



ADMINISTRATORS CBB REPORTING MODULE



MODULE	BR (CBB Reporting)
Table of Contents	

		Date Last Changed
BR-A	Introduction	
BR-A.1	Purpose	05/2011
BR-A.2	Module History	05/2011
BR-B	Scope of Application	
BR-B.1	Scope of Application	05/2011
BR-1	Reporting Requirements	
BR-1.1	General Requirements	05/2011
BR-2	Notifications and Approvals	
BR-2.1	Introduction	05/2011
BR-2.2	Notification Requirements	05/2011
BR-2.3	Approval Requirements	05/2011
BR-3	Information Gathering by the CBB	
BR-3.1	Power to Request Information	05/2011
BR-3.2	Access to Premises	05/2011
BR-3.3	Accuracy of Information	05/2011
BR-3.4	Methods of Information Gathering	05/2011



MODULE	BR:	CBB Reporting
CHAPTER	BR-A:	Introduction

BR-A.1 Purpose

Executive Summary

BR-A.1.1 This Module sets out requirements applicable to administrators licensees regarding reporting to the Central Bank of Bahrain ('CBB'). These include the provision of financial information to the CBB, as well as notification to the CBB of certain specified events, some of which require prior CBB approval. This Module also outlines the methods used by the CBB in gathering information required in the supervision of administrators licensees.

Legal Basis

BR-A.1.2

This Module contains the Central Bank of Bahrain ('CBB') Directive (as amended from time to time) regarding CBB Reporting requirements applicable to administrators licensees, and is issued under the powers available to the CBB under Article 38 of the Central Bank of Bahrain and Financial Institutions Law 2006 ('CBB Law').

BR-A.1.3 For an explanation of the CBB's rule-making powers and different regulatory instruments, see section UG-1.1.



MODULE	BR:	CBB Reporting
CHAPTER	BR-A:	Introduction

BR-A.2 Module History

Evolution of Module

- BR-A.2.1 This Module was first issued in May 2011. All subsequent changes to this Module are annotated with the end-calendar quarter date in which the change was made: UG-3 provides further details on Rulebook maintenance and version control.
- BR-A.2.2 A list of recent changes made to this Module is provided below:

Module Ref.	Change Date	Description of Changes



MODULE	BR:	CBB Reporting
CHAPTER	BR-B:	Scope of Application

BR-B.1 Scope of Application

BR-B.1.1

The content of this Module applies to all administrators licensees authorised in the Kingdom of Bahrain, thereafter referred to in this Module as licensees.



MODULE	BR:	CBB Reporting
CHAPTER	BR-1:	Reporting Requirements

BR-1.1 General Requirements

Audited Financial Statements

BR-1.1.1

As specified in Article 62 of the CBB Law, a licensee must submit to the CBB its final audited financial statements within 3 months of the licensee's financial year-end

Suspicious Transaction Reports (STR)

BR-1.1.2

As per Rule FC-5.2.4, licensees must report all suspicious transactions or attempted transactions to the Financial Intelligence Unit at the Ministry of Interior and to the Compliance Directorate at the CBB.

BR-1.1.3

As per Rule FC-1.8.2 licensees must make a suspicious transaction report to the Compliance Directorate at the CBB and the Financial Intelligence Unit at the Ministry of Interior, if they are approached by a shell bank or an institution they suspect of being a shell bank.

BR-1.1.4

As per Rule FC-5.2.3, if licensees suspect that a person has been engaged in money laundering or terrorism financing, or the activity concerned is regarded as suspicious, the licensee must report the fact promptly to the Financial Intelligence Unit at the Ministry of Interior and copy the Compliance Directorate at the CBB. The reports must be made using the STR Form and related instructions, included in Part B of Volume 5.

BR-1.1.5

As per Section FC-8.1, when dealing with entities or persons domiciled in countries or territories which are identified by the FATF as being non-cooperative or notified to licensees from time to time by the CBB, whenever the licensee has suspicions about the transaction, these must be reported to the Financial Intelligence Unit at the Ministry of Interior and the Compliance Directorate at the CBB.

BR-1.1.6

As per Rule FC-8.3.3, licensees must report to the Financial Intelligence Unit at the Ministry of Interior and the Compliance Directorate at the CBB, using the procedures contained in Section FC-5.2, details of any accounts or other dealings with persons and entities designated by the CBB as potentially linked to terrorist activity.



