

**Form B2  
BANK OF GUYANA  
INSURANCE SUPERVISION DEPARTMENT**

**INSTRUCTIONS FOR COMPLETING THE PERSONAL DECLARATION FORM OF  
PROSPECTIVE DIRECTORS, MANAGERS, SUBSTANTIAL SHAREHOLDERS,  
RESPONSIBLE OFFICERS OR MAIN REPRESENTATIVES OF COMPANIES  
LICENSED, OR APPLYING TO BE LICENCED AND REGISTERED UNDER THE  
INSURANCE ACT 2016**

This statement is for official use only, and **ALL INFORMATION IS CONFIDENTIAL**. It is intended to assist the Bank (Bank) in determining whether prospective directors, managers, substantial shareholders, responsible officers or main representatives are fit and proper persons to be associated with institutions licensed under the Insurance Act 2016.

In completing this statement, applicants should provide at least one character reference, one business reference, and one financial reference, excluding references from relative and business partners.

All references must be:

- Dated within three months of the date of the application for a new licence or the date to this confidential statement, whichever is applicable;
- Provided in original form and, in the case of institutions, must be provided on official company letterhead with the name and title of the signatory in capital letters; and
- Signed, and should include the signatory's title, name, address (including full mailing and email address), telephone and facsimile numbers.

**Character Reference** – The referee should have known the applicant for a period of not less than 5 years and the nature of the relationship should be disclosed. The referee should address the applicant's honesty, integrity and reputation.

**Business Reference** – This should address the competence and capability of the applicant in fulfilling the proposed role. The relationship must have been in existence for at least 3 years.

**Financial Reference** – This should be provided by a financial institution licensed to conduct business within Guyana or in another jurisdiction and should address the performance of past and present accounts. The relationship must have been in existence for at least three years.

Please complete all questions indicating your response by either ticking the appropriate box or by writing in the space provided in **BLOCK LETTERS** and signing the confidential statement.

An electronic version of the form is available on the Bank's website, [www.bankofguyana.org.gy](http://www.bankofguyana.org.gy)

**As it relates to the completion and administration of the confidential statements:**

- a) All sections of this form must be filled.
- b) If the space on the form is inadequate, the required information may be provided on an attachment labelled accordingly.
- c) Reference shall be made to the relevant section of the form by placing the words “REFER TO ANNEX”.
- d) Information provided in this form is confidential and cannot be made available for inspection without the written consent of the Governor.
- e) Statements should be refreshed every 4 years or more frequently as determined by the Bank, indicating any changes from the previous statement;
- f) If within 4 years from the date of submission of a confidential statement to the Bank, a shareholder or any individual who is party to an application for a new licence assumes a position to which the statement would apply, then the individual is required to complete the declaration form;
- g) Where identification information expires within 4 years, the individual is required to submit a certified copy of current identification information within 30 days of expiry.

Form B2

PERSONAL DECLARATION FORM

[For individuals who are, or are proposing to become, directors, managers, substantial shareholders, responsible officers or main representatives of companies licensed, or applying to be licensed and registered under the Insurance Act 2016]

- 1. Name and capacity of person making this declaration:
  - (a) Name of institution in connection with which this form is being filled (“the institution”)
 

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  - (b) Complete Legal name:
 

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  - (c) Former surname(s) and /or forenames by which you may have been known:
 

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  - (d) Please state the capacity under which you are completing this form, i.e. as a current or prospective director, or manager or any combination of these. Please state your full title and describe the particular duties and responsibilities attached to the position(s) which you hold or will hold. If you are completing this form in the capacity of director, indicate whether, in your position as director, you have or will have executive responsibility for the management of the institution’s business.
 

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  - (e) Telephone number: .....
  - (f) Email Address: .....
  - (g) Date and place of birth:
 

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  - (h) Marital Status: .....
- 2. Personal Identification: (Please submit a notarised photo bearing ID)
  - Passport # .....
  - Driver’s Licence # .....
  - National Registration # .....
- 3. (a) Citizen of: ..... (Country)      (b) Resident of: ..... (Country)

Since: .....  
(Year)

Since: .....  
(Year)

4. Addresses:

a. Present Business Address:  
(Guyana, since .....)

(Outside Guyana, since .....)

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b. Present Residential Address:  
(Guyana, since .....)

(Outside Guyana, since .....)

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c. Last two addresses in Guyana, if any, during the past 10 years:  
(Since.....)

(Since.....)

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5. Professional Qualifications:

Particulars

Year Obtained

(a) Highest Academic Degree and Institution granting Degree:

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(b) Special Awards or Honours:

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(c) Training Courses or Seminars and Training Institution(s):

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(d) Membership in Professional Organisations:

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6. Occupation or Employment (Present or most recent and for the last 10 years):

<u>Name and Business of Employer</u>	<u>Positions Held</u>	<u>Inclusive Dates</u> (Mth and Yr)	
		<u>From</u>	<u>To</u>
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7. Have you, in Guyana or elsewhere, been dismissed from any office or employment, or subjected to disciplinary proceedings by your employer or barred from entry to any profession or occupation? If so, give particulars:

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8. Names and addresses of bankers (personal and business) over the past five (5) years:

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9. Past and present business affiliations (direct and indirect):

(a) List all companies, partnerships, societies, trust corporations, or other business undertakings in which you are presently a director, partner, trustee, employee, owner, or otherwise involved in the management of (including insurance companies).

Name and Address of Company	Date of Commencement	Type of Business	Position Held and Duties

(b) Do any of the above business affiliations maintain a business relationship with the institution? If so, give particulars:  
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 .....  
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(c) Give details of your shareholding interest in excess of 5 per cent of capital in any financial institutions.

