

# The Central Bank of The Bahamas

## NOTICE

**Re: Timelines for Processing Applications and Other Official Requests**

**Senior I Name, Email: Email Address  
Licensee Name**

The Central Bank of The Bahamas (“the Central Bank”) continues to review and evaluate its operational processes, with a view to achieving greater efficiency in how we interface with our regulated entities. To underscore our commitment in this regard, we have outlined below, our indicative processing timelines for standard application/request types submitted for regulatory approval, as well as other reports, communications and notifications. Links/references have also been provided to associated legislation, policies or other guidelines. It should be noted that these timelines are based upon the satisfactory receipt of the requisite supporting documents or responses, as stipulated in our policies and/or legislation. While the Central Bank will aim to meet the performance benchmarks, as established by the indicative timelines, there may be those exceptions where the timelines may vary due to unforeseen events or because matters may require further legal/policy review. In such events, the licensees will be advised accordingly. We do, however; recognize that, from time to time, licensees may require approvals on an urgent basis to facilitate certain transactions or to meet a specific deadline. In such cases, we will do our best to expedite your requests. Where an application is filed, licensees are requested to submit outstanding documents expeditiously or, otherwise, formally advise the Central Bank as to when the document(s) would most likely be submitted. This will allow us to better manage the administrative activities related to follow-ups.

To expedite processing, requests and other communications may be sent to the Bank Supervision Department, via email with scanned supporting documents to [banksupervision@centralbankbahamas.com](mailto:banksupervision@centralbankbahamas.com). In addition, licensees can also mail, fax or hand deliver documents to the Bank Supervision Department. The covering letter should be addressed as follows:-

Manager  
Bank Supervision Department  
Central Bank of The Bahamas  
Market Street  
P.O. Box N4868  
Nassau, Bahamas

[Tel: (242) 302-2615]  
[Fax: (242) 356-3909]

Licensees are also requested to include in the Reference Line of the letter, “**Application Type**”, using the listing presented in the attached table.

We look forward to your cooperation and, should you have any questions or comments, kindly direct them to the abovementioned address.

Bank Supervision Department

December 14<sup>th</sup>, 2011

## Indicative Timelines for Processing of Applications by Bank Supervision Department

Application Type	Processing Time Frame	Minimum Required Documents	Relevant Legislation/Policies/References
<b>New Licence Application: Banks and/or Trust Companies</b>	6 to 8 weeks	Refer to Guidelines.	<ul style="list-style-type: none"> <li>• <a href="#">General Information and Guidelines for Licence Applications</a></li> <li>• <a href="#">Banks and Trust Companies Regulation Act</a></li> <li>• <a href="#">Exchange Control Regulations</a></li> <li>• <a href="#">Guidelines for the Minimum Physical Presence Requirements</a></li> <li>• <a href="#">Fit &amp; Proper Guidelines</a></li> <li>• <a href="#">Minimum Standards for References</a></li> <li>• <a href="#">Corporate Governance Guidelines</a></li> </ul>
<b>New Licence Application: Non-Bank Money Service Provider</b>	6 to 8 weeks	Refer to Guidelines.	<ul style="list-style-type: none"> <li>• <a href="#">General Information and Application Guidelines for Non-Bank Money Transmission Service Providers and Non-Bank Money Transmission Agents</a></li> <li>• <a href="#">Money Transmission Business Regulations, 2008</a></li> <li>• <a href="#">Banks and Trust Companies Regulation Act</a></li> <li>• <a href="#">Exchange Control Regulations</a></li> </ul>
<b>Registration of a Private Trust Company</b>	7 working days	Refer to Guidelines.	<ul style="list-style-type: none"> <li>• <a href="#">General Information and Application Guidelines for Private Trust Companies &amp; Registered Representatives</a></li> <li>• <a href="#">Private Trust Companies Section 6 (1) BTCRA Exemption</a></li> <li>• <a href="#">Private Trust Companies (PTC) Legislation- (Central Bank of the Bahamas (Amendment Act), (Private Trust Company Regulations)</a></li> </ul>

