



Two Passport Size Photographs

**PERSONAL QUESTIONNAIRE**

**To be completed and signed by the prospective directors of the bureau de change.**

*(This questionnaire should be submitted together with the application form to the Banking Supervision Department of the Bank of Botswana)*

Name of financial institution in connection with which this form is being completed:

[Empty rectangular box for the name of the financial institution]

**A. PERSONAL DETAILS**

1. Individual's Full Name.....

2. Date and Place of Birth:.....

3. Residential Contact Address: .....

4. Nationality: .....

(a) Please provide details of both professional and educational qualifications with dates:.....

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(b) Other relevant training or experience: .....

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5. Please provide details of current membership(s) of relevant professional bodies, year of admission and the body's full particulars:.....

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6. Please state in what capacity you are completing this questionnaire, i.e. as a director, chief executive, manager or agent of the applicant bureau. Please also describe the specific duties and responsibilities that you will assume, indicating whether you will be acting on the directions or instructions of any other person(s). If you are completing this form in the capacity of a director, please indicate whether you will assume executive responsibilities for the management of the bureau's business or whether your appointment is of a non-executive nature.

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7. Please provide details of any other entities of which you are a director, shareholder, or manager and the countries in which these are incorporated.

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**B. EMPLOYMENT HISTORY**

Please provide details of your employment history (last 10 years, most recent first)

(i) (a) Name of Employer:

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(b) Address of Employer:

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(c) Telephone and Facsimile Number of Employer:

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(d) Nature of Employer's Business:

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(e) Period of Employment:

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(f) Position Held and Responsibilities:

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(g) Reason for Leaving:

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(ii) (a) Name of Employer:

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(b) Address of Employer:

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(c) Telephone and Facsimile Number of Employer:

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(d) Nature of Employer's Business:

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(e) Period of Employment:

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(f) Position Held and Responsibilities:

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(g) Reason for Leaving:

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(iii) (a) Name of Employer:

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(b) Address of Employer:

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(c) Telephone and Facsimile Number of Employer:

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(d) Nature of Employer's Business:

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(e) Period of Employment:

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(f) Position Held and Responsibilities:

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(g) Reason for Leaving:

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*Note: If the space provided is insufficient, please attach a separate sheet of paper.*

**C. REPUTATION AND CHARACTER**

Please answer the following questions, giving full particulars on a separate paper in case a question is answered in the affirmative.

1. Have you ever been convicted in any country of any offence (other than minor motoring offences)? YES/NO

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2. Have any legal proceedings been brought against you in relation to your activities, including the provision of banking or financial services in any country? YES/NO

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3. Are you the subject of any criminal or civil proceedings, not yet determined, in any country? YES/NO

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4. Have you ever been censured, suspended, fined or been the subject of any other disciplinary action by any banking supervisory or financial regulatory authority, professional body, government agency or stock exchange? YES/NO

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5. Have you at any time in the previous ten years been refused or had withdrawn any authorisation, licence or membership by any such body, organisation, association or authority as in 4 above, to carry on banking, or any form of financial investment? YES/NO

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6. Have you resigned from such body, organisation, association or authority, as in 4 above, at any time during the last ten years or decided after making your application, not to proceed with it? YES/NO

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7. Have you ever been the subject of an internal disciplinary enquiry? YES/NO

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8. Have you ever knowingly been the subject of an investigation into allegations of misconduct or malpractice in any country in connection with your activities, including the provision of banking or any financial investment opportunity? YES/NO

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9. Have you ever been disqualified by a court of law from acting as a director of a bank or from acting in the management or conduct of the affairs of any bank or any other company or partnership? YES/NO

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10. Have you ever been involved with the management of a bank or any other enterprise, which has been liquidated or failed? YES/NO

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11. Has any bank or financial institution of which you were at the time a director or in whose management you were at the time involved, been put into compulsory liquidation, had a receiver or administrator appointed or entered into any arrangements with its creditors or been convicted of any criminal offence? YES/NO

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12. Have you failed to satisfy any debt adjudged, due and payable by you as a judgement debtor under an order of a court of law in any country or made any compromise arrangement with your creditors within the last ten years? YES/NO

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13. Have you been declared bankrupt by any court in any country or have you ever entered into a composition with your creditors? YES/NO

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14. Have you been dismissed from any office or employment or barred from entry to any profession or occupation? YES/NO

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15. In carrying out your duties, will you be acting on the directions or instructions of any other person(s) or within certain parameters? If so, please give full particulars. YES/NO

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**D. OTHER RELEVANT INFORMATION**

Please state any other information which you may wish to disclose.

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*(If the space provided is insufficient, please attach a separate sheet of paper)*

**E. SOURCES OF INFORMATION**

Please note that the Bank of Botswana may approach all former employers listed under B above. In addition, you are requested to provide below other sources of information such as business associates, banks, banking supervisory and financial regulatory authorities, etc., which may be approached directly by the Bank of Botswana, for the purpose of obtaining appropriate references.

Full particulars including name, address and telephone facsimile number of the above sources as well as a contact name, should be provided below:

- (a) Source of Reference: .....  
Relationship with Applicant: .....  
Contact name: .....  
*(if the source of reference is a company)*  
Occupation:.....  
*(if the source of reference is a natural person)*  
Address:.....  
Telephone and Facsimile No:.....
  
- (b) Source of reference:.....  
Relationship with applicant:.....  
Contact name:.....  
*(if the source of reference is a company)*  
Occupation:.....  
*(if the source of reference is a natural person)*  
Address:.....  
Telephone and Facsimile No:.....
  
- (c) Source of reference:.....  
Relationship with Applicant:.....  
Contact name: .....  
*(if the source of reference is a company)*  
Occupation: .....  
*(if the source of reference is a natural person)*  
Address:.....  
Telephone and Facsimile No: .....



(d) Source of reference:.....  
Relationship with applicant:.....  
Contact name:.....  
*(if the source of reference is a company)*  
Occupation:.....  
*(if the source of reference is a natural person)*  
Address: .....  
Telephone and Facsimile No: .....

**F. DECLARATION**

I, the undersigned, hereby declare that the information provided in this questionnaire is true and correct.

Signed: ..... Date: .....