

**DECLARATION BY COMPANY OR BUSINESS TO BE FIT AND PROPER**

**INFORMATION ON THE COMPANY OR BUSINESS**

1. (a) Name of applicant company/business: \_\_\_\_\_
- (b) Address of registered office: \_\_\_\_\_
- (c) Place and date of incorporation/registration:  
\_\_\_\_\_
2. Set out the name and address of all Senior Officers (e.g. Chief Executive Officer, Chief Financial Officer, Chief Operations Officer, Company Secretary) of the applicant company or business.

Name	Designation	Years of Service

3. Set out the name and address of each person, other than those who are Directors/Senior Officers/Proprietors who directly or indirectly exercise or has the power to exercise a controlling influence over the management and policies of the applicant.

Name	Position in Company/ Job Title	Residential Address

4. Is any Director/Senior Officer/Proprietor of the applicant a Director/Senior Officer/Proprietor of any other company or business? If yes, please provide details as below:

Name	Name(s) of Company(ies)/Business(es)	Places of Incorporation/Registration	Dates of appointment

5. Are there any established committees of the company/business? (e.g. Remuneration Committee, Audit Committee?) Please specify details of those committees and disclose the membership of those committees including any non-Board members/proprietors or independent members.

6. Has any Director/Senior Officer/Proprietor of the applicant within the past ten (10) years:

(a) Been granted any loans by the applicant? If yes, please provide in the annexure the status of repayment of the said loan(s)

(b) Been licensed, registered or otherwise authorized by law to carry on any trade, business or profession in any place?

(c) Been refused the right or restricted in its, his or her right to carry on in any place any trade, business or profession for which a specific licence, registration or other authority is required by law?

7. Has any Director/Senior Officer/Proprietor of the applicant within the past 10 years:

(a) Been known by any name other than the name or names shown in this application?

(b) Been convicted of any offence in Guyana or elsewhere or are there any proceedings now pending which may lead to such a conviction?

(c) Had judgement including findings in relation to fraud, misrepresentation or dishonesty been given against him or her in any civil proceedings, in Guyana or elsewhere? (If Yes, using an annexure, give full details including whether judgement is unsatisfied)

- (d) Been declared bankrupt or compounded with or made an arrangement for the benefit of his or her creditors in Guyana or elsewhere
- (e) Been engaged in the management of any company other than those referred to in answer to question 3
- (f) Been refused a fidelity or surety bond in Guyana or elsewhere
- (g) Been disqualified as a Director/Senior Officer/Proprietor or been Director/Senior Officer/Proprietor of a company/business that has gone into judicial management, receivership or liquidation in Guyana or elsewhere
- (h) Has applied to any regulatory authority (in Guyana or elsewhere) for permission to carry on in any place, any trade, business or profession for which a specific licence, registration or other authority is required by law

8. In relation to each Director/Senior Officer/Proprietor of the company, set out on an annexure with details of the Director's/Senior Officer's/Proprietor's employment and business activities during the previous five (5) years using the format given below:

Name of Director/Senior Officer/Proprietor	Name and Address of Employer (if self-employed, so state)	Nature of business	Description of duties in relation to the employment or activity	Period of employment or activity (give exact dates)


9. Set out any additional information (including any formal qualifications or training of the Directors/Senior Officers/Proprietors of the applicant and the name of the institution that conducted the course) considered relevant to this application:


10. Particulars of character referees:

Name of Character Referee	Address of Character Referee	Occupation of Character Referee	Name of Director/Senior Officer/Proprietor in respect of whom enquiries may be made


The Board of Directors/Senior Officers/Proprietors certifies that all the above information contained in and accompanying this form is complete and accurate to the best of its knowledge, information and belief.

The Board of Directors/Senior Officers/Proprietors also undertakes to notify the Agency within a period of fourteen days of any material change to any information given in this Declaration Form.

Dated this                    day of                    at                    .

