquiring qualifications	Type of qualifications

PART 7: OTHER RELEVANT INFORMATION

11. 1. Are you or your related party, a shareholder, owner, co-owner or associate of any other legal entity?

Yes

No

11.2. If Yes, please complete two tables below and the first table refers to appointed member, whereas the second table refers to your related party.

Name and address of the legal entity where the nominee holds capital and/or voting shares	Capital share and/or voting shares

Name and surname of the related party	Name and address of the legal entity where the related party holds capital and/or voting shares	Capital share and/or voting shares

11.3. Are you or any related party member of any supervisory or management body of the above mentioned legal entities?

Yes

No

11.4. If Yes, please complete two tables below and the first table refers to appointed member, whereas the second table refers to your related party.

Name and address of the legal entity	Supervisory or management body

Name and address of the legal entity	Supervisory or management body

11.5. Are you or your related party member of any supervisory or management body or in any other way have affected the managing activities and the policy and financial and business decision making of any other company other than companies mentioned under point 11.6 of this Questionnaire?

Yes

No

11.6. If yes, please give the names of these companies, the supervisory or management body and the manner of your influence.

Име и седиште на правното лице	Орган на надзор или управување	Друг начин на остварување влијание

11.7. Are you or your related party in any way involved in the company in which the insurer turned to hold participation and you have been nominated a member of the managing body of that insurer?

Yes

No

11.8. If yes, please name the company and the way you have been involved.

11.9. Are the companies where you have carried out a function with special rights and responsibilities subject of proceedings for a declaration of bankruptcy?

Yes

No

11.10. If yes, give more details on the activities you carried out in that company.

11.11. Have you been convicted by a judgement of any offence in relation to your involvement in the bankruptcy proceedings?

Yes

No

11.12. If yes, please give all details related to court decision.

11.13. Have the authorised supervisory body undertaken any measures against insurance companies or other financial institutions in which you hold participation or were member of supervisory or management body or in any other way influenced the governing policy and financial and business and policy decision making?

Yes

No

11.14. If yes, please specify the measures and all details in terms of their enforcement.

11.15. Are you or the related party in any relation with other members of the management or supervisory body of the company?

Yes

No

11.16. If yes, please specify your relation.

11.17. Have the authorised body for supervision of insurance and other financial institutions ever estimated your reputation and capacity to hold participation of the company capital or become member of the supervising or managing body of those institutions?

Yes

No

11.18. If yes, please specify all details.

Name of the authorised body of supervision	Type of requested approval / licence	Reason for denial of approval (unless the authorised body rejected the request for approval)

11.19. Have the authorised body for supervision of insurance or other financial institutions ever deprived you of any shareholding or holding participation in the capital of any insurance companies or other financial institutions or bereaved you of an official approval to become member of supervising or managing body?

Yes

No

11.20. If yes, please specify all details.

11.21. Have the share of fields of responsibilities among members of the management body of an insurance company been anticipated?

Yes

No

11.22. If yes, please indicate your field of responsibility?

11.23. Please state your view on the strengths of the company to which you have been nominated to be a member of the managing body?

11.24. How will you utilize those advantages in order to strengthen the stability and financial safety of the insurance company?

11.25. Please state your view on the weaknesses of the company to which you have been nominated to be a member of the managing body?

11.26. How will you overcome those weaknesses?

11.27. Are there any other facts or circumstances you believe might be considered important for estimating your capacity of becoming member of the management body of the insurance company and ensuring stable and assured operation of the company?

11.28. Please describe shortly where do you see the company in five year time?

I, _____ (name and surname of the Nominee)

a) Hereby do declare under full moral, material and criminal liability that the information stated in this Questionnaire and the whole documentation submitted hereto within my letter of request for issuance of approval on carrying out function of a member to a management body of the insurance company are true and faithful and do not contain any adulterate information or document.

b) I am fully aware of the criteria prescribed by the Law on supervision of insurance which I must obey in order to become member to the managing body of any insurance company.

c) Hereby I do declare under full moral, material and criminal responsibility that as soon as possible I will notify the Insurance Supervision Agency on any change of the information hereto included in my letter of request and this Questionnaire.

d) Hereby I do declare under full moral, material and criminal responsibility that I will ensure the supervisory standards are completely followed and measures undertaken by the Insurance Supervision Agency are practised and that all information and data requested by the Insurance Supervision Agency are provided for carrying out effective supervision whereby I may certify that the operation of the company is stable and assured.

