

**SECOND SCHEDULE
FORM CBK/ IF 1-2**

**CRITERIA FOR DETERMINING PROFESSIONAL AND MORAL SUITABILITY
OF PERSONS IN CONTROL OF INSTITUTIONS LICENSED UNDER THE
BANKING ACT**

- NB:**
- (a) Read the declaration on Section 6 below before completing this form.
 - (b) In case the spaces provided are inadequate, use additional paper.
 - (c) This form should be submitted as prescribed, duly completed, accompanied by the complete set of documents prescribed under Part IV (*Information Requirements*) of the Guideline on licensing (CBK PG/01).

1. THE INSTITUTION

Name.....

Type.....

Proposed position.....

2. PERSONAL INFORMATION

a) Surname

Other Names

b) Previous Names (if any) by which you have been known:

.....

.....

Reasons for change of names.....

c) Year and Place of birth:

d) Nationality and how acquired.....

e) Personal Identification Number (PIN)

f) i) Identification Card number and date of issue

ii) Passport number, place and date of issue.....

g) Postal Address:

h) Previous Postal Addresses (if any)

i) Physical Address.....

ii) Telephone numbers.....

i) Educational Qualifications

	Qualifications	Year Obtained	Institution	Examining Body	Grade Obtained

j) Professional Qualifications and years obtained

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	Qualifications	Year Obtained	Institution	Examining Body	Grade Obtained

k) Name(s) of your bankers during the last 5 years

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l) Responsibilities of Proposed position

3. EMPLOYMENT/ BUSINESS RECORD

Period	Name of Employer/ Business and Address	Position Held & Dates	Responsibilities	Reasons for Leaving (where applicable)

4. DESCRIPTION OF YOUR PAST AND CURRENT ACTIVITIES IN KENYA AND ABROAD

4.1 SHAREHOLDING (DIRECTLY OWNED OR THROUGH NOMINEES)

Company's Name	Date of Incorporation	Number of Shares held	% of Shareholding	Past Share - holding A	Past Share - holding B	Remarks
<p>A: Refers to date of closure or surrender of shares B: Refers to reasons for closure or surrender</p>						

4.2 DIRECTORSHIPS

Company's Name	Date of Incorporation	Executive or Non-executive	Position held in case of Executive	Past Directorships C	Past Directorships D	Remarks
<p>C: Refers to date of retirement, resignation or dismissal. D: Refers to reasons for retirement, resignation or dismissal.</p>						

4.3 PROFESSIONAL BODIES

Name of body	Membership No.	Position Held (if any)	Position held in case of Executive	Past Membership		Remarks
				E	F	
<p>E: Refers to date when dismissed or ceased from membership. F: Refers to reasons for dismissal or cessation.</p>						

4.4 SOCIAL CLUBS

Club Name	Membership No	Position Held (if any)	Past Club Membership		Remarks
			G	H	

G: Refers to date of retirement, resignation or dismissal.
H: Refers to reasons for retirement, resignation or dismissal.

4.5 BORROWINGS

Name of Borrower*	Name of Lending Institution	Type of Facility	Amount Borrowed	Date of Offer	Terms of Facility	Security Offered	Value of Security	Current Outstanding Balance, KES	Remarks

**Applicant to indicate individual/personal as well as borrowings by associated private companies from lending institutions in which the applicant controls more than of 5% of equity.*

- 5.1 Have you or any entity with which you are associated as director, shareholder or manager, ever held or applied for a license or equivalent authorization to carry on any business activity in any country? If so, give particulars. If any such application was rejected or withdrawn after it was made or any authorization revoked, give particulars.
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- 5.2 Have you at any time been convicted of any criminal offence in any jurisdiction? If so, give particulars of the court in which you were convicted, the offence, the penalty imposed and the date of conviction
- 5.3 Have you, or any entity with which you have been involved, been censured, disciplined, warned as to future conduct, or publicly criticized by any regulatory authority or any professional body in any country? If so give particulars.....
- 5.4 Have you ever been disqualified, under any legislation or regulation from acting as a director or serving in a managerial capacity?
- 5.5 Have you, or has any entity with which you are, or have been associated as a director, shareholder or manager, been the subject of an investigation, in any country, by a government department or agency, professional association or other regulatory body? If so, give particulars.
- 5.6 Have you, in any country, ever been dismissed from any office or employment, or been asked to resign or resigned from employment or position of trust or fiduciary appointment, been subject to disciplinary proceedings by your employer or barred from entry of any profession or occupation because of questions about your honesty and integrity? If so give particulars
- 5.7 Have you ever been diagnosed as being mentally unfit or of unsound mind?
- 5.8 Have you failed to satisfy debt adjudged due and payable by you on order of court, in any country, or have you made any compromise arrangement with your creditors within the last 10 years? If so, give particulars.

5.9 Have you ever been declared bankrupt by a court in any country or has a bankruptcy petition ever been served on you? If so, give particulars.

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5.10 Have you ever been held liable by a court, in any country, for any fraud or other misconduct? If so, give particulars

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5.11 Has any entity with which you were associated as a director, shareholder or manager in any country made any compromise or arrangement with its creditors, been wound up or otherwise ceased business either while you were associated with it or within one year after you ceased to be associated with it?

If so, give particulars.....

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5.12 Are you presently, or do you, other than in a professional capacity, expect to be engaged in any litigation in any country?

If so, give particulars.....

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5.13 Indicate the names, postal and e-mail addresses, telephone numbers and positions of at least three individuals of good standing who would be able to provide a reference on your personal and professional integrity. The referees must not be related to you, and should have known you for at least five years.

	Name of Referee	Postal Address	E-mail address	Tel no. (s)	Position (where applicable)	Relationship with applicant
1						
2						
3						

5.14 Is there any additional information which you consider relevant for the consideration of your suitability or otherwise for the position(s) held/to be held? The omission of material facts may represent the provision of misleading information.

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N.B. The information given in response to this questionnaire shall be kept confidential by the supervisory authorities, except in cases provided for by law.

6. DECLARATION

I am aware that it is an offence to knowingly or recklessly provide any information, which is false or misleading in connection with an application for a banking license. I am also aware that omitting material information intentionally or unintentionally shall be construed to be an offence and may lead to rejection of my application.

I certify that the information given above is complete and accurate to the best of my knowledge, and that there are no other facts relevant to this application of which the supervisory authority should be aware.

I undertake to inform the supervisory authority of any changes material to the applications which arise while the application is under consideration.

NAME..... POSITION HELD.....
DATED..... AT..... THIS DAY OF.....
SIGNED.....
 (Applicant)

(This declaration must be signed *in the presence of* the witness named below)

WITNESSED BEFORE ME:

COMMISSIONER FOR OATHS/MAGISTRATE

Name:

Signature.....

Address:

Date and Stamp.....