MODULE	BR:	CBB Reporting
CHAPTER	BR-1:	Reporting Requirements

BR-1.1 General Requirements (continued)

Reports Prepared by the MLRO

BR-1.1.7

As per Rule FC-4.3.1(a) and (b), licensees must arrange for their MLRO to produce a report containing the number of internal reports made in accordance with Section FC-5.1, a breakdown of all the results of those internal reports and their outcomes for each segment of the licensee's business, and an analysis of whether controls or training need to be enhanced and a report, indicating the number of external reports made in accordance with Section FC-5.2 and, where a licensee has made an internal report but not made an external report, noting why no external report was made. These reports are to be submitted to the CBB by the 30th of April of the following year.

Report of Fraud or Attempted Fraud

BR-1.1.8

Licensees must report any actual or attempted fraud incident (however small) to the appropriate authorities (including the CBB) (ref. FC-11.1).

Reports Required as per Module CIU

BR-1.1.9

Licensees must comply with any reporting requirements applicable to them as stipulated in the Module CIU of CBB Rulebook Volume 6.

Reports Prepared by the External Auditor

BR-1.1.10

As per Rule FC-4.3.1(d), licensees must arrange for their external auditor to produce a report as to the quality of the licensee's anti-money laundering procedures, systems and controls, and compliance with the AML Law and Module FC (Financial Crime) to be submitted to the CBB by the 30th of April of the following year.

Terrorist Financing

BR-1.1.11

As per Rule FC-8.2.4, licensees must report to the Compliance Directorate at the CBB, details of:

- (a) Funds or other financial assets or economic resources **they** have with them which may be the subject of Article 1, paragraphs (c) and (d) of UNSCR 1373; and
- (b) All claims, whether actual or contingent, which the licensee has on persons and entities which may be the subject of Article 1, paragraphs (c) and (d) of UNSCR 1373.



MODULE	BR:	CBB Reporting
CHAPTER	BR-1:	Reporting Requirements

BR-1.1 General Requirements (continued)

Annual License Fee

BR-1.1.12

Licensees must complete and submit Form ALF (Annual License Fee) to the CBB, no later than 30 April each year, together with the payment due under Rule AU-5.2.1.

Institutional Information System (IIS)

BR-1.1.13

Licensees are required to complete online non-financial information related to their institution by accessing the CBB's institutional information system (IIS). Licensees must update the required information at least on a quarterly basis or when a significant change occurs in the non-financial information included in the IIS. If no information has changed during the quarter, the licensee must still access the IIS quarterly and confirm the information contained in the IIS.

BR-1.1.14

Licensees failing to comply with the requirements of Paragraph BR-1.1.13 or reporting inaccurate information are subject to financial penalties or other enforcement actions as outlined in Module (EN) Enforcement



MODULE	BR:	CBB Reporting
CHAPTER	BR-2:	Notifications and Approvals

BR-2.1 Introduction

BR-2.1.1

All notifications and approvals required in this Chapter are to be submitted by licensees in writing.

BR-2.1.2

In this Module, the term 'in writing' includes electronic communication capable of being reproduced in paper form.

BR-2.1.3

A licensee must make the notifications and approvals required in Chapter BR-2 immediately it becomes aware, or has information which reasonably suggests, that any of the matters in Chapter BR-2 have occurred, may have occurred or may occur in the near future.

BR-2.1.4

Licensees are required to provide the CBB with a range of information to enable it to monitor the licensee's compliance with Volume 5 of the CBB Rulebook. Some of this information is provided through regular reports, whereas others are in response to the occurrence of a particular event (such as a change in name or address). The following sections list the commonly occurring reports for which a licensee will be required to notify the CBB or seek its approval.



MODULE	BR:	CBB Reporting
CHAPTER	BR-2:	Notifications and Approvals

BR-2.2 Notification Requirements

Matters Having a Serious Supervisory Impact

BR-2.2.1

A licensee must notify the CBB if any of the following has occurred, may have occurred or may occur in the near future:

- (a) The licensee failing to satisfy one or more of the Principles of Business referred to in Module PB;
- (b) Any matter which could have a significant adverse impact on the licensee's reputation;
- (c) Any matter which could affect the licensee's ability to continue to provide adequate services to its customers and which could result in serious detriment to a customer of the licensee;
- (d) Any matter in respect of the licensee that could result in material financial consequences to the financial system or to other licensees;
- (e) Any breach of any provision of the Rulebook (including a Principle);
- (f) A breach of any requirement imposed by the relevant law or by regulations or an order made under any relevant law by the CBB; or
- (g) If a licensee becomes aware, or has information that reasonably suggests that it has or may have provided the CBB with information that was or may have been false, misleading, incomplete or inaccurate, or has or may have changed in a material way, it must notify the CBB immediately (ref. BR-3.3.2).

