



National Bank of Ethiopia
Insurance Supervision Directorate

Types of services delivered to customers	Requirements/conditions needed from customers to get the service ♦	Standard execution time for the service
1. Licensing of insurer	<ul style="list-style-type: none"> ✓ It should be formed as Share Company; ✓ The share capital should not be less than: <ul style="list-style-type: none"> ➤ Birr 3,000,000.- for general insurance business; ➤ Birr4,000,000.- for long-term insurance business; ➤ Birr7,000,000.- if the business to be done is both general and long term insurance business; ✓ The capital should be fully paid-up in cash and deposited in a blocked bank 	42 working days

♦ Note that these requirements/conditions are subject to change any time

* All meeting minutes shall be prepared in accordance with the commercial code of Ethiopia (CCE) and standard checklist issued by NBE

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	<p>account in the name of the company under formation;</p> <ul style="list-style-type: none"> ✓ The company shall be wholly owned by Ethiopian Nationals and/or organizations wholly owned by Ethiopian Nationals; ✓ No person shall hold more than twenty per cent (20%) of the company's share with his/her spouse and/or any person who is below the age of 21 and related to him consanguineously in the first degree relationship; ✓ The board directors and principal officers should meet the standard set by the National Bank; ✓ Criteria for selection of Chief Executive Officer: <ul style="list-style-type: none"> ➤ A minimum of first degree or equivalent in relevant field acquired from a university or higher institution of learning; ➤ A minimum of ten years of reputable managerial experience in insurance or related business; ➤ A minimum of 35 years of age; ➤ Preferably be married or responsible to a family. ✓ Criteria for selection of Members of Board of Directors: <ul style="list-style-type: none"> ➤ A minimum of completion of high school education with ability to read and grasp contents of reports, especially financial statements; ➤ Adequate managerial experience in business and/or similar organizations; ➤ A minimum of 30 years of age. ✓ Duly completed prescribed application form and enclosures to be submitted: 	

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	<ul style="list-style-type: none"> ➤ Confirmation from Ministry of Trade on the proposed name of the company under formation; ➤ Evidence of paid-up capital from the Bank/s that maintained blocked subscription account/s in favor of the company under formation; ➤ Copy of minutes of founders meeting; ➤ List of all shareholders indicating their names, nationality, full addresses, number of shares subscribed, number and values of shares paid-up; ➤ Disclosure of identity of shareholders who acquired more than 10% of the capital stock indicating their names, nationality, full address, number of shares subscribed, number and values of shares paid; ➤ Two copies of memorandum and articles of association (both Amharic & English Versions); ➤ Two copies of feasibility study document including projection of financial statements for at least the first three years of operation; ➤ One copy of proposed organizational chart and brief description of the functions of the main organization units; ➤ One copy of reinsurance program; ➤ Curriculum vitae and original and copies of credentials of proposed CEO, members of Board of Directors, founders and/or organizers; ➤ One photographs of each of the board of directors and four photographs of CEO; ➤ Two copies of insurance policy, endorsements, proposal forms, premium 	

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	<p>rates and commission payable on all classes of business to be transacted;</p> <ul style="list-style-type: none"> ➤ Evidence of payment of investigation fee of Birr1,750 at the time of lodging application; ➤ Evidence of payment of licensing fee of Birr 2,000 if the company is licensed to undertake general or long-term insurance business; ➤ Evidence of payment of licensing fee of Birr3,000 if the company is licensed to undertake both general and long term insurance business; ➤ Coy of tax payer registration certificate. ➤ 	
2. Renewal of insurance company license	<p>Official written request for renewal and enclosures are:</p> <ul style="list-style-type: none"> ➤ Original license; ➤ Evidence of payment of Birr2,000 if the company is licensed to undertake general or long-term insurance business or Birr3,000 if the company is licensed to undertake both general and long-term insurance businesses; ➤ Evidence of payment of Birr500 penalty if the company failed to apply for the renewal of its business license with in one month after expiry date of the license. 	1 hour
3. Authorization of insurance company branch	<ul style="list-style-type: none"> ✓ Official request of the company to obtain branch license; ✓ Copy of registered rent agreement; ✓ Evidence of the payment of licensing fee of Birr500. 	2 hours

