Schedule 3

FORM ECSRC – MC

NOTIFICATION OF MATERIAL CHANGE
PURSUANT TO SECTION 98(3) OF THE SECURITIES ACT, 2001

Date of Report 7th February 2018

THE BANK OF NEVIS LIMITED

(Exact name of reporting issuer as specified in its charter)

Territory and date of Incorporation CHARLESTOWN, NEVIS, 29TH AUGUST 1985

Issuer Registration Number: BON290885KN

BANK OF NEVIS BUILDING, MAIN STREET, CHARLESTOWN, NEVIS

(Address of principal office)

Reporting issuer's:

Telephone number (including area code): 1-869-469-5564

Fax number: 1-869-469-5798

Email address: INFO@THEBANKOFNEVIS.COM

(Former name or former address, if changed since last report)

Set out all relevant information relating to material change(s) in the company.

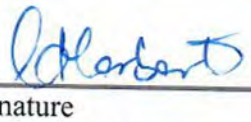
Effective 5th February 2018, Mr. Dixon Phillip was appointed as Internal Auditor of The Bank of Nevis Limited.

SIGNATURES

A Director and the Chief Executive Officer or Corporate Secretary shall sign the Notification of Material Change Report on behalf of the company. By so doing each certifies that he has made diligent efforts to verify the material accuracy and completeness of the information herein contained.

Name of Chief Executive Officer/Corporate Secretary:

Cindy Herbert



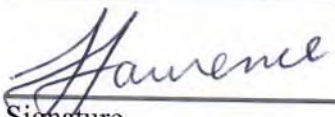
Signature

7/2/2018

Date

Name of Director:

Laurie Lawrence



Signature

7/2/2018

Date

APPENDIX 1
BIOGRAPHICAL DATA FORMS

EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: Mr. Dixon Phillip Position: Internal Auditor

Mailing Address: The Bank of Nevis Limited
Main Street, Charlestown, Nevis

Telephone No.: 469-5564

List jobs held during past five years (including names of employers and dates of employment).
Give brief description of **current** responsibilities.

Chief Internal Auditor, College of Science, Technology and Applied Arts of Trinidad & Tobago- October 2016 to present
Head of Internal Audit, Human Capital Development Facilitation Company Limited, Tobago,- April 2015 to August, 2016
Chief Audit Executive-Senior Internal Audit Officer, National Training Agency of Trinidad & Tobago- October 2011 to October 2014

Serve as the Chief Audit Executive and operates independently from the Bank©s Senior Management in accordance with the Board approved Internal Audit Charter and the International Professional Practices Framework of the Institute of Internal Auditors.
Responsible for the evaluation of the design and operating effectiveness of the Company©s systems for internal controls.
Provide feedback on ways to enhance the internal control environment through collaboration with management.
Responsible for providing assurance regarding the effectiveness of the Bank©s risk management processes across each business unit.
Provide leadership and direction to the audit team including coaching and professional development.
Oversee the preparation of the annual risk assessment and execution of a flexible annual audit plan that is developed using appropriate risk-based methodology, including any risks or control concerns identified by senior management, board of directors and/or external auditors.

Education (degrees or other academic qualifications, schools attended, and dates):

Certified Internal Auditor (CIA), IIA Inc.
Associate of the Institute of Canadian Bankers (AICB)
Bachelor of Science, Accounting (Hons), Cave Hill Campus, UWI

Conducting effective workplace investigations: Arthur Lok Jac, UWI- 2012
Forensic Auditing and Contract and Procurement Fraud: CIFA, Jamaica -2012
Certificate: Introduction to Data Analytics using Excel -Microsoft 2017
Certificate: Project Management Techniques for Development Professionals -IDB 2017

ACL Data Analytics
MKInsight Audit Management System
Microsoft Office Suite

Professional Member of the Institute of Internal Auditors (IIA)
Associate of the Institute of Canadian Bankers (ICB)

Also a Director of the company ☐ Yes ☑ No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

Use additional sheets if necessary.