

**Information Package: Procedures & Requirements for  
Registration of Principal Advisers**

**Requirements:**

1. The applicant should fill **FORM-** (Attached to the Guidelines on Principal Advisers). The following accompanying documents should be included in the application:
  - a. Curriculum Vita
  - b. Two (2) passport size photos
  - c. Accredited and Certified copies of the formal qualifications and training attended
  - d. Completed Clearance Form (Clearance Form available from the Authority)
2. The principal Advisers Examination fee is MRF 250 and should be submitted to the CMDA along with the application form.

**Eligibility to Act as Principal Advisers**

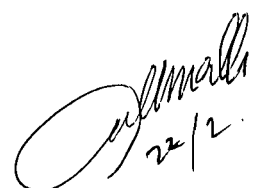
3. Has completed Association of Chartered Certified Accountants (ACCA), Chartered Institute of Management Accountants (CIMA), Certified Public Accountants (CPA) or a similar accounting, auditing or finance qualification : or
4. Has obtained a Master degree in Accounting and (or) Finance, or a similar qualification which the Authority deems fit for the purpose of acting as a Principal Advisers **AND**
5. Has at least 5 (five) years of relevant experience **AND**
6. Has passed an examination set by the Authority for this purpose, **AND**
7. Fulfill the Fit & Proper requirement set by the Authority.

**Registration / Renewal and Fees**

8. Any Person applying to register in the approval list shall submit to the Authority the information required in Schedule specified in these Guidelines.
9. Principal Advisers shall apply for renewal every 2 (two) years, through the prescribed Form on the schedule
10. An Annual Fee of **MRF 1200** (one thousand two hundred) per year shall be paid to the Authority (on pro rata basis).

**CONTINUING OBLIGATIONS OF PRINCIPAL ADVISERS**

11. An Approved Principal Adviser shall maintain confidentiality of information disclosed by the client at all times.
12. An Approved Principal Adviser shall ensure that there is no conflict of interest on the part of the Principal Adviser in accepting engagements and later, discharging the responsibilities.
13. The Principal Adviser shall notify the Authority in writing after accepting an engagement from a client.
14. An Approved Principal Adviser shall cooperate with the Authority in the process of reviewing corporate proposals.
15. An Approved Principal Adviser shall abide by the Code of Conduct issued by the Authority.

  
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