



# Microcredit Information Session

## Completing The Fit and Proper Personal Questionnaire

*Bank of Jamaica  
March 23, 2022*

## Disclaimer

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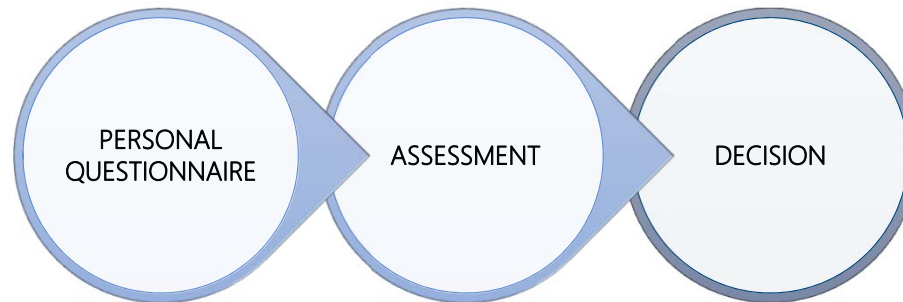
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# Outline

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- The Fit and Proper Process
- How to complete the Fit and Proper Personal Questionnaire (PQ)
  - General Information & Instructions
  - Completing the PQ
- Requirements and attachments
- Contact Information
- Q&A

# The Process



## 1. Submit all required documents

- Personal Questionnaire and supporting documentation submitted in hard copy and electronically
  - Submission includes the MCI's due diligence
- Clearance reports are not to be collected by the respondent
  - For JCF - Receipts only
  - For overseas – direct mail from the law enforcement authority

## 2. Assessment

- Examine information presented by the respondent and external sources
- Additional information may be requested

## 3. Decision

- Assessment reviewed and decision taken by the Supervisor

## General Information

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Link/location:

<https://boj.org.jm/core-functions/financial-system/microcredit-regulation/microcredit-institutions/>

Resources:

- ✓ Standard of Sound Practice
- ✓ Specimen PQ
- ✓ Glossary

## Instructions

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- ✓ Complete all sections of the PQ.
- ✓ If a question does not apply to you, write “N/A” in the space provided.
- ✓ Each page of the PQ must be signed and dated by the respondent.
- ✓ The electronic version of the PQ should be saved using the following naming convention:
  - Last Name,First Name–PQ–2022 .
  - The hardcopy Personal Questionnaire and relevant schedules should be printed on legal paper in the landscape orientation.
- ✓ Include in the application package

## Completing the PQ

| Question  | Comment   |
|---|---|
| <p>1(a) Name of Microcredit Institution (MCI) or proposed MCI connection with which this questionnaire is being completed.</p>  | <p>✓ Name of the MCI</p>  |
| <p>1(b) Position or relationship with the MCI or proposed MCI.</p>  | <p>✓ The position held or to be held with the MCI</p> <p>✓ Include start date of employment with the MCI, or proposed start date</p>  |
| <p>1(c) Have you completed a Fit and Proper questionnaire within the last 12 months?</p> <p>If yes, state the position(s) or relationship(s) with the entity/entities for which the questionnaire was completed</p> | <p>✓ Indicate Yes or No (Y/N)</p> <p>✓ If Yes, state:</p> <ul style="list-style-type: none"> <li>▪ Name of the entity, the capacity or role held with the entity at the time that PQ was submitted, and</li> <li>▪ Date of submission of the PQ (date format: MM/YYYY)</li> </ul> |

## Completing the PQ

| Question                                     | Comment   |
|--|---|
| 2(a) Given Name                              | ✓ First, middle and last names of the respondent as reflected on identification card used   |
| 2(b) Other Names Used (Trade Names, Aliases) | ✓ Any aliases or variation of name - aka Bill Grant (for William Grant)   |
| 2(c) Please state maiden name, if applicable | ✓ Maiden name where applicable  |
| 2(d) Gender                                  | ✓ For e.g. female   |
| 2(e) Marital Status                          | ✓ Single, married, divorced or widowed, as appropriate  |
| 2(f) Home Address                            | ✓ Complete address of the respondent. For e.g.<br>Address 1: 81 Duke Street<br>Address 2: Kingston<br>Address 3/City: Kingston CSO<br>Parish/State: Kingston<br>Postal/Zip Code: Kingston CSO<br>Country: Jamaica |



