



# **DOMINICA FINANCIAL SERVICES UNIT**

***FINANCIAL SERVICES AUTHORITY***

## ***PERSONAL QUESTIONNAIRE FORM***

**5<sup>TH</sup> Floor, Financial Centre  
Kennedy Avenue  
Roseau  
Commonwealth of Dominica**

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## **NOTES TO THE PERSONAL QUESTIONNAIRE (PQ) FORM**

- This form should be completed by all individuals who are required to be vetted and approved by the Financial Services Unit (“the Authority”) in connection with a licence holder/licence applicant under the authority of the Financial Services Unit.
- Pursuant to Section 19 of the Financial Services Unit Act No.18 of 2008, the Authority may take enforcement action against a licensee if the licensee has provided the Authority with false, inaccurate or misleading information, whether on making an application for a licence or subsequent to the issue of the licence. A person commits an offence if the person makes any representation or submits an information which he knows to be false or does not believe to be true.
- It should not be assumed that information is known to the Authority because it is in the public domain or because it has previously been disclosed to the Authority or other regulatory body. If you are uncertain that the information is relevant, you are strongly recommended to include it.
- The information requested in this form are not exhaustive of the matters that the Authority may need to consider. The Authority reserves the right to seek references from any Organizations and individuals named in the responses. It is important therefore to ensure that full names and addresses are provided.
- The Authority requires that forms are completed in its entirety. The Authority shall return forms that are incomplete or that does not disclose full information and as such, this may result in delays.
- The Authority will use the personal information provided to discharge its statutory functions. The Authority may share the information with other bodies, including regulatory bodies in line with its statutory powers.
- All Directors and managerial staff of a licensee shall be and remain fit and proper. The requirement to be “Fit and Proper” is an ongoing requirement. You are therefore required to notify the Authority of any material changes to your circumstances in a timely manner.
- An applicant should not occupy the proposed position or perform any related function until such time that the Authority has granted its approval.
- Completed forms and accompanying application documents should be submitted to:  
**The Director**  
Financial Services Unit  
Ministry of Finance  
5<sup>th</sup> Floor, Financial Center  
Kennedy Avenue  
Roseau  
Commonwealth of Dominica

## INSTRUCTIONS FOR COMPLETING THE PERSONAL QUESTIONNAIRE FORM

- This Form is to be completed in **English**
- Answers to **ALL** questions should be **TYPED or written in Ink and in BLOCK LETTERS.**
- **No question should be left unanswered.** Where the Applicant believes that a question does not apply, the Applicant should write "Not Applicable", or "N/A".
- If there is insufficient space on the printed Form in which to answer a question, additional information can be provided on a separate signed sheet if necessary by stating the number of the question.
- All dates should be completed in the form: Day / Month / Year
- This Form should be read in conjunction with Fit and Proper guidelines.
- Please ensure that all answers and information are true and correct. Providing false or misleading information to the Authority constitutes a criminal offence under the Regulatory Laws and can lead the Authority to reject an application or revoke a licence that has been granted on the basis of untrue or incorrect information.
- All documents required to be attached with this Questionnaire must be current and dated no more than 3 months from the date of submission.

## REQUIRED DOCUMENTS

Please attach a copy of your curriculum vitae or resume.

Please enclose a clear, notarized or similarly certified colour copy of your passport, photo bearing driver's licence or other Government issued photo identification card.

The certifier should include their signature, name in block capitals, daytime telephone number, profession, name and address of business or official stamp, and date. Certifiers should state that it is a true copy of the original document.

FOR OFFICIAL USE ONLY	
Date PQ Received	
Application Number/FI	
Assigned Examiner	

## Section 1: Proposed Role

1. Name of the Institution

2. Proposed Position (*i.e. Director, Shareholder, Manager, Controller, Officer, etc.*)<sup>1</sup>

## Section 2: Personal Details

3. Your Full Name

Title ( <i>Mr./Mrs./Ms., etc</i> )	
Surname	
Forename(s)	
Maiden name ( <i>if applicable</i> )	
Other name(s) commonly known by ( <i>if any</i> )	

4. Previous name(s) by which you have been known (*if any*)

5. Date of Birth (*dd/mm/yyyy*)

6. Place of Birth

7. Email Address (es) for serving of correspondences:

8. Passport Number(s):

9. Social Security Number:

<sup>1</sup> A Controller includes:

(1) any person who is entitled to exercise control of 10% or more of the voting power over the institution or over another company of which it is a subsidiary  
(2) any person, whether a shareholder or not, in accordance with those directions or instructions the directors of the institution, or of another company of which it is a subsidiary, are accustomed to act.

Where a controller is a body corporate the Authority will look through that body to the ultimate controller from whom the above information will be sought.

