



CENTRALE BANK VAN ARUBA

PERSONAL QUESTIONNAIRE

&

ASSOCIATED GUIDANCE NOTES

April 1, 2020

J.E. Irausquin Boulevard 8 P.O. Box 18 Oranjestad Aruba

www.cbaruba.org

GUIDANCE NOTES

PURPOSE AND SCOPE

The Centrale Bank van Aruba ('CBA') is, amongst other things, responsible for the integrity and suitability testing of prospective Key Persons (Candidates) in relation to an entity under its supervision pursuant to:

- the State Ordinance on the Supervision of the Credit System (*Landsverordening toezicht kredietwezen* or 'SOSCS')¹;
- the State Ordinance on the Supervision of the Insurance Business (*Landsverordening toezicht verzekeringsbedrijf* or 'SOSIB')²;
- the State Ordinance on the Supervision of Money Transfer Companies (*Landsverordening toezicht geldtransactiebedrijven* or 'SOSMTC')³; and
- the State Ordinance on the Supervision of Trust Service Providers (*Landsverordening toezicht trustkantoren* or 'SOSTSP')⁴;
- the State Ordinance on Company Pension Funds (*Landsverordening ondernemingspensioenfondsen* or 'SOCPF')⁵;
- the State Ordinance on the Supervision of the Securities Business (*Landsverordening toezicht effectenverkeer* or 'SOSSB')⁶.
- the State Decree on the Supervision of Insurance Brokers (*Landsbesluit toezicht assurantiebemiddelaars* or 'SDSIB')⁷;

(henceforth referred to as the 'Supervisory Laws')

Pursuant to the Supervisory Laws, the CBA's prior approval is required to appoint or become a Key Person. In this respect, relevant information must be submitted to enable the CBA to assess the integrity and suitability of the Candidate.

These guidance notes seek to assist Applicants and Candidates by clarifying areas of uncertainty that may arise when completing or answering questions contained within this Personal Questionnaire ('PQ').

When assessing integrity the CBA looks at facts and circumstances that are relevant to ascertain if the behaviour of the Candidate is in line with a sound execution of the key position. When assessing suitability the CBA looks at the knowledge, experience and professional conduct of the Candidate as evident from, for instance, education, work experience, competences and their practical application. Suitability testing takes into account the key position, the nature, scope, complexity, and risk profile of the Regulated Entity, and the composition⁸ and functioning of the respective managing or supervisory body as a whole. If the integrity of the Candidate is not beyond doubt and/or the suitability is not sufficient to fulfil the function in question, the CBA can refuse the request for approval of the Candidate in a key position.

¹ Article 5, paragraph 1, subsections a, b and c; and article 9 of the SOSCS.

² Article 6, paragraph 1, subsections a and b; and article 17 of the SOSIB.

³ Article 4, paragraph 1, subsections a, b and c; and article 5, paragraphs 2 and 3 of the SOSMTC.

⁴ Article 3, paragraph 1, subsections b, c and d; and article 5; and article 5a of the SOSTSP.

⁵ Article 4 of the SOCPF.

⁶ Article 19 and article 20 of the SOSSB.

⁷ Article 6 of the SDSIB.

⁸ In the assessment of the composition of the Supervisory Board, the CBA also takes into account the independence requirements as laid down in the Corporate Governance Policy Papers.

For the purpose of this PQ and associated guidance notes:

Applicant includes the Regulated Entity which has filed an application for approval to appoint a Key Person or, in case the application relates to a qualifying holding⁹ in a Regulated Entity, the person who holds or will hold the qualifying holding.

Candidate means the prospective Key Person.

CBA means Centrale Bank van Aruba.

Key Person is

- a. a natural person who is a managing director or a person who otherwise (co)-determines the policy of a Regulated Entity;
- b. a natural person who is a member of the supervisory board or a comparable body of a Regulated Entity;
- c. a holder (natural person) of a qualifying holding in a Regulated Entity (excluding company pension funds) or, in case the holder of the qualifying holding is a legal person, the persons who determine the policy of this legal person.

Regulated Entity includes an entity that is regulated under any of the Supervisory Laws and supervised by the CBA.

PROCESS FOR APPROVAL

The process for approval usually involves at least three parties:

- the Applicant;
- the Candidate;
- the CBA.

After the Candidate and the Applicant have completed the PQ, the Applicant must submit the PQ and all other requested documents to the CBA for its review and approval.

