

Schedule 2

ISSUER REGISTRATION STATEMENT  
Sections 97(2), 97(3) and 97(4) of the Securities Act, 2001

FORM RS - 2

Select One:  Annual Registration  Issue of Securities

FIRST CITIZENS INVESTMENT SERVICES LIMITED

(Exact name of Company as set forth in Certificate of Incorporation)

Place and date of incorporation:

15TH JUNE 1999

Street and postal address of registered office:

17 WAINWRIGHT STREET, ST CLAIR, PORT OF SPAIN TRINIDAD AND TOBAGO

PRINCIPAL ADDRESS: JOHN COMPTON HIGHWAY, SANS SOUCI, CASTRIES, ST. LUCIA

Company telephone number: ( 758 ) 458-6391

Fax number: ( 758 ) 451-7984

Email address: omar.burch-smith@firstcitizensslu.com

Financial year-end: SEPTEMBER 30 2018  
(month) (day) (year)

Contact person(s): Omar Burch-Smith (FCIS SLU)  
STEPHEN THOMAS (FCIS TRINIDAD)

Telephone number (if different from above): ( 868 ) 622-3247 EXT 5902

Fax number: ( 868 ) 627-5496

Email address: stephen.thomas@firstcitizenstt.com

Did the company file all reports required to be filed by Section 98 of the Securities Act, 2001 during the preceding 12 months?

Yes  No

Did the company file all reports required to be filed by the Companies Act during the preceding 12 months?

Yes  No

**1. Description of the Industry in which the Company Operates**

FCIS operates in the securities industry that sells Fixed Income, Equity and other Securities to clients, offer investment advice and arrange deals for issuers in capital markets.

**2. Exchanges on which the Company's Securities are Listed**

Exchange(s)	Securities Type	No. of Shares	Valuation
N/A			

**3. Description of Securities Being Offered (including who is the Issuer and who is the Offeror of the Securities)**

FCIS issue Repurchase Agreement(repo) in minimum amounts of XCD3, 000 and/or USD1, 000 for each repo for tenors ranging from overnight to seven hundred and thirty four days in conformity with investor requests and agreements up to a total maximum offer amount of all repos issued of XCD500M and USD100M respectively over a period of one (1) year.

**4. Territories in which Securities are Being Offered**

Territory	Effective Date
OECS	
Wider Caribbean	

5. Description of Share Capital

a) Authorised

TYPE/CLASS	No. OF SHARES
COMMON	UNLIMITED

b) Issued

TYPE/CLASS	No. OF SHARES
COMMON	637,697

c) Outstanding

TYPE/CLASS	No. OF SHARES
COMMON	637,697

**6. EXECUTIVE OFFICERS AND KEY PERSONNEL OF THE COMPANY**

Position:

GENERAL MANAGER

Name: SANA RAGBIR

Age: 39

Mailing Address: 10 GITTENS STREET, TACARIGUA, TRINIDAD

Telephone No.: 868-793-7236

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

FIRST CITIZENS INVESTMENT SERVICES LIMITED  
GENERAL MANAGER 2015-CURRENT  
RESPONSIBLE FOR GENERAL OVERSIGHT AND LEADERSHIP OF FCIS GROUP

ASSISTANT GENERAL MANAGER 2010-2015  
RESPONSIBLE FOR MANAGEMENT OF INVESTMENTS, BUSINESS MANAGEMENT, RESEARCH, PORTFOLIO  
MANAGEMENT, OPERATIONS AND FINANCE

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

MASTERS OF BUSINESS ADMINISTRATION • COLUMBIA BUSINESS SCHOOL 2006-2007

CHARTERED FINANCIAL ANALYST (CFA) 2004

BSc CHEMISTRY/MANAGEMENT • 1998 • 2001

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.*

**6. EXECUTIVE OFFICERS AND KEY PERSONNEL OF THE COMPANY**

Position:

Assistant General Manager

Name: Stephen Thomas

Age: 46

Mailing Address: 21 Ramlogan Circular, Upper La Seiva, Maraval.