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4. Licensing of new insurance sales agent	<ul style="list-style-type: none"> ✓ The applicant: <ul style="list-style-type: none"> ➤ be an Ethiopian national; ➤ shall at least have completed general secondary school level of education or equivalent; ➤ shall attend compulsory insurance sales agency training or must have, at least, five years experience obtained through working in the underwriting and/or claims department of an insurance company; ➤ shall maintain professional indemnity insurance cover of Birr20,000 .- in respect of each main line of insurance agency he/she is applying for; ➤ has not been convicted by court of law in any country, for an offense involving dishonesty; ✓ Duly completed prescribed application form and enclosures: <ul style="list-style-type: none"> ➤ Curriculum vitae and original and copies of educational qualification and work experience documents of the applicant; ➤ Two photographs; ➤ Professional indemnity insurance policy for Birr20,000.- in respect of each main line of insurance agency he/she is applying for; ➤ Letter from the insurance company; ➤ Evidence of payment of investigation fee of Birr300 and licensing of Birr250; ➤ Copy of tax payer registration certificate (TIN) issued by respective revenue office. 	45 minutes

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5. Renewal of insurance sales agent license	<p>✓ Duly completed application form (prescribed) and enclosures:</p> <ul style="list-style-type: none"> ➤ Original license; ➤ Renewed professional indemnity policy or new policy in case the policy is not renewed on-time; ➤ Tax clearance from respective revenue office and/or copy of tax payer registration certificate (TIN) (If not previously filed); ➤ Certificate of attendance of refreshment course, as applicable; ➤ Evidence of payment of renewal fee of Birr250; ➤ Evidence of payment of penalty of Birr200 in case the agent failed to renew his/her license with in one month after expiry date of the license. 	20 minutes
6. Licensing of new insurance broker	<p>✓ The applicant shall:</p> <ul style="list-style-type: none"> ➤ be an Ethiopian National or a business organization fully owned by Ethiopian Nationals; ➤ Chief Executive Officer of an insurance broking firm shall: <ul style="list-style-type: none"> ▪ hold at least a diploma in insurance or any one of the business related fields from an institute, college or university acceptable to the Bank; and ▪ a minimum of eight years reputable managerial experience acquired through working at the head office of an insurance company with responsibility to oversee operational areas of underwriting and claims. 	<ul style="list-style-type: none"> ➤ 3 working days for individual broker ➤ 8 working days for firm

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	<ul style="list-style-type: none"> ➤ An individual insurance broker, or in case of a broking firm, a chief executive officer or a partner or a shareholder, and/or his/her spouse and/or any other person who is related to him/her and/or his spouse consanguineously in the first degree relationship shall not have any equity interest in any insurance company or loss adjusting or a firm of actuaries. ➤ maintain professional indemnity insurance cover of Birr1,000,000; ➤ have not been convicted by court of law, in any country, for an offense involving dishonesty; ✓ Duly completed prescribed application form with enclosures which include: <ul style="list-style-type: none"> ➤ Curriculum vitae and original and copies of educational qualification and work experience documents of the applicant; ➤ Four photographs; ➤ Professional indemnity insurance policy of Birr1,000,000; ➤ Memorandum and articles of association (in case of general partnership) ➤ Evidence of payment of investigation fee of Birr550 and licensing fee of Birr1,000; ➤ Copy of tax payer registration certificate (TIN) issued by respective revenue office. 	
7. Renewal of insurance broker license	<ul style="list-style-type: none"> ✓ Application letter for renewal of license and enclosures: <ul style="list-style-type: none"> ➤ Original license; 	30 minutes