Upon completion of the assessment and after the CBA has reached a conclusion on the integrity and suitability of the Candidate (which may take up to thirteen weeks once all requested information and documents are in the CBA's possession), the CBA sends its decision to the Applicant. It is very important that the CBA be informed of the proposed commencing date. In this regard it is noteworthy to mention that the Candidate may not exercise the proposed function without the CBA's prior approval. The CBA's decision is subject to objection and appeal by both the Applicant and the Candidate in accordance with the provisions of the State Ordinance on Administrative Proceedings (*Landsverordening administratieve rechtspraak*).

⁹ A qualifying holding is a direct or indirect holding of ten percent or more of the issued share capital or the ability to exercise directly or indirectly ten percent or more of the voting rights or comparable control.

Notwithstanding legal procedures regarding the CBA's decision, the Candidate concerned may not act as a Key Person until the CBA has given its written approval.

It should be noted that approval by the CBA always concerns a specific position in relation to a specific Regulated Entity in specific circumstances. If circumstances change (e.g. the Regulated Entity becomes active in a new field of business), or the person concerned is to be appointed in a new Key Person position or in a Key Position at a different Regulated Entity, a new application must be filled out and submitted to the CBA (see section "*Continuing obligation to advise the CBA of changes*" below).

The CBA reserves the right to request a PQ to be completed if, in the CBA's opinion, the person is considered to be a Key Person.

REQUIRED INFORMATION

In addition to the PQ, the following documents must be submitted to the CBA as part of the application.

Documents and information to be provided by the Applicant:

- a formal request for the appointment of the proposed Candidate, including the reason(s) for the proposed appointment;
- the Regulated Entity's recruitment and selection policy and procedures. This concerns in any case the actual assessment that was followed for the recruitment and selection of the Candidate. If a suitability matrix of the body at which the Candidate will become a member is available this must also be submitted;
- the profile of the function concerned. This profile must at least contain information on the tasks and responsibilities (focus areas) and the expected time expenditure, the required knowledge, experience and competences for the function concerned; and
- the Regulated Entity's decision-making process regarding the selection of a Candidate and the considerations that led to the outcome of the selection process. The considerations must indicate the extent to which the Candidate meets the function profile, in terms of knowledge, experience, competences and professional conduct, taking into account the composition and functioning of the body of which the Candidate will become a member.

Documents and information to be provided by the Candidate:

- a certified true copy of the photograph and signature page(s) of the Candidate's passport ensuring that the photograph is clear and the signature legible;¹⁰
- an extract (*uittreksel*) from the Civil Registry (*Bevolkingsregister*) regarding the Candidate not older than two (2) months;
- a declaration of good conduct (*Verklaring omtrent het gedrag*) or an equivalent declaration from the relevant judicial authority from where the Candidate is domiciled, not older than three (3) months;
- a declaration of good standing of the tax authority (*Verklaring van fiscaal gedrag*) from where the Candidate is domiciled, not older than three (3) months.
- copies of the test results of any assessment with respect to the Candidate's integrity or suitability by a regulator (in Aruba or elsewhere) in charge with financial supervision;

¹⁰ This copy must be certified by a Key Person approved by the CBA or a civil notary. The Key Person certifying the copy of the passport should state, "I certify that this is a true copy of the original page(s) of the passport of [individual's name] presented to me on [date]." The Key Person certifying should also sign and date the copy and print their name and capacity in which they have signed.

- copies of the Candidate's certificated qualifications (including proof of relevant courses attended);
- the Candidate's curriculum vitae; and
- if the Candidate holds any direct or indirect financial and/or controlling interest of ten percent or more in another institution, a copy of the articles of incorporation, the shareholders' register, an extract from the Chamber of Commerce, and the most recent financial statements of that institution.

If the CBA deems it necessary, it may ask the Applicant or Candidate for additional information. Furthermore, the CBA may invite the Candidate for an interview. The CBA may also consult with third parties, such as the references provided by the Candidate, the Chamber of Commerce and Industry Aruba, law enforcement agencies, foreign regulators in charge with financial supervision, tax authorities and any other agencies or persons that may be able to provide relevant information on the Candidate. By submitting and signing this PQ both the Applicant and the Candidate provide their consent to the information gathering by the CBA from third parties.