Telephone No.: 868-686-4888

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

Citibank (Trinidad & Tobago) Limited 2009-2017:

Senior Relationship Manager - Public Sector and Financial Institutions

Head - Capital Markets

Head - Risk Treasury and Trading

Assistant General Manager - First Citizens Investment Services Limited

- oversight of Wealth Management, Brokerage & Advisory Services, Structuring and Advisory and Operations (regionally) of FCIS.

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

Bsc Economics - University of the West Indies (1991-1995)

MBA - Georgetown University - Washington D.C. (2003)

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: N/A

*Use additional sheets if necessary.*

Position: Business Development  
Manager

Name: Omar Burch-Smith

Age: 34

Mailing Address: c/o First Citizens Investment Services Ltd

John Compton Highway, Sans Souci, Castries, St. Lucia

Telephone No.: (758) 458-6378

List jobs held during the past five years. Give brief description of responsibilities. Include names of employers.

**Business Development Manager – FCIS – January 2017 – Present** - Overall responsibility for the Business Development Team in the Region with a focus on creating new business connections, driving revenue growth and maintaining existing client relationships. A key function also includes role as ECSRC Licensed Principal with responsibility for oversight of the firm's Broker Dealer Operations in the ECCU.

**Corporate Relationship Manager – Bank of Saint Lucia – February 2010 – December 2016** – Tasked with managing of the banking affairs of a portfolio of the Bank's Corporate Clients with a key focus on the credit activities. Functions also included driving revenue growth through portfolio expansion and opportunities for fee income and providing leadership to the Unit's support team.

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

**MSc. Banking & Finance** – University of the West Indies, Cave Hill Campus, Bridgetown Barbados – 2008-2009

**BSc. Banking & Finance** – University of the West Indies, Mona Campus, Kingston Jamaica – 2005-2008

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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:

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*Use additional sheets if necessary*

## 7. DIRECTORS OF THE COMPANY

Information concerning non-Executive Directors:

Name: **Anthony Isidore Smart**

Position: **Chairman**

Age: 71

Mailing Address: #3 Moka Townhouse, Moka Road, Maraval

Telephone No.: (868) 681 0600 or 623 9540

List jobs held during the past five years. Give brief description of responsibilities. Include names of employers.

- Gittens Smart & Company – Partner

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

- BA (General) Majoring in Economics, University of Toronto, Canada, 1968
- Solicitors' Qualifying Examinations Parts I and II, 1970 and 1971, College of Law, Surrey, England



## 7. DIRECTORS OF THE COMPANY

Information concerning non-Executive Directors:

Name: **Ryan Proudfoot**

Position: **Director**

Age: 45

Mailing Address: 32 Westpark Villas, Western Circle, Westmoorings

Telephone No.: (868) 310 3106

List jobs held during the past five years. Give brief description of responsibilities. Include names of employers.

- Total Office (creation of office spaces) – Managing Director & Majority Shareholder (2007 – Present)

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

- MBA – International Management, University of Exeter, 1994 - 1995
- BA (Hons.) Accounting - University of Kent at Canterbury, 1991 – 1994

## 7. DIRECTORS OF THE COMPANY

Information concerning non-Executive Directors:

Name: **Karen Darbasie**

Position: **Director**

Age: 52

Mailing Address: 105 Golf Course Road, Fairways, Maraval

Telephone No.: (868) 621 5333

List jobs held during the past five years. Give brief description of responsibilities. Include names of employers.

- Citibank – Country Treasurer and Local Markets Head (Financial Sector) 2005-2015

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

- MBA Dist. - University of Warwick, 1990-1991
- MSc. (Dist.) Telecommunications and Information System – University of Essex, 1986 – 1987
- Bsc. (Hons), Electrical Engineering - University of the West Indies, 1982 – 1985

**7. DIRECTORS OF THE COMPANY**

Information concerning non-Executive Directors:

Name: **Troy Garcia**

Position: **Director**

Age:  
46

Mailing Address: 33 Sandown Road, Goodwood Park

Telephone No.:(868) 680-7278

List jobs held during the past five years. Give brief description of responsibilities. Include names of employers.