Name and surname of the Nominee

ID card number/Passport number of the foreign nominee

Place and date

Signature of the Nominee

АГЕНЦИЈА ЗА СУПЕРВИЗИЈА НА ОСИГУРУВАЊЕ

APPLICATION⁷

FOR ISSUING A CONSENT FOR AMENDMENTS TO THE NAME AND/OR A REGISTERED OFFICE

1.	Name of the insurance company	
2.	Headquarters	
3.	Proposed name of the insurance company	
4.	Suggested headquarters	
4.1.	Telephone of the authorized person	
4.2.	e-mail of the authorized person	
4.3.	Address of the authorized person	

We request from the Insurance Supervision Agency to issue a consent for amending the _____ (state the name and/or the registered office) of the insurance company)_____.

We attach to the Application the documentation in accordance with Article 4 paragraph (3 and (4) of the "Rulebook on the Manner, Procedure and Documentation necessary for obtaining consents by the Insurance Supervision Agency in accordance to the Law on Insurance Supervision" as follows *(it is circled or marked if it is filled in electronically)*:

1.	Decision on amendments to the name, or the registered office of the company, adopted by the competent management body of the insurance company
2.	Data on the business premises where the new office will be located (Purchase Agreement, Lease agreement with location data, area, etc.) and for the organizational units of the company that will function on the new head office (if change of the head office of the company is required
3.	Permit from a competent authority (if change of the name of the company is requested and the proposed name of the company contains words for which according to the Company's Law is required prior authorization by a competent authority)
4.	Proof of paid fee for issuing an approval amendments to the name and / or registered office, according to the Tariff Book of

7

It is recommended that the application be filled in electronically. An electronic version of the application can be found on the official website of the Insurance Supervision Agency www.aso.mk. If the application is not filled in electronically, it is mandatory to use a pen and write in capital letters

	the Agency.
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STATEMENT OF THE APPLICANT

By submitting this application, I declare that the data and information contained in this application, as well as the entire documentation I submit to the application for issuing a consent for changing the name and the registered office, is accurate and do not contain falsified data and documents, and in case of change of the data contained in this application, as well as in the documentation submitted in addition to this application, I will notify the Agency within 3 working days of the occurrence of the change.

Date and place of filing

Signature of the applicant⁹

_____. ____ 20 ____ year, _____

⁹ The application is filled by the authorised person of the insurance company

АГЕНЦИЈА ЗА СУПЕРВИЗИЈА НА ОСИГУРУВАЊЕ



APPLICATION ⁹
FOR ISSUING A CONSENT FOR AN AUDIT COMPANY

1.	Name of insurance company	
2.	Name of Audit Company	
3.1.	Telephone and fax of the authorized person	
3.2.	E-mail of the authorized person	
3.3.	Address and number of the personal ID card, i.e. passport (for a foreign person) of the authorized person	

We request from the Insurance Supervision Agency to issue a consent for appointing an Audit company _____ (state the name of the Audit Company) that shall make the audit of the financial reports of the insurance company for the business year _____.

We attach to the Application the documentation in accordance with Article 5 paragraph (3) of the "Rulebook on the Manner, Procedure and Documentation necessary for obtaining consents by the Insurance Supervision Agency in accordance to the Law on Insurance Supervision" as follows *(it is circled or marked if it is filled in electronically)*:

1.	Decision of the Shareholders Assembly of the insurance company for appointment of an audit company that will audit the financial statements of the company, which mandatorily contains a provision according to which it will enter into force upon obtaining the consent of the Agency
2.	Statement by the competent management body of the insurance company that the insurance company is not a related entity with the audit company that the insurance company has not received any consulting services from the audit company in the last three years and that the audit company has not performed five consecutive audits of the financial statements of the insurance company;
3.	Statement by an authorized person of the audit company that the audit company has more than three years experience in conducting audits, that the audit company is not a related person with the insurance company, that in the last three years the audit company did not provide any consulting services from the company for the insurance, that the audit company haven't carried out five consecutive audits of the financial statements of the insurance company and that no measures were imposed to the audit company in the past three years by the Institute of Certified Auditors
4.	Certificate from the Institute of Certified Auditors, i.e. from the Council for the Promotion and Supervision of the Audit that the audit company has not been imposed measures in the last three years by the Institute of Certified Auditors or the Council for the Promotion and Supervision of Audit and
5.	and Evidence of paid fee for issuing an approval for an audit company, according to the Tariff Book of the Agency

STATEMENT OF THE APPLICANT

By submitting this application, I declare that the data and information contained in this application, as well as the entire documentation I submit to the application for issuing a consent for changing the name and the registered office, is accurate and do not contain falsified data and documents, and in case of change of the data contained in this application, as well as in the documentation submitted in addition to this application, I will notify the Agency within 3 working days of the occurrence of the change.