CONTINUING OBLIGATION TO ADVISE THE CBA OF CHANGES

On an on-going basis, the CBA is to be informed of any changes to information previously submitted in the PQ and all other circumstances that can reasonably be considered relevant to the CBA's assessment of the Key Person involved. This obligation lies with the Applicant. On the basis of the new information, or other new facts or circumstances, the CBA may decide to conduct a reassessment of the Key Person's integrity and suitability.

RESIGNATIONS

Should a Key Person cease to fulfill this role, the CBA should be advised by the Regulated Entity of the date that the Key Person ceased acting in this capacity and the reason for such cessation. However, should a person be a Key Person by way of his or her qualifying holding in the Regulated Entity, the CBA should be informed of any change in the qualifying holding by the person holding the (qualifying) holding.

COMMUNICATION WITH KEY PERSONS

The CBA will in principle communicate with the Applicant. However, the CBA may invite the Candidate for an interview and thus have direct contact with this person. Also for clarifications on matters that regard the Applicant's antecedents, the CBA may decide to contact the Applicant directly.

GENERAL POINTS

This PQ comprises of 13 sections and each section contains a number of questions. All questions contained in the PQ must be answered.

All responses should be typed or written in blue ink.
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Incomplete PQs will be returned to the Applicant for completion and resubmission. The Key Person should initial all amendments to confirm they are correct.

All (other) facts and circumstances that can reasonably be considered relevant to the CBA's assessment must be disclosed in the application. Withholding such information may be considered as providing misleading information and as such may have consequences for this application and future applications.

If you have any further questions concerning the completion of this form, you can contact the CBA via e-mail address: informationcenter@cbaruba.org.

SUBMISSION OF THE PQ

After completion, the PQ should be signed by both the Applicant and the Candidate. The Applicant must submit its request for the appointment of the proposed Candidate, including the filled-out PQ and required documents, to the CBA in hardcopy and provide the CBA with an electronic readable version (pdf format) via e-mail address informationcenter@cbaruba.org.



CENTRALE BANK VAN ARUBA

PERSONAL QUESTIONNAIRE

All questions must be answered.

Please refer to the Guidance Notes to aid completion of this Personal Questionnaire.

All responses should be typed or written in **blue ink**.

Any attachments should be clearly referenced to the relevant question(s) and signed by the individual completing the Personal Questionnaire, as confirmation that they are complete and accurate.

The CBA reserves the right to seek references from organizations and individuals named in this Personal Questionnaire, including foreign regulatory authorities. It is important, therefore, to ensure that **full and accurate names, addresses, and contact information** are provided.

J.E. Irausquin Boulevard 8 P.O. Box 18 Oranjestad Aruba

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CENTRALE BANK VAN ARUBA

Information to be provided by the Applicant

All responses should be typed or written in **blue ink**.

SECTION 1

1.1 Name and address of the Regulated Entity at which the Candidate will become a Key Person:

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1.2 In which function will the Candidate become a Key Person:

Please provide the job title and a brief description of the role to be undertaken. If the Candidate is to fulfil more than one role, please specify.

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1.3 Please state the main tasks and responsibilities in respect of the function in which the Candidate will become a Key Person:

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1.4 Proposed commencement date of the Key Person's duties:

Please note that the proposed commencement is a date in the future and cannot be the same date as the Application form due to the fact that only after the CBA's approval the Key Person is allowed to exercise the proposed function.

Day:			Month:		Year:	
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1.5 Provide an overview of the new composition of the Managing Board or Supervisory Board after the appointment and approval of the proposed Candidate.

Please state for each Supervisory Board member whether he/she is independent.

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1.6 Mark the relevant boxes to indicate the legislation under which you are seeking approval:

State Ordinance on the Supervision of the Credit System	
State Ordinance on the Supervision of the Insurance Business	
State Ordinance on the Supervision of Money Transfer Companies	
State Ordinance on the Supervision of Trust Service Providers	
State Ordinance on the Supervision of the Securities Business	
State Ordinance on Company Pension Funds	
State Decree on the Supervision of Insurance Brokers	

Information to be provided by the Candidate

All responses should be typed or written in **blue ink**.

Please refer to the Guidance Notes to aid completion of this PQ.

If you need more writing space to answer a question than provided by this PQ, please provide the requested details on a clearly referenced attachment. The answers provided must be legible.