BR-2.2.2

The circumstances that may give rise to any of the events in Paragraph BR-2.2.1 are wide-ranging and the probability of any matter resulting in such an outcome, and the severity of the outcome, may be difficult to determine. However, the CBB expects licensees to consider properly all potential consequences of events.

BR-2.2.3

In determining whether an event that may occur in the near future should be notified to the CBB, a licensee should consider both the probability of the event happening and the severity of the outcome should it happen. Matters having a supervisory impact could also include matters relating to a parent undertaking or controller that may indirectly have an effect on the licensee.

Legal, Professional, Administrative or other Proceedings Against a Fund Administration Licensee

BR-2.2.4

A licensee must notify the CBB immediately of any legal, professional or administrative or other proceedings instituted against the licensee, controller or a close link including a parent undertaking of the licensee that is known to the licensee and is significant in relation to the licensee's financial resources or its reputation.



MODULE	BR:	CBB Reporting
CHAPTER	BR-2:	Notifications and Approvals

BR-2.2 Notification Requirements (continued)

BR-2.2.5

A licensee must notify the CBB of the bringing of a prosecution for, or conviction of, any offence under any relevant law against the licensee that would prevent the licensee from meeting the Principles of Business (Module PB) or any of its Directors, officers or approved persons from meeting the fit and proper requirements of Module AU.

Fraud, Errors and other Irregularities

BR-2.2.6

A licensee must notify the CBB immediately if one of the following events arises and the event is significant:

- (a) It becomes aware that an employee may have committed a fraud against one of its customers;
- (b) It becomes aware that a person, whether or not employed by it, is acting with intent to commit fraud against it;
- (c) It identifies irregularities in its accounting or other records, whether or not there is evidence of fraud;
- (d) It suspects that one of its employees may be guilty of serious misconduct concerning his honesty or integrity and which is connected with the licensee's regulated or ancillary activities; or
- (e) Any conflicts of interest.



MODULE	BR:	CBB Reporting
CHAPTER	BR-2:	Notifications and Approvals

BR-2.2 Notification Requirements (continued)

Insolvency, Bankruptcy and Winding Up

BR-2.2.7

Except in instances where the CBB has initiated the following actions, a licensee must notify the CBB immediately of any of the following events:

- (a) The calling of a meeting to consider a resolution for winding up the licensee, a controller or close link, including a parent undertaking of the licensee;
- (b) An application to dissolve a controller or close link, including a parent undertaking of the licensee or to strike the licensee off the Register of Fund Administrators;
- (c) The presentation of a petition for the winding up of a controller or close link, including a parent undertaking of the licensee;
- (d) The making of any proposals, or the making of, a composition or arrangement with any one or more of the licensee's creditors, for material amounts of debt;
- (e) An application for the appointment of an administrator or trustee in bankruptcy to a controller or close link, including a parent undertaking of the licensee;
- (f) The appointment of a receiver to a controller or close link, including a parent undertaking of the licensee (whether an administrative receiver or a receiver appointed over particular property); or
- (g) An application for an interim order against the licensee, a controller or close link, including a parent undertaking of the licensee under the Bankruptcy and Composition Law of 1987 or similar legislation in another jurisdiction.

Other Supervisors

BR-2.2.8

A licensee must notify the CBB immediately if it becomes subject to or ceases to be subject to the supervision of any overseas supervisor (including a home supervisor).

BR-2.2.9

The supervisory regime and any legislative or foreign provisions to which that licensee, is subject, influence the CBB's approach to the supervision of the licensee.



MODULE	BR:	CBB Reporting
CHAPTER	BR-2:	Notifications and Approvals

BR-2.2 Notification Requirements (continued)

External Auditor

BR-2.2.10

A licensee must notify the CBB of the following:

- (a) Removal or resignation of auditor (ref. AA-1.2.1); or
- (b) Change in audit partner (ref. AA-1.3.3).

Approved Persons

BR-2.2.11

A licensee must notify the CBB of the termination of employment of approved persons, including particulars of reasons for the termination and arrangements with regard to replacement (ref. AU-4.3.5).