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	<ul style="list-style-type: none"> ➤ Renewed professional indemnity insurance policy with a sum insured of Birr 1,000,000 or triple times of the commission income generated in the preceding accounting year whichever is higher; ➤ Copy of financial statements for the last accounting year prior to renewal of professional indemnity policy; ➤ Copy of tax payer registration certificate from respective revenue office (if not previously filed); ➤ Evidence of payment of renewal fee of Birr1,000; ➤ Evidence of payment of penalty of Birr500 in case the broker failed to renew his/her license with in one month after expiry date of the license; 	
8. Licensing of new loss assessor	<ul style="list-style-type: none"> ✓ The applicant shall: <ul style="list-style-type: none"> ➤ be an Ethiopian National; ➤ hold a diploma in the field from institutions acceptable by the Bank and sufficient experience in the field he/she is applying for loss assessor license; ➤ hold a diploma from The Chartered Institute of Loss Adjusters or institutes with similar status who provide professional qualification in the loss adjusting for loss adjusting license; ➤ Also be organized in the form of general partnership having unlimited liability; ➤ maintain professional indemnity insurance cover for Birr100,000; 	<ul style="list-style-type: none"> ➤ 3 working days for individual ➤ 8 working days for firm

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	<ul style="list-style-type: none"> ➤ not be convicted of an offense involving dishonesty or fraud, whether in Ethiopia or elsewhere; ✓ Duly completed prescribed application form and enclosures: <ul style="list-style-type: none"> ➤ Curriculum vitae and original and copies of educational qualification and work experience documents of the applicant; ➤ Four photographs; ➤ Professional indemnity insurance policy of Birr100,000; ➤ Memorandum and articles of association (in case of general partnership); ➤ Evidence of payment of investigation fee of Birr300 and licensing fee of Birr250; ➤ Copy of tax payer registration certificate (TIN) issued by respective revenue office. 	
9. Licensing of new loss adjuster	<ul style="list-style-type: none"> ✓ The applicant shall: <ul style="list-style-type: none"> ➤ be an Ethiopian National; ➤ hold a diploma from The Chartered Institute of Loss Adjusters or institutes with similar status who provide professional qualification in the loss adjusting for loss adjusting license; ➤ Could also be organized in the form of general partnership having unlimited liability; ➤ maintain professional indemnity insurance cover for Birr100,000; ➤ not be convicted of an offense involving dishonesty or fraud, whether in 	<ul style="list-style-type: none"> ➤ 3 working days for individual ➤ 8 working days for firm

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	<p>Ethiopia or elsewhere;</p> <ul style="list-style-type: none"> ✓ Duly completed prescribed application form and enclosures: <ul style="list-style-type: none"> ➤ Curriculum vitae and original and copies of educational qualification and work experience documents of the applicant; ➤ Four photographs; ➤ Professional indemnity insurance policy of Birr100,000; ➤ Memorandum and articles of association (in case of general partnership); ➤ Evidence of payment of investigation fee of Birr300 and licensing fee of Birr250; ➤ Copy of tax payer registration certificate (TIN) issued by respective revenue office. 	
10. Licensing of new actuary	<ul style="list-style-type: none"> ✓ The applicant shall: <ul style="list-style-type: none"> ➤ be an Ethiopian National; ➤ hold a degree/diploma from Institute of Actuaries (London) or Faculty of Actuaries (Scotland) or Society of Actuaries (USA) or degree or diploma acquired from professional institutions with similar status; ➤ maintain professional indemnity insurance cover of Birr100,000; ➤ not have been convicted of an offense involving dishonesty or fraud, whether in Ethiopia or elsewhere; ✓ Duly completed prescribed application form and enclosures: <ul style="list-style-type: none"> ➤ Curriculum vitae and original and copies of educational qualification documents of the applicant; 	3 working days