SECTION 2 – Personal Details

2.1 Surname:

	Title(s):	
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2.2 Given name(s):

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2.3 Place of birth:

Town/City:		Country	
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2.4 Date of birth:

Day:		Month:		Year:	
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2.5 Nationalities and how acquired:

Nationality:		Acquired:	
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2.6 Private address (including, if applicable, postal code):

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Home telephone number:

Country/area code:		Number:	
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Personal mobile number:

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Private email address:

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2.7 Business telephone number:

Country/area code:		Number:	
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Business fax number:

Country/area code:		Number:	
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Business email address:

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2.8 Passport:

Number:		Expiry date:	
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Issuing country:	
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2.9 Have you ever changed your name?

Please include details of any changes to your name, including forenames and surnames, e.g. through marriage.

***YES / NO**

***If YES, please list all previous names (given names and surnames), the dates on which they were changed and reasons for the change.**

Previous full name(s) & title	Date changed	Registry at which details are recorded	Reason for change

2.10 Have you changed your private address at any time in the previous ten years?

***YES / NO**

***If YES, please give details of each address and the date (mm/yy) on which it changed.**

Previous address(es)	Date changed

2.11 Have you ever changed your nationality?

***YES / NO**

***If YES, please list all previous nationalities, the date, how they were acquired/lost.**

Previous nationalit(y)(ies)	Date changed	Acquired by	Lost through

2.12 Please provide the name(s) and address(es) of all banks where you hold accounts.

Name(s) of bank(s)	Address(es)

2.13 Are you a 'Politically Exposed Person' (PEP)?

A PEP or Politically Exposed Person means a person who holds or held a prominent public position, as well as direct family members and direct associates of such a person.

***YES / NO**

***If YES, please give details.**

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SECTION 3 – Experience

Not applicable in case the application relates to a (qualifying) holding in a Regulated Entity.

3.1 Please state the number of contracted hours per week or month that you anticipate dedicating to this position.

If this position is not full-time, please explain what other roles and activities will be occupying your time. Answers such as ‘as much time as is necessary’ or similar are not acceptable and actual indicative hours are required.

3.2 Will you be acting as a Managing Director or Supervisory Board Member?

***YES / NO**

*If YES, please provide full details on your role and what particular contribution you will bring. Please use clearly referenced attachments if needed.

*If YES, please also give details of your current day-to-day employment position(s).

3.3 Employment history

Please provide details of your current employment position and your employment history. Your reasons for leaving should be categorised as follows:

1. Resignation;
2. Redundancy;
3. Retirement;
4. Termination/dismissal;
5. End of contract; and
6. Other (please provide details).

Please provide as much contact information as possible on any relevant regulator in order to accelerate the inter-regulatory checks process undertaken by the CBA.

Should you, or the Regulated Entity in relation to whom you will become a Key Person, maintain or have previously maintained a business relationship with any of your previous employers listed, please give details using a clearly referenced attachment.

Name / address of employer and nature of business	Name of regulator	Position(s) held	Relevant dates (mm/yy)	Reason(s) for leaving

3.4 Please provide details of any employment or otherwise important positions, whether paid or unpaid, including memberships of a board or a committee, which you will not resign from when you will become a Key Person.

Name / address of organization and nature of business or activities	Name of regulator	Position(s) held	Relevant dates (mm/yy)	Task and responsibilities	Total number of contracted hours per week or month that is dedicated to the position

3.5 Please provide details of relevant professional qualifications, degrees, etc.

Please state the awarding body (to include full name and address), the date the qualification was obtained and provide a copy of the awarding certificate.

Qualification(s)	Date awarded (dd/mm/yy)	Name & address of awarding body

3.6 Please provide details of past and current membership of any relevant professional body or organization and the year of admission.

If applicable, please provide details of why your membership ceased.

Membership details	Date of admission (dd/mm/yy)	Name and address of professional body or organization

A relevant professional body or organization would in any case include an organization of fellow professionals.

3.7 Please provide details of your specific experience (knowledge, capabilities, competences, etc.) relevant to the position.

3.8 Please provide three independent references and further details, including their names, positions, addresses, telephone numbers, e-mail addresses and relationship to you (not applicable in case the application relates to a (qualifying) holding in a Regulated Entity).

The references should preferably have affinity with the financial or trust sector and (used to) work as your direct superior(s) or fellow (co-)policymaker(s). At least one of the three references should work for your last/current employer.

Persons who cannot act as references include persons related by consanguinity in a direct or indirect line up to and including relations in the third degree, your (former) spouse or partner.

