**Sector:** Insurance

**Task:** Review of Application Forms on ARIAS

**Completion Date:** 5 October 2022

**Form:** Schedule 1

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| **Question No.** | **Recommendation** |
| 3 | Change “Natural Person or Corporate Entity” column name to “Type of Person”. Responses under this column should be in a drop down box – where the two response options are “Natural Person” and “Corporate Entity”. |
| 5 | Change “externalinsurers” to “external insurers) |
| 5b | No text box needed here |
| 6 | Response to this question should be multiple choice (i.e. the respondent can only choose one response) instead of multi-select (where the respondent chooses more than one response) |
| 7 | Replace text box answer option with a “File Upload” answer option |
| 8 | Replace text box answer option with a “File Upload” answer option |
| 9 | Replace text box answer option with a “File Upload” answer option |
| 12 | Change “Resume” to “Upload CV”  Change response under the “Position/Role” column to a dropdown box. The response options should be “Director”, “Officer”, “Manager” and “Administrator” |
| 17 | Change “under take” to “undertake” |
| 18 | Change “there after” to “thereafter” and add a “?” at the end of the question.  Change answer option from an “Add Row” answer option to a text box field with a calendar. The text box field name should be “Date of first set of accounts”.  Add another text field for “Date of Annual Accounts”. The response structure should be DD/MM |

**Form:** Schedule 2

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| **Question No.** | **Recommendation** |
| 5 | Response to this question should be multiple choice (i.e. the respondent can only choose one response) instead of multi-select (where the respondent chooses more than one response) |
| 7 | Change “Resume” to “Upload CV”  Change “Name of Company” to “Name” |
| 18 | Change “there after” to “thereafter” and add a “?” at the end of the question.  Change answer option from an “Add Row” answer option to a text box field with a calendar. The text box field name should be “Date of first set of accounts”.  Add another text field for “Date of Annual Accounts”. The response structure should be DD/MM |

**Form:** MLRO/MLCO/CO

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| **Question No.** | **Recommendation** |
| 13 | Change “number of shares” to “Number of Shares”  Change “percentage of shareholdings” to “Percentage of Shareholdings” |

**General Comments**

1. For consistency, ensure that the same structure is used for questions which request addresses. That is, “Address1”; “Address2”; “City”; “State”; “Country” and “Zip Code”.