BR-2.2.12

Licensees must immediately notify the CBB when they become aware of any of the events listed in Paragraph EN-8.2.3, affecting one of their approved persons.

Capital Adequacy

BR-2.2.13

In the event that a licensee fails to meet any of the requirements specified in Module CA (Capital Adequacy), it must, on becoming aware that it has breached the requirements, immediately notify the CBB in writing (ref. CA-1.1.5).

BR-2.2.14

As specified in Article 58 of the CBB Law, a licensee must notify the CBB immediately of any matter that may affect its financial position, currently or in the future, or limit its ability to meet its obligations.



MODULE	BR:	CBB Reporting
CHAPTER	BR-2:	Notifications and Approvals

BR-2.2 Notification Requirements (continued)

Outsourcing Arrangements

BR-2.2.15

Licensees must immediately inform their direct supervisory contact at the CBB of any material problems encountered with an outsourcing provider.

Controllers

BR-2.2.16

If, as a result of circumstances outside the licensee's knowledge and/or control, one of the changes to their controllers specified in Paragraph GR-5.1.1 is triggered prior to CBB approval being sought or obtained, the licensee must notify the CBB as soon as it becomes aware of the fact and no later than 15 calendar days after the change occurs (ref. GR-5.1.4).

BR-2.2.17

As specified in Article 52 of the CBB Law, a licensee must notify the CBB of the following events:

- (a) If effective control over a licensee takes place indirectly whether by way of inheritance or otherwise.
- (b) Gaining control directly as a result of any action leading to it; or
- (c) The intention to take any of the actions that would lead to control.

Other Notification Requirements

BR-2.2.18

Licensees must comply with any notification requirements applicable to them as stipulated in the CIU Module of CBB Rulebook Volume 6.



MODULE	BR:	CBB Reporting
CHAPTER	BR-2:	Notifications and Approvals

BR-2.3 Approval Requirements

Change in Name

BR-2.3.1

In accordance with Paragraph GR-2.1.1, a licensee must seek prior written approval from the CBB and give reasonable advance notice of a change in:

- (a) The licensee's name (which is the registered name if the licensee is a body corporate); or
- (b) The licensee's trade name.

BR-2.3.2

The request under Paragraph BR-2.3.1 must include the details of the proposed new name and the date on which the licensee intends to implement the change of name.

Change of Address

BR-2.3.3

As specified in Article 51 of the CBB Law, a licensee must seek approval from the CBB and give reasonable advance notice of a change in the address of the licensee's principal place of business in Bahrain.

BR-2.3.4

The request under Paragraph BR-2.3.3 must include the details of the proposed new address and the date on which the licensee intends to implement the change of address.

BR-2.3.5

As specified in Article 51 of the CBB Law, a licensee must seek approval from the CBB for its intention to carry on its business from new premises in Bahrain. This requirement applies whether or not the premises are to be used for the purposes of transacting business with customers, administration of the business or as the head office in Bahrain of the licensee.

Change in Legal Status

BR-2.3.6

A licensee must seek CBB approval and give reasonable advance notice of a change in its legal status that may, in any way, affect its relationship with or limit its liability to its customers.



MODULE	BR:	CBB Reporting
CHAPTER	BR-2:	Notifications and Approvals

BR-2.3 Approval Requirements (continued)

Change in Authorised or Paid-up Capital

BR-2.3.7

As specified in Article 57(3) of the CBB Law, a licensee must seek CBB approval before making any modification to its authorised or paid-up capital. In the case that a licensee has been granted approval to increase its paid-up capital, confirmation from the external auditor stating that the amount has been deposited in the licensee's bank account will subsequently be required.

Controllers and Close Links

BR-2.3.8

In accordance with Section GR-5.1, licensees must seek CBB approval and give reasonable advance notice of any of the following events concerning the licensee:

- (a) A person acquiring control or ceasing to have control;
- (b) An existing controller acquiring an additional type of control (such as ownership or significant influence) or ceasing to have a type of control;
- (c) An existing controller increasing the percentage of shares or voting power beyond 10%, 20% or 50%; and
- (d) An existing controller becoming or ceasing to be a parent undertaking.

BR-2.3.9

Every licensee authorised in Bahrain is required to submit an annual report on its controllers, as per Paragraph GR-5.1.8, and close links as set out in Paragraph GR-6.1.3.

