

**APPLICATION TO ACQUIRE CONTROL OF A
LICENSED FINANCIAL INSTITUTION**

_____ (Application Date)

The Governor
Bank of Guyana
Georgetown.

1. I, the undersigned, acting as principal or duly authorised agent on behalf of or as chairman or chief executive officer of _____ being duly empowered, hereby apply for approval to acquire control of _____ (financial institution subject of this application)

2. Control of subject financial institution shall be acquired through the following means : (the terms and conditions of the proposed acquisition, and the identity, source and amount of funds or other consideration to be used in making the acquisition are set out below) -

3. The total shareholdings owned and proposed to be owned by the applicant and other related shareholders deemed to be one person in subject financial institution are as follows -

<u>Shareholders' Name</u>	<u>Nominal Value of Paid-up Shares</u>			<u>% to Total Shareholdings</u>
	<u>Current</u>	<u>Proposed</u>	<u>Total</u>	
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

4. As at the following are the shareholdings owned by the applicant and other related shareholders deemed to be one person, in all other financial institutions -

(a) _____
(Investee Financial Institution)

<u>Shareholders' Names</u>	<u>No.of Shares</u>	<u>Nominal Value Paid-up Shares</u>	<u>% to Total Shareholdings of Investee Institution</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(b) _____
(Investee Financial Institution)

<u>Shareholders' Names</u>	<u>No.of Shares</u>	<u>Nominal Value Paid-up Shares</u>	<u>% to Total Shareholdings of Investee Institution</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(c) _____
(Investee Financial Institution)

<u>Shareholders' Names</u>	<u>No.of Shares</u>	<u>Nominal Value Paid-up Shares</u>	<u>% to Total Shareholdings of Investee Institution</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. Outline of plans or proposals regarding any significant change in the business, corporate structure, or management of the subject financial institution, including any plans to liquidate, merge or reorganise.

6. The following documents are being submitted to comply with the initial requirements for evaluation. Where a document is not applicable this is so stated -

(a) Information Sheet (Schedule IA) for corporate shareholders

(b) Personal Declaration Sheet (Schedule IB) for individual shareholders and for directors and officers of corporate shareholders.

(c) Schematic presentation, with regard to the group of companies of which applicant is a member, reflecting all interests held in and by each member company including the nature of business of each of these entities.

(d) Certified true copies of audited financial statements or annual reports for the past two years prepared in accordance with general accepted accounting and auditing standards.

(e) Latest tax compliance certificate from the Inland Revenue Department or certified true copy of corporation tax and property tax returns.

7. Any query, clarification or additional requirement regarding this application may be directed to the following officers authorised to liaise with the Bank.

Name : Telephone No.:
Name : Telephone No.:

8. Certification and Undertaking

I, the undersigned, hereby certify that all information contained in and accompanying this application is complete and accurate to the best of my knowledge and belief.

I also undertake to forthwith notify the Bank of Guyana, of any material change in the particulars of this application.

(Signature) _____ (Position)

(Date)

Sworn to at Georgetown, Demerara,

this _____ day of _____, _____,

Before Me,

FOR BANK OF GUYANA USE

Received by : _____ Date: _____

Application Documents checked for completeness by: _____

Letter of Deficiency or Acknowledgment sent on: _____

Action Taken :

Evaluating Officer

Director
Bank Supervision Department

INFORMATION SHEET

1. Name :

2. Principal

Business

Activities:

3. Head or Main Office:

(a) Address:

(b) Telephone Numbers:

(c) Telefax No. :

4. Branches :

Address

Date Established or Licensed

_____	_____
_____	_____
_____	_____
_____	_____

5. Subsidiaries & Affiliates :

<u>Name & Type of Business</u>	<u>\$ Amount of Shares Held</u>	<u>% of Shares Held to Total</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Management :

(a) Board of Directors :

<u>Name</u>	<u>Designation</u>	<u>Present Term From - To</u>	<u>No.of Years as Board Member</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(b) Board Committee(s):

<u>Name & Purpose of Committee(s):</u>	<u>Name of Members</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(c) Officers and Officials :

<u>Name</u>	<u>Position</u>	<u>No. of Years as Officer or Official</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. Ownership Profile :

