
EASTERN CARIBBEAN SECURITIES REGULATORY COMMISSION



APPLICATION FORM
FOR
PRINCIPAL OR REPRESENTATIVE LICENCEE

PREPARED
January 2003

**EASTERN CARIBBEAN
SECURITIES REGULATORY COMMISSION**



PRINCIPAL/REPRESENTATIVE LICENCE APPLICATION

Application is hereby made for a Principal or Representative*¹ Licence, pursuant to Sections 60 - 66 of the Securities Act, 2001, to operate as a principal or representative* in the Eastern Caribbean Securities Market, and the following statements are made in respect thereof:

GENERAL

- (1) A non-refundable application fee of Two Hundred Eastern Caribbean Dollars (EC\$200.00) is payable on submission of each application for a principal or representative licence.
- (2) The following documents (or copies) must be submitted in support of an application for principal or representative licence:
 - i) A **certified** copy of the applicant's highest degree or professional qualification and proof of other qualifications held.
 - ii) **Certified** copies of professional licences held. A current or updated curriculum vitae.
 - iii) Two letters of reference.
- (3) The application form must be typewritten. Handwritten application forms will not be accepted.

Note: If space provided is insufficient to provide details, please attach annexure(s). Any annexure should be identified as such and signed by the signatories to this application.

¹ Delete the one that is not applicable.

1. (a) Name of applicant: _____
Surname, first name, other names
- (b) Place and date of Birth: _____
- (c) Nationality _____
- (d) Contact address _____

- (e) Telephone No: _____
- (f) Fax No: _____
- (g) E-mail address of applicant: _____
- (h) Address at which the register of the applicant's interest in securities will be held [*Section 87 (1)*]: _____

- (i) Full address of the applicant's employer; including telephone and fax number and email address: _____

- (j) Present remuneration arrangement with employer: _____
Salary, commission or both

2. Has the applicant within the past 10 years (*if the answer is “Yes” attach annexures giving all relevant particulars*):

(a) been licensed or registered in any place under any law which requires licensing or registration to deal or trade in securities or act as a principal or representative? _____

(b) been licensed, registered, or otherwise authorised by law in any territory to carry on any trade, business or profession in any place? _____

(c) been refused in any territory the right or restricted in his right to carry on any trade, business or profession for which a specific licence, registration or other authority is required by law in any place? _____

(d) been a shareholder in a member firm of any securities exchange? _____

(e) been suspended from membership of any securities exchange or otherwise disciplined by a securities exchange? _____

(f) been refused membership of any securities exchange? _____

(g) carried on business under any name other than the name or names shown in this application in paragraph 1 (a)? _____

(h) been convicted of any offence, other than a traffic offence or are there any proceedings now pending which may lead to a conviction? _____

(i) had judgement including findings in relation to fraud, misrepresentation, or dishonesty been given against him in any civil proceedings? _____

(j) been refused a fidelity or surety bond? _____

(k) been declared bankrupt or compounded with or made an assignment for the benefit of his creditors? _____

(l) been disqualified as director of a company, or been a director of a company that has gone into receivership or liquidation? _____

3. Does the applicant have any experience in performing the functions of a principal or representative*? _____

4. Does the applicant have an ownership interest in any company representing 5% or more of the company's capital? (If "Yes", give full details of such interest including names of companies and percentage of interest).

5. Set out below details of the applicant's employment and business activities during the previous 10 years:

Employment History <small>(give exact dates)</small>	Nature of Business	Name and Address of Employer	Description of Duties in Relation to Employment

6. Set out below details of all liabilities/obligations sixty days (60) or more in arrears.

STATEMENT OF ARREARS

LIABILITIES			
CREDITORS	AMOUNT OUTSTANDING	INTEREST RATE	NO. OF DAYS IN ARREARS
NAME	EC\$	%	#

7. Set out as an annexure hereto details of the applicant's academic and professional qualification, training and experience; include schools attended, names of the training institutions and dates of training courses (attach recent curriculum vitae).
8. Is the applicant a director in any company/organisation? If yes, set out in an annexure hereto the name of the company/organisation in which a directorship is held, place of incorporation of the company/organisation, and the date of appointment.
9. Set out in an annexure hereto a schedule detailing all securities held by the applicant. The schedule should include the type of securities held, the amount of securities held (number and value), and the securities issuer.
10. Set out below details of two persons (**who are not related to the applicant, and neither of whom has any interest in the success or otherwise of this application**) of whom the Commission may enquire regarding the applicant's character and reputation:

<p>Name: _____</p> <p>Telephone Number: _____</p> <p>FAX: _____ E-mail: _____</p> <p>In what capacity do you know this recommender?</p> <hr/>
<p>Name: _____</p> <p>Telephone Number: _____</p> <p>FAX: _____ E-mail: _____</p> <p>In what capacity do you know this recommender?</p>

11. Set out below any additional information that you may consider relevant in processing this application:

I certify that the information contained in this application form and the attached annexures are true and accurate, and this application form is completed to the best of my knowledge and belief. I understand and agree that any misrepresentation or omission of facts will justify a rejection of the application or revocation of any licence granted.

(To be signed in the presence of a Justice of the Peace or an Attorney-at-Law)

(Name of the Applicant)

(Signature of the Applicant)

Dated this _____ day of _____ 20__

(Name of the Justice of the Peace/Attorney-at-Law)

(Signature of the Justice of the Peace/Attorney-at-Law)

Dated this _____ day of _____ 20__

NOTE:

- (a) This application should be accompanied by a certificate in the following form:

To the Commission:

On the basis of due and diligent enquiry made of the background of the applicant named in this form who is in my direct employment (or acting for or on my behalf), and other information available, I believe him/her to be of good character and reputation and to have the competence and experience to perform the function of a principal/representative.

If a licence is granted to this applicant, he/she will be accredited to the broker-dealer operations of _____.

Dated this _____ day of _____ 20__

Signature

Name

Designation:

LETTER OF RECOMMENDATION

To the Applicant: Please fill in your name and give this form, and a pre-addressed envelope, to the individual who will write your recommendation.

Applicant's Name: _____

Recommender's Name: _____	
Occupation: _____	
Address: _____	
Telephone: _____	Fax: _____
_____	_____
Recommender's Signature	Date

To the Recommender: The information you are providing concerning the above-named applicant is an important part of the review process for persons desirous of obtaining licences to operate as principals and representatives in the Eastern Caribbean Securities Market. These licences are granted to persons with the required technical competence, good reputation and character, and financial integrity.

The questions posed below suggest the kind of information that the reviewers find useful, but you are welcome to give us your assessment of the applicant in whatever format you think suitable. Your time and thoughtfulness in furnishing the information is greatly appreciated. The letter of recommendation is confidential; please return the completed recommendation letter to the applicant in a sealed envelope with your signature across the flap.

1. How long have you known the applicant and in what capacity?

2. What characteristics or attributes best describe the applicant?

3. Would you recommend the applicant for the licence for which he/she is applying?

LETTER OF RECOMMENDATION

To the Applicant: Please fill in your name and give this form, and a pre-addressed envelope, to the individual who will write your recommendation.

Applicant's Name: _____

Recommender's Name: _____

Occupation: _____

Address: _____

Telephone: _____ FAX: _____

Recommender's Signature

Date

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