



CENTRAL BANK OF BAHRAIN

Form 2: Application for CIU Board Member of a Bahrain Domiciled CIU

This Form was last updated in October 2016



Form 2: Application for CIU Board Member

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Form 2: INSTRUCTIONS

PLEASE NOTE:

1. All persons wishing to undertake the function of Board Member on the Board of a Bahrain domiciled CIU must be approved by the CBB prior to their appointment.
2. This application form should be completed by referring to Volume 7 (Collective Investment Units) of the CBB Rulebook. The rules applicable to Board Members are found in Module CG (Corporate Governance). All terms underlined are defined in the Glossary for Volume 7.
3. Applicants should satisfy themselves that they meet the requirements of the Rulebook before submitting an application including, where applicable, the minimum qualifications and competency requirements outlined in Module CG (Corporate Governance). This form contains the principal elements that are required, but should applicants consider that there is additional evidence of relevance to the application, this should be submitted with this form. It should not be assumed that information is known to the CBB merely because it is in the public domain or has previously been disclosed to the CBB or another regulatory body. If there is any doubt about the relevance of information, it should be disclosed.
4. Complete all sections as fully as possible, attaching supporting documentation and continuation sheets where appropriate. The application should be written in ink in BLOCK CAPITALS or typed. It must be signed by the applicant in ink in a colour other than black.
5. Failure to provide all the required information may result in significant delays in processing. The CBB does not accept responsibility for any loss caused to the applicant by any delay.
6. All documentation provided to the CBB must be in either the Arabic or English languages. Any documentation in a language other than English or Arabic must be accompanied by a certified English or Arabic translation thereof.
- 6A. The application form must be accompanied by certified copies of original identification documents which contain a photograph of the concerned applicant, the applicant's full name and details of date of birth. This refers to the passport of the applicant. Any document copied for the purpose of identification verification must be original. Certification must be performed by an official of the concerned licensee (if already licensed), a registered lawyer, registered notary, chartered accountant or a Government body such as an Embassy or Ministry. Certification may also be made at the CBB subject to the submission of the original documents. The certification must include the words "original sighted" together with a date and signature of the concerned authorised official (along with corporate stamp where applicable). The certifier's contact details should be clearly available (e.g. business card) with the certification.
7. If any question is not applicable given your particular circumstances, please clearly indicate by marking 'N/A', with an explanation as to why it does not apply. Please provide a full explanation for any question that cannot be answered at this stage. Please note that failure to provide the required information may prejudice an application and will cause delay.



Form 2: INSTRUCTIONS (continued)

8. A request for CIU Board Member approval, must be sent with a cover letter, enclosing the **original** completed form, together with supporting (certified) documentation, to:

The Director of Financial Institutions Supervision Directorate

Central Bank of Bahrain

PO Box 27

Manama

Kingdom of Bahrain

Tel: +973 1754 7967/7968

Fax: +973 1753 1636

E-mail: mutualfunds@cbb.gov.bh

9. Applicants are reminded that providing to the CBB any information which is false or misleading in connection with the submission of this application or any related information, may result in the rejection of the application.



Form 2: DECLARATION

I certify that the information in this Form is accurate and complete to the best of my knowledge and belief and that there are no other facts relevant to this application of which the Central Bank of Bahrain (CBB) should be aware.

I authorise the CBB to make such enquiries and seek further information it deems necessary in considering this application for Board membership of a Bahrain domiciled CIU.

I am aware that providing to the CBB any information which is false or misleading in connection with an application for Board membership of a Bahrain domiciled CIU, may result in disciplinary measures.

I also confirm that I will not assume the responsibilities of a Board Member on the Board of a Bahrain Domiciled CIU, for which this application is being submitted, prior to obtaining such approval.

Should my application be approved by the CBB, I undertake to comply with all relevant provisions of the Bahrain Commercial Company Law (2001) (as amended), the CBB Law, Decree No. (64) of 2006 (as amended) and CBB Regulations and Rules issued.