Listed references must be notified in advance and be prepared to act in such a capacity.

Name	Position	Address, telephone number(s), e-mail address(es)	Relationship to you

SECTION 4 – Criminal antecedents

4.1 At any time, have you been considered a suspect in a criminal investigation in Aruba or elsewhere, or do you expect to be considered as such?

***YES / NO**

*If YES, please specify and explain the criminal offence, the state of affairs and the outcome of each case, e.g. still under investigation, conviction, acquittal, discharge from further prosecution, a settlement or (conditional) dismissal of charges. For each case, please provide details, including relevant dates, courts, current status of the proceedings (if still pending), etc.

Please also include traffic offences (minor traffic violations may be excluded).

Traffic offences include:

- joyriding;
- driving under the influence of alcohol or drugs;
- hit-and-run driving;
- driving while under a disqualification order;
- driving during suspension of driving license;
- involuntary manslaughter;
- driving with false license plates.

4.2 Has any institution whose policy is or was (co-)determined by you, e.g. as a managing director or supervisory board member, ever been a suspect in a criminal investigation?

***YES / NO**

*If YES, please specify and explain the criminal offence, state of affairs and the outcome of each case, e.g. still under investigation, conviction, acquittal, discharge from further prosecution, a settlement or (conditional) dismissal of charges. For each case, please provide details, including relevant dates, courts, whether or not proceedings are pending or final, etc.

Where applicable, please explain how you were involved or how the offence related to your responsibilities.

This question includes the indirect (co-)determination of policies of companies through the provision of trust services as defined in Article 1 of the SOSTSP.

4.3 Are you/ have you been involved in any criminal related matters not covered by the previous questions?

***YES / NO**

***If YES, please provide details.**

SECTION 5 – Personal financial antecedents

5.1 Do your personal financial liabilities stand in a sound relationship, by general standards, to your income and/or personal assets?

***YES/NO**

*If NO, please explain.

5.2 Have you been in any financial problems or personal financial difficulties?

***YES/NO**

*If YES, please explain if these problems have led to any legal, debt collecting or debt recovery proceedings and how this situation was resolved (e.g. suspension of payments petition filed/declared, bankruptcy petition filed/declared, debts rescheduled, agreement with creditors).

5.3 Do you expect, within a year from today, to run into financial difficulties leading to legal, debt collecting or debt recovery steps?

***YES/NO**

*If YES, please explain.

5.4 Are there any other facts or circumstances on your personal financial position that could be of relevance for the integrity assessment?

***YES/NO**

*If YES, please provide details.

SECTION 6 – Supervisory antecedents

6.1 Have you, or has any institution whose policy is or was (co-)determined by you, ever had a permission, an authorization, a license, an exemption, a dispensation or a registration withdrawn or refused by a (financial) regulator or other authorization-granting entity?

***YES/NO**

*If YES, please provide details.

6.2 Have you, or has any institution whose policy is or was (co-)determined by you, ever had a conflict with a foreign or domestic (financial) regulator that led to a regulatory measure, or do you expect such a situation to develop within the next twelve months?

***YES/NO**

*If YES, please explain.

6.3 Are there any other facts or circumstances with a foreign or domestic (financial) regulator or other authorization-granting entity that could be of relevance for the integrity assessment?

Examples would be: warning letters, normative conversations, settlement agreements with a foreign or domestic (financial) regulator and withdrawn nomination(s) for appointment.

***YES/NO**

*If YES, please provide details.

SECTION 7 – Tax related antecedents

7.1 Have you ever received a tax punitive fine (*fiscale vergrijpboete*) that became irrevocable?

***YES/NO**

*If YES, please provide details.

7.2 Are you currently involved in a procedure that might lead to the imposition of a tax punitive fine?

***YES/NO**

*If YES, please provide details (including the current status of the proceedings).

7.3 Has a tax subject whose policy is or was (co-)determined by you ever received a tax punitive fine that became irrevocable?

This question includes the indirect (co-)determination of policies of companies through the provision of trust services as defined in Article 1 of the SOSTSP.

***YES/NO**

*If YES, please provide details.

7.4 Is a tax subject whose policy is or was (co-)determined by you currently involved in a procedure that might lead to the imposition of a tax punitive fine?

This question includes the indirect (co-)determination of policies of companies through the provision of trust services as defined in Article 1 of the SOSTSP.

