

**APPLICATION FOR A LICENCE TO CONDUCT  
BANKING OR FINANCIAL BUSINESS**

**The Governor  
Bank of Guyana  
Georgetown.**

1. I, the undersigned, acting as principal or duly authorised agent on behalf of or as chairman or chief executive officer of .....

being duly empowered, hereby apply for a license to conduct

- banking business      financial business
  - as a depository financial institution
  - as a non-depository financial institution

2. Principal Business Activities

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3. The following documents are being submitted to comply with the initial requirements for evaluation. Where a document is not applicable this is so stated -

(a) Information Sheet (Schedule II)

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(b) Personal Declaration Sheet ( Schedule III)

<u>Name</u>	<u>Position</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(c) Proposed Capital Structure

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- (d) Economic justification and outline of short, medium, and long term business plans with details on -
  - (i) financial, commercial, and other business establishments within the proposed area of operation or targeted markets;
  - (ii) deposit or other fund gathering sources as well as lending and investment potentials; and
  - (iii) financial services to be offered by the applicant.
- (e) Financial projections (statements of condition, income statements, and cash flow projections) for at least a three-year period, including details of estimated organisation expenses. Assumptions used and other bases for projections are indicated.
- (f) Schematic presentation, with regard to the group of companies of which applicant is a member, reflecting all interests held in and by each member company including the nature of business of each of these entities.
- (g) List of existing shareholdings of the applicant and its controlling shareholders, directors, officers, and officials in other licensed financial institutions.
- (h) Certified true copies of audited financial statements or annual reports for the past two years prepared in accordance with generally accepted accounting and auditing standards.
- (i) Certificate of appropriate government regulatory body (wherever applicable), that applicant is operating in conformity with existing laws, and acceptable norms of auditing standards and accounting principles.
- (j) Latest tax compliance certificate from the Inland Revenue Department or certified true copy of corporation tax and property tax returns.
- (k) Individual credit references for the applicant and each of its principal shareholder, director, officer, and official from at least two banks or financial institutions with whom such persons have had financial dealings within the past two years.
- (l) Certified true copy of the board resolution of the Head Office or Parent Company authorising the establishment of a branch or subsidiary.
- (m) Certified true copy of the board resolution authorising the acquisition of a specified number of shares in applicant institution (if major shareholder is a corporation or company).

4. Any query, clarification or additional requirement regarding this application may be directed to the following officers authorised to liaise with the Bank.

Name : .....Telephone No.: .....  
Name : .....Telephone No.: .....

5. Certification and Undertaking

I, the undersigned, ..... hereby certify that all information contained in and accompanying this application is complete and accurate to the best of my knowledge and belief.

I also undertake to forthwith notify the Bank of Guyana, of any material change in the particulars of this application.

\_\_\_\_\_  
(Signature) \_\_\_\_\_ (Position)  
\_\_\_\_\_  
(Date)

Sworn to at Georgetown, Demerara,  
this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,

Before Me,



<b>FOR BANK OF GUYANA USE</b>	
Received by : _____	Date: _____
Application Documents checked for completeness by: _____	
Letter of Deficiency or Acknowledgment sent on:	_____
Action Taken :	_____
_____	
_____	
_____	
_____ Evaluating Officer	_____ Director Bank Supervision Department

**INFORMATION SHEET**

1. Name : \_\_\_\_\_  
\_\_\_\_\_

2. Principal Business Activities: \_\_\_\_\_  
\_\_\_\_\_

3. Head or Main Office: \_\_\_\_\_  
\_\_\_\_\_

(a)Address: \_\_\_\_\_  
\_\_\_\_\_

(b) Telephone Numbers: \_\_\_\_\_  
\_\_\_\_\_

(c) Telefax No. : \_\_\_\_\_

4. Branches :

<u>Address</u>	<u>Date Established or Licensed</u>
_____	_____
_____	_____
_____	_____
_____	_____

5. Subsidiaries & Affiliates :

<u>Name &amp; Type of Business</u>	<u>\$ Amount of Shares Held</u>	<u>% of Shares Held to Total</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Management :

(a) Board of Directors :

<u>Name</u>	<u>Designation</u>	<u>Present Term From - To</u>	<u>No.of Years as Board Member</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(b) Board Committee(s):

<u>Name &amp; Purpose of Committee(s):</u>	<u>Name of Members</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(c) Officers and Officials :

<u>Name</u>	<u>Position</u>	<u>No. of Years as Officer or Official</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. Ownership Profile :

	<u>Name</u>	<u>Country of</u>		<u>Paid-up Capital</u>	
		<u>Citizenship</u>	<u>Residence</u>	<u>\$</u>	<u>%</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____
Other Shareholders owning less than 5%					
(_____) Number					
				<u>\$</u>	<u>100%</u>

8. Organisation Profile :

- (a) Organisation Chart - Annex a chart indicating major departments or divisions with names and position titles of officers heading each department or division.
- (b) Functions - Annex a list of functions or responsibilities for each department or division listed in organisation chart indicating number of personnel or staff for each.
- (c) Qualifications of its principal shareholders, directors, officers, and officials. Annex Personal Declaration Sheet of each principal shareholder, director, officer, and official.
- (d) Powers and purposes. Annex the latest copies of memorandum and articles of association if not previously submitted to the Bank.