I undertake to inform the CBB and the operator / trustee of the CIU of any changes material to the application that may arise while the CBB is considering the application. I further undertake that, in the event that the approval being sought is granted, I will notify the CBB and the operator / trustee of any material changes to or affecting the completeness or accuracy of, the information provided in this Form as soon as possible, but in any event no later than 21 days from the day that the changes come to my attention.

I certify that as prospective Director of the Bahrain domiciled CIU, for which this application is being made, I have read and fully understand my role and responsibilities as outlined in Module CG (Corporate Governance) of Volume 7 of the CBB Rulebook, and will abide by them.

Applicant:

Name: _____

Signature: _____

(Do not sign in black ink)

Date: _____

Note: The use of the term ‘applicant’ throughout this form refers to the individual seeking approval for appointment as a Board Member on the Board of a Bahrain Domiciled CIU.



Form 2: Contact Information

Please provide full contact details of the applicant and an authorised representative of the CIU, with whom the CBB can communicate with, regarding this application.

Applicant for Board Membership:

Name: _____

Title: _____

Company: _____

Tel: _____

Fax: _____

E-mail: _____

We have reviewed the information given by the applicant on this form and upon enquiry of the same, can confirm that such answers are, in our opinion, correct and accurate in all respects.

Authorised Representative of the CIU (Operator/Trustee):

Name: _____

Title: _____

Company: _____

Tel: _____

Fax: _____

E-mail: _____

Signature: _____

Date _____

Company Stamp:



Form 2: Section I – Applicant Details

1. Name of the CIU in respect of which this application for Board Member is being made:

2. Type of CIU:

- ☐ Bahrain Domiciled Retail CIU
☐ Bahrain Domiciled Expert CIU
☐ Bahrain Domiciled Exempt CIU

3. Name of the applicant for position of Board Member:

First Names: _____

Family Name: _____

Gender: Male ☐ Female ☐

4. Has the applicant had any previous name (s) by which he (she) is known?

YesNo

If yes, please specify _____

5. Date and place of birth:

Place _____ Date: Day _____ Month _____ Year _____

6. Nationality of applicant:

7. Nationality of and name(s) of applicant's spouse:

Name of spouse: _____

Nationality of spouse: _____



Form 2: Section I – Applicant Details (continued)

8. Beginning with the applicant's current address please list all previous private addresses during the last 10 years with relevant dates:

Date	Address

9. Identification:

Number: _____ Country of issue: _____

10. Passport Information:

Passport Number: _____ Place of issue: _____

Date of issue: _____ Date of expiry: _____

11. Please attach a certified copy of your passport.

(Note that the identification document must contain a photograph and be certified by one of the following:

- (a) a registered lawyer;*
- (b) a registered notary;*
- (c) a chartered accountant;*
- (d) a government ministry;*
- (e) an official of an embassy or consulate; or*
- (f) an official of a CBB licensee.*

The individual providing the above certification must include clear contact details (e.g. business card or company stamp).

Attached

YesNo



Form 2: Section II – Responsibilities of Function

1. Specify responsibilities of the proposed function:

(Applicants must refer to the Module CG (Corporate Governance) of CBB Rulebook Volume 7 for details of the role and responsibilities of Board Members of Bahrain domiciled CIUs).

2. How much time will the applicant give to the work of the CIU?

3. What particular contribution does the applicant believe he will bring to the work of the CIU?



Form 2: Section III – Applicant Qualifications & Experience

1. Please provide details of any professional qualifications and the year and place in which these were obtained (with originals or certified copies of certificates and translations if not in Arabic or English).

Original or Certified Copies Attached Yes ☐ No ☐

Membership No.	Professional Qualification	Year Obtained

2. Please provide details of any further relevant qualifications (not covered in Question III.1) and the year and place in which these were obtained (with originals or certified copies of certificates and translations if not in Arabic or English).

