

CONSOLIDATED TEXT

Pursuant to Article 158-j, Point 1), and in relation to Article 112, Paragraph (1) of the Law on Insurance Supervision (Official Gazette of the Republic of Macedonia Nos. 27/02, 84/02, 98/02, 33/04, 88/05, 79/07, 08/08, 88/08, 56/09, 67/10 and 44/11), the Council of Experts of the Insurance Supervision Agency adopted the following

RULEBOOK

ON THE REQUIRED DOCUMENTATION FOR OBTAINING A WORK LICENCE AS A CERTIFIED ACTUARY

General Provisions

Article 1

- (1) This Rulebook prescribes the required documentation for obtaining a work licence as a certified actuary by the Insurance Supervision Agency (hereinafter: the Agency) pursuant to the Law on Insurance Supervision.

Required Documentation To Be Enclosed with the Application for Obtaining a Work Licence as a Certified Actuary

Article 2

- (1) For a work licence as a certified actuary to be issued, an application for obtaining a work licence as a certified actuary shall be submitted to the Agency in the corresponding form prescribed, which is herewith attached as Annex 1 to this Rulebook.
- (2) Enclosed with the application referred to in Paragraph (1) of this Article, the person shall also submit the following documentation:
1. Diploma or a transcript of records for a completed higher education;
 2. Certificate of passed professional examination required to work as a certified actuary;
 3. Certificate of acquired one-year work experience in the field of insurance or insurance supervision;
 4. **Repealed by Decision of the Constitutional Court T No. 130/2011 dated 02.05.2012 (Official Gazette of the Republic of Macedonia No. 60/2012”);**
 5. A statement that the person has not executed a function of a person with special rights and responsibilities in an insurance undertaking or another legal entity that has a bankruptcy procedure imposed on them;
 6. A statement that the person does not have their work licence as a certified actuary

- revoked;
7. Evidence of payment for the fee of issuing the work licence as a certified actuary in accordance with the Terrif Book of the Agency;
 8. ID card or passport for inspection.

Form of Submission of Documentation

Article 3

- (1) The documentation referred to in Article 2, Paragraph (2) of this Rulebook that is enclosed with the application for issuance of a work licence as a certified actuary shall be in original or a copy authenticated by a competent person (notary public). In case a document that is to be submitted is in another language, along with the original or the copy authenticated by a notary public, a translation into Macedonian rendered by a certified court interpreter and authenticated by a competent person (notary public) shall be submitted.
- (2) All documents, certificates and statements that constitute an integral part of the documentation that is to be enclosed with the application for issuance of a work licence as a certified actuary, pursuant to Points 4, 5 and 6 of Article 2, Paragraph (2) of this Rulebook, shall not be older than six months before the day of submission of the application for issuance of the licence.
- (3) The Agency shall consider the application for issuance of a work licence as a certified actuary referred to in Article 2, Paragraph (1) of this Rulebook with the complete documentation. The complete documentation shall mean the documentation prescribed in Article 2, Paragraph (2) of this Rulebook.

Deciding on the Application for Obtaining Work Licence as Certified Actuary

Article 4

- (1) When deciding on the application referred to in Article 2, Paragraph (1) of this Rulebook, the Agency shall assess whether the person meets the requirements set forth in the Law on Insurance Supervision.
- (2) Based on the assessment referred to in Paragraph (1) of this Article, the Agency shall adopt a resolution for issuance of a work licence as a certified actuary within a period of two months from the day of submission of the application with the complete documentation pursuant to Article 224, Paragraph (2) of the Law on Insurance Supervision.

Final Provisions

Article 5

- (1) The Agency shall maintain a register of persons who have obtained a work licence as a

certified actuary, as well as of persons whose work licence as a certified actuary has been revoked.

Article 6

(1) This Rulebook shall enter into force on the day of its promulgation in the Official Gazette of the Republic of Macedonia.

No. 0201-2897/3

11.08.2011

Skopje

President of the Council of Experts,

Dr. Klime Poposki

Annex 1

INSURANCE SUPERVISION AGENCY

**APPLICATION
FOR OBTAINING A WORK LICENCE AS A CERTIFIED ACTUARY**

Name and surname of the applicant:	
Date and place of birth:	
ID Card No.:	
Nationality:	
Residential address (as in ID Card):	
Telephone:	
Fax:	
E-mail:	
Occupation:	
Level and course of professional qualification:	
Employed with:	

I _____ (name and surname of the physical person) hereby declare, under full moral, material and criminal liability that:

- 1) The data and the information contained within this application, and the entire documentation that I am enclosing with the application for obtaining a work licence as a certified actuary are accurate and do not contain falsified data and documents.
- 2) In case of change in my personal data (including the address), I will inform the Agency within 3 (three) working days thereof; Otherwise, any delivery by the Agency to the applicant shall be deemed duly executed to the address provided in the application.
- 3) Will ensure compliance with the adopted laws and bylaws, and supervisory standards of the Agency, implement the measures imposed by the Agency and deliver all the data and the information requested by the Agency for the purpose of performing efficient supervision.

I hereby give consent for my personal data provided in this application to be registered, processed, updated, and published for the purposes of the Agency. I am aware that the data provided in this application are protected under the Law on Personal Data Protection and they shall be used in accordance with the legal regulations in force.

In Skopje, on _____ .

Signature by the applicant _____