- • Parts World Limited – Chief Executive Officer – 1997 to date
- • United Bearings & Equipment Agencies – Director – 1998 to date
- • High Performance Coatings – Managing Director – 2003 to date

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

- Bachelor of Business Administration - Stetson University, Florida, USA. 1991 to 1995

## 7. DIRECTORS OF THE COMPANY

Information concerning non-Executive Directors:

Name: **Idrees Zulfikar Wazirali Omardeen**

Position: **Director**

Age: 45

Mailing Address: 315 Soogrim Street, Gulf View

Telephone No.: (868) 680-9657

List jobs held during the past five years. Give brief description of responsibilities. Include names of employers.

- Omardeen School of Accounting Limited – Managing Director – May 1995 to present

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

- Association of Accounting Technicians (AAT)  
Became a member after completing the examination and obtaining relevant work experience - 1996
- Association of Chartered Certified Accountants (ACCA)  
Became a member after completing the examination and obtaining relevant work experience, - 2004
- Association of Chartered Certified Accountants (ACCA)  
Grant Fellow Membership Status - 2009

**7. DIRECTORS OF THE COMPANY**

Information concerning non-Executive Directors:

Name: **Ian Narine**

Position: **Director**

Age: **48**

Mailing Address: 4 Moses Avenue, San Juan

Telephone No.: 775-8782

List jobs held during the past five years. Give brief description of responsibilities. Include names of employers.

General Manager – Guardian Asset Management Ltd -May 2010 to July 2014

Direct responsibility for the functions of sales and marketing, investment management, operations and information technology, business development

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

Master of Business Administration – The University of Manchester – 21 June 2011

Fellow Chartered Certified Accountant – Students Accountancy Center - May 2007

Chartered Islamic Finance Executive – Ethica Institute of Islamic Finance - December 2010

## 7. DIRECTORS OF THE COMPANY

Information concerning non-Executive Directors:

Name: **Jayselle McFarlane**

Position: **Director**

Age: 47

Mailing Address: #25 Third Street, St. Joseph Village, San Fernando

Telephone No.: n / a

List jobs held during the past five years. Give brief description of responsibilities. Include names of employers.

• Trinidad Bulk Traders – Financial Controller	2008-2012
• Tobago Hilton Golf & Spa – Financial Controller	2007-2008
• Business Owner – Bookstore	current

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

• Students Accountancy Centre - ACCA
• Heriott-Watt University – currently pursuing MBA

## 7. DIRECTORS OF THE COMPANY

Information concerning non-Executive Directors:

Name: **David Inglefield**

Position: **Director**

Age: 67

Mailing Address: 224 Tangerine Drive, Haleland Park, Maraval

Telephone No.: (868) 290-3449

List jobs held during the past five years. Give brief description of responsibilities. Include names of employers.

- Inglefield, Ogilvy & Mather - Chief Executive Officer and Founder – 1993-2003
- Ansa McAl Group – Group Marketing Director – 2003-2005
- Ansa McAl Group – Sector Head, Distribution – 2005-2007
- Ansa McAl (Barbados) – President/CEO – 2007-2011
- Ansa McAl Group – Sector Head (Retail, Media & Services) – 2011-2015
- Business Consultant – July 2015 to present
- Vice President – Trinidad and Tobago Olympic Committee
- Non-Executive Chairman – Inglefield, Ogilvy & Mather

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

n/a

## 7. DIRECTORS OF THE COMPANY

Information concerning non-Executive Directors:

Name: **Nicole De Freitas**

Position: **Director**

Age: 44

Mailing Address: Lot 44 Paxvale, Phase Two, Santa Cruz

Telephone No.:

List jobs held during the past five years. Give brief description of responsibilities. Include names of employers.

- Scotiabank Trinidad and Tobago Limited –
  - Director Operations Support, Shared Services Caribbean Hub July 2014-June 2016
  - Director, Consolidations Shared Services Jan 2013 – June 2015
  - Assistant General Manager, Shared Services Mar 2010 – Dec 2012

Provides the leadership, management and vision for the functional areas under my purview, ensuring that the Operational and Administrative activities support the strategic and business activities of the Group.

Responsible for leading and directing the following functional business areas in the Group: Information Communications and Technology, Systems and Procedures, Back Office Support/Shared Service, Project Management, Group Facilities Management and Security Services

Assist the Deputy Chief Executive Officer, Operations and Administration in the development of organization overall strategic and plans to support efficiency of the functional areas under my purview to ensure that the strategic and operational goals of the Group are achieved.