Original or Certified Copies Attached Yes ☐ No ☐

Qualification	Educational Establishment	Year Obtained



Form 2: Section III – Applicant Qualifications & Experience (continued)

3. Please provide details of current membership of any relevant professional bodies, their address(es) and the year of admission.

Name of Professional Body	Address	Year of Admission

If additional professional bodies, please complete an additional sheet.

4. Beginning with your present employment, please provide details of all occupations and employment over the past 10 years, including the **full name and address** of the employer, the nature of the business, the position held and the relevant dates (**please enclose curriculum vitae**). Please account for any gaps in employment history.

Period Covered	Name of Employer ¹	Address	Nature of Business	Position Held

If additional employment experience, please complete an additional sheet.

¹ If self-employed, mark as self-employed.



Form 2: Section III – Applicant Qualifications & Experience (continued)

5. Please provide details of any body corporate of which the applicant is currently a director, controller, manager, or company secretary, and the countries in which they are registered.

Name of Corporate Body	Position Held		Country of Registration
	Executive Director	<input type="checkbox"/>	
	Non-Executive Director	<input type="checkbox"/>	
	<u>Controller</u>	<input type="checkbox"/>	
	Manager	<input type="checkbox"/>	
	Company Secretary	<input type="checkbox"/>	
	Executive Director	<input type="checkbox"/>	
	Non-Executive Director	<input type="checkbox"/>	
	<u>Controller</u>	<input type="checkbox"/>	
	Manager	<input type="checkbox"/>	
	Company Secretary	<input type="checkbox"/>	
	Executive Director	<input type="checkbox"/>	
	Non-Executive Director	<input type="checkbox"/>	
	<u>Controller</u>	<input type="checkbox"/>	
	Manager	<input type="checkbox"/>	
	Company Secretary	<input type="checkbox"/>	

If additional corporate position held, please complete an additional sheet.



Form 2: Section IV – Personal Background of Applicant

1. Are there any outstanding litigation and/or any current proceedings against the applicant?

Yes ☐ No ☐

If yes, please provide details.

2. Are there any judgement against the applicant?

Yes ☐ No ☐

If yes, please provide details.

3. Has the applicant, or any body corporate, partnership or unincorporated institution to which the applicant has, or has been associated with as a director, controller, manager or company secretary, ever applied to any regulatory authority in any jurisdiction for a license or other authority to carry on a financial services activity?

Yes ☐ No ☐

If yes, please list all applications showing whether they have been successful or unsuccessful.



Form 2: Section IV – Personal Background (continued)

4A. Has the applicant at any time been convicted of any felony or crime by any court or competent jurisdiction, including civil or military (*excluding any minor traffic offence*) that relates to his or her honesty and/or integrity unless he/she has subsequently been restored to good standing?

Yes ☐ No ☐

If yes, please give full particulars of the court by which the applicant was convicted, the offence and the penalty imposed and the date of conviction as well as evidence of having been restored to good standing.

4B. Has the applicant been the subject of any adverse finding in a civil action by any court or competent jurisdiction, relating to fraud?

Yes ☐ No ☐

If yes, please give full particulars of the court by which the applicant was convicted, the offence and the penalty imposed and the date of conviction.

4C. Has the applicant been the subject of any adverse finding in a civil action by any court or competent jurisdiction, relating to misfeasance or other misconduct in connection with the formation or management of a corporation or partnership?

Yes ☐ No ☐

If yes, please give full particulars of the court by which the applicant was convicted, the offence and the penalty imposed and the date of conviction.



Form 2: Section IV – Personal Background (continued)

5. Has the applicant ever been censured, disciplined or publicly criticised by any Court of Law or by any officially appointed enquiry whether in the Kingdom of Bahrain or elsewhere or by any professional body or trade association to which the applicant has belonged or been the subject of a regulatory order?