***YES/NO**

*If YES, please provide details (including the current status of the proceedings).

7.5 Are there any other facts or circumstances on tax related matters that could be of relevance for the integrity assessment?

***YES/NO**

*If YES, please provide details.

SECTION 8 – Business related financial antecedents

8.1 Do you have a direct or indirect interest or relationship with the Regulated Entity as referred to under section 1.1, other than your proposed Key Person position?

A direct or indirect interest may in this case be related by consanguinity or affinity in a direct or indirect line up to and including relations in the third degree, your (former) spouse or cohabitant.

***YES/NO**

*If YES, please provide details.

8.2 Has any institution whose policy is or was (co-)determined by you experienced major financial difficulties?

This question includes the indirect (co-)determination of policies of companies through the provision of trust services as defined in Article 1 of the SOSTSP.

***YES/NO**

*If YES, please explain (legal procedure, suspension of payments, bankruptcy, or other).

8.3 Is there currently a judicial inquiry concerning, or were you ever ordered by a court of law to pay, (unpaid) debts because of liability for the bankruptcy of a legal entity pursuant to the applicable provisions of the Bankruptcy State Ordinance (*Faillissementsverordening*), the Civil Code of Aruba (*Burgerlijk Wetboek van Aruba*) or any similar provisions elsewhere?

***YES/NO**

*If YES, please provide details.

8.4 If you answered question 8.2 or 8.3 affirmatively, please provide any particulars if you were directly involved with the financial difficulties, or with the legal proceedings, suspension of payments, bankruptcy or other, and if you were found liable on what grounds.

8.5 Of which other institutions are you currently a (co-)policymaker?

8.6 Do you hold any direct or indirect financial and/or controlling interest of ten percent or more in an other institution?

Financial interest entails: the equity share or other similar capital providing interest which you have in an institution other than the one you work for or intend to join.

Controlling interest entails: voting rights or another similar type of controlling power at the highest level in an institution other than the one you work for or intend to join.

***YES/NO**

*If YES, please provide details.

8.7 Do these other institution(s), referred to under sections 8.5 and 8.6, maintain a commercial interest with the Regulated Entity as referred to under section 1.1?

***YES/NO**

*If YES, please provide details.

SECTION 9 – Other antecedents

9.1 If you are now, or have ever been, a member of a relevant professional body or organization (refer to section 3.6), have any disciplinary or similar measures ever been taken against you?

***YES/NO**

*If YES, please explain (the measures, the organization by which, when, and the reason why).

9.2 Have you ever been involved in a conflict with an employer?

***YES/NO**

*If YES, please provide the name of the employer(s) and explain.

9.3 Relating to any conflict specified under question 9.2, where there any sanctions imposed on you under employment law (e.g., a warning, a reprimand, or dismissal)?

***YES/NO**

*If YES, please explain.

SECTION 10 – Holders of a qualifying holding

Complete this section only if you intend to become (a director of) a holder of a qualifying holding in a Regulated Entity.

Pursuant to the Supervisory Laws, the CBA assesses the integrity of the holders of a qualifying holding in the Applicant. In case a holder of a qualifying holding is a legal person, all natural persons determining the day-to-day policy of this legal person (in any case: the legal person’s directors), must complete this PQ.

A qualifying holding is a direct or indirect holding of 10% or more of the issued capital or the right to exercise, directly or indirectly, 10% or more of the voting rights or equivalent control.

10.1 Please provide the following information concerning the prospective qualifying holding in the applicant.

Name(s) qualifying holder (s)	Address(es) qualifying holder(s)	Shares (%)	Preferred shares (Yes/No)	Priority shares (Yes/No)	Share certificates (Yes/No)	Voting rights (%)	Other form of control (%)	Direct (D) or Indirect (I)

10.2 Please explain your reasons for acquiring or increasing the qualifying holding in the Regulated Entity and your intentions regarding the qualifying holding.

10.3 Please specify any existing relationships between the prospective holder(s) of a qualifying holding mentioned in 10.1 and the existing shareholders of the Regulated Entity.

10.4 Please provide the name(s) and address(es) of all other subsidiaries and affiliates of the prospective holder(s) of a qualifying holding mentioned in 10.1

10.5 Are you or will you be involved in the (co-)determining of the Regulated Entity's policy?

***YES/NO**

***If YES, please explain.**

SECTION 11 – Miscellaneous questions

11.1 Is there between you and the Regulated Entity any financial relationship which does not ensue directly from your (intended) function or position (e.g. a loan)?

