

**Schedule 2**

**ISSUER REGISTRATION STATEMENT**

**Section 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: 15<sup>th</sup> 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, San Souci, Castries, Saint Lucia

Company telephone number: 1-758-458-6391

Fax number: 1-758-451-7984

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

Financial year-end:

September  
(month)

30  
(day)

2022  
(year)

Contact person(s):

Omar Burch-Smith (FCIS Saint Lucia)  
Norlann Gabriel (FCIS Trinidad)

Telephone number (if different from above): 1-868-622-3247 extension 5948

Fax number: 1-868-627-5496

Email address:

norlann.gabriel@firstcitizenstt.com

Did the company file all reports requested 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. Exchange 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 Agreements (Repo) in minimum amounts of XCD 5,000 and/or USD 10,000 for each repo for tenors ranging from overnight to seven hundred and thirty-four (734) days in conformity with investor requests and agreements up to a total maximum offer amount of all repos issued of XCD 500M and USD 100M 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: Robin Lewis Age: 59

Mailing Address: Unit 2 Coblentz Villas 34 Coblentz Ave Cascade POS

Telephone: (M) 868 725 6792

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

First Citizens Bank Limited  
General Manager Retail & Commercial Banking (2012 – 2022)  
Responsible for oversight of the Retail & Commercial operations of the Group including Barbados.

First Citizens Investment Services Limited  
General Manager 2022-current  
Responsible for general oversight and leadership of FCIS group

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

- **2001 - University of Lincolnshire, London England, MBA Major in Human Resources**
- **1995 – University of the West Indies, Diploma in Business Management**
- **1979 / 1980 – Asja Boys / St Thomas Aquinas Colleges, CXC GCE certificates.**

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: Nicholas Chen Age: 41

Mailing Address: Island View Apartments A2E  
The Buoys  
Dheins Bay, Carenage

Telephone: 1 (868) 750-1155

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

First Citizens Bank Limited  
Senior Manager – Treasury / International Trade Centre – June 2014 to May 2022  
Responsible for managing Liquidity and foreign exchange positions for the Group.

First Citizens Investment Services Limited  
Assistant General Manager – June 2022 to Present  
Provide oversight for Wealth Management, Regional Operations and Brokerage and Advisory Units

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

2009 - Arthur Lok Jack Graduate School of Business – International Masters Business Administration  
with a specialization in International Finance

2004 – University of New Brunswick – Bachelor of Business Administration

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: Head, Regional Operations

Name: Norlann Gabriel Age: 49

Mailing Address: 25 Eagle Crescent Circle #8B, Fairways, Maraval Trinidad

Telephone: 1-868-791-8187

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

**Head – Regional Operations, FCIS January 2, 2020 – Present** - responsible for the general oversight and leadership of the operations in St. Lucia, St. Vincent & the Grenadines and Barbados with additional responsibilities for the expansion of the FCIS brand.

**Country Manager– FCIS Barbados – September 5, 2017 – January 1, 2020** - responsible for the overall growth, profitability and operational performance of the Barbados Branch. Charged with driving long-term profitability & growth, expanding the First Citizens brand & ensuring that the Country Office meets the highest standards of corporate governance & citizenship. The position manages the provision of Financial Performance Management, Brokerage Services, Capital Market Services, Regulatory and Statutory Compliance, Human Resource Management and Marketing and Branch Expansion.

**Country Manager– FCIS St. Vincent & the Grenadines – July 1, 2010 -September 4, 2017** responsible for the overall growth, profitability and operational performance of the St. Vincent Branch. Charged with driving long-term profitability & growth, expanding the First Citizens brand & ensuring that the Country Office meets the highest standards of corporate governance & citizenship. The position manages the provision of Financial Performance Management, Brokerage Services, Capital Market Services, Regulatory and Statutory Compliance, Human Resource Management and Marketing and Branch Expansion.

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

**University of Texas, Texas, USA**  
M.B.A. Major: Finance (May 2002)

**Midwestern State University Texas, USA**  
B.B.A. Major: Finance, Conc. Economics (Dec 2000)

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:	Country Manager
Name:	Omar Burch Smith	Age: 38
Mailing Address:	C/o First Citizens Investment Services Limited John Compton Highway, San Souci, Castries, St. Lucia	
Telephone:	1-758-458-6378	

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

**Country Manager – FCIS – August 2018 – present** - responsible for the overall growth, profitability and operational performance of the St. Lucia Branch. Charged with driving long-term profitability & growth, expanding the First Citizens brand & ensuring that the Country Office meets the highest standards of corporate governance & citizenship. The position manages the provision of Financial Performance Management, Brokerage Services, Capital Market Services, Regulatory and Statutory Compliance, Human Resource Management and Marketing and Branch Expansion.

**Business Development Manager –FCIS – January 2017 – August 2018** – 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 the 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. .

