

# **CENTRAL BANK OF THE GAMBIA**

## **INSURANCE SUPERVISION DEPARTMENT**

### **QUESTIONNAIRE FOR INDIVIDUALS WHO ARE PROPOSED TO BECOME DIRECTORS, MANAGERS OR CONTROLLERS OF INSURANCE INSTITUTIONS**

1. Name and address of your bankers within the last ten years.

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2. Your professional qualifications and the year they were obtained.

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3. Your occupation and employment now and during the last ten years including the name of the employer in each case, the nature of the business, the position held and relevant dates.

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4. Of what bodies corporate (other than the institution) are you now a director, controller or a manager? Give relevant dates and, if you are a controller of such bodies corporate, indicate in what sense.

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5. Are you a significant shareholder of any body corporate (other than the institution) which is now licensed or has applied for a license from the Central Bank of The Gambia? If so, give particulars.

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6. Of what bodies corporate other than the institution and those listed in the answer to question 4 have you been a director, controller or manager at any time during the last 10years? Give relevant dates?

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7. Have you at any time been convicted of an offence? If so, give particulars of the court by which you were convicted, the offence and the penalty imposed and the date of conviction.

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8. Have you or any body corporate, partnership or unincorporated institution with which you are or you have been associated as a director, controller or manager been the subject of an investigation, in the Gambia or elsewhere by or at the instigation of a government or agency, professional association or other regulatory body? If so, give particulars.

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9. Have you in the Gambia or elsewhere been dismissed from any office or employment subject to disciplinary proceedings by your employer or barred from entry to any profession or occupation? If so, give particulars.

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10. Have you failed to satisfy any debt adjudged due and payable by you as a judgement debtor under an order of a court in the Gambia or elsewhere or made any compromise arrangement with your creditors in the last 10 years? If so, give particulars.

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

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12. Have you in connection with the formation or management of any body corporate, partnership or unincorporated institution, been adjudged by a court, civilly liable for any fraud, misfeasance or other misconduct by you towards such a body or company or towards any members thereof? If so, give particulars.

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13. Has any body corporate with which you were associated as a director, controller or manager been wound up, made subject to an

administration order, otherwise made any compromise or arrangement with its creditors or ceased trading either while you were associated with it or within one year after you ceased to be associated with it or has anything analogous to any of these events occurred under the laws of any other jurisdiction? If so, give particulars.

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14. 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 criticized by, or made the subject of a court order at the instigation of any regulatory authority in the Gambia or elsewhere? If so, give particulars.

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**DOCUMENTS TO BE SUBMITTED TOGETHER WITH THE COMPLETED QUESTIONNAIRE**

**On application, or as otherwise requested, the following documents should be submitted to the Central Bank of The Gambia towards fulfillment of the fit and proper person test: -**

- a) Personal Questionnaire and the signed Declaration
- b) An updated, signed Curriculum Vitae.
- c) A Certificate of Good Character or Conduct from the Gambia Police Force or from the relevant authority of the relevant jurisdiction in the case of foreign directors, controlling shareholders, controllers and managers.
- d) Criminal Record (if applicable).
- e) A copy of passport/national identification card or other official identification documents.
- f) Copies of the relevant certificates as proof of academic and professional qualifications.
- g) Statement of reasons for leaving former place of work.

- h) In the case of staff on secondment from a parent, subsidiary or affiliated institution, appointment letter with terms and conditions of the appointment and approval from the banking supervisory authority.
- i) Any other document that the Central Bank deems necessary.

**DECLARATION**

I hereby declare that to the best of my knowledge all particulars herein supplied by me are correct and complete. I am aware that any false statements will lead to my application being rejected or to the annulment of any appointment already made and may also render me liable to prosecution under the laws of the Republic of The Gambia.

**Applicant's Name:**.....

**Designation:**.....

**Address:**.....

**Place and Date:**.....

**Signature:**.....

**Telephone Number:**.....