**10. Nationality, and how it was acquired** (e.g. Birth, Naturalization, Marriage)  
*(If you hold more than one Nationality, please provide details for all Nationalities currently or previously held)*

**11. Postal Address (es) for serving of correspondences:**

**12. Preferred Telephone Number (s):**

**13. Current residential address** (with relevant dates)

<b>Address Line 1</b> (Street Address)		
<b>Address Line 2</b> (Apartment, suite, unit, building, floor, etc.)		
<b>City</b>		
<b>State/Province/Region</b>		
<b>Zip/Postal</b>		
<b>Country</b>		
<b>Dates at this Address</b> (mm/yyyy)	From	To

**14. List below all previous residential addresses during the last five years** (with relevant dates)

Dates	Address

15.

<b>a) Will you be based in Dominica?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>b) If no, indicate the length of time to be spent in Dominica per year:</b>	None <input type="checkbox"/> <1 month <input type="checkbox"/> <6 months <input type="checkbox"/>
<b>c) If no, indicate the Country and business address where you will be based.</b>	

16. Are you currently or were you previously approved (within the last 5 years) by any other Financial Services Authority?

Yes  No

If Yes, please provide details below:

Position Held	Jurisdiction	Nature of Business	Name of Entity	Year approval obtained

17. Do you have any pending applications with any other Financial Services Regulator?

Yes  No

If Yes, please provide full details, including Name of Regulator, Country and Nature of Application:

### Section 3: Professional Qualifications

18. Do you hold any Professional qualifications (e.g. CPA, ACCA, CFA, ACIB, CGA, TEP)?

Yes  No

If Yes, Specify the following in **each** case:

Qualification	Name of Institution/ Awarding Body	Status <sup>2</sup>	Year Obtained

### Section 4: Academic Qualifications

19. Do you hold any Academic qualifications (e.g. BA, LLB, MBA, PhD)?

Yes  No

If Yes, Specify the following in **each** case:

Qualification	Name of Institution	Year Obtained

<sup>2</sup> Please indicate status of qualification or of membership in designating body, if applicable (e.g. current/active, inactive, suspended etc.)

## Section 5: Career History

20. Beginning with your current occupation or employment, please give full details of all occupations and employment during the last **ten** years, leaving no period unaccounted for. Continue on a separate signed sheet if necessary.

If there are any gaps in the employment history, please provide an explanation.

Name, Address and contact details of employer	Nature of Business	Position(s) Held	Dates of employment

## Section 6: Appointments / Shareholdings

21. Are you now, or have you previously been (during the last **ten** years) a:

a) Director or Controller of any 'body corporate'?

Yes  No

b) General Partner of a Partnership?

Yes  No



If Yes, Specify the following in **each** case:

Name of Entity	Role	Country of Incorporation /Domicile	Nature of Business	From - To (MM/YY)

**22.** Are you now, or have you previously (during the last 10 years) held a shareholding interest in a financial institution?

Yes  No

If Yes, Specify the following in **each** case:

Name of Company	% holding	Country of Incorporation	Nature of Business	From - To (MM/YY)

## Section 7A: Fitness and Propriety

In any case where the response is **Yes** to any of the questions in this section, **full** details should be given on a separate sheet and referenced to the appropriate question.

<p><b>23.</b> Have you at any time been involved with an application for regulatory approval in any jurisdiction where that application has been refused or withdrawn? If so, give full particulars.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>24.</b> Have you at any time been charged or convicted of any offence (other than (a) an offence committed when you were under the age of 18 years unless the same was committed within the last ten years, or (b) an offence in connection with the use or ownership of a motor vehicle which was tried in a court of summary jurisdiction) by any court, whether civil or military, in any jurisdiction? If so, give full particulars of the charge and if convicted, the date of conviction, the offence and the penalty imposed.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>25.</b> Is there any outstanding civil litigation against you (including in your capacity as a trustee of a trust) or any company of which you are an officer; or are there any current proceedings issued by you? If so, give full particulars.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>26.</b> Have you ever, at any time, been the subject of an investigation in relation to a financial institution? If so, give full particulars.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>27.</b> Have you, anywhere, been censured, disciplined or criticised by any professional body to which you belong or have belonged, or have you ever held a practising certificate subject to conditions? If so, give full particulars.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>28.</b> Have you ever been required to give evidence in any trial or proceedings involving fraud, dishonesty or similar matters, other than as an expert witness? If so, give full particulars.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>29.</b> Have you, or any body corporate, trust, partnership or unincorporated institution with which you are, or have been associated as a director, shareholder, manager, officer, controller, or trustee, been the subject of an investigation, anywhere, by a governmental, professional or other regulatory body? If so, give full particulars.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>30.</b> Have you, anywhere, been suspended, placed on required leave or dismissed from any office or employment or barred from entry to any profession or occupation? If so, give full particulars.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>31.</b> Have you ever been disqualified from acting as a director of a company or from acting in a management capacity or conducting the affairs of any company, partnership or unincorporated association? If so, give full particulars.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