## Completing the PQ

| Question  | Comment  |
|---|--|
| 2(g) Address of Employment/Business   | <ul style="list-style-type: none"> <li>✓ Complete address of the respondent's place of employment</li> <li>✓ If self employed, the place of business in the format as outlined at the home address.</li> </ul> |
| 2(h) Occupation   | <ul style="list-style-type: none"> <li>✓ Current occupation of the respondent.</li> <li>✓ If there are multiple occupations, list each.</li> </ul>   |
| 2(i) Taxpayer Registration Number<br>(issued by Tax Administration Jamaica. If not applicable, please indicate N/A in the space provided) | <ul style="list-style-type: none"> <li>✓ Valid TRN using the following format: 111222333</li> </ul>  |
| 2(j) Place of Birth   | <ul style="list-style-type: none"> <li>✓ Place of birth as typically represented on the birth certificate.</li> <li>✓ For e.g. Victoria Jubilee Hospital, Kingston, Jamaica</li> </ul>                         |

## Completing the PQ

| Question   | Comment   |
|--|---|
| 2(k) Date of Birth (MM/DD/YYYY)  | ✓ Date of birth in the format MM/DD/YYYY  |
| 2(l) Nationality   | ✓ For e.g. Jamaican, Australian, Brazilian  |
| 2(m) If Naturalized Citizen, indicate:<br>- Date of Naturalization (MM/DD/YYYY)<br>- Certificate No. | ✓ Indicate the date of naturalization in the following format MM/DD/YYYY<br><br>✓ Indicate the naturalization certificate number<br><br>The term “naturalization” refers to the process of allowing a foreigner who was born in one country to become a citizen of another country. |

## Completing the PQ

| Question   | Comment   |
|--|---|
| <p>2(n) If not Jamaican, complete the following:</p> <ul style="list-style-type: none"><li>- Work Permit Number</li><li>- Passport No. or other unique Identification Number (ID)</li><li>- Place of Issue of Passport or other ID mentioned above</li></ul> | <ul style="list-style-type: none"><li>✓ Work permit number</li><li>✓ ID number (passport/drivers licence)</li><li>✓ Place of issue of ID</li></ul>  |
| <p>3 State all the places (local or international) where you have resided for six or more months after attaining the age of eighteen. Also include the period of residence.</p>  | <ul style="list-style-type: none"><li>✓ Street name, city/parish, country and period of residence (date format: MM/YYYY)</li><li>✓ Police clearance reports will be required from the law enforcement authorities in each applicable jurisdiction</li></ul> |

## Completing the PQ

| Question   | Comment   |
|--|---|
| Question 4a – g relate to the respondent’s spouse, father and mother.<br>4(h) relates to children of the respondent<br>4(i) relates to immediate relatives of the respondent who are politically exposed persons |   |
| 4(a) Information on Immediate Relatives:   | <ul style="list-style-type: none"><li>✓ First, middle and last names</li><li>✓ If deceased, state deceased in brackets beside their name and provide requisite details.</li></ul> |
| 4(b) Other Names Used (Trade Names, Aliases, Pseudonyms for professional reasons).   | <ul style="list-style-type: none"><li>✓ Other names used by related persons</li></ul>   |

## Completing the PQ

| Question   | Comment   |
|--|---|
| <p>4(c) Taxpayer Registration Number (issued by Tax Administration Jamaica. If not applicable, please indicate N/A in the space provided and complete passport information below)</p> <ul style="list-style-type: none"><li>- Passport No. or other unique Identification Number (ID)</li><li>- Place of Issue of Passport or other ID mentioned above</li></ul> | <p>✓ TRN, and if not applicable:</p> <ul style="list-style-type: none"><li>▪ Passport or driver's licence number</li><li>▪ Place of issue of passport or driver's licence</li></ul> |

