

Personal Declaration Sheet

To be completed by incorporators, directors, principal officers (senior management), ten largest shareholders and ultimate beneficial owners.

It is essential to complete this form accurately and legibly. No section in the form may be left blank. Place "Not Applicable" or "None" as the case may be.

Section A

Name: _____ Date of Birth: _____

Country of Birth: _____ Country of Citizenship: _____

Country of Residency: _____ Since: _____ (Year)

Section B : Capacity of Person making Declaration

Position or capacity: _____

Section C : Addresses

Present Business Address:

Country: _____

Business Phone: _____

Fax: _____

E-mail: _____

Present Residential Address:

Country: _____

Residential Phone: _____

Fax: _____

E-mail: _____

Last two addresses in Fiji, over the past ten years, if any:

Section D

[1] Professional Qualifications

Academic Degree Awarded	Field of Study	Institution Awarded From	Year Obtained

If space allocated above is insufficient, please attach details to this form. Please list in order of highest degree attained to lowest and include special awards or honours.

[2] Membership in Professional Organisations

Organisation	Specialisation of Organisation	Year Membership Began

Section E : Employment History

Most recent to least recent for the last ten years.

Employer Name	Business of Employer	Positions Held	Period of Employment

Section F : Shareholders Stake

For completion only by shareholders.

Shares held in Parent Entity* (%)	Shares held in Applicant* (%)	Type of shareholding in Applicant**

** Holdings as a percentage of total issued and paid-up capital.*

*** Preferential or Ordinary Shares. Convertible bonds should not be included.*

Section G : Other Business Affiliates (Direct & Indirect)

Name of Business	Nature of Affiliation*	Period for
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____
5) _____	_____	_____

**ie. Director, Officer, Shareholder, Incorporator.*

[1] Current Shareholding in Other Entities

Name of Entity	Percentage Holdings*	Type of Shares**	Type of Relationship***	Name of Person****

*Holdings as a percentage of total issued and paid-up capital.

**Preferential or Ordinary Shares. Convertible bonds should not be included.

*** State type of any consanguinity or affinity relationships existing with other shareholders eg. mother, father, sister, brother etc.

**** Name of related person.

Section H : Involvement in Criminal and Civil Proceedings

Name of Investigative Body or Court	Country	Status*	Full Particulars

* Already conducted, pending, or on-going.

Section I : Documentary Requirements

Documents Required

Please tick box if documents added.

- 1) Sworn and certified financial statements for the past four years. ☐
- 2) Two letters of character reference certified and duly notarised from individuals other than relatives who have personally known the undersigned for at least ten years. ☐
- 3) Detailed resumes. Must include qualifications for the past ten years, employment history, major achievements and duties done in various positions of employment. ☐
- 4) Two letters, duly certified and notarised, from financial institutions with which the undersigned has had dealings for the past two years. Special focus must be on the performance of past and present accounts. ☐

Section J : Statement of Assets and Liabilities

To be completed by each natural person who is or will be an incorporator, director, principal officer (senior management), ten largest shareholders and ultimate beneficial owners.

Date of Financial Statement:

ASSETS

Description	Amount (FJD)
1. Cash and Bank Balances	
- Cash in hand	
- Bank accounts (savings/current)	
2. Investments	
- Term deposits	
- Shares/stocks	
- Bonds/other securities	
3. Real Estate / Property	
- Residential property	
- Commercial/investment property	
4. Motor Vehicles	
5. Other Personal Assets	
- Furniture and fittings	
- Valuables (jewellery, art, etc.)	
- Other (specify)	

Total ASSETS

LIABILITIES

Description	Amount (FJD)
1. Loans and Borrowings	
- Mortgage(s)	
- Vehicle loan	
- Personal/Business loan (s)	
2. Outstanding Balances	
- Credit card balances	
- Tax liabilities	
- Lease or rental commitments	
- Legal judgement or settlements	
- Guarantor obligation	
- Outstanding utility/medical bills	
- Insurance payment due	
3. Other Liabilities (specify)	

Total LIABILITIES

NET WORTH

(Total Assets – Total Liabilities) =

Section K : Declaration

I, _____ of _____ certify that all the above information contained in and accompanying this form is complete and accurate to the best of my knowledge and belief.

I also undertake to inform the Reserve Bank of Fiji, within a period of fifteen days of any material change to this Personal Declaration Sheet.

(Signature)

(Position)

Sworn at _____ this _____ day of _____, _____

Before Me,

A Commissioner of Oaths to Affidavits