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

- Executive Masters in Business Administration degree with distinction – UWI, Arthur Lok Jack Graduate School of Business (UWI-ALJGSB) – 2009 to 2012
- Completed the Levy Leadership Program - Richard Levy School of Business – University of Western Ontario – Nov 2014
- Advanced Diploma in Management Information Systems with distinction – UWI, Institute of
- Business (UWI-IOB) – 2000 to 2002
- First class honors degree with majors in Mathematics and Computer Science - UWI – 1992 to 1995



**7. DIRECTORS OF THE COMPANY**

Information concerning non-Executive Directors:

Name: **Sterling Frost**

Position: **Director**

Age: **56**

Mailing Address: Apt 19C Tower 1, One Woodbrook Place

Telephone No.: 681-6666

List jobs held during the past five years. Give brief description of responsibilities. Include names of employers.

December 01, 2013 to June 21, 2016

Director – Human Resources, Citibank NA

June 22, 2016 to August 22, 2016

Deputy Chief Executive Officer – Operations & Administration Designate

August 23, 2017 to present

Deputy Chief Executive Officer – Operations & Administration

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

Masters in Business Administration – 1999

PHD Business Administration UWI Global School of Business - 2018

**8. SUBSTANTIAL SHAREHOLDERS**

- (a) Principal owners of the company (those who beneficially own more than 5% of the common and preferred shares presently outstanding whether directly or indirectly) starting with the largest common shareholder. Indicate by endnote any transaction where the consideration was not cash. State the nature of any such consideration.

**SECURITIES NOW HELD:**

Name: Address:	Class of Shares:	No. of Shares:	% of Total
FIRST CITIZENS BANK LIMITED	COMMON SHARES	637697	100

- (b) Include all common shares issuable upon conversion of convertible securities and show conversion rate per share as if conversion has occurred.

**UPON CONVERSION:**

Name: Address:	Class of Shares:	Conversion Rate:	No. of Shares upon Conversion	% of Total*
N/A				

\* Current holding of shares if conversion option were exercised.

**9. Name and Address of Parent**

<b>Name:</b>	<b>Address:</b>	<b>Country of Incorporation:</b>	<b>Countries of Registration (where applicable)</b>	<b>Name of the Exchange(s) on which the company's securities are listed:</b>
FIRST CITIZENS	9 QUEEN PARK E	TRINIDAD	TRINIDAD	TRINIDAD AND TOBAGO STOCK EXCHANGE
BANK LIMITED	PORT OF SPAIN			

**10. Name(s) and Address(es) of Subsidiary(ies)**

<b>Name:</b>	<b>Address:</b>	<b>Percentage Ownership:</b>	<b>Name of the Exchange(s) on which the company's securities are listed:</b>
FIRST CITIZENS INVESTMENT SERVICES	ONE WELCHES, BARBADOS	100	N/A
FIRST CITIZENS BROKERAGE AND ADVISORY SERVICES	17 WAINWRIGHT ST, ST. CLAIR	100	N/A
	TRINIDAD		

**11. Name(s) and Address(es) of Affiliate(s)**

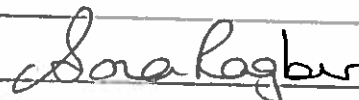
<b>Name:</b>	<b>Address:</b>	<b>Name of the Exchange(s) on which the company's securities are listed:</b>
FIRST CITIZENS ST. LUCIA	SAINT LUCIA	N/A
FIRST CITIZENS FINANCIAL SERVICES	SAINT LUCIA	N/A
FIRST CITIZENS ASSET MANAGEMENT	ST. VINCENT ST, PORT OF SPAIN	N/A
FIRST CITIZENS COSTA RICA SA	COSTA RICA	N/A
FIRST CITIZENS BANK BARBADOS	BARBADOS	N/A

**SIGNATURES**

A Director, the Chief Executive and Corporate Secretary shall sign this Registration Statement 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:

SANA RAGBIR



Signature



Date

Name of Director:

ANTHONY SMART



Signature



Date

Name of Corporate Secretary:

LINDI BALLAH TULL



Signature



Date