## Indicative Timelines for Processing of Applications by Bank Supervision Department

Application Type	Processing Time Frame	Minimum Required Documents	Relevant Legislation/Policies/References
<b>Registration of a Money Transmission Agent</b>	4 to 6 weeks	Refer to Guidelines.	<ul style="list-style-type: none"> <li>• <a href="#">General Information and Application Guidelines for Non-Bank Money Transmission Service Providers and Non-Bank Money Transmission Agents</a></li> <li>• <a href="#">Money Transmission Business Regulations, 2008</a></li> <li>• <a href="#">Banks and Trust Companies Regulation Act</a></li> </ul>
<b>Registration of a Non – Licensee Registered Representative</b>	4 to 6 weeks	Refer to Guidelines.	<ul style="list-style-type: none"> <li>• <a href="#">General Information and Application Guidelines for Private Trust Companies &amp; Registered Representatives</a></li> <li>• <a href="#">Private Trust Companies (PTC) Legislation- (Central Bank of the Bahamas (Amendment Act), (Private Trust Company Regulations)</a></li> </ul>
<b>Registration of an Exempt Person for Business Continuity</b>	7 working days	<ul style="list-style-type: none"> <li>• The terms of the Business Continuity Agreement</li> <li>• Written confirmation from the relevant regulator that the person is licensed, authorised or regulated by the relevant regulator.</li> <li>• A list of the name, address and occupation of any required person.</li> <li>• A copy of the Agreement.</li> <li>• Any other document or information considered relevant by the Central Bank.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Temporary Business Continuity Operations Regulations</a></li> </ul>
<b>Licence Upgrade/Downgrade</b>	7 to 10 working days	<ul style="list-style-type: none"> <li>• Board of Directors’ Resolution</li> <li>• Letter from Senior Executive of parent bank</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Section 4 of The Banks &amp; Trust Companies Regulation Act</a></li> </ul>

## Indicative Timelines for Processing of Applications by Bank Supervision Department

Application Type	Processing Time Frame	Minimum Required Documents	Relevant Legislation/Policies/References
		advising of the licence change (Branch). <ul style="list-style-type: none"> <li>• Original licence document.</li> <li>• Business rationale for the Licence upgrade or downgrade.</li> </ul>	
<b>Licence Expansion</b>	<b>7 to 10</b> working days	<ul style="list-style-type: none"> <li>• Board of Directors' Resolution.</li> <li>• Original licence document.</li> <li>• Business rationale for the licence expansion.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Section 4 of The Banks &amp; Trust Companies Regulation Act</a></li> </ul>
<b>Licence Amendment</b>	<b>7 to 10</b> working days	<ul style="list-style-type: none"> <li>• Board of Directors' resolution.</li> <li>• Original licence document.</li> <li>• Business rationale for the licence amendment.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Section 4 of The Banks &amp; Trust Companies Regulation Act</a></li> </ul>
<b>Change in Immediate Ownership</b>	<b>7 to 10</b> working days	<ul style="list-style-type: none"> <li>• Refer to Schedule of the Acquisition of Shares Regulations.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Section 6 of The Banks &amp; Trust Companies Regulation Act</a></li> <li>• <a href="#">Acquisition of Shares Regulations</a></li> <li>• <a href="#">Exchange Control Regulations</a></li> </ul>
<b>Change in Ultimate/Beneficial Ownership</b>	<b>7 to 10</b> working days	<ul style="list-style-type: none"> <li>• Request for continuation of the license under the new new/revised beneficial ownership .</li> <li>• Regulatory approvals from Home Regulator.</li> <li>• Certified copies of the Board of Directors' Resolution.</li> <li>• Organizational Group Chart</li> <li>• Background information on the new Beneficial Owner(s)</li> <li>• Any other document as required.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Section 4 of The Banks &amp; Trust Companies Regulation Act</a></li> </ul>

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<b>Mergers/Acquisitions</b>	<b>7 to 10</b> working days	<ul style="list-style-type: none"> <li>• Original licence document from the licensee that will be acquired.</li> <li>• Regulatory approvals from Foreign Regulators.</li> <li>• Certified copies of the Board of Directors' Resolutions from both entities sanctioning the merger/acquisition.</li> <li>• Certified copies of the Board of Directors' resolutions from both entities relating to the transfer of shares.</li> <li>• Rationale for the merger/acquisition.</li> <li>• Certificate of Merger between the entities.</li> <li>• Statements reflecting before and after financial position of the surviving/acquiring entity</li> <li>• Executed Merger Agreement or Sales Agreement</li> <li>• Articles of Merger between the two entities, duly stamped by the Registrar General's Department.</li> <li>• Organizational Group Chart – before and after Merger/Acquisition.</li> <li>• Details regarding branch closures and staff redundancies.</li> <li>• Outsourcing agreements.</li> <li>• Business Plan for the surviving/acquiring entity.</li> <li>• Details regarding the proposed Directors/Officers and Shareholders.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Section 6 of The Banks &amp; Trust Companies Regulation Act</a></li> <li>• <a href="#">Acquisition of Shares Regulations</a></li> <li>• <a href="#">Exchange Control Regulations</a></li> </ul>

