

RESERVE BANK OF FIJI

FORM C1
Sections 297(1)(c) & 298(1)
of the Companies Act 2015

Guide:

APPLICATION FOR TRUSTEE OF WHOLESALE CORPORATE BOND ISSUANCE

This guide is not part of the form and is only provided for assistance in completing the form. Refer to the next page on the actual form to be completed.

Applicability	The form is for public companies that wish to undertake the function of a trustee for bond issuances that will be made under the Companies (Wholesale Corporate Bonds) Regulations 2019 that will be issued under section 283(4)(d) of the Companies Act 2015.
Application Checklist	For further guidance, please refer to the relevant Application Checklist.
Lodgement fee	A lodgement fee applies. Please refer to the Application Checklist for details
Providing Additional Information	If there is insufficient space in any section of the form, you may photocopy the relevant page(s) and/or complete an annexure and submit as part of this lodgement. The annexure must be signed by the same person(s) who signed the form.
Lodgement	Send completed and signed form to: The Financial Institutions Group Reserve Bank of Fiji Pratt Street Private Mail Bag SUVA

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Sections 297(1)(c) & 298(1)
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APPLICATION FOR TRUSTEE OF WHOLESALE CORPORATE BOND ISSUANCE

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) and/or complete an annexure and submit as part of this lodgement.

Lodgement details	Who should the Reserve Bank contact if there is a query about this form?	
	Firm/organisation	<input type="text"/>
	Name of Contact Person	<input type="text"/>
	Position Description	<input type="text"/>
	Telephone Number (during business hours)	<input type="text"/>
	Email address (optional)	<input type="text"/>
	Office Building Address (Level/ Office building, Street number and street name, Town/ City, Island/ State Country)	<input type="text"/>

1. Details of the Applicant

Company details	Company Name	<input type="text"/>
	Company Type	<input type="text"/>
	Company number (if applicable)	<input type="text"/>
	Country of incorporation (if not Fiji)	<input type="text"/>
	Business Name	<input type="text"/>
	Business Name number	<input type="text"/>
	Value of Paid-Up Capital	<input type="text"/>
Registered office	(Level/ Office building, Street number and street name, Town/ City, Island/ State Country)	<input type="text"/>

**Share
Structure**

Standard share codes

Share class code	Share class
A	Class A ordinary shares
B...etc	Class B...etc. ordinary shares
ORD	Ordinary shares
RED	Redeemable shares
REDP	Redeemable preference shares

- Please show details of all shares that the company has on issue at the time of this application.
- If you are using the standard share class codes you do not need to provide a full title for the Shares, just the share class code.
- If you are not using the standard share class code, enter a code of no more than 4 letters and then show the full title

Share Class Code	Full title if not standard	Total Number of Shares	Total amount paid on these Shares	Total amount unpaid on these Shares

**Details of
Members/
Shareholders**

- Use this section to notify the name and address of each person who is a member.
- If shares are jointly owned, provide names and addresses of all joint-owners on a separate sheet (annexure), clearly indicating the share class and with whom shares are jointly owned.
- Please complete a separate section below for each member and print additional copies if more members are required.
- Address must not be a Post Office Box. Must be a street address.

Surname	<input type="text"/>
First name (s)	<input type="text"/>
Former name	<input type="text"/>
OR	
Company name	<input type="text"/>
Company Number (if incorporated in Fiji)	<input type="text"/>
Country of Incorporation (if not Fiji)	<input type="text"/>
Address (Street number and street Town/ City, Island/ State/ Territory, Postcode, County (if not Fiji)	<input type="text"/>

- Complete each column for each share class the above member holds.
- Beneficially held usually means that the owner of the shares is entitled to the direct benefit from the shares. For example, benefits could include the entitlements to payments in relation to any dividends. Shares held by a person as trustee, nominee or on account of another person are non-beneficially held.

Share Class Code	Number of shares taken up	Amount agreed to pay per share	Total amount paid	Amount unpaid per share	Total amount unpaid	Fully paid (Y/N)	Beneficially held (Y/N)

Details of Board of Directors

Full Name	Position on Board	Present Term	Number of Years as a Board Member

Details of Senior Management

Full Name	Position Held	Qualification/ Expertise	Contract/ Non-Contract (If contracted, provide term of the contract)

2. Documents to be attached

1. Certified copies of company incorporation documents – Certificate of Incorporation, Articles/Memorandum of Association.
2. Document confirming that a bond of \$40,000 in the name of the Reserve Bank of Fiji is held, if the applicant is not an institution licensed by the RBF or a wholly-owned subsidiary of such institution.
3. Organisation Chart
4. Board approved operation manual.
5. A document providing details of the accounting, computer, compliance and operating systems of the company for the purpose of the function of trustee. The document must be signed by the same person(s) who signs this form.
6. A document providing details about the risk monitoring and risk reporting processes of the company for the purpose of the function of trustee. The document must be signed by the same person(s) who signs this form.
7. If the applicant is not an institution licensed by the RBF or a wholly-owned subsidiary of such institution which has the same board members as the RBF licensed institution (parent company), please provide the following:
 - i. Duly signed Personal Declaration for each shareholder, board of director, and senior management.
 - ii. Detailed Curriculum Vitae, 1 character reference and 1 professional reference for each board of directors and senior management.
 - iii. Confirmation that the applicant has conducted its own assessment on the fitness and propriety of its shareholders.
8. If the applicant is an institution licensed by the RBF or a wholly-owned subsidiary of such institution which does not have the same board members and/or senior management as the RBF licensed institution (parent company), the information in 7(i), (ii) and (iii) above are to be provided for the directors and senior management who are not part of the parent company.

Declaration of chief employee

I have been appointed as the chief employee of the applicant named in this application.

Name

Position

Date of appointment

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
[D	D]		[M	M]					

Signature

Declaration of applicant

The information provided in this form and in any annexures is true and correct at the time of signing.

Name

To be signed off by at least one director or the company secretary.

Capacity

<input type="checkbox"/>	Director
<input type="checkbox"/>	Secretary

Signature

Date signed

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
[D	D]		[M	M]					