Carrying out Business in Another Jurisdiction

BR-2.3.10

As specified in Article 51 of the CBB Law, a licensee must seek CBB approval and give three months' notice of its intention to undertake fund administration activities in a jurisdiction other than Bahrain, prior to commencing that business and where the effect of commencing that business may have a significant impact on:

- (a) The licensee's business in Bahrain; or
- (b) The capital resources of the licensee.



MODULE	BR:	CBB Reporting
CHAPTER	BR-2:	Notifications and Approvals

BR-2.3 Approval Requirements (continued)

Mergers, Acquisitions, Disposals and Establishment of New Subsidiaries

BR-2.3.11

As specified in Article 57 of the CBB Law, a licensee incorporated in Bahrain must seek CBB approval and give reasonable advance notice of its intention to enter into a:

- (a) Merger with another undertaking; or
- (b) Proposed acquisition, disposal or establishment of a new subsidiary undertaking.

BR-2.3.12

Licensees will also need to consider the implications of a merger, acquisition, disposal or establishment of a new subsidiary undertaking in the context of the controllers and close links rules set out in Module GR.

Share Option Schemes

BR-2.3.13

A licensee must seek prior approval from the CBB for any share option schemes it proposes to offer to its employees.

Outsourcing Arrangements

BR-2.3.14

A licensee must seek prior approval from the CBB for the following:

- (a) Outsourcing of their internal audit function (ref. GR-9.4);
- (b) Material intra-group outsourcing (ref. GR-9.3); or
- (c) Outsourcing other material functions (GR-9.1).

Matters Having a Serious Supervisory Impact

BR-2.3.15

A licensee must seek prior approval from the CBB for any material changes or proposed changes to the information provided to the CBB in support of an authorisation application that occurs after authorisation has been granted.

BR-2.3.16

Any licensee that wishes, intends or has been requested to do anything that might contravene, in its reasonable opinion, the provisions of UNSCR 1373 (and in particular Article 1, Paragraphs c) and d) of UNSCR 1373) must seek, in writing, the prior written opinion of the CBB on the matter (ref. FC-7.2.2).



MODULE	BR:	CBB Reporting
CHAPTER	BR-2:	Notifications and Approvals

BR-2.3 Approval Requirements (continued)

BR-2.3.17 As specified in Article 57 of the CBB Law, a licensee wishing to modify its Memorandum or Articles of Association, must obtain prior written approval from the CBB.

BR-2.3.18 In accordance with Paragraph GR-4.1.1, a licensee must seek prior written approval from the CBB before transferring any of its business to a third party.

Dividends

BR-2.3.19 Licensees, must obtain a letter of no-objection from the CBB to any dividend proposed, before submitting a proposal for a distribution of profits to a shareholder vote (ref. GR-3.1.1).

External Auditor

BR-2.3.20 A licensee must seek prior approval from the CBB for the appointment or re-appointment of its external auditor (ref. AU-2.7.1 and AA-1.1.1).

Approved Persons

BR-2.3.21 A licensee must seek prior approval from the CBB for the appointment of persons undertaking a controlled function in a licensee (ref. Article 65 of the CBB Law, AU-1.2 and AU-4.2.1).

BR-2.3.22 Licensees must seek prior CBB approval before an approved person may move from one controlled function to another within the same licensee (ref. AU-4.2.11).

BR-2.3.23 If a controlled function falls vacant, the licensee must appoint a permanent replacement (after obtaining CBB approval), within 120 calendar days of the vacancy occurring. A licensee making immediate interim arrangements for the controlled function affected, must obtain approval from the CBB for such arrangement (ref. AU-4.3.5).



MODULE	BR:	CBB Reporting
CHAPTER	BR-3:	Information Gathering by the CBB

BR-3.1 Power to Request Information

BR-3.1.1 **Licensees** must provide all information that the CBB may reasonably request in order to discharge its regulatory obligations.

Information Requested on Behalf of other Supervisors

BR-3.1.2 The CBB may ask a licensee to provide it with information at the request of or on behalf of other supervisors to enable them to discharge their functions properly. Those supervisors may include overseas supervisors or government agencies in Bahrain. The CBB may also, without notifying a licensee, pass on to those supervisors or agencies information that it already has in its possession.



MODULE	BR:	CBB Reporting
CHAPTER	BR-3:	Information Gathering by the CBB

BR-3.2 Access to Premises

BR-3.2.1

A licensee must permit representatives of the CBB, or persons appointed for the purpose by the CBB to have access, with or without notice, during reasonable business hours to any of its business premises in relation to the discharge of the CBB's functions under the relevant law.