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	<ul style="list-style-type: none"> ➤ Four photographs; ➤ Professional indemnity insurance policy for Birr100,000; ➤ Evidence of payment of investigation fee of Birr300 and licensing fee of Birr250; ➤ Copy of tax payer registration certificate (TIN) issued by respective revenue authority. 	
11. Renewal of loss assessor/loss adjuster/actuary license	<ul style="list-style-type: none"> ✓ Application letter for renewal of license and enclosures: <ul style="list-style-type: none"> ➤ Original license; ➤ Renewed professional indemnity insurance policy; ➤ Copy of tax payer registration certificate (if not previously filed) from respective Revenue Authority; ➤ Evidence of payment of renewal fee of Birr250; ➤ Evidence of payment of penalty of Birr150 in case the loss assessor or loss adjuster or actuary failed to renew his/her license with in one month after expiry date of the license. 	30 minutes
12. Licensing of new insurance surveyor	<ul style="list-style-type: none"> ✓ The applicant shall: <ul style="list-style-type: none"> ➤ be an Ethiopian National; ➤ at least have a diploma from poly-technique or similar institute in the profession he/she is applying for; ➤ have a diploma in insurance from recognized insurance institute and/or at least have seven years relevant experience in insurance, specifically in 	<ul style="list-style-type: none"> ➤ 3 working days for individual ➤ 8 working days for firm

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	<p>underwriting and claims;</p> <ul style="list-style-type: none"> ➤ Could also be organized in the form of general partnership having unlimited liability; ➤ maintain professional indemnity insurance cover of Birr50,000; ➤ not have been convicted of an offense involving dishonesty or fraud, whether in Ethiopia or elsewhere; ➤ not have any equity interest in any insurance company, broking firm, loss adjusting or loss assessing firm; <p>✓ Duly completed prescribed application form and enclosures:</p> <ul style="list-style-type: none"> ➤ Curriculum vitae and original and copies of educational qualification and work experience documents of the applicant; ➤ Four photographs; ➤ Memorandum and articles of association (in case of general partnership); ➤ Professional indemnity insurance policy for Birr50,000; ➤ Memorandum and articles of association (in case of general partnership) ➤ Evidence of payment of investigation fee of Birr300 and licensing fee of Birr500; ➤ Copy of tax payer registration certificate (TIN) issued by respective revenue office. 	
13. Renewal of insurance surveyor	<p>✓ Application letter for renewal of license and enclosures:</p> <ul style="list-style-type: none"> ➤ Original license; 	30 minutes

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license	<ul style="list-style-type: none"> ➤ Renewed professional indemnity insurance policy; ➤ Copy of tax payer registration certificate (if not previously filed) from respective revenue office; ➤ Evidence of payment of renewal fee of Birr500; ➤ Evidence of payment of penalty of Birr150 in case the insurance surveyor failed to renew his/her license with in one month after expiry date of the license. 	
14. Approval of newly appointed CEO and Board of Directors (BoD)	<ul style="list-style-type: none"> ✓ Request for approval of appointment of board of directors and CEO shall be accompanied by: <ul style="list-style-type: none"> ➤ Copy of signed minutes of annual general meeting of shareholders in which the new board of directors are appointed; ➤ Copy of signed minutes of board of directors in which the new CEO is appointed; ➤ Signed curriculum vitae, educational and work experience credentials (original & copies) of newly elected members of board of directors and/or CEO; ➤ Signed confirmation that the newly elected member of board of directors of insurers does not have a sit on the board of any other financial institutions; ➤ One photograph each of newly elected members of BoD; ➤ Two photographs of the CEO. 	2 working days
15. Approval of	<ul style="list-style-type: none"> ➤ Signed minutes prepared as per the prescribed format; 	2 working days

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minutes	<ul style="list-style-type: none"> ➤ Duly signed copy of attendance sheet; ➤ Duly completed prescribed format showing the share transfers made during the year; ➤ Other relevant documents presented for the meeting; ➤ Four copies of the minutes not signed together with attendance sheet (if the minutes needs to be registered); 	
16. Provide advisory service	<ul style="list-style-type: none"> ➤ Based on request 	
17. Provision of information	<ul style="list-style-type: none"> ➤ Application or support letter ➤ Requested information shall not be a classified/confidential information 	

Contact Address and Contact Team

Contact Address – Insurance Supervision Directorate

Contact Team - Policy and Licensing Team

Tel - 251-1-11517 50 69

251-1-11517 50 60

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