

Transition Roadmap Appointing Robus as your Captive Manager



Managing a transition to Robus Group is a straightforward process, where with the support of your outgoing Insurance Manager, your time and administration is kept to a minimum. Robus will do the heavy lifting.

STEP 1: Structure & Strategy

- + Client decides to appoint Robus
- + Robus completes all KYC activity
- + Client Informs Incumbent Manager & issues notice
- + Robus meets Incumbent Manager for practical handover
- + Incumbent Manager requests consent for change from GFSC & when received, effective date agreed
- + Board Resolution approving, Board composition, registered office, Co Sec and registered agent
- + Incumbent Manager notifies relevant parties of change
- + Physical handover of files to Robus by Incumbent Manger
- + Robus take over Resident Agent role & registered office updated

STEP 2: Finance, Accounting & Treasury

- + Financial year end confirmed and contact made with Auditors
- + Bank account details obtained and Client transfers bank mandate

STEP 3: Contracts

- + Robus provides draft Insurance Management Agreement
- + Once agreed Insurance Management Agreement executed
- + Draft and agree Service Level Agreement if required
- + Copy NED agreements obtained

STEP 4: Risk Management

- + Robus prepares draft risk register
- + Robus updates Business Continuity Plan
- + Robus prepares draft Compliance Manual
- + Directors & Officers Insurance confirmed

STEP 5: Board Meetings

- + Date of first post-transition agreed
- + Robus prepare board pack

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