***YES/NO**

***If YES, please explain.**

11.2 At any time in the past, have you been assessed with respect to integrity and suitability by a regulator (in Aruba or elsewhere) in charge of financial supervision?

***YES/NO**

***If YES, please explain (name of regulator, period and result of the assessment).**

11.3 Are you aware of any other facts or circumstances that could reasonably be expected to be of relevance to the CBA when assessing your personal and/or professional qualities?

***YES/NO**

***If YES, please provide full particulars.**

PLEASE DISCLOSE ANY OTHER FACTS THAT YOU CONSIDER MATERIAL TO THIS APPLICATION.

SECTION 12 – Checklist additional information and documents

Please check the corresponding box to indicate whether the documents and information listed have been included with your application (reference is made to pages 4 and 5 of the Guidance Notes).

Documents and information to be provided by the Applicant:

- A formal request for the appointment of the proposed Candidate, including the reason(s) for the proposed appointment.
- The Regulated Entity's recruitment and selection policy and procedures.¹¹
- The profile of the function concerned.¹²
- The decision-making process regarding the selection of a Candidate and the considerations that led to the outcome of the selection process.¹³

Documents and information to be provided by the Candidate:

- A certified true copy of the photograph and signature page(s) of the Candidate's passport.¹⁴
- An extract (*uittreksel*) from the Civil Registry (*Bevolkingsregister*) regarding the Candidate not older than two (2) months.
- A Declaration of Good Conduct (*Verklaring omtrent het gedrag*) or an equivalent declaration from the relevant judicial authority from where the Candidate is domiciled, not older than three (3) months.
- A declaration of good standing of the tax authority (*Verklaring van fiscaal gedrag*) from where the Candidate is domiciled, not older than three (3) months.
- Test results of any assessment with respect to the Candidate's integrity or suitability by a regulator (in Aruba or elsewhere) in charge with financial supervision.
- The Candidate's certificated qualifications (including proof of relevant courses attended).
- The Candidate's curriculum vitae.
- If the Candidate holds any direct or indirect financial and/or controlling interest of ten percent or more in another institution, a copy of the articles of incorporation, the shareholders' register, an extract from the Chamber of Commerce, and the most recent financial statements, of that institution.

¹¹ This concerns in any case the actual assessment that was followed for the recruitment and selection of the Candidate. If a suitability matrix of the body at which the Candidate will become a member is available this must also be submitted

¹² This profile must at least contain information on the tasks and responsibilities (focus areas) and the expected time expenditure, the required knowledge, experience and competences for the function concerned

¹³ The considerations must indicate the extent to which the Candidate meets the function profile, in terms of knowledge, experience, competences and professional conduct, taking into account the composition and functioning of the body of which the Candidate will become a member.

¹⁴ This copy must be certified by a Key Person approved by the CBA or a civil notary. The Key Person certifying the copy of the passport should state, "I certify that this is a true copy of the original page(s) of the passport of [individual's name] presented to me on [date]." The Key Person certifying should also sign and date the copy and print their name and capacity in which they have signed.

SECTION 13 – Declaration(s)

The Candidate

I am aware that withholding information may be considered as providing misleading information and as such may have consequences for this application and future applications.

I am also aware that it is a criminal offence to knowingly or recklessly provide any information which is false or misleading in connection to this PQ.

I confirm that the information in this form and any attachment is accurate and complete to the best of my knowledge and belief.

I agree to provide details of any changes to information in this form and any attachment immediately to the CBA.

I authorize the CBA to make such enquiries and to seek further information as it deems appropriate to verify the information given in this form. In particular, I consent to the CBA carrying out a judicial record check on any unspent convictions and convictions for relevant offences that I may have, conducting checks with other regulators, companies and institutions stated in this Personal Questionnaire and using external data sources.

I confirm that I fully understand my role(s), responsibilities and accountabilities under the Supervisory Law(s) to which this PQ relates.

Signed:

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Date:

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Name (BLOCK CAPITALS):

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The Applicant (*Only in case the Applicant is not the same person as the Candidate.*)

I confirm to have completed Section 1 of the PQ fully and truthfully.

I declare to be authorised to represent the Applicant named under 1.1.

Signed:

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Date:

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Name (BLOCK CAPITALS):

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Position:

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