## Completing the PQ

| Question                             | Comment  |
|--------------------------------------|--|
| 4(d) Home Address                    | ✓ Complete address of the respondent's spouse, father and mother in the following format:<br>Address 1: 81 Duke Street<br>Address 2: Kingston<br>Address 3/City: Kingston CSO<br>Parish/State: Kingston<br>Postal/Zip Code: Kingston CSO<br>Country: Jamaica |
| 4(e ) Address of Employment/Business | ✓ Enter similar details as above for the address of employment/business for the respondent's spouse, father and mother.  |
| 4(f) Nationality                     | ✓ For e.g. Jamaican, Australian, Brazilian   |

## Completing the PQ

| Question   | Comment  |
|--|--|
| <p>4(g) Address(es) while living overseas</p>  | <p>✓ Complete address of the respondent's spouse, father and mother while they reside overseas. The information should be entered in the following format:</p> <p>Address 1: 111 Wellington Street<br/>           Address 2: Ottawa<br/>           Address 3/City: Ottawa<br/>           Parish/State: Ontario<br/>           Postal/Zip Code: ON K1A 0A6<br/>           Country: Canada</p> |
| <p>4(h) Particulars of children over the age of 18 years (please include step-children)</p> <p>Include the TRN (or equivalent ID number for overseas jurisdiction)</p> | <p><b>Children/Step-children of respondent</b></p> <p>✓ An ID number is required where the child has no TRN:</p> <ul style="list-style-type: none"> <li>▪ ID number (passport or driver's licence)</li> <li>▪ Place of issue</li> </ul> <p>✓ If neither ID nor TRN is available, provide justification and date of birth</p>   |

## Completing the PQ

| Question   | Comment  |
|--|--|
| 4(i) Please indicate whether you or any of your immediate relatives are Politically Exposed Persons (PEPs) | <p>A PEP is:</p> <p>a) any individual who, in relation to any state, carries out functions analogous to the functions of any of the following persons –</p> <ul style="list-style-type: none"><li>▪ A head of state;</li><li>▪ A head of government;</li><li>▪ A member of any House of Parliament;</li><li>▪ A Minister of Government;</li><li>▪ A member of the Judiciary;</li><li>▪ A military official* above the rank of Captain;</li><li>▪ A member of the police force at or above the rank of Assistant Commissioner;</li></ul> <p><small>* <a href="http://JDF.org">Badges of Rank   JDF.org</a> The Official Website of The Jamaica Defence Force (<a href="http://jdfweb.com">jdfweb.com</a>)</small></p> |



## Completing the PQ

| Question            | Comment   |
|---------------------|---|
| 4(i) PEPs continued | <ul style="list-style-type: none"><li>▪ A Permanent Secretary, Chief Technical Director or chief officer in charge of the operations of a ministry, department of Government, executive agency or statutory body, as the case may be;</li><li>▪ A director or chief executive of any company in which the government owns a controlling interest;</li><li>▪ An official of any political party; and</li></ul> <p>b) an individual who holds or has held a senior management position in an international organization; and</p> <ul style="list-style-type: none"><li>✓ an individual who is a relative or is known to be a close associate of a person described in sub-paragraph (a) or (b).</li><li>✓ Additionally, the members of the political arm of the Ministry of Local Government &amp; Rural Development i.e. mayors and councillors.</li></ul> |

## Completing the PQ

| Question   | Comment   |
|--|---|
| <p>5(a) Give details of your employment history up to the filing date of this questionnaire, including for each place of employment:</p> <ul style="list-style-type: none"><li>○ details of the type of business;</li><li>○ your job title and</li><li>○ the duties attached to your position;</li><li>○ the dates of employment; and</li><li>○ the name and address of your employer(s) and reason(s) for leaving.</li></ul> <p>See sheet "Question 5(a)"</p> | <p>Be sure to:</p> <ul style="list-style-type: none"><li>✓ Enter the response in table 5(a) and append to the personal questionnaire</li><li>✓ Complete all fields</li><li>✓ Include entrepreneurial activities</li><li>✓ Arrange in descending order - most recent employment first</li><li>✓ Provide complete history and explanation for any gap years</li></ul> |

## Completing the PQ

| Question  | Comment   |
|---|---|
| 5(b) Provide information for two references.  | <ul style="list-style-type: none"><li>✓ Referees must not be relatives</li><li>✓ Provide the name, occupation, telephone number and email address of referees</li></ul> |
| 5(c ) Give details below of your educational and your professional qualifications and affiliations, if any, including relevant dates. | <ul style="list