

**QUESTIONNAIRE  
FOR ASSESSMENT OF OPERATORS  
OF CAMBIOS AND REMTTANCE COMPANIES  
UNDER THE 'FIT AND PROPER CRITERIA'**

**Article I. GENERAL INFORMATION**

1. LEGAL NAME: \_\_\_\_\_  
Surname  
\_\_\_\_\_  
First  
\_\_\_\_\_  
Middle  
\_\_\_\_\_  
Maiden  
\_\_\_\_\_


2. MARITAL STATUS: Married  Single  Widowed   
Divorced  Separated

3. GENDER: Male  Female

**ADDRESS**

4.1. Home: \_\_\_\_\_  
\_\_\_\_\_

4.2. Business: \_\_\_\_\_  
\_\_\_\_\_

4.3. Phone Numbers:  Home: \_\_\_\_\_  
Business: \_\_\_\_\_  
Mobile: \_\_\_\_\_

5. OCCUPATION: \_\_\_\_\_

6. TAXPAYER REGISTRATION NUMBER (TRN):  \_\_\_\_\_

7. DATE OF BIRTH (dd-mmm-yyyy):  \_\_\_\_\_

7.1. PLACE OF BIRTH: Town/District: \_\_\_\_\_  
Parish/State: \_\_\_\_\_

8. NATIONALITY: \_\_\_\_\_

8.1. **If naturalized, give date of grant of citizenship and certificate number.**

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9. POSITION IN CAMBIO/REMITTANCE OPERATIONS:

Director  Shareholder  Manager<sup>1</sup>  Chief Executive Officer

Other  please specify \_\_\_\_\_

9.1. DUTIES ATTACHED TO POSITION:

**BUSINESS HISTORY**

10.1 Give details of your education and professional qualifications and affiliations, if any, including relevant dates:

10.2 Give details of your employment history up to the date of this questionnaire, including for each place of employment; details of the type of business, your title and the duties attaching to your position; the dates of employment; the name and address of your employer; reasons for leaving and the name, position and telephone number of a reference from your last employer. (Please submit the above information in a resume' format).

10.3 a) Have you at any time been charged with any offence in Jamaica or elsewhere (excluding minor Road Traffic offences)? Yes  No

If yes, please give details of the charge:

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<sup>1</sup> Officer Responsible for the operations of the cambio or remittance service

10.3 b) Have you at any time been convicted of any offence or otherwise found liable by a Civil, Criminal or Military Court, whether in Jamaica or elsewhere (excluding minor Road Traffic offences)?

Yes  No

If yes state, the date(s) and place(s) of conviction and full particulars of the offence(s), (including any offences taken into consideration) and the specific penalty(s) imposed:

[Empty rectangular box for providing details of conviction]

10.4 Have you ever been required to give evidence in any trial or proceedings involving fraud, dishonesty or similar matters, whether in Jamaica or elsewhere other than as an expert witness? Yes  No

If so, give particulars:

[Empty rectangular box for providing details of evidence]

10.5 Have you ever been the subject of investigation/disciplinary procedures, censured, disciplined or publicly criticized by any professional body to which you belong or have belonged, whether in Jamaica or elsewhere? Yes  No

If so, give particulars:

[Empty rectangular box for providing details of disciplinary procedures]

10.6 Have you ever been dismissed or requested to resign from any office or employment, whether in Jamaica or elsewhere? Yes  No

If so, give particulars:

[Empty rectangular box for providing details of dismissal]

10.7 Have you ever been refused entry into any profession or vocation, whether in Jamaica or elsewhere? Yes  No

If so, give particulars:

[Empty rectangular box for providing details of refusal of entry]

10.8 Have you ever been censured or disciplined by, or made the subject of a Court Order, whether in Jamaica or elsewhere, at the instigation of:

10.8.1. Any regulatory authority? Yes  No

10.8.2. Any officially appointed enquiry? Yes  No

10.8.3 Any other established body concerned with the regulation of a relevant activity (as described in the Glossary at the end of this form)? Yes  No

10.8.4 If the answers to any of the questions under 10.8. is YES, give particulars:

10.9. Names (including contact persons) and Addresses of bankers over the past 5 years:

10.9.1 Have your bankers, or other financial institution with which you do business ever threatened or commenced court proceedings or declined doing any further business with you as a result of outstanding debts owed by you or your not honouring other facilities afforded you (e.g. guarantee, etc.) by these institutions? Yes  No

If so, give details of the dispute and the manner in which the issue was resolved.