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Position)

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Position)

**BEFORE ME**

**COMMISSIONER OF OATHS AND AFFIDAVITS**

**PERSONAL DECLARATION FORM**

*[For individuals who are, or are proposing to become, proprietors, directors, managers, substantial shareholders, senior management (e.g. Chief Executive Officer, Chief Operations Officer, Chief Financial Officer) or main representatives of companies or businesses licensed, or applying to be licensed under the Petroleum and Petroleum Products Regulations]*

1. Name and capacity of person making this declaration:

(a) Name of institution in connection with which this form is being filled (“the institution”)

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(b) Complete Legal name:

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(c) Former surname(s) and /or forenames by which you may have been known:

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(d) Please state the capacity under which you are completing this form, i.e. as a current or prospective director, or manager or proprietor or any combination of these. Please state your full title and describe the particular duties and responsibilities attached to the position(s) which you hold or will hold. If you are completing this form in the capacity of director, indicate whether, in

your position as director, you have or will have executive responsibility for the management of the company's business.

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(e) Telephone number: .....

(f) Email Address: .....

(g) Date and place of birth:

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(h) Marital Status: .....

**2. Personal Identification: (Please submit a notarised photo bearing ID)**

Passport # .....

Driver's Licence # .....

National Registration # .....



3. (a) Citizen of: ..... (Country) (b) Resident of: ..... (Country)

Since: ..... Since: .....

(Year)

(Year)

4. Addresses:

a. Present Business Address:

(Guyana, since .....

(Outside Guyana, since .....

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b. Present Residential Address:

(Guyana, since .....

(Outside Guyana, since .....

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

(Since.....)

(Since.....)

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5. Professional Qualifications:

Particulars

Year Obtained

(a) Highest Academic Degree and Institution granting Degree:

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(b) Special Awards or Honours:

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(c) Training Courses or Seminars and Training Institution(s):

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(d) Membership in Professional Organisations:

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6. Occupation or Employment (Present or most recent and for the last 10 years):

Inclusive Dates

(Mth and Yr)

Name and Business of Employer	Positions Held	From	To
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7. Have you, in Guyana or elsewhere, been dismissed from any office or employment, or subjected to disciplinary proceedings by your employer or barred from entry to any profession or occupation? If so, give particulars:

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8. Names and addresses of bankers (personal and business) over the past five (5) years:

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.....9. Past and present business affiliations (direct and indirect):

(a) List all companies, partnerships, societies, trust corporations, or other business undertakings in which you are presently a director, partner, trustee, employee, owner, or otherwise involved in the management of (including insurance companies).

Name and Address of Company

Date of Commencement

Type of Business Position Held

Duties

(b) Do any of the above business affiliations maintain a business relationship with the Company/business? If so, give particulars:

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10. Whether in Guyana or elsewhere, have you ever been a shareholder, director, officer, or directly concerned in the management of any business undertaking:

- (a) Which has been served with a petition to wind up?      Yes •                  No •
- (b) Which has been wound up by a Court?                      Yes •                  No •
- (c) The license of which has been revoked?                    Yes •                  No •
- (d) Which has been placed in receivership?

Yes •                                  No •

(e) Which has been sued?

Yes •

No •

(f) Which has been the subject of censure action by anybody that exercises supervisory or regulatory jurisdiction over it?

Yes •

No •

(g) Whose business has been adjudged to have been conducted imprudently or fraudulently?

Yes •

No •

(h) Which has failed to meet the solvency requirements prescribed by Law or by licensing or supervisory authority?

Yes •

No •

(i) Which has been placed under Temporary Management/Judicial Management; which has been the subject of administrative censure or penalty; or formal statutory censure action or which has been the subject of a Vesting order or any other intervention process by the relevant regulatory authority?

Yes •

No •

If yes (to any of the above), give full particulars:

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## 11. Family Group Business Affiliations

Name (State the Name of Business Affiliation i.e. Director, Officer, Officials, shareholders with % holdings specified etc.)