Date and place of filing

_____. ____ 20 ____ year, _____

Signature of the applicant ¹⁰

⁹ It is recommended that the application be filled in electronically. An electronic version of the application can be found on the official website of the Insurance Supervision Agency www.aso.mk. If the application is not filled in electronically, it is mandatory to use a pen and write in capital letters

¹⁰ The application is signed by the authorized person of the insurance company

АГЕНЦИЈА ЗА СУПЕРВИЗИЈА НА ОСИГУРУВАЊЕ



APPLICATION 11

]FOR ISSUING A CONSENT FOR PERFORMING DUTIES OF PROMOTION OF INSURANCE PERFORMED BY A BANK

1.	Name of the bank	
2.	Name of the insurance company/ies on behalf of which the bank will perform duties in insurance	
3.1.	Telephone and fax of the authorized person	
3.2.	E-mail of the authorized person	
3.3.	Address and number of the personal ID card, i.e. passport (for a foreign person) of the authorized person	

We request from the Insurance Supervision Agency to issue a consent that the bank _____ (state the name of the bank) shall perform duties of promotion of insurance.

We attach to the Application the documentation in accordance with Article 6 paragraph (3) of the "Rulebook on the Manner, Procedure and Documentation necessary for obtaining consents by the Insurance Supervision Agency in accordance to the Law on Insurance Supervision"(12) as follows (each document is stated separately):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____

11-It is recommended that the application be filled in electronically. An electronic version of the application can be found on the official website of the Insurance Supervision Agency www.aso.mk. If the application is not filled in electronically, a pen should be used and written in capital letters.

12- The documentation referred to in Article 6 paragraph (3) item 5 sub-section 5.1 and item 6 sub-sections 6.3, 6.5 and 6.6 of the Rulebook on the manner, procedure and documentation necessary for obtaining consent from the Insurance Supervision Agency in accordance with the Law on Insurance Supervision, The Agency shall execute it ex officio by the competent public authority (if it has not been filed by the applicant), for which the applicant submits a statement with which

STATEMENT OF THE APPLICANT

By submitting this application, I declare that the data and information contained in this application, as well as the entire documentation I submit to the application for issuing a consent for performing the function of a member of a Management body is accurate and does not contain falsified data and documents, and in case of change of the data contained in this application, as well as in the documentation submitted in addition to this application, I will notify the Agency within 3 working days of the occurrence of the change.

By submitting this application I agree that my personal data contained in this application should be used in the procedure for exercising the right to obtain necessary evidence and data from other competent public bodies ex officio and to be used in accordance with the regulations of the Law on Protection of personal data.

Date and place of filing

_____. ____ 20__ year, _____

Signature of the applicant¹³

¹³ The application is signed by the authorised person from the bank

АГЕНЦИЈА ЗА СУПЕРВИЗИЈА НА ОСИГУРУВАЊЕ



APPLICATION

A CONSENT FOR INVESTMENT OF THE INSURANCE COMPANY IN SHARES OR STAKES IN OTHER LEGAL ENTITY AMOUNTING MORE THAN 10% OF THE INSURANCE COMPANY CAPITAL

1.	Name of the insurance company	
2.	Name of the legal entity where it is invested	
3.	An authorized person to contact from the Agency	
3.1.	Telephone of the authorized person	
3.2.	E-mail of the authorized person	
3.3.	Address of the authorized person	

We request from the Insurance Supervision Agency to issue a consent that the insurance company _____ (state the name of the insurance company) shall invest in shares or stakes in the _____ (name of the legal entity where it is invested) amounting more than 10% of the insurance company capital.

We attach to the Application the documentation in accordance with Article 7 paragraph (3) and (4) of the "Rulebook on the Manner, Procedure and Documentation necessary for obtaining consents by the Insurance Supervision Agency in accordance to the Law on Insurance Supervision" as follows (each document is stated separately):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

STATEMENT OF THE APPLICANT

By submitting this application, I declare that the data and information contained in this application, as well as the entire documentation I submit to the application for issuing a consent for investment of the insurance company in shares and stakes in another legal entity amounting more than 10% of the insurance company capital is accurate and does not contain falsified data and documents, and in case of change of the data contained in this application, as well as in the documentation submitted in addition to this application, I will notify the Agency within 3 working days of the occurrence of the change.

By submitting this application I agree that my personal data contained in this application should be used in the procedure for exercising the right to obtain necessary evidence and data from other competent public bodies ex officio and to be used in accordance with the regulations of the Law on Protection of personal data.

Date and place of filing**Signature of the applicant¹⁴**

_____. ____ 20____ year, _____

¹⁴ The application is signed by the authorised person for the insurance company

