

QUESTIONNAIRES FOR THE “FIT AND PROPER” TEST FOR BANCASSURANCE
PRINCIPAL OFFICER / SPECIFIED PERSONS

(Made under regulation 4(3) (e))

INSTRUCTIONS FOR COMPLETING THE QUESTIONNAIRE

1. This questionnaire shall apply to all persons seeking authorization to be Bancassurance principal officer or specified persons in accordance with these Regulations. .
2. The questionnaire assesses the applicant’s prospective principal officers’/specified persons’ integrity, competence, experience, qualifications, financial soundness, requisite knowledge for the position to be held, reputation and character.
3. This form should be completed by the person to be considered for authorization to act as a principal officer or specified person of a Bancassurance agent.
4. This form is to be completed in English and documents that need to be translated into English shall be certified and appended to this questionnaire.
5. Answers to ALL questions are to be TYPED or written in INK and in BLOCK LETTERS.
6. All questions shall be answered. Where a question is not applicable to the applicant, the applicant shall write “Not Applicable” or “N/A”.
7. If there is insufficient space for an answer, an additional page may be attached.
8. All dates should be completed by indicating the day, month and year, respectively.
9. All answers and information given shall be true and correct. False or incorrect answers and information will lead to a rejection of the application by the Authority or a revocation of a license, where it is determined that the license was granted based on false or incorrect answers or information.

NOTE: Where an applicant fails to disclose or submit all the necessary information or accurate information in this questionnaire, the Authority may reject the application for a license to conduct business as a Bancassurance agent.

SECTION 1: GENERAL INFORMATION ON THE PROPOSED PRINCIPAL OFFICER OR SPECIFIED PERSON

1.	Information regarding the Applicant (<i>bank or financial institution</i>)
1.1	Name of the Applicant
1.2	Position for which this application refers (state whether principal officer or specified person).
1.3	Please specify duties to be carried out, as applicable:
1.4	Intended effective date of taking up the position:
1.5	The person within the bank or financial institution as the case may be, to whom the Authority may address any queries in connection with this application

	Name:	
	Telephone number:	
	Physical address:	
	E-mail address:	

SECTION 2: PERSONAL INFORMATION ON THE PRINCIPAL OFFICER/SPECIFIED PERSON

2.	Personal Information	
2.1	Surname	
2.2	Other names	
2.3	Any previous name(s) by which you have been known	
2.4	Residential address and contact details.	
	Address:	
	Telephone number:	
	Physical address:	
	E-mail address:	
	Mobile number	
2.5	Date and place of birth (including town or city).	
	Date:	
	Place:	
2.6	Nationality (<i>If your nationality has changed, please advise when it was changed and what it was previously</i>).	
	Nationality:	

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**SECTION 3: ACADEMIC AND PROFESSIONAL QUALIFICATIONS/
MEMBERSHIPS**

3.1 Details of any degree/ academic qualifications and the year in which these were obtained, (e.g. BA, LLB, MBA, etc.). Please provide certified true copies of the degree/academic certificates.				
S/NO	<i>Qualification</i>	<i>Educational establishment / awarding body</i>	<i>Year obtained</i>	<i>Contact name and Address of institution / phone /email</i>
3.2. Details of any professional qualifications and the year in which they were obtained, Please provide certified true copies of certificates in relation to the qualifications obtained.				
S/NO	<i>Membership No.</i>	<i>Professional qualification</i>	<i>Year obtained</i>	<i>Address of institution / phone /email</i>
3.3 Details of current membership of any relevant professional bodies, their contact details and year of admission (e.g. Institute of Directors, Institute of Management, etc...)				
S/NO	<i>Name of professional body and contact details (telephone /email)</i>	<i>Type/level of membership (Associate (A), Fellow (F) Member (M), Chartered (C))</i>	<i>Membership No.</i>	<i>year of admission</i>
S/NO	<i>Date</i>			
3.4 Please list any other skills or specific training you have had (not already mentioned elsewhere) that is relevant to Bancassurance business.				
S/NO	<i>Date</i>	<i>Training</i>	<i>Name of institute/center that provide training</i>	

