GOLD SEAL Assisting Beyond Expectation

AFS Licensing Process

	ASIC Requirements / Process	Gold Seal Services
Preparation	Applicant prepares documented policies and procedures covering: ▪ Compliance ▪ Outsourcing ▪ Risk management ▪ HR management ▪ IT management ▪ Organisational competence ▪ Financial management ▪ Conflicts management ▪ Complaints (Retail Clients)	Gold Book HR Manual Project Planning / Scoping Project Management / Preparation of Policies and Procedures
	Applicant appoints Responsible Managers with required skills and expertise.	Responsible Manager MasterClass and Managing Compliance Systems Responsible Managers - Criminal History and Bankruptcy Checks Responsible Managers - Alternative 5 Submissions
	Applicant applies for AFS licence online.	Review Licence Application
	Applicant prepares and submits Core / Additional Licence Proofs.	Preparation and Review of Licence Proofs
Lodgement	ASIC appoints Licensing Analyst.	
	ASIC reviews Application and Licence Proofs to check the correct documents are lodged.	
	ASIC makes requisitions (questions relating to the documents lodged). May require Additional Proofs.	Assistance with responses to ASIC requisitions.
	Applicant responds to requisitions and provides Additional Proofs.	
	ASIC may make further requisitions.	
	If licence to be granted, ASIC supplies draft licence and conditions to Applicant.	
	Applicant signifies acceptance of licence conditions.	
	ASIC grants AFS licence.	