<p><b>32.</b> Have you been adjudicated bankrupt by a court in any jurisdiction? If so, give full particulars.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>33.</b> Have you ever had your estate sequestrated, or entered into any compromise with creditors? Are you aware of any such proceedings pending?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>34.</b> Have you failed to satisfy any debt adjudged due and payable by you as a judgement-debtor under an order of a court in any jurisdiction? If so, give full particulars.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>35.</b> Have you, in connection with the formation, control or management of a body corporate, partnership, unincorporated institution, or in connection with acting as trustee of a trust been adjudged by a court, in any jurisdiction, civilly or criminally liable for any fraud, misfeasance or other misconduct by you towards such a body, company or trust or towards any members thereof? If so, give full particulars.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>36.</b> Has any body corporate, partnership or unincorporated institution with which you were associated as a director, shareholder, manager, officer or controller, anywhere, been compulsorily wound up or made any compromise or arrangement with its creditors or ceased trading in circumstances where its creditors did not receive or have not yet received full settlement of their claims, either while you were associated with it or within one year after you ceased to be associated with it. If so, give full particulars.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>37.</b> Has any body corporate, partnership or unincorporated institution with which you were associated as a director, shareholder, manager, officer or controller, anywhere, had its authorisation revoked? If so give full particulars</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>38.</b> In carrying out your duties will you be acting on the directions or instructions of any other person? If so give full particulars.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>39.</b> Have you, a family member, or a close associate, at any time, been designated as a politically exposed person (PEP)? If so, give full particulars.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>40.</b> Have you ever been deported from any country or have you ever had a visa denied or revoked to any country?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>41.</b> Have you ever been subject to any penalty or enforcement action by any other government agency (e.g. Tax Authority, Financial Intelligence Unit, etc.)?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

<b>42.</b> Are you in default of payment of any mortgage facility, loan agreement, credit cards, bank overdraft facility, penalty or enforcement action by any other government agency or any other type of financial liability?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>43.</b> Will you be actively engaged in the business or the entity to which this application relates and devote the major portion of your time thereto?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>44.</b> Please disclose any other facts that you believe are material to the Authority in considering your application.	

## Section 7B: Declaration of Source of Wealth/ Source of Funds

This section **ONLY** applies to applicants who are:

- I. individual shareholders/ controllers holding 10 % or more issued shares in a legal entity; and
- II. subject to enhanced due diligence by the Authority, such as PEPs, other persons considered to be high risk or where the application itself demonstrates a high-risk profile.

The Authority may at its discretion request additional information/ documentary evidence for the assessment of source of wealth and source of funds.

\*In some cases, the Authority may at its discretion assess applicants holding less than 10% interest in a legal entity.

The Financial Action Task Force (FATF) defines source of wealth as the origin of the entire body of wealth (i.e. an applicant's total assets). This information should give an indication as to the volume of wealth the applicant would be expected to have, and a picture of how the applicant acquired such wealth.

The Financial Action Task Force (FATF) defines source of funds as the origin of the particular funds or other assets which are the subject of the business relationship between FSU and the applicant (i.e. the amounts being invested, deposited, or wired as part of the business relationship). This information should not simply be limited to knowing from which financial institution the funds have been transferred. The information obtained should be substantive and establish a provenance.

**45. Please indicate and provide a Declaration of Source of Wealth and Source of Funds, provide proof of source of wealth/ source of funds.**

## Section 8: Declaration

**I CERTIFY that the above information is complete and correct to the best of my knowledge and belief and I undertake that, as long as I continue to be a director, shareholder, manager, officer or controller of an institution authorized under any of the above Laws, I will notify the Authority of any material changes affecting the completeness of the answers to questions within a period of twenty-one days.**

**I also hereby AUTHORISE the Authority to make such enquiries and seek such further information as it thinks appropriate in verifying the information given in this Personal Questionnaire, or in any other documents submitted as part of this application, for the purposes of performing its due diligence and background checks. I understand that the results of these checks may be disclosed to the person who submitted this application.**

***Applicant:***

***Signature:*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

## Section 9: Supplemental Information

Please include here, any additional information indicated in previous sections of this Form. If there is insufficient space, please continue on a separate page and clearly identify the section and question to which the additional information relates<sup>3</sup>.

Section	Question	Information

<sup>3</sup> Please indicate how many additional sheets are being submitted: \_\_\_\_\_