



FORM 2

(Regulation 4)

APPLICATION FOR CLASS IV LICENCE TO ACT (OR ARRANGING FOR ANOTHER PERSON TO ACT) AS A DIRECTOR OR SHAREHOLDER FOR ANOTHER PERSON

Please complete all applicable parts of the application.

PART I: PERSONAL PARTICULARS

Name: _____

Passport No.: _____ Citizenship: _____

Contact No.: _____

Email Address: _____

Physical Address: _____

Name of Employer: _____

Address of Employer: _____

Designation: _____

PART 2: NATURE OF APPLICATION

To act as director To act as shareholder Arranging for another person to act as director or shareholder

Describe the type of business to be carried on by the Applicant, including duties and responsibilities:

Number of entities for which the Applicant acts as director: _____ shareholder: _____

Number of entities for which the Applicant arranges for another person to act as director or shareholder: _____

PART 3: ADDITIONAL INFORMATION

Please append (where applicable) the following items of information.

For each shareholder, director of the Applicant	Tick as appropriate
Résumés (to include a comprehensive description of the background of each individual sufficient to allow a determination that he/she satisfies the fit and proper criteria. The information should relate to previous management level or equivalent experience in the range of activities to be conducted by the Applicant; knowledge of relevant laws of St. Kitts and Nevis, supervisory and regulatory requirements and, other relevant skills and experience.	☐
Completed Personal and Banker's Questionnaires (with wet signatures).	☐
Two certified copies of valid identification documents (passport data page mandatory).	☐
Two original Professional References.	☐
Original Proof of Address.	☐
Original Police Certificate (issued within the last three months).	☐
AML/CFT Compliance Function and Client Acceptance Procedures	
- Detailed summary of compliance function including proposed AML/CFT training to be offered to the Applicant's staff.	☐
- Proposed Know Your Employee Procedures.	☐
- Proposed anti-money laundering, countering the financing of terrorism and proliferation financing policies and procedures manual.	☐
- Detailed risk assessment of the Applicant's proposed business outlining the anti-money laundering, countering the financing of terrorism and proliferation financing risks of the Applicant's customers/clients, new and existing products and services, delivery channels, market and geographical location of customers/clients. Technological, operational, strategic, legal and regulatory risks are also required to be assessed.	☐
- Proposed establishment procedures and any client on-boarding forms.	☐
- Proposed anti-bribery and corruption and controls.	☐
Other Information	
Proposed procedures outlining how client funds/monies will be handled, maintained and recorded. The proposed terms, conditions and fees between the Applicant and the proposed client must also be included.	☐
Proposed complaints handling procedures.	☐
Other documents/information which the Licensing Committee/ Regulator deems necessary to allow a full analysis of the application.	☐



PART 4: OWNERSHIP STRUCTURE

Please provide information relating to the legal owner of the Applicant:

If a Legal Person:

Name	Address	No. of shares	Type of shares	Nominal or par value of shares	% holding	Is resume attached?
						YES ☐ NO ☐
						YES ☐ NO ☐
						YES ☐ NO ☐

If a Natural Person:

Name	Address	% holding	Is resume attached?
			YES ☐ NO ☐
			YES ☐ NO ☐
			YES ☐ NO ☐

Does the Applicant's shareholders hold shares as a nominee? Yes ☐ No ☐

If yes, provide the name(s) and address of the ultimate beneficial owner(s).



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PART 5 – APPLICANT MANAGEMENT

Please list all Directors and Senior Managers of the Applicant, including non-executive Directors and identify the Chief Executive or Managing Director and any other Directors with specific title. A complete resume for each person should be appended.*

Director/Senior Manager Name and Title	Address	Is resume attached?
		YES ☐ NO ☐
		YES ☐ NO ☐
		YES ☐ NO ☐
		YES ☐ NO ☐

PART 6 - REGULATORY AUTHORITY

Please provide name and address of all regulatory authorities to which the Applicant report or reported over the past seven (7) years.*

Name of Company	Name and address of Regulatory Authority

**Continue on a separate sheet if necessary*



PART 7 - STATUTORY DECLARATION – TO BE COMPLETED BY SHAREHOLDERS, AND DIRECTORS

I, [.....] (full name) Passport Number [.....] of
[.....] (full address)
do solemnly and sincerely declare as follows—

1. That I am a citizen of
2. That I have never been convicted of an offence under the Laws of any jurisdiction or State (except for minor traffic offences).
3. That I am of good character.
4. That I have never been the subject of any refusal in any related application for registration, license, recognition or authorization by any regulatory authority in any country of jurisdiction.
5. That I have never been the subject of any suspension, cancellation or revocation of registration license, recognition or authorization by any regulatory authority in any country or jurisdiction.
6. That no judgment has been rendered against me nor any suit or proceedings are pending against me in any country or jurisdiction which has been based in whole or in part on fraud, theft, deceit, misrepresentation or similar conduct.
7. I have never been charged, indicted or convicted in any country or jurisdiction for any offence in any criminal or civil proceedings relating to fraud or theft arising out of operating or dealing in financial services business.
8. I have never been declared bankrupt nor have I been a party to bankruptcy or insolvency proceedings.
9. I have never been subject to proceeding relating to winding-up, dissolution, creditors' arrangement, creditors' compromise or receivership.

I make this Declaration conscientiously believing the same to be true.

Sworn at:	Date:
Declarant:	Signature:
Before Me:	

"Please be advised, that in accordance with Section 8 of the Perjury Act, it is an offence punishable by a maximum fine of thirty thousand dollars or at least five (5) years imprisonment for a person to knowingly make either

- (a) a false voluntary declaration; or
- (b) a false statement when any act requires information to be provided."



FOR OFFICIAL USE ONLY

Date Received: _____

Application Processed by: _____

Application forwarded for Approval: Yes ☐ NO ☐

Application Approved: Yes ☐ No ☐ Date: _____

Receipt #: _____