BR-3.2.2

A licensee must take reasonable steps to ensure that each of its providers under material outsourcing arrangements deals in an open and cooperative way with the CBB in the discharge of its functions in relation to the licensee.

BR-3.2.3

The cooperation that licensees are expected to procure from such providers is similar to that expected of licensees themselves.



MODULE	BR:	CBB Reporting
CHAPTER	BR-3:	Information Gathering by the CBB

BR-3.3 Accuracy of Information

BR-3.3.1

Licensees must take reasonable steps to ensure that all information they give the CBB is:

- (a) Factually accurate or, in the case of estimates and judgements, fairly and properly based after appropriate enquiries have been made by the licensee; and
- (b) Complete, in that it should include anything of which the CBB would reasonably expect notice.

BR-3.3.2

If a licensee becomes aware, or has information that reasonably suggests that it has or may have provided the CBB with information that was or may have been false, misleading, incomplete or inaccurate, or has or may have changed in a material way, it must notify the CBB immediately. The notification must include:

- (a) Details of the information which is or may be false, misleading, incomplete or inaccurate, or has or may have changed;
- (b) An explanation why such information was or may have been provided; and
- (c) The correct information.

BR-3.3.3

If the information in Paragraph BR-3.3.2 cannot be submitted with the notification (because it is not immediately available), it must instead be submitted as soon as possible afterwards.



MODULE	BR:	CBB Reporting
CHAPTER	BR-3:	Information Gathering by the CBB

BR-3.4 Methods of Information Gathering

BR-3.4.1 The CBB uses various methods of information gathering on its own initiative which require the cooperation of licensees:

- (a) Representatives of the CBB may make onsite visits at the premises of the licensee. These visits may be made on a regular basis, on a sample basis, for special purposes such as theme visits (looking at a particular issue across a range of licensees), or when the CBB has a particular reason for visiting a licensee;
- (b) Appointees of the CBB may also make onsite visits at the premises of the licensee. Appointees of the CBB may include persons who are not CBB staff, but who have been appointed to undertake particular monitoring activities for the CBB, such as in the case of Appointed Experts (refer to Chapter EN-2).
- (c) The CBB may request the licensee to attend meetings at the CBB's premises or elsewhere;
- (d) The CBB may seek information or request documents by telephone, at meetings or in writing, including electronic communication; **and**
- (e) The CBB may require licensees to submit various documents or notifications, as per Chapter BR-2, in the ordinary course of their business such as financial reports or on the happening of a particular event in relation to the licensee such as a change in control.

BR-3.4.2 When seeking meetings with a licensee or access to the licensee's premises, the CBB or the CBB appointee needs to have access to a licensee's documents and personnel. Such requests will be made during reasonable business hours and with proper notice. There may be instances where the CBB may seek access to the licensee's premises without prior notice. While such visits are not customary, the prospect of unannounced visits is intended to encourage licensees to comply at all times with the requirements and standards imposed by the CBB as per legislation and Volume 4 of the CBB Rulebook.

BR-3.4.3 The CBB considers that a licensee should:

- (a) Make itself readily available for meetings with representatives or appointees of the CBB;
- (b) Give representatives or appointees of the CBB reasonable access to any records, files, tapes or computer systems, which are within the licensee's possession or control, and provide any facilities which the representatives or appointees may reasonably request;
- (c) Produce to representatives or appointees of the CBB specified documents, files, tapes, computer data or other material in the licensee's possession or control as reasonably requested;



MODULE	BR:	CBB Reporting
CHAPTER	BR-3:	Information Gathering by the CBB

BR-3.4 Methods of Information Gathering (continued)

- (d) Print information in the licensee's possession or control which is held on computer or otherwise convert it into a readily legible document or any other record which the CBB may reasonably request;
 - (e) Permit representatives or appointees of the CBB to copy documents of other material on the premises of the licensee at the licensee's expense and to remove copies and hold them elsewhere, or provide any copies, as reasonably requested; and
 - (f) Answer truthfully, fully and promptly all questions which representatives or appointees of the CBB reasonably put to it.
- BR-3.4.4 The CBB considers that a licensee should take reasonable steps to ensure that the following persons act in the manner set out in Paragraph BR-3.4.3:
- (a) Its employees; and
 - (b) Any other members of its group, and their employees.
- BR-3.4.5 In gathering information to fulfill its supervisory duties, the CBB acts in a professional manner and with due regard to maintaining confidential information obtained during the course of its information gathering activities.