Name and Address of Company	Date of Purchase	Types of Business	Percentage Holding

10. Whether in Guyana or elsewhere, have you ever been a shareholder, director, officer, or directly concerned in the management of a insurer, financial institution, or any other business undertaking:
- (a) Which has been served with a petition to wind up? Yes  No
  - (b) Which has been wound up by a Court? Yes  No
  - (c) The license of which has been revoked? Yes  No
  - (d) Which has been placed in receivership? Yes  No
  - (e) Which has been sued? Yes  No
  - (f) Which has been the subject of censure action by anybody that exercises supervisory or regulatory jurisdiction over it? Yes  No
  - (g) Whose business has been adjudged to have been conducted imprudently or fraudulently? Yes  No
  - (h) Which has failed to meet the solvency requirements prescribed by Law or by licensing or supervisory authority? Yes  No

- (i) Which has been placed under Temporary Management/Judicial Management; which has been the subject of administrative censure or penalty; or formal statutory censure action or which has been the subject of a Vesting order or any other intervention process by the relevant regulatory authority? Yes  No

If yes (to any of the above), give full particulars:

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11. Family Group	Business Affiliations (State the Name of Business Affiliation i.e. Director, Officer, Officials, shareholders with % holdings specified etc.)
<u>Name</u>	

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|-------------------------------|-------|
| (a) Spouse or Reputed Spouse: |       |
| .....                         | ..... |
| (b) Children:                 |       |
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| .....                         | ..... |
| .....                         | ..... |
| (c) Parents:                  |       |
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| .....                         | ..... |
| (d) Brothers and Sisters:     |       |
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| .....                         | ..... |
| (e) Others: (please specify)  |       |
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12. Have you ever been involved with an application for regulatory approval in any jurisdiction where that application has been withdrawn or refused? If so, give particulars:

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13. Have you ever been adjudicated bankrupt by a court in Guyana or elsewhere, or has a bankruptcy petition ever been served on you? If so, give particulars:

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14. Have you ever failed to satisfy any debt adjudged due and payable by you as a judgment debtor under an order of a court in Guyana or elsewhere, or made any compromise arrangement with your creditors within the last ten years? If so, give particulars:  
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15. Have you at any time been the subject of any proceedings of a disciplinary or criminal nature or have been notified of any potential proceedings or of any investigation which might lead to those proceedings, under any law whether in Guyana or elsewhere? If so, give particulars:  
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16. Have you at any time been convicted of any offence including money laundering or terrorist financing, or are being subject to any pending proceeding which may lead to such conviction, under any law whether in Guyana or elsewhere? If so, please give details of charge, and if convicted, the date of conviction and full particulars of the offence (including any offences taken into consideration) and the penalty imposed:  
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17. Has any judgment (in particular that associated with a finding of fraud, misrepresentation or dishonesty) been entered against you in any civil proceedings or is a party to any pending proceeding which may lead to such a judgment, under any law, whether in Guyana or elsewhere? If pending, please give full details of the circumstances, and if not pending, how was the matter resolved?  
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18. Have you ever accepted civil liability for fraud or misrepresentation under any law, whether in Guyana or elsewhere? If so, give particulars:  
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19. Have you been concerned with the management or conduct of affairs of any institution which, by reason of any matter relating to a time when you were so concerned, has been censured, warned as to future conduct, disciplined or publicly criticised by, or made the subject of a court order at the instigation of any regulatory authority in Guyana or elsewhere? If so, give particulars:  
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20. Has your spouse (if relevant) ever been the subject of bankruptcy proceedings or has ever been adjudicated bankrupt by a court in any jurisdiction? If so, give particulars:  
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21. Personal record of court cases or any investigation by governmental, professional or any regulatory body (including pending and prospective cases or on-going investigations):

<u>Name of Court or Investigative Body</u>	<u>Full Particulars</u>	<u>Status</u>
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22. In carrying out your duties will you be acting on the directions or instructions of any other person? Give particulars:

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23. Do you at all times while acting in your capacity as a director or executive officer of the institution, undertake to:

- a) Act in good faith towards the institution Yes  No
- b) Avoid conflict between your other interests and the interests of the institution Yes  No
- c) Place the interest of the institution and its policyholders above all other interests Yes  No

24. What do you understand to be your rights, powers, responsibilities and duties of the proposed institution, as contained in the applicable laws, regulations, and guidelines?

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25. Please provide any further information relating to your application, which you wish to be considered.

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**26. Documentary Requirements:**

- (a) Police Clearance.
- (b) Certified statement of assets and liabilities including details of outstanding debts.
- (c) Latest tax compliance certificate from the Inland Revenue Department or certified true copy of income tax and property tax returns.
- (d) Letter of one (1) character reference from individuals other than relatives and business partners who have personally known the undersigned for at least five (5) years.
- (e) Letter of one (1) business reference from individuals other than relatives and business partners who have personally known the undersigned for at least three (3) years.
- (f) Letter of one (1) financial reference from individuals other than relatives and business partners who have personally known the undersigned for at least three (3) years.

27. **Certification and Undertaking:**

DECLARATION

I, \_\_\_\_\_, certify that I have read section 36 of the Act. I am aware that it is an offence under the terms of section 36 of the Act to knowingly provide the Bank with any information which is incomplete, incorrect or false in connection with the application for a licence under this Act or otherwise.

I, \_\_\_\_\_, certify that all the information contained in and accompanying this form is complete and accurate to the best of my knowledge and belief and that no material information has been concealed or suppressed.

I, \_\_\_\_\_, undertake to inform the Bank of any material changes to the Personal Declaration which arises while the Bank is considering the application.

I, \_\_\_\_\_, declare that the answers to the above questions are true.

Dated the \_\_\_\_\_ day of \_\_\_\_\_  
(date) (month) (year)

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Signature

.....  
Position

.....  
Justice of the Peace