## Indicative Timelines for Processing of Applications by Bank Supervision Department

Application Type	Processing Time Frame	Minimum Required Documents	Relevant Legislation/Policies/References
<b>Name Change</b>	<b>7 to 10</b> working days	<ul style="list-style-type: none"> <li>• Board of Directors' Resolution.</li> <li>• Letter from Senior Executive of parent bank advising of the name change.</li> <li>• Confirmation of Home Regulator's approval for the name change.</li> <li>• Original licence document.</li> <li>• Certificate of Name Change.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Section 4 of The Banks &amp; Trust Companies Regulation Act</a></li> </ul>
<b>Change in Financial Year-end</b>	<b>5</b> working days	<ul style="list-style-type: none"> <li>• Board of Directors' Resolution approving the change in year-end.</li> <li>• Letter from a senior executive of the parent bank confirming the change in year-end.</li> <li>• Rationale for the change.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Section 4 of The Banks &amp; Trust Companies Regulation Act</a></li> </ul>
<b>Filing Extensions of Audited Accounts/Publication</b>	<b>5</b> working days	<ul style="list-style-type: none"> <li>• Letter from Senior Management requesting the extension.</li> <li>• Rationale for the extension.</li> <li>• Draft financials for the year of requested extension (first thirty-day extension)</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Section 8 of The Banks &amp; Trust Companies Regulation Act</a></li> </ul>
<b>Publication of Accounts-Exemption</b>	<b>5</b> working days	<ul style="list-style-type: none"> <li>• Letter from Senior Management requesting the exemption.</li> <li>• Rationale for the exemption.</li> <li>• Draft financials of the year of requested exemption.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Annual Publication of Audited Accounts - Guidance Notes</a></li> </ul>
<b>Request for a waiver from publishing the Notes to the Financial Statements</b>	<b>5</b> working days	<ul style="list-style-type: none"> <li>• Written request for a waiver.</li> <li>• Copy of the audited financial statements and notes of the year of requested waiver.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Annual Publication of Audited Accounts - Guidance Notes</a></li> </ul>

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<b>Change of Physical Address/Registered Office</b>	5 working days	<ul style="list-style-type: none"> <li>• Certified copy of the Board of Directors' Resolution approving the change in physical address and or registered office.</li> <li>• Confirmation from licensee of the rationale for the change in physical address and or registered office.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Section 4 of The Banks &amp; Trust Companies Regulation Act</a></li> </ul>
<b>Appointment of Approved Persons</b>	10 working days	<ul style="list-style-type: none"> <li>• Curriculum Vitae.</li> <li>• Two Character References.</li> <li>• One Financial Reference.</li> <li>• Police Certificate.</li> <li>• Identification Document.</li> <li>• Confidential Statement.</li> <li>• Board of Directors' Resolution</li> <li>• Certified copies of relevant diplomas in support of MLRO appointment (MLRO appointment only).</li> <li>• Organizational Chart showing the reporting relationships.</li> <li>• Net worth statements (in the case of new Shareholders).</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Fit &amp; Proper Guidelines</a></li> <li>• <a href="#">Fit and Proper Guidelines - Money Laundering Reporting Officers</a> (MLRO appointments only)</li> <li>• <a href="#">Minimum Standards for References</a></li> <li>• <a href="#">Confidential Statement Blank Form</a></li> <li>• <a href="#">Banks and Trust Companies (New Appointments) Regulations, 2005</a></li> <li>• <a href="#">Corporate Governance Guidelines</a></li> </ul>
<b>Surrender of Licence</b>	10 working days	<ul style="list-style-type: none"> <li>• See Guidelines (should be followed where applicable for Surrenders) in addition to:                             <ul style="list-style-type: none"> <li>– Written confirmation from licensee requesting the Surrender of its licence.</li> <li>– Original licence</li> <li>– Board of Directors' Resolution.</li> <li>– Final Liquidator's Report or External</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Banks and Trust Companies Regulation Act</a> section 18 (1) (A)</li> <li>• <a href="#">Liquidation &amp; Revocation Guidelines</a></li> </ul>