	<u>Name</u>	<u>Country of</u>		<u>Paid-up Capital</u>	
		<u>Citizenship</u>	<u>Residence</u>	<u>\$</u>	<u>%</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____
Other Shareholders owning less than 5%					
(____)					
Number				_____	_____
				\$ _____	100%

8. Organisation Profile :

- (a) Organisation Chart - Annex a chart indicating major departments or divisions with names and position titles of officers heading each department or division.
- (b) Functions - Annex a list of functions or responsibilities for each department or division listed in organisation chart indicating number of personnel or staff for each.
- (c) Qualifications of its principal shareholders, directors, officers, and officials. Annex Personal Declaration Sheet of each principal shareholder, director, officer, and official.
- (d) Powers and purposes. Annex the latest copies of memorandum and articles of association if not previously submitted to the Bank.

9. Shareholdings in Other Financial Institutions:

<u>Name of Financial Institution</u>	<u>Shares Owned</u>		<u>% of Capital</u>
	<u>\$</u>	<u>Number</u>	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

10. Certification and Undertaking :

I, _____, certify that all information contained in and accompanying this form is complete and accurate to the best of my knowledge and belief.

I also undertake to forthwith notify Bank of Guyana within a period of fifteen days of any material change to this Information Sheet.

 (Signature) _____ (Position)
_____ (Date)

Sworn to at Georgetown, Demerara,

this _____ day of _____, _____,

Before Me,

A COMMISSIONER OF OATHS TO AFFIDAVITS

PERSONAL DECLARATION SHEET

1. Name and Capacity of person making this declaration :

(a) Name : _____

(b) Position or Capacity : _____

2. Date and place of birth :

3. (a) Citizen of: _____
(Country)

Since _____
(Year)

(b) Resident of : _____
(Country)

Since _____
(Year)

4. Addresses :

(a) Present Business Address:

(Guyana, since _____)

(Outside Guyana, since _____)

(b) Present Residential Address :

(Guyana, since _____)

(Outside Guyana, since _____)

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

(Since _____)

(Since 19 _____)

5. Professional Qualifications :

Particulars

Year Obtained

(a) Highest Academic Degree

_____	_____
_____	_____
_____	_____

7. Other Business Affiliations (Direct and Indirect) :

<u>Name of Business</u>	<u>Nature of Affiliation</u> i.e Director, Officer, Officials, Shareholder with % holdings specified etc.	<u>Inclusive Dates</u> (Mth & Yr)	
		<u>From</u>	<u>To</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

8. Family Group

<u>Name</u>	<u>Business Affiliations</u> (<u>State Name of Business and Nature of Affiliation i.e Director, Officer, Officials, Shareholder with % holdings specified etc.</u>)
(a) Spouse or Reputed Spouse:	
_____	_____
(b) Children:	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
(c) Parents:	
_____	_____
_____	_____
(d) Brothers or Sisters:	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

9. Record of court cases or any investigation by governmental, professional or any regulatory body (including pending cases or on-going investigations) :

<u>Name of Court or Investigative Body</u>	<u>Full Particulars</u>	<u>Status</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

10. Documentary Requirements -

- (a) Police Clearance.
- (b) Certified statement of assets and liabilities.
- (c) Latest tax compliance certificate from the Inland Revenue Department or certified true copy of income tax and property tax returns.
- (d) Two letters of character reference certified and duly notarised from individuals other than relatives who have personally known the undersigned for at least ten years.
- (e) Two letters, duly certified and notarised, from financial institutions with whom the undersigned has had dealings for the last two years on the performance of past and present accounts such as, unauthorised overdraft on deposit accounts, past-due or delinquent accounts.

11. Certification and Undertaking

I, _____ certify that all the above information contained in and accompanying this form is complete and accurate to the best of my knowledge and belief and that I do not possess any of the disqualifications provided under section 26(1) of the Financial Institutions Act 1995.

I also undertake to notify the Bank of Guyana, within a period of fifteen days, of any material change to this Personal Declaration Sheet.

(Signature)

(Position)

(Date)

Sworn to at Georgetown, Demerara,

this _____ day of _____, _____,

Before Me,

