

**SCHEDULE 1**  
(to Standard No. RF.S.27)

**FORM A - APPLICATION LETTER**

**APPLICATION BY REGISTERED FUND FOR CANCELLATION OF REGISTRATION/  
VARIATION OF CONDITIONS GRANTED PURSUANT TO SECTION 254 OF THE ACT**

In terms of section 258(2) of the Financial Institutions and Markets Act, 2021 (Act No. 2 of 2021) (“the Act”) –

1. I, \_\_\_\_\_, the undersigned, being the principal officer or duly authorised person of \_\_\_\_\_ duly empowered thereto, hereby apply for –  
the voluntary cancellation of registration of the said registered fund, in terms of section 258(2) of the Act; or  
the variation of conditions subject to which the fund was registered pursuant to section 254 of the Act;
2. I submit with this application all the required documents as per Standard RF.S.5.27; and
3. If applicable, the proof of payment of the application fee as prescribed in Standard GEN.S.10.23 – Fees, is enclosed with the application.

**SIGNATURE OF PRINCIPAL OFFICER OR DULY AUTHORISED PERSON**

Full names: \_\_\_\_\_

Date: \_\_\_\_\_

Capacity: \_\_\_\_\_

**SCHEDULE 2**  
(to Standard No. RF.S.5.27)

**FORM B - APPLICATION FOR CANCELLATION/VARIATION OF REGISTRATION  
GRANTED PURSUANT TO SECTION 254 OF THE ACT**

**Application for** – (*indicate the type of application*)

**Cancellation**

**Variation**

**1. RETIREMENT / BEBECIARY FUND**

Full Name (of fund): .....

NAMFISA Registration Number: .....

**2. CONTACT DETAILS**

Physical address: .....

Postal address: .....

Tel. Work: .....

Fax No: .....

Email: .....

### 3. DETAILS OF PRINCIPAL OFFICER

First Names: .....

Surname: .....

ID/Passport No: .....

Nationality: .....

Physical address: .....

Postal Address: .....

Tel. Work: .....

Email address: .....

### 4. DETAILS OF BOARD OF TRUSTEES

Name	Nationality	Elected/Appointed

Name of the Board Chairperson: .....

Board committees	Name of Chairperson(s) of committee(s)

### 5. NAME OF AUDITOR

.....

Name of professional regulatory body: .....

Membership No.: .....

### 6. NAME OF VALUATOR

.....

**7. NAME OF ADMINISTRATOR**

.....

**8. BOARD RESOLUTION**

8.1 Date when the special resolution was passed .....

8.2 Effective date of cancellation or variation .....

8.3 Furnish full reason(s) why the special resolution in question 8.1 was passed:  
 .....  
 .....

**9. CANCELLATION/VARIATION SPECIFIC INFORMATION**

9.1 Is the fund cancelling its registration, or varying its conditions for registration?

Cancellation	
Variation	

9.2 In case of variation of conditions for registration, please indicate the conditions for which variation is sought below.  
 .....  
 .....

9.3 Does the fund have any liabilities at the time of cancelling/variation?

Yes	
No	

9.4 If the answer is yes, kindly furnish full details of the arrangements that the fund has made to meet all its liabilities.  
 .....  
 .....

9.5 Did the fund inform its Auditor and Valuator of this notification?

Yes	
No	

9.6 If the answer is No, kindly explain.  
 .....  
 .....

**10. LIQUIDATOR’S DETAILS (IF APPLICABLE)**

Full name(s) of Liquidator .....

Identity number of Liquidator .....

Appointed date of Liquidator .....

Completion date of Liquidation .....

Total assets at the date the Liquidator is appointed .....

Total liabilities at the date the Liquidator is appointed .....

Total assets on the final date of liquidation .....

Total liabilities on the final date of liquidation .....

Total liquidator's fee (amount and percentage) .....

## 11. ATTACHMENTS REQUIRED

Letter requesting for cancellation/variation of conditions to NAMFISA  
 Original certificate of registration (declaration under Oath where original lost)  
 Proof of settlement of liabilities  
 A certificate by the Auditor and Valuator respectively stating that the fund has no liabilities (where there is liability, furnish further details as would be directed by NAMFISA)  
 Copy of Board resolution for voluntary cancellation or variation decision  
 Bank letter confirming the closure of the bank account(s), three months after cancellation, if applicable  
 Resolution for change of objectives (if applicable)  
 Proof of communication in relation to 9.5  
 Proof of communication to members  
 If applicable, proof of payment of the prescribed application fee

### SIGNATURE OF PRINCIPAL OFFICER OR DULY AUTHORISED PERSON

By signing the document, I confirm that all the information contained in this application is true and correct and can be relied upon and I have disclosed all necessary material information that may be required by NAMFISA.

Full Name: \_\_\_\_\_

Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_