## Indicative Timelines for Processing of Applications by Bank Supervision Department

Application Type	Processing Time Frame	Minimum Required Documents	Relevant Legislation/Policies/References
		Auditor's confirmation that the assets and liabilities have been transferred and/or settled.	
<b>Removal of A PTC from The Register</b>	7 working days	<ul style="list-style-type: none"> <li>Written request from the Registered Representative to have the PTC removed from the register.</li> <li>Shareholder's resolution to cease operations as PTC and if company no longer will be in existence resolution should reflect decision to dissolve.</li> <li>If applicable, evidence of both dissolution of company and that it was removed or struck off the Companies Register.</li> <li>Companies remaining in existence as non-PTC companies should submit Registrar General's certified filed copies of amended memo and arts reflecting the removal of trust business from those documents.</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">General Information and Application Guidelines for Private Trust Companies &amp; Registered Representatives</a></li> </ul>
<b>Outward Authorizations</b>	10 working days	<ul style="list-style-type: none"> <li>See Guidelines</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Guidelines on Establishment of Overseas Branches and Subsidiaries</a></li> </ul>
<b>Increase in Capital</b>	7 to 10 working days	<ul style="list-style-type: none"> <li>Secretarial Certificate/Board Resolution.</li> <li>Capital Plan (inclusive of before and after capital adequacy ratios)</li> <li>Refer to section on Approved Person, if capital increase would result in the issuance of shares to new shareholders</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Section 6 of The Banks &amp; Trust Companies Regulation Act</a></li> <li><a href="#">Exchange Control Regulations</a></li> <li><a href="#">Capital Adequacy Guidelines</a></li> </ul>

## Indicative Timelines for Processing of Applications by Bank Supervision Department

Application Type	Processing Time Frame	Minimum Required Documents	Relevant Legislation/Policies/References
<b>Reduction of Capital</b>	<b>7 to 10</b> working days	<ul style="list-style-type: none"> <li>• Secretarial Certificate/Board Resolution;</li> <li>• Capital Plan (inclusive of before and after capital adequacy ratios);</li> <li>• Latest quarterly unaudited financial statement.</li> <li>• Business rationale for capital decrease.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Section 4 of The Banks &amp; Trust Companies Regulation Act</a></li> <li>• <a href="#">Capital Adequacy Guidelines</a></li> </ul>
<b>Dividend Payments</b>	<b>5 to 7</b> working days	<ul style="list-style-type: none"> <li>• Board of Directors' Resolution</li> <li>• Letter from Senior Executive advising of a comprehensive risk assessment: adequacy of provisioning, liquidity and capital; and</li> <li>• Particulars of the dividend payment.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Section 6 of The Banks &amp; Trust Companies Regulation Act</a></li> <li>• <a href="#">Payment of Dividend Regulation</a></li> <li>• <a href="#">Governor's Letters on Forward Looking Provisions and Dividends (15/11/09 &amp; 11/05/10)</a></li> </ul>
<b>Large Exposures</b>	<b>5 to 7</b> working days	<ul style="list-style-type: none"> <li>• Letter of application, inclusive of the purpose of the loan exposure, the sector/category, and the maturity date of the loan.</li> <li>• Board of Director's resolution, approving the credit facility.</li> <li>• Type of securities to be pledged, ratings, and country of origin of securities to be held as collateral, in support of the loan.</li> <li>• A copy of Board-approved current Large Exposure Policy.</li> <li>• The basis on which principals of the bank consider that the security holdings are marketable.</li> <li>• Confirmation that aggregate large exposures would not exceed 800% of the licensee's total</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Banks and Trust Companies (Large Exposures) Regulations, 2006</a></li> <li>• <a href="#">Large Exposure Guidelines</a></li> </ul>

## Indicative Timelines for Processing of Applications by Bank Supervision Department

Application Type	Processing Time Frame	Minimum Required Documents	Relevant Legislation/Policies/References
		capital base at any given time.	
<b>Exemption to Related or Single Party Norms</b>	<b>5 to 7</b> working days	<ul style="list-style-type: none"> <li>• Letter of Comfort from the parent bank.</li> <li>• A copy of the Board of Directors' Resolution authorizing the large exposure waiver with the Parent Company.</li> <li>• Confirmation that the aggregate large exposures would not exceed 800% of the licensee's total capital base at any given time.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Banks and Trust Companies (Large Exposures) Regulations, 2006</a></li> <li>• <a href="#">Large Exposure Guidelines</a></li> <li>• <a href="#">Guidelines on Letters of Comfort</a></li> </ul>
<b>Outsourcing of Material Function</b>	<b>15</b> working days	<ul style="list-style-type: none"> <li>• Copy of Service Level Agreement.</li> <li>• Board of Directors' resolution authorizing approval for the SLA.</li> <li>• A statement certifying that the agreement complies with and covers Bahamian statutory requirements on anti-money laundering and record keeping procedures and practices.</li> <li>• A statement certifying that the licensee will continue to comply with the physical presence requirements set out in the Guidelines for Minimum Physical Presence Requirements for Banks and Trust Companies licensed in The</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Guidelines on Letters of Comfort</a></li> </ul>

