





20. Complete Address and other contact information:

20.1 Home: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Cellular: \_\_\_\_\_  
\_\_\_\_\_ E-Mail: \_\_\_\_\_

20.2 Business: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Cellular: \_\_\_\_\_  
\_\_\_\_\_ E-Mail: \_\_\_\_\_

20.3 Mailing Address if different from above:

\_\_\_\_\_  
\_\_\_\_\_

21. Occupation/Job Title: \_\_\_\_\_

22. Tax Payer Registration Number: \_\_\_\_\_

23. **IF YOU ARE NOT JAMAICAN**, complete the following:

Visa Type No.: \_\_\_\_\_

Passport Type No.: \_\_\_\_\_

Alien Identification No.: \_\_\_\_\_

24. Dependents (Include Children and Parents)

NAME	AGE	RELATIONSHIP	OCCUPATION

25. Other connected parties (Brothers, Sisters, Aunts and Uncles)

NAME	AGE	RELATIONSHIP	OCCUPATION


26. Current Health Status:      Excellent       Good       Fair       Poor

27. State any known physical/ mental illness which renders you incapacitated:  
 \_\_\_\_\_  
 \_\_\_\_\_

28. EMERGENCY CONTACT:

Name: \_\_\_\_\_ M  F

Address: \_\_\_\_\_  
 \_\_\_\_\_

Telephone(s): \_\_\_\_\_

NIS No.: \_\_\_\_\_ TRN: \_\_\_\_\_

**SECTION II: BUSINESS HISTORY**

29. Have you ever personally filed for bankruptcy or has bankruptcy proceedings been filed against you? Yes  No

30. If yes, state date(s), place(s), if pending, give details of the circumstances and if not pending, how the matter was resolved:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

31. Have you at any time been charged with or convicted of an offence involving dishonesty whether in Jamaica or elsewhere? Yes  No

a. If charged provide details: \_\_\_\_\_

b. If convicted provide details: [date of conviction, full particulars of the offence and the penalty imposed]  
 \_\_\_\_\_  
 \_\_\_\_\_

32. Have any organisation under your leadership (Director or Manager) ever filed for bankruptcy or have bankruptcy proceedings ever been filed against any organisation under your leadership. Yes  No

If yes, state date(s), place(s), if pending, give details of the circumstances and if not pending, how the matter was resolved:

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33. Have you ever been in the leadership of any organization ordered to cease and desist operations? Yes  No

If yes, then state date(s), place(s) and reason(s).

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34. Have you ever been sued in your personal capacity or against any organization, or any other business undertaking to which you are connected as a partner, director or manager? Yes  No

If pending, give details of the circumstances, and if not pending, state how the matter was resolved.

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35. Have you ever been the subject of investigation/disciplinary procedures, censured, disciplined or publicly criticised by any professional body to which you belong or have belonged whether in Jamaica or elsewhere?

Yes  No  If yes, give particulars

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36. Have you ever been dismissed or requested to resign from any office or employment; whether in Jamaica or elsewhere?

Yes  No  If yes, give particulars

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37. Have you ever been refused entry to any profession or vocation or been the subject of an investigation/ disciplinary procedures by any professional body?

Yes  No  If yes, give particulars

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38. Have you ever been disqualified by a court or by virtue of any statutory enactment from being a director or acting in the management or conduct of the affairs of any organization?

Yes  No  If yes, give particulars

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39. In connection with the formation or management of any partnership, business undertaking or corporation, have you been adjudged by the court civilly or criminally liable for any fraud, misconduct towards any corporation, member or customer thereof whether in Jamaica or elsewhere?

Yes  No  If yes, give particulars

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**AFFILIATED ORGANISATION(S)**

40. State organizations in which you have been affiliated with over the last five years (excluding Political)

NAME OF GROUP	NATURE OF MAIN BUSINESS	POSITION HELD	DATE	
			FROM	TO

41. Commercial or other organization(s) in which you or your immediate family have a business association or interest.

NAME OF COMPANY / ORGANIZATION	ADDRESS	NATURE OF MAIN BUSINESS	NATURE OF INTEREST [Position/ Shares%]	DATE JOINED

**SECTION III : LEGAL**

42. Have you ever been convicted of an offence under any Tax Laws in Jamaica or elsewhere?

Yes  No  If yes, give particulars

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43. Is the organization within which you hold a governance position tax compliant?

Yes  No  If yes, give particulars

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**SECTION IV : CONFLICT OF INTEREST**

44. Do you, at all times while acting in your capacity as a Director/ Senior Manager of the organization undertake to:

a. Act in good faith towards the organization? Yes  No

b. Avoid conflict of interest between your other interests and the interests of the organization?

Yes  No

c. Place the interests of the organization and its clients above all other interests?

Yes  No

45. Have you acquainted yourself with and do you understand the rights and powers, as well as your responsibilities and duties?

Yes  No

46. Have you ever been censured or disciplined by or made the subject of a Court Order, whether in Jamaica or elsewhere, at the instigation of:

a. Any regulatory authority? Yes  No

b. Any officially appointed enquiry? Yes  No

c. Any other established body concerned with the regulation of relevant activity (as described in the Glossary at the end of this form)? Yes  No

## SECTION V : FINANCIAL BACKGROUND

47. Do you currently have outstanding loan obligations to financial institutions or lending institution? Yes  No

If yes, give particulars of loan obligations state the institution, and list the outstanding amount/s due to each creditor.

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48. Have you maintained your credit obligations to all the financial institutions or lending institutions in a consistent and satisfactory manner?

Yes  No

If no, state particulars – creditors, amount, circumstances or reasons.

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49. Have your bankers, or other financial institution with which you do business ever threatened or commenced court proceedings or declined doing any further business with you as a result of outstanding debts owed by you or you not honouring other facilities afforded to you (example Guarantee, etc.) by these institutions? Yes  No

If no, state particulars – creditors, amounts, circumstances and reasons.

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50. Has any organization in which you held shareholding, directorship or management position been the subject of any administrative censure or penalty by the Regulator with responsibility for such industry (during your tenure as director or manager or period as shareholder, or within the 3 years immediately after your departure or disposal of shares)? Yes  No

If yes, give particulars:

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51. Have you been or are you currently a shareholder, Manager, Director of any Limited Companies or other corporations or bodies engaged in relevant activities. Yes  No

If yes, state the name of the company(s) or corporation(s), the nature of its business, your position (including details of shareholdings where applicable) and date of appointment and resignation or termination and the reasons therefore.

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#### **SECTION IV : EDUCATIONAL AND PROFESSIONAL DETAIL**

52. Give details of your education and professional qualifications and affiliations, if any, including relevant dates:

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#### **DECLARATION**

I \_\_\_\_\_ declare that the answers to the above questions are true and that I am fully aware of that proceedings to act knowing that I am not Fit and proper or submitting false or misleading information or withholding information which if submitted would mostly likely render me unfit, will constitute a breach of the Agricultural Loan Society and Approved Organizations Act and may result in me being disbarred from acting in the position indicated in relation to the organization with which this questionnaire is being completed. I further UNDERTAKE, that as long as I continue to be an appointee for which this

questionnaire is being completed, I will notify the Registrar of any material changes to or affecting the completeness and/ or accuracy of the information herein by me as soon as possible, but in no event later than fourteen (14) days from the day that the changes come to my attention. I make this solemn declaration believing the same to be true under virtue of the Voluntary Declaration Act. I hereby give permission for the regulation to do the necessary verifications.

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

Signed by the said )

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
In the Presence of:

JUSTICE OF THE PEACE /  
ATTORNEY -AT-LA