



Chamber of Commerce extract  Attached as Annex A

Authenticated copy of the Articles of Association  Attached as Annex B

Statement from the supervisory authority of the state of the credit institution's registered office showing that the credit institution is authorised to perform the activities subject to licence as referred to in Section 3:2 of the *Wfm BES*.

Statement of supervisory authority  Attached as Annex C

**Does the credit institution have branches in other countries?**

- No
- Yes (please specify):

Name of branch

Business address

Telephone number

Notes

Name of branch

Business address

Telephone number

Notes

## 2 Proposed activities of the credit institution

Under which category of credit institution (Section 4:2 of the *Bfm BES*) valt de credit institution:

- Credit institution mainly specialised in providing mortgages  
 Credit institution that primarily raises funds by means of savings deposits  
 Credit union<sup>5</sup>  
 Credit institution not falling into one of the above categories

A licence for pursuing the business of a credit institution is also valid for pursuing the business of an electronic money institution or money transaction office (Section 2:1(2) of the *Wfm BES*)<sup>6</sup>.

Indicate whether you also intend to conduct business as a/an:

- electronic money institution  
 money transaction office

## 3 Requirements for branches (Section 2:17 of the *Bfm BES* in conjunction with Section 2:1(1) of the *BES Financial Markets Regulation 2012 (Regeling financiële markten BES 2012 – Rfm BES)*)

Will the sum of the payment and savings accounts and savings deposits exceed USD 600 million at year-end for the next three financial years?

- Yes  
 If no, what is the expected sum?

Will the credit institution's branch office focus exclusively or primarily on residents or enterprises with registered offices in the BES area, Curaçao or Sint Maarten?<sup>7</sup>

- Yes (please explain)  
 No (please explain)

<sup>5</sup> A cooperative society with the aim of supporting its members in saving and lending credit (Section 1:1 of the *Bfm BES*).

<sup>6</sup> Provided the credit institution complies with all requirements in the *Wfm BES* for these activities, applying for separate licences for these activities is not necessary.

<sup>7</sup> A credit institution having its registered office in the Netherlands is only allowed to conduct business as a credit institution from a branch in St Eustatius or Saba; this business is restricted to activities on St Eustatius and Saba.

#### 4 Integrity and fitness (Sections 3:4 and 3:5 of the *Wfm BES*)

##### **Integrity and fitness of day-to-day policymakers (Sections 3:4 and 3:5 of the *Wfm BES*)**

Every day-to-day policymaker of a credit institution must complete the Integrity and Fitness assessment questionnaire and submit it together with the enclosures specified in the questionnaire, such as a CV and a copy of their passport.

The policymakers are:

Full name	Date of birth
_____	__ _ _ _ _ _ _ _
_____	__ _ _ _ _ _ _ _
_____	__ _ _ _ _ _ _ _
_____	__ _ _ _ _ _ _ _

Number of enclosed Integrity and Fitness assessments \_\_\_\_\_  Attached as Annex D1

##### **Co-policymakers: (information as referred to in Section 3:4 of the *Wfm BES* in conjunction with Sections 3:1 to 3:3 of the *Bfm BES*)**

Every co-policymaker of a credit institution must complete the Integrity and Fitness assessment questionnaire and submit this together with the enclosures specified in the questionnaire, such as a CV and a copy of their passport. This equally applies to Supervisory Board members, other persons charged with internal supervision and persons with substantial influence on policy or decision-making regarding the long-term strategy of the financial enterprise.

The co-policymakers are:

Full name	Date of birth
_____	__ _ _ _ _ _ _ _
_____	__ _ _ _ _ _ _ _
_____	__ _ _ _ _ _ _ _
_____	__ _ _ _ _ _ _ _

Number of enclosed Integrity and Fitness assessments \_\_\_\_\_  Attached as Annex D2

#### 5 The programme of operations that the credit institution intends to conduct in the BES area (Section 2:2(f), of the *Bfm BES*)

A credit institution's programme of operations must include the information referred to in Section 2:4 (1) opening words and under (c) of the *Bfm BES*.

The programme of operations \_\_\_\_\_  Attached as Annex E

## 6 The corporate structure of the group of which the credit institution forms part

If the credit institution is part of a larger entity, provide the name and address of the parent company here

Name

Address

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Trade Register registration number and location of Trade Register for the parent company

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Names of the directors of the parent company

Attached as Annex F

## 7 Sound and ethical operational management (Sections 3:8 and 3:9 of the Wfm BES and Chapter 3, Sections 2 and 3 of the Bfm BES)

The credit institution must have an adequate policy in place to ensure sound and ethical operational management and structure its operations appropriately. To this end, the credit institution must submit the following documentation, insofar as it relates to the activities carried out through the branch:

### A.

A current procedures manual in accordance with the requirements of Chapter 3, Sections 2 and 3 of the Bfm BES with respect to the description of the administrative organisation and internal controls. The manual must in any case address the following areas: integrity awareness in corporate culture, compliance officer, customer acceptance, protected accounts, back-to-back loans, examinations into terrorism and compliance with the Sanctions Act, reporting suspected transactions with respect to terrorist financing and sanctions legislation, incidents procedure, employee propriety assessment, procedure for preventing conflicts of interests and risk management.

Attached as Annex G1

### B.

An up-to-date business plan, addressing in any case the following areas:

- the credit institution's mission and objectives;
- SWOT analysis;
- number of locations on each island and address details;
- deployment of local partners and operating procedure;
- projected transaction volumes;
- financial projections for the three years ahead and the annual financial statements.

Attached as Annex G2

**C.**

An overview of where the relevant requirements of the *Wfm BES* and the *Bfm BES* can be found, i.e. in which procedure and on which page of the procedures manual.

Attached as Annex G3

**D.**

The most recent annual accounts or, if applicable, an opening balance sheet, dating back no more than one year.

Attached as Annex G4

## 8 Outsourcing to third parties (Section 3:13 of the *Wfm BES* and Sections 3:31 to 3:34 of the *Bfm BES*)

If the credit institution outsources activities to third parties, it must ensure that these parties comply with the *Wfm BES* regulations applying to the outsourcing enterprise in carrying out the activities.

Indicate whether the credit institution outsources activities to third parties.

No

Yes (please explain):

Copy of the outsourcing agreement

Attached as Annex H

## 9 Transparent control structure (Section 3:10 of the *Wfm BES*)

An up-to-date organisation chart, including explanatory notes, of the group to which the credit institution belongs, showing:

- a) any and all legal entities, partnerships and natural persons to which the credit institution is linked in a group in an economic and organisational sense; and
- b) the control structure, including relative controlling powers, both within the credit institution and within the group of which the credit institution forms part.

Attached as Annex I

Indicate whether the formal structure corresponds to the actual structure.

No

Yes (please explain):