## Indicative Timelines for Processing of Applications by Bank Supervision Department

Application Type	Processing Time Frame	Minimum Required Documents	Relevant Legislation/Policies/References
		Bahamas. <ul style="list-style-type: none"> <li>• A statement certifying that the licensee will obtain prior consent from the clients in order to disclose client information to a third party; and;</li> <li>• Confirmation as to whether the outsourcing arrangement has been reviewed by the licensee’s legal counsel.</li> </ul>	
<b>Waiver/Exemption from Prudential Norms</b>	<b>7 working days</b>	<ul style="list-style-type: none"> <li>• Letter of application providing rationale</li> <li>• Letter of Comfort</li> </ul>	
<b>Draft Report of Examination</b>	<b>30 working days-</b> from completion of Onsite Work	-	
<b>Final Report</b>	<b>15 working days</b> from closing meeting (with licensee to discuss the draft RoE)	-	
<b>Response to Report of Examination Remediation</b>	<b>15 working days</b>	<ul style="list-style-type: none"> <li>• Letter from the licensee along with issues tracking log.</li> </ul>	
<b>Foreign/Local Regulator</b>	<b>5 working</b>	<ul style="list-style-type: none"> <li>• Letter from the Regulatory Agency.</li> </ul>	

## Indicative Timelines for Processing of Applications by Bank Supervision Department

Application Type	Processing Time Frame	Minimum Required Documents	Relevant Legislation/Policies/References
<b>Inquiry</b>	days		
<b>Share Transfers</b>	<b>7 to 10</b> working days	<ul style="list-style-type: none"> <li>• Secretarial Certificate/Board Resolution;</li> <li>• Capital Plan (inclusive of before and after capital adequacy ratios). Refer to section on Approved Person if capital increase would result in the issuance of shares to new shareholders</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Section 6 of The Banks &amp; Trust Companies Regulation Act</a></li> <li>• <a href="#">Exchange Control Regulations</a></li> </ul>
<b>Share Issuance</b>	<b>7 to 10</b> working days	<ul style="list-style-type: none"> <li>• Secretarial Certificate/Board Resolution</li> <li>• Due Diligence documents for new shareholders</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Section 6 of The Banks &amp; Trust Companies Regulation Act</a></li> <li>• <a href="#">Exchange Control Regulations</a></li> </ul>
<b>Acquisition of a business line</b>	<b>7 to 10</b> working days	<ul style="list-style-type: none"> <li>• Letter of notification and rationale.</li> <li>• Board of Directors' Resolution.</li> <li>• Revised Business Plan with three year financial projections.</li> <li>• Updated internal organizational chart to reflect any resulting changes.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Section 4 of The Banks &amp; Trust Companies Regulation Act</a></li> </ul>
<b>Request for Letter of Good Standing</b>	<b>5</b> working days	<ul style="list-style-type: none"> <li>• Letter requesting certificate.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Section 4 of The Banks &amp; Trust Companies Regulation Act</a></li> </ul>

## Matters requiring Licensee Notifications to the Central Bank

Notification	Minimum Required Documents	Relevant Legislation/Policies/References
Change in External Auditor	<ul style="list-style-type: none"> <li>Letter of notification</li> <li>Board of Directors' Resolution</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Guidelines on the Relationship Between External Auditors of Licensees and the Central Bank</a></li> </ul>
Appointment of Compliance Officer	<ul style="list-style-type: none"> <li>Letter of notification (In the case where the Compliance Officer is not the MLRO)</li> <li></li> </ul>	
Notification of Change in Operating Hours of Domestic Branches	<ul style="list-style-type: none"> <li>Letter of notification and rationale</li> <li>Board of Directors' Resolution</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Section 4 of The Banks &amp; Trust Companies Regulation Act</a></li> </ul>
Notification of Opening/Closure of Domestic Branch	<ul style="list-style-type: none"> <li>Letter of notification</li> <li>Board of Directors' Resolution</li> <li>Confirmation of Address</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Section 4 of The Banks &amp; Trust Companies Regulation Act</a></li> </ul>

**NB.** In the case of branch licensees, a letter authorising the change along with the rationale for same from Senior Executives of the Parent Bank should be submitted in lieu of the Board of Directors' Resolution for applications listed above, as applicable.