9. Shareholdings in Other Financial Institutions:

<u>Name of Financial Institution</u>	<u>Shares Owned</u>		<u>% of</u>
	<u>\$</u>	<u>Number</u>	<u>Capital</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

10. Certification and Undertaking :

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

I also undertake to forthwith notify Bank of Guyana within a period of fifteen days of any material change to this Information Sheet.

\_\_\_\_\_  
 (Signature) \_\_\_\_\_ (Position)

\_\_\_\_\_  
 (Date)

Sworn to at Georgetown, Demerara,

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,

Before Me,

**PERSONAL DECLARATION SHEET**

1. Name and Capacity of person making this declaration :

(a) Name : \_\_\_\_\_  
(b) Position or Capacity : \_\_\_\_\_

2. Date and place of birth :

\_\_\_\_\_  
\_\_\_\_\_

3. (a) Citizen of: \_\_\_\_\_ (b) Resident of : \_\_\_\_\_  
(Country) (Country)  
Since \_\_\_\_\_ Since \_\_\_\_\_  
(Year) (Year)

4. Addresses :

(a) Present Business Address:  
(Guyana, since \_\_\_\_\_) (Outside Guyana, since \_\_\_\_\_)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) Present Residential Address :  
(Guyana, since \_\_\_\_\_) (Outside Guyana, since \_\_\_\_\_)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(c) Last two addresses in Guyana, if any, during the past 10 years:  
(Since \_\_\_\_\_) (Since 19 \_\_\_\_\_)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



5. Professional Qualifications :

<u>Particulars</u>	<u>Year Obtained</u>
(a) Highest Academic Degree	
_____	_____
_____	_____
_____	_____
(b) Special Awards or Honours	
_____	_____
_____	_____
_____	_____
_____	_____
(c) Training Courses or Seminars	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
(d) Membership in Professional Organisations	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

6. Occupation or Employment (Present or most recent and for the last 10 years) :

<u>Name &amp; Business of Employer</u>	<u>Positions Held</u>	Inclusive Dates (Mth & Yr)	
		<u>From</u>	<u>To</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

7. Other Business Affiliations (Direct and Indirect) :

<u>Name of Business</u>	<u>Nature of Affiliation</u> i.e Director, Officer, Officials, Shareholder with % holdings specified etc.	<u>Inclusive Dates</u>	
		<u>From</u>	<u>To</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

8. Family Group

<u>Name</u>	<u>Business Affiliations</u> ( <u>State Name of Business and Nature of Affiliation i.e Director, Officer, Officials, Shareholder with % holdings specified etc.</u> )
<b>(a) Spouse or Reputed Spouse:</b>	
_____	_____
<b>(b) Children:</b>	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
<b>(c) Parents:</b>	
_____	_____
_____	_____
<b>(d) Brothers or Sisters:</b>	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

9. Record of court cases or any investigation by governmental, professional or any regulatory body (including pending cases or on-going investigations) :

<u>Name of Court or Investigative Body</u>	<u>Full Particulars</u>	<u>Status</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

10. Documentary Requirements -

- (a) Police Clearance.
- (b) Certified statement of assets and liabilities.
- (c) Latest tax compliance certificate from the Inland Revenue Department or certified true copy of income tax and property tax returns.
- (d) 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.
- (e) Two letters, duly certified and notarised, from financial institutions with whom the undersigned has had dealings for the last two years on the performance of past and present accounts such as, unauthorised overdraft on deposit accounts, past-due or delinquent accounts.

11. Certification and Undertaking

I, \_\_\_\_\_ certify that all the above information contained in and accompanying this form is complete and accurate to the best of my knowledge and belief and that I do not possess any of the disqualifications provided under section 26(1) of the Financial Institutions Act 1995.

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

\_\_\_\_\_  
(Signature) \_\_\_\_\_  
(Position)

\_\_\_\_\_  
(Date)

Sworn to at Georgetown, Demerara,

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,

Before Me,  
A COMMISSIONER OF OATHS TO AFFIDAVITS

**AUTHORISATION TO CONDUCT INQUIRIES AND INVESTIGATIONS**

The ..... [hereinafter referred to as the “applicant”],  
having made an application for a licence to conduct banking/financial business\* in the Co-  
operative Republic of Guyana, hereby authorizes the Bank of Guyana [hereinafter referred to as  
“the Bank”] to inspect the books and records of the applicant and/or to conduct such inquiries  
and investigations as the Bank deems necessary for the proper determination of whether the  
applicant satisfies the requirements of the Financial Institutions Act 1995 (No. 1 of 1995).

\_\_\_\_\_  
[Name & Signature of Applicant]

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date

Signed and sworn to before me, this ..... day of ..... 19.....  
at ..... affiant ..... exhibiting his/her  
..... issued on .....  
[National Registration No. or other Form of Identification]

\_\_\_\_\_  
**NOTARY PUBLIC**

\*Delete whichever is not applicable.  
Bank Supervision Department  
Bank of Guyana