10.10. In connection with the formation or management of any partnership, business undertaking, or corporation, have you ever been adjudged by a Criminal or Civil Court to be liable for any fraud, misfeasance or other misconduct in relation to that corporation, any member or customer thereof, whether in Jamaica or elsewhere? Yes  No

If yes, give particulars:

10.11. Have you ever been disqualified by a Court, or by virtue of any statutory enactment from being a director or from acting in the management or conduct of the affairs of any corporation, whether in Jamaica or elsewhere? Yes  No

If yes, give particulars.

10.12. Has a bankruptcy petition ever been served on you or any organization in which you were a shareholder or held the position of Director or Manager in any jurisdiction? Yes  No

If pending, give details of the circumstances and, if not pending, how was the matter resolved?

10.13. Has a receivership or administrative order ever been made against you or an organization in which you held a shareholding, directorship or management position in any jurisdiction (during your tenure as director or manager or period as shareholder or within the 3 years immediately after your departure or disposal of shares)? Yes  No

If so, give particulars:

10.14. Has an order for sequestration ever been made with respect to your assets or those of any organization in which you held a shareholding, directorship or management position in any jurisdiction (during your tenure as director or manager or period as shareholder or within the 3 years immediately after your departure or disposal of shares)? Yes  No

If so, give particulars:

10.15. Have you or any organization in which you held a shareholding, directorship or management position ever entered into a Deed of Arrangement, or other composition or arrangement with your/its creditors (during your tenure as director or manager or period as shareholder, or within the 3 years immediately after your departure or disposal of shares)? Yes  No

If so, give particulars:

- 10.16. Has any organization in which you held a shareholding, directorship or management position been the subject of any statutory intervention action (e.g. temporary management, vesting order, revocation or suspension of licence) in any jurisdiction (during your tenure as director or manager or period as shareholder, or within the 3 years immediately after your departure or disposal of shares)? Yes  No

If so, give particulars:

- 10.17. Has any organization in which you held a shareholding, directorship or management position been the subject of any liquidation proceedings in any jurisdiction (during your tenure as director or manager or period as shareholder, or within the 3 years immediately after your departure or disposal of shares)? Yes  No

If so, give particulars:

- 10.18. Has any organization in which you held a shareholding, directorship or management position been the subject of any administrative censure or penalty by the Regulator with responsibility for such industry (during your tenure as director or manager or period as shareholder, or within the 3 years immediately after your departure or disposal of shares)? Yes  No

If so, give particulars:

- 10.19. Has a petition to wind up the corporation ever been served on any organization in which you were a shareholder, or held the position of director or manager (during your tenure as director or manager or period as shareholder, or within the 3 years immediately after your departure or disposal of shares)? Yes  No

If so, give details of the circumstances and outcome of the petition?

11. Will you be actively engaged in the business of the entity to which this application relates and devote the major portion of your time thereto? Yes  No

12. Have you been or are you currently a Shareholder, Manager, Director of any Limited Companies or other corporations or bodies engaged in relevant activities, as described in the glossary at the end of this form? Yes  No

If yes, state the name of the company(s) or corporation(s), the nature of its business, your position (including details of shareholdings where applicable) and date of appointment and resignation or termination and the reasons therefore.

13. Have you been or are you currently a Shareholder, Trustee, Partner, Member, Director or Manager of any company, society, trust, partnership or other business entity, other than those stated in the previous questions? Yes  No

If yes, state the name of the entity(s), the nature of its business, your position and date of appointment.

14. Are you a beneficial owner of any controlling interest in any listed or unlisted private or public company, partnership, joint venture or other business enterprise? Yes  No

If so, give particulars:

**GLOSSARY**

For the purposes of this questionnaire the term “Relevant Activity” means:

- Cambio operations,
- Remittance Service Providers,
- Banking, finance, insurance, money-lending, money management, debt factoring, hire purchase, leasing or other financial activities,
- Dealing in securities
- Providing investment or financial advice and management services

I ..... authorize the Bank of Jamaica to make such  
 (Print name)  
 enquiries and seek further information as it thinks appropriate in the course of verifying the information given in this application.

I ..... certify to the best of my knowledge and belief  
 (Print Name)  
 that all the information given in this application is true and correct.

Signed by the said .....  
 (Print Name)

On the.....day of.....)

In the year.....)

in the presence of: )

\_\_\_\_\_  
 Justice of the Peace (PRINT NAME)

\_\_\_\_\_  
 Justice of the Peace  
 (affix stamp/seal)

\_\_\_\_\_  
 Signature of Applicant