Yes ☐ No ☐

If yes, please give full particulars of the action taken, where and when it took place and the party having taken this action.

6. Has the applicant contravened any financial services legislation or been the subject of any disciplinary proceedings, investigations and/or fines by a governmental, professional or other regulatory body or association?

Yes ☐ No ☐

If yes, please give full particulars of the action taken, where and when it took place and the party having taken this action.

6A. Has any body corporate, partnership or unincorporated institution to which the applicant has, or has been associated with as a director, controller, manager or company secretary contravened any financial services legislation or been the subject of any disciplinary proceedings, investigations and/or fines by a governmental, professional or other regulatory body or association?

Yes ☐ No ☐

If yes, please give full particulars of the action taken, where and when it took place and the party having taken this action.



Form 2: Section IV – Personal Background (continued)

7. Has the applicant ever been the subject of a disciplinary enquiry?

Yes ☐ No ☐

If yes, please give full particulars of the action taken, where and when it took place and the party having taken this action.

8. Has the applicant ever been suspended from any office, or asked to resign?

Yes ☐ No ☐

If yes, please give full particulars of the action taken, where and when it took place.

9. Has the applicant been dismissed from any office or employment or barred from entry to any profession or occupation?

Yes ☐ No ☐

If yes, please give full particulars of the action taken, where and when it took place.



Form 2: Section IV – Personal Background (continued)

10. Has the applicant ever been disqualified from acting as a director of a company or from acting in the management or conduct or the affairs of any company, partnership or unincorporated association?

Yes ☐ No ☐

If yes, please give full particulars of the action taken, where and when it took place.

11. Has the applicant been adjudged bankrupt by a court?

Yes ☐ No ☐

If yes, please give full particulars of the action taken, where and when it took place and provide evidence that the applicant has met all his/her obligations in the last 10 years and has achieved economic accomplishments.

12A. Has the applicant ever at any time failed to satisfy a judgement debt under a court order resulting from a business relationship?

Yes ☐ No ☐

If yes, please give full particulars of the action taken, where and when it took place.

12B. Has the applicant been the subject of any adverse finding in a civil action by any court or competent jurisdiction relating to fraud?

Yes ☐ No ☐



Form 2: Section IV – Personal Background (continued)

If yes, please give full particulars of the action taken, where and when it took place.

13. Has the applicant, in connection with the formation or management of any body corporate, partnership or unincorporated institution been adjudged by a court civilly liable for any fraud, misfeasance or other misconduct by the applicant towards such a body or company or toward any members thereof?

Yes ☐ No ☐

If yes, please give full particulars of the action taken, where and when it took place.

14. Has the applicant or any body corporate, partnership or unincorporated institution with which the applicant is or was associated as a director, controller, manager, partner or company secretary been compulsorily wound up or made a compromise or arrangement with its creditors or ceased trading in circumstances where its creditors did not receive or have not yet received full settlement of their claims, either while the applicant was associated with it or within one year after the applicant ceased to be associated with it?

Yes ☐ No ☐

If yes, please give full particulars of the action taken, where and when it took place.

15. In carrying out his/her duties will the applicant be acting on the directions or instructions of any other person(s)?

Yes ☐ No ☐



Form 2: Section IV – Personal Background (continued)

If yes, please give full particulars.

16. Provide the name and address of one or more bankers as a reference for the CBB to obtain information on the conduct of your financial affairs over the past 5 years:

17. Has the applicant ever been a director, partner or manager of a corporation or partnership which has been liquidated or under administration or where one or more partners have been declared bankrupt whilst the person was connected with that partnership?

Yes ☐ No ☐

If yes, please give full particulars of the situation, including where and when it took place.

18. Please provide a copy of a recent credit reference report*.

Attached Yes ☐ No ☐

* Credit reference reports are any reports issued by any of the credit reference bureaus based upon a request by a customer of the members of the credit reference bureau and which includes credit information indicating the credit worthiness of the customer.