SECTION 4: EMPLOYMENT HISTORY			
Note: A full employment history is required for the current and the previous two employers. All periods of unemployment should be indicated and the gaps in employment explained. Details of self-employment should also be provided. The reason for leaving each employment including reasons for termination, dismissal or other reasons which may be relevant for the fit and proper test should be fully explained.			
1.	<i>Name of current employer and nature of business</i>	<i>(e.g. Financial services; banking; insurance; business consultancy; accountancy; legal services etc.)</i>	
	<i>Effective date of employment</i>		
	<i>Title/ position held and brief explanation of duties</i>		
	<i>Regulatory status and if applicable, name of regulatory body</i>	<i>Regulated:</i>	
		<i>YES ()</i>	
		<i>NO ()</i>	
		<i>If YES - Name of regulatory body</i>	
	<i>Full address</i>	<i>Phone</i>	
		<i>Email</i>	
2.	<i>Name of former employer and nature of business</i>	<i>(e. g. Financial services; banking; insurance; business consultancy; accountancy; legal services etc.)</i>	
	<i>Dates of employment</i>		
	<i>Title/position held and brief explanation of duties</i>		
	<i>Regulatory status and if applicable, name of regulatory body</i>	<i>Regulated:</i>	
		<i>YES ()</i>	
		<i>NO ()</i>	
		<i>If YES - Name of regulatory body</i>	
	<i>Full address</i>	<i>Phone</i>	
		<i>Email</i>	
	<i>Reasons for leaving the employment</i>	<i>Resignation ()</i> <i>Redundancy ()</i> <i>Retirement ()</i> <i>Other (please specify)</i>	<i>Dismissal ()</i> <i>End of Contract ()</i> <i>Termination ()</i>
3.	<i>Name of former employer and nature of business</i>	<i>(e.g. financial services; banking; insurance; business consultancy; accountancy; legal services etc.)</i>	
	<i>Dates of employment</i>		

	<i>Regulatory' status and if applicable, name of regulatory body</i>	<i>Regulated:</i>	
		<i>YES ()</i>	
		<i>NO ()</i>	
		<i>If YES - Name of regulatory body</i>	
	<i>Full address</i>	<i>Phone</i>	
		<i>Email</i>	
	<i>Reasons for leaving the employment</i>	<i>Resignation ()</i> <i>Redundancy ()</i> <i>Retirement ()</i> <i>Other (please specify)</i>	<i>Dismissal ()</i> <i>End of Contract ()</i> <i>Termination ()</i>

SECTION 5: DIRECTORSHIP

NOTE: This section, applies where the applicant's prospective principal officer/specified person has been a director or company secretary, or the equivalent of these posts, in a bank or financial institution, insurance company or similar organisation.

<p>5.1 Name the bank or financial institutions, insurance companies and organisations and the countries in which they are registered-</p> <p>(a) of which you are currently a director or company secretary; and</p> <p>(b) of which you have been or were previously a director or company secretary at any time during the last ten years.</p>				
S/NO	<i>Name of organisation</i>	<i>Post</i>	<i>Indicate start and end date of holding the position</i>	<i>Country of incorporation and address</i>
a.				
b.				
c.				
d.				
<p>5.2 Have you been dismissed/terminated from any of the posts described in 5.1. or been asked to resign or agreed to resign instead of being dismissed, or have you resigned whilst under investigation or have you ever been censured, disciplined or publicly criticized by any employer or a regulatory authority, whether current or previous?</p>				
	<i>YES ()</i>			
	<i>NO ()</i>			
	If YES, please provide details of the circumstances:			

6.4 If during the last ten years, you have been supervised or regulated, as an individual, in respect of any financial services or corporate activity, please supply the name, address (any relevant reference) and contact of the regulator that supervised you.

	<i>Dates (from - to)</i>	<i>Regulator</i>	<i>Address</i>		<i>Relevant reference/ contact</i>
			<i>Phone</i>	<i>Email</i>	

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Please also provide details of the regulators (if any) of the companies listed in response to 5.1.

SECTION 7: OTHER INFORMATION

7.1 In carrying out your duties will you be acting on the directions or instructions of any other person? (The object of the question is to discover who, if anyone, controls what you do, e.g. the Chief Executive Officer or the Board).				
YES ()				
NO ()				
If YES, give full particulars:				
7.2 Do you in your private capacity or does any corporate body of which you are a director, secretary, controller, manager or shareholder or any related party, undertake business with the bank or financial institution in connection with which the application is being made?				
YES ()				
NO ()				
If YES, give full particulars:				
7.3 Are any shares in the bank or financial institution in connection with which the application is being made, registered in your name or in the name of a related party?				
YES ()				
NO ()				
If YES, specify the number of shares held:				
Please give the name(s) in which the shares are held:				
7.4. Do you hold any shares in the organization in connection with which the application is being made, as trustee or nominee?				
YES ()				
NO ()				
If YES, give full particulars				
7.5. Are any of the shares mentioned in the answer to questions 7.3 and 7.4, pledged to any party?				
YES ()				
NO ()				
If YES, give full particulars				
7.6. What proportion of the voting power at any general meeting of the bank or financial institution in connection with which the application is being made (or of another body corporate of which it is a subsidiary) are you or any related party entitled to exercise or control the exercise of?				

7.7. Are you aware of any business interests, employment obligations or other situations which may give rise to a conflict of interest in the performance of your duties with the bank or financial institution for which this questionnaire is submitted?