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

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

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

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.*

## 7. DIRECTORS OF THE COMPANY

Information concerning Non-Executive Directors:

	Position:	<u>Chairman</u>
Name:	<u>Anthony Isidore Smart</u>	Age: <u>76</u>
Mailing Address:	<u>Townhouse No. 3, Moka Townhouse Road, Maraval, Trinidad</u>	
	<u></u>	
Telephone:	<u>1-868-681-0600 or 1-868-623-9540</u>	

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

Gittens Smart & Company – Partner (retired in 2014)  
Chairman of the Board of First Citizens Bank Limited 2014 to present

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

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

*Use additional sheets if necessary.*

## 7. DIRECTORS OF THE COMPANY

Information concerning Non-Executive Directors:

	Position:	<u>Chairman</u>
Name:	<u>Ryan Proudfoot</u>	Age: <u>51</u>
Mailing Address:	<u>18 St. Andrews Village, Moka, Maraval, Trinidad</u>	
	<u></u>	
Telephone:	<u>1-868-310-3106 or 1-246-266-3106</u>	

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

Managing Director – Total Office (2006) Limited – May 2007 to 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

*Use additional sheets if necessary.*



## 7. DIRECTORS OF THE COMPANY

Information concerning Non-Executive Directors:

	Position:	<u>Director</u>
Name:	<u>Karen Darbasie</u>	Age: <u>58</u>
Mailing Address:	<u>C/o First Citizens Bank Limited</u> <u>Corporate Centre, 9 Queen's Park East, Port of Spain, Trinidad</u>	
Telephone:	<u>1-868-624-3178 extension 3000/3001</u>	

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

Chief Executive Officer – First Citizens Bank Limited (April 7, 2015 – Present)  
Country Treasurer and Local Markets Head (Financial Sector) - Citibank – 2005-2015

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

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

*Use additional sheets if necessary.*

## 7. DIRECTORS OF THE COMPANY

Information concerning Non-Executive Directors:

	Position:	Director
Name:	Troy Garcia	Age: 50
Mailing Address:	33 Sandown Road, Goodwood Park, Glencoe, Trinidad	
Telephone:	1-868-680-7278	

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

Parts World Limited – Executive Director – October 1999 to Present  
High Performance Coating – Executive Director – Since 2012

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

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

*Use additional sheets if necessary.*

## 7. DIRECTORS OF THE COMPANY

Information concerning Non-Executive Directors:

	Position:	<u>Director</u>
Name:	<u>Idrees Omardeen</u>	Age: <u>50</u>
Mailing Address:	<u>315 Soogrim Street, Gulf View, San Fernando, Trinidad</u>	
	<u></u>	
Telephone:	<u>1-868-680-9657</u>	

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

Omardeen School of Accounting Limited - Managing Director – January 2005 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

*Use additional sheets if necessary.*

## 7. DIRECTORS OF THE COMPANY

Information concerning Non-Executive Directors:

	Position:	Director
Name:	Jayselle McFarlane	Age: 52
Mailing Address:	No. 24A Third Street, St. Joseph, Trinidad	
Telephone:	1-868-685-6938 or 1-868-742-2290	

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

Managing Director – Trinidad & Tobago Housing Development Corporation – April 12, 2021 to present  
McFarlane Robertson & Association – Consultant/Business Owner

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

Students Accountancy Centre – ACCA  
Heriott-Watt University – MBA  
Caribbean Institute of Forensic Accounting (CFA) – Forensic Certified Public Accountant

*Use additional sheets if necessary.*

## 7. DIRECTORS OF THE COMPANY

Information concerning Non-Executive Directors:

	Position:	<u>Director</u>
Name:	<u>David Inglefield</u>	Age: <u>72</u>
Mailing Address:	<u>224 Tangerine Drive, Haleland Park, Maraval, Trinidad</u> <u></u> <u></u>	
Telephone:	<u>1-868-290-3449</u>	

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

Non-Executive Chairman – Inglefield, Ogilvy & Mather – 2015 to 2020  
Business Consultant - Present

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

Advertising and Media (Consultant)

*Use additional sheets if necessary.*

## 7. DIRECTORS OF THE COMPANY

Information concerning Non-Executive Directors:

	Position:	Director
Name:	Sterling Frost	Age: 59
Mailing Address:	C/o First Citizens Bank Limited Corporate Centre, 9 Queen's Park East, Port of Spain, Trinidad	
Telephone:	1-868-624-3178 extension 3003/3005	

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

Deputy Chief Executive Officer – Operations & Administration, First Citizens Bank Limited – June 22, 2016 to present

Director – Human Resources, Citibank NA – December 2013 to June 2016

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

Doctorate in Business Management – University of the West Indies – 2018  
Master in Business Administration – 1999

*Use additional sheets if necessary.*

## 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	637,697	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

Name:	Address:	Country of Incorporation:	Countries of Registration (where applicable)	Name of the Exchange(s) on which the company's securities are listed:
First Citizens Bank Limited	9 Queens Park East, Port of Spain, Trinidad	Trinidad and Tobago	Trinidad and Tobago Barbados	N/A N/A

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

Name:	Address:	Percentage Ownership:	Name of the Exchange(s) on which the company's securities are listed:
First Citizens Brokerage and Advisory Services Limited	17 Wainwright Street, St. Clair, Trinidad	100	N/A
First Citizens Portfolio and Investment Management Services Limited	17 Wainwright Street, St. Clair, Trinidad	100	N/A

**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 Financial Services (Saint Lucia) Limited	Saint Lucia	N/A
First Citizens Depository Services Limited	Trinidad	N/A
FCCR First Citizens Costa Rica S.A.	Costa Rica	N/A
First Citizens Investment Services (Barbados) Limited	Barbados	N/A
First Citizens Trustee Services Limited	Trinidad	N/A
First Citizens Investment Services Limited	Saint Lucia	N/A
First Citizens Bank (Barbados) Limited	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:

Name of Director:

Robin Lewis

Karen Darbasie



Signature

Signature

27-01-2023

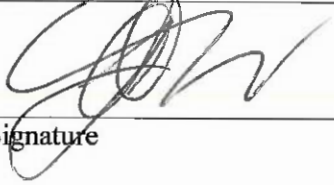
31-01-2023

Date

Date

Name of Corporate Secretary:

Lindi Ballah-Tull



Signature

31-01-2023

Date

## **APPENDIX 1 – BIOGRAPHICAL DATA FORMS**

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

**DIRECTORS OF THE COMPANY**