

# Personal Declaration Form (For HQP only)

## Overview

The Personal Declaration Form (the 'PDF') is to be populated for every natural person that is applying for a Highly Qualified Person status. This form needs to be filled in specifically by the individuals themselves, through the Personal Portfolio.

The involvement needs to be listed as 'Other' and approved by the Company, being the Licensee.

Upon submission of the PDF, the applicant confirms that he/she is aware that various Sections of the application must be re-populated upon renewal and/or upon the request of the Authority and/or at any interval specified within the applicable rules and regulations and/or if there are any changes in the information provided.

This includes the applicant's residential addresses of the past ten (10) years and the last five (5) years of job history in the employment section. In these sections, there should be no gaps and any gaps must be explained in the comments window underneath.

## Some points to remember while filling out the Personal Declaration Form:

- All answers must be completed in English. Documents provided in other languages must have an English translation attached thereto.
- Documents that are not in English Language should be translated. Any translations need to be dated, signed and certified by an independent person of proven competence confirming a faithful translation of the original.
- Use N/A in response to any question which is not applicable.
- The final PDF Declaration form is to be signed electronically and uploaded within the same Application on the 'Portal'.
- Any documents provided as original/certified true-copy, are not considered documents to be returned back to the issuer.
- The Authority reserves the right to request additional information. Failure to provide any information when requested by the Authority may result in the application being delayed or otherwise determined based on the information available to the Authority at the time, which may affect the outcome of the application.
- The PDF shall not be accepted unless all relevant parts have been completed and the required documents submitted in full.

## Application Enclosure Requirements

1. Certified True Copy of Birth Certificate
2. Certified True Copy of Passport and/or Identity Card (In accordance with details entered within the Form)

3. Certified True Copy of a recent police conduct or detailed conviction sheet, which must be submitted for every jurisdiction whereby the applicant resided for more than six months in the last two years. *All police conducts must be updated within six (6) months of the date of filing of the application.* The Authority at its discretion may request additional police conducts.
4. Certified True Copy of a credit institution, bank reference or bank statement (*updated within six (6) months of the date of filing of the application*).
5. Certified True Copy of a utility bill showing the applicant's current address or any document verifying the residential address as stipulated in the FIAU Part I Implementing Procedures (*updated within six (6) months of the date of filing of the application*).

### Certification of Documents

Where documents are to be certified as true copies, certification must be carried out by an independent natural person who is authorised to do so under the laws of a reputable jurisdiction, such as a legal professional, accountancy professional, notary or Registrar of Companies or other registry (or equivalent). The certifier must make a written statement in the English Language confirming that the document is a true copy of the original document and that he/she has seen and verified the original document. Furthermore, the certified true copy must be dated and must include the full name, designation and contact details of the certifier.

If the document is composed of more than one page, the certifier can either:

- certify each page individually; or
- certify the top of the first page and add a statement detailing the number of pages of the original document seen.

### Translations of Document Note:

When document translations are provided to the Authority, they must be certified translations confirming that the document is a true translation from the original language and must include the full name, signature and contact details of the translator.

### Politically Exposed Person (PEP)

A politically exposed person shall mean a natural person who is or who has been entrusted with prominent public functions, but shall not include middle-ranking or more junior officials.

Such natural persons, currently or previously entrusted with a prominent public function shall include:

- Heads of state, heads of government, ministers and deputy or assistant ministers;
- Members of parliament or of similar legislative bodies;
- Members of the governing bodies of political parties;
- Members of supreme courts, of constitutional courts or of other high-level judicial bodies, the decision of which are not subject to further appeal, except in exceptional circumstances;
- Members of courts of auditors or of the boards of central banks;
- Ambassadors, charges d'affaires and high-ranking officers in the armed forces;

- Members of the administrative, management or supervisory bodies of State-owned enterprises;
- Directors, deputy directors and members of the board or equivalent function of an international organisation.

The following persons shall be considered family members of politically exposed persons by reason of their close relations:

- the spouse, or a person considered to be equivalent to a spouse, of a politically exposed person;
- the children and their spouses, or persons considered to be equivalent to a spouse, of a politically exposed person;
- the parents of a politically exposed person;

Persons known to be close associates with politically exposed persons include any natural persons who are known to have joint beneficial ownership of legal entities or legal arrangements, or any other close business relations, with a politically exposed person and natural persons who have sole beneficial ownership of a legal entity or legal arrangement which is known to have been set up for the de facto benefit of a politically exposed person.