	<i>YES ()</i>			
	<i>NO ()</i>			
	<i>If YES, give full particulars</i>			

7.8. Is there any further information which is of direct relevance to the fit and proper test?

	<i>YES ()</i>			
	<i>NO ()</i>			
	<i>If YES, provide details</i>			

SECTION 8: CONFIRMATION

8.1 Are there any contractual impediments or restrictions through any previous occupation or employment, which preclude you in any way from taking up the position of principal officer?

	<i>YES ()</i>			
	<i>NO ()</i>			
	<i>If YES, give full particulars</i>			

8.2 Have you at any time been found in breach of regulations or convicted of any offence, criminal or otherwise, by any tribunal or court? If so, give full particulars of the tribunal or court which determined the breach and conviction and the full particulars of the decision, the offence and the penalty imposed and the date of the conviction and decision.

	<i>YES ()</i>			
	<i>NO ()</i>			
a.	<i>Court</i>			
b.	<i>Offence</i>			
c.	<i>Penalty</i>			
d.	<i>Date</i>			

8.3 Are you a subject of any ongoing criminal investigations or proceedings?

	<i>YES ()</i>			
	<i>NO ()</i>			
	<i>If YES, provide details</i>			

8.5. Have you or any partnership, body corporate or unincorporated entity with which you are, or have been, associated as director, controller or manager ever been censured or disciplined by a court, regulator, an officially appointed inquiry or by any professional body or trade association?

<i>YES ()</i>			
<i>NO ()</i>			
<i>If YES, give full particulars</i>			

8.6 Have you ever been the subject of a regulatory disciplinary measure or been refused or had revoked or restricted or suspended a license or authorization to carry on a business activity for which a specific license or authorization or other permission is required

<i>YES ()</i>			
<i>NO ()</i>			
<i>If YES, give full particulars</i>			

8.8 Have you ever been the subject of an investigation (whether current or previous) by a governmental, professional or other regulatory body or have you resigned whilst under investigation?

<i>YES ()</i>			
<i>NO ()</i>			
<i>If YES, give full particulars</i>			

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8.10 Have you been dismissed from any office or employment or barred from entry to any profession or occupation?

<i>YES ()</i>			
<i>NO ()</i>			
<i>If YES, give full particulars</i>			

8.11 Have you been adjudicated bankrupt by a competent court or tribunal?

<i>YES ()</i>			
<i>NO ()</i>			
<i>If YES, give full particulars</i>			

8.12 Have you failed to satisfy any debt adjudged due and payable by you as a judgment debtor under an order of a court or tribunal?

	<i>YES ()</i>			
	<i>NO ()</i>			
	<i>If YES, give full particulars</i>			
8.14 Has anybody corporate, partnership or unincorporated entity with which you were associated as a director, controller or manager been compulsorily wound up or made any compromise or arrangement with its creditors or ceased trading?				
	<i>YES ()</i>			
	<i>NO ()</i>			
	<i>If YES, give full particulars</i>			
	IF YES, please also confirm whether any of the above mentioned proceedings occurred in circumstances where creditors did not receive or have not yet received full settlement of their claims, either while you were associated with it or within five years after you ceased to be associated with it:			
8.15 Have you (in your individual capacity) or anybody corporate, partnership or unincorporated entity with which you were associated ever been asked to close a bank account or had a bank account closed by the bank?				
	<i>YES ()</i>			
	<i>NO ()</i>			
	<i>If YES, provide details</i>			

SECTION 9: REFERENCES

To be completed by the principal officer/specified persons

Please provide two referees other than family members who might be contacted by the Authority.	
Referee 1	
Name	
Title	
Address	
Email address	
Referee 2	

Name				
Title				
Address				
Email address				
Have both these referees given their permission? <i>Yes () No ()</i>				
If NO, please give reasons below:				

DECLARATION BY THE APPLICANT

I

(Name of applicant)

Declare:

- (a) that I have truthfully and fully answered the relevant questions in this questionnaire and disclosed any information which might reasonably be considered relevant;
- (b) that I will promptly notify the Authority of any changes in the information I have provided and supply any other information that may arise; and
- (c) that I fully understand and acknowledge that a failure on my part to comply with the declaration shall render the application liable to be refused and, that where the failure is discovered after a license to conduct business as a Bancassurance agent is granted, the license shall be liable to be suspended or revoked.

I hereby understand and consent that the Authority may wish to make enquiries, both now and on a continuing basis, to satisfy itself as to my initial and continuing fitness and propriety. Accordingly, I authorize the bankers named in this questionnaire, together with any other person, body or institution (including the police) which the Authority may approach, to provide such information as the Authority believes may be relevant to its assessment.

Name of applicant (in block letters):

National identity number/ Passport number		Place and date of issue of national identification document/passport	
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Signed

Date

Signature of principal officer/specified person:.....

Date:.....

Name of witness

Title of witness: (Commissioner of Oaths / Advocate of the High Court)

Signature of Witness:.....

Date:.....

Address of witness: