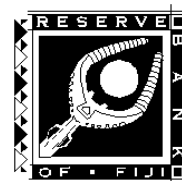


# RESERVE BANK OF FIJI



## FIT AND PROPER ASSESSMENT CHECKLIST APPOINTMENT OF DIRECTORS & KEY MANAGEMENT

Name of Intermediary/Issuer:

Name of Director:

Date Assessed:

RBF Assessment Criteria	Documents Required For Verification Purposes	Criterion met [Y/N]
(i) Reputation, Character, Reliability and Financial Integrity	<ol style="list-style-type: none"><li>References (2 character and 3 professional reference);</li><li>Shareholding details for assessment of conflict of interest situations;</li><li>Police clearance or Financial Intelligence Unit (FIU) background and credibility check; and/or</li><li>Confirmation from relevant industry bodies such as FIA, FIB, FLS etc that no disciplinary action has been taken against the applicant.</li></ol>	
(ii) Education, Other Qualifications and Experience	<ol style="list-style-type: none"><li>Curriculum vitae. The Content of curriculum vitae must at minimum include details of the following:<ul style="list-style-type: none"><li>Professional qualification;</li><li>Previous positions held and duties/ responsibilities; and</li><li>Current position and duties/ responsibilities.</li></ul></li></ol> <p>Documentary evidence is <u>not</u> essential for educational requirements.</p>	
(iii) Financial Status or Soundness	<ol style="list-style-type: none"><li>Statutory declaration on financial soundness (Refer to Appendix 1 attached); and</li><li>Credit history check with Data Bureau.</li></ol>	

# RESERVE BANK OF FIJI



## Fit & Proper Assessment/Comments:

I. Reputation, Character, Reliability and Financial Integrity

II. Education, Other Qualifications and Experience

III. Financial Status or Soundness

## Conclusion/Recommendation:

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

Comments

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Checked by: \_\_\_\_\_

Date: \_\_\_\_\_

Comments

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Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

# RESERVE BANK OF FIJI



## APPENDIX 1

### INFORMATION TO ACCOMPANY FIT AND PROPER ASSESSMENT

**Name of Applicant:** .....

**Address:** .....

1. Has any court-  
(a) ever declared you to be bankrupt? YES..... NO.....  
(b) ever found that you were involved in a violation of the Companies Act 2015 or Regulations thereunder, or equivalent local and foreign laws? YES..... NO.....
2. Has any regulatory authority expelled you from its membership or the activity being applied for in this application? YES..... NO.....
3. Have you ever been denied any licence? YES ..... NO.....
4. Have you ever had your licence revoked by any regulatory authority? YES ..... NO.....
5. Have you ever been a director of a company whose licence has been revoked by any regulatory authority? YES ..... NO.....
6. Are you currently subject of any proceeding that could result in a “yes” answer to parts 1-5 above? YES..... NO.....

For each question answered “YES”, please give the following details of any court or regulatory action

- (I) The title and date of the action;
- (II) The court or body taking the action; and
- (III) A description of the action.

### DECLARATION

I declare that all information provided for this application is true and complete.

**Dated this** \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

**Signed:** ..... (Applicant)