(a) Spouse or Reputed Spouse:

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(b) Children:

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(c) Parents:

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(d) Brothers and Sisters:

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(e) Others: (please specify)

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12. Have you ever been involved with an application for regulatory approval in any jurisdiction where that application has been withdrawn or refused? If so, give particulars:

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13. Have you ever been adjudicated bankrupt by a court in Guyana or elsewhere, or has a bankruptcy petition ever been served on you? If so, give particulars:

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14. Have you ever failed to satisfy any debt adjudged due and payable by you as a judgment debtor under an order of a court in Guyana or elsewhere, or made any compromise arrangement with your creditors within the last ten years? If so, give particulars:

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15. Have you at any time been the subject of any proceedings of a disciplinary or criminal nature or have been notified of any potential proceedings or of any investigation which might lead to those proceedings, under any law whether in Guyana or elsewhere? If so, give particulars:

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16. Have you at any time been convicted of any offence including money laundering or terrorist financing, or are being subject to any pending proceeding which may lead to such conviction, under any law whether in Guyana or elsewhere? If so, please give details of charge, and if convicted, the date of conviction and full particulars of the offence (including any offences taken into consideration) and the penalty imposed:

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17. Has any judgment (in particular that associated with a finding of fraud, misrepresentation or dishonesty) been entered against you in any civil proceedings or is a party to any pending proceeding which may lead to such a judgment, under any law, whether in Guyana or elsewhere?

If pending, please give full details of the circumstances, and if not pending, how was the matter resolved?

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18. Have you ever accepted civil liability for fraud or misrepresentation under any law, whether in Guyana or elsewhere? If so, give particulars:

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19. Have you been concerned with the management or conduct of affairs of any institution which, by reason of any matter relating to a time when you were so concerned, has been censured, warned as to future conduct, disciplined or publicly criticised by, or made the subject of a court order at the instigation of any regulatory authority in Guyana or elsewhere? If so, give particulars:

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20. Has your spouse (if relevant) ever been the subject of bankruptcy proceedings or has ever been adjudicated bankrupt by a court in any jurisdiction? If so, give particulars:

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21. Personal record of court cases or any investigation by governmental, professional or any regulatory body (including pending and prospective cases or on-going investigations):

Name of Court or Investigative Body	Full Particulars	Status
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22. In carrying out your duties will you be acting on the directions or instructions of any other person? Give particulars:

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23. Do you at all times while acting in your capacity as a director or executive officer of the institution, undertake to:

a) Act in good faith towards the company/business Yes • No •

b) Avoid conflict between your other interests and the interests of the company/business Yes • No •

c) Place the interest of the company and its shareholders above all other interests Yes • No •

24. Please provide any further information relating to your application, which you wish to be considered.

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**25. Documentary Requirements:**

(a) Letter of one (1) character reference from individuals other than relatives and business partners who have personally known the undersigned for at least five (5) years.

(b) Letter of one (1) business reference from individuals other than relatives and business partners who have personally known the undersigned for at least three (3) years.

(c) Letter of one (1) financial reference from individuals other than relatives and business partners who have personally known the undersigned for at least three (3) years.

**26. Certification and Undertaking:**

DECLARATION

I, \_\_\_\_\_, certify that I have read Regulation 70 of the Petroleum and Petroleum Products Regulations. I am aware that it is an offence under the terms of Regulation 70 of the Regulations to provide the Agency with any information which is false or misleading in connection with the application for a licence under the Act or Regulations or otherwise.

I, \_\_\_\_\_, certify that all the information contained in and accompanying this form is complete and accurate to the best of my knowledge and belief and that no material information has been concealed or suppressed.

I, \_\_\_\_\_, undertake to inform the Bank of any material changes to the Personal Declaration which arises while the Bank is considering the application.

I, \_\_\_\_\_, declare that the answers to the above questions are true.

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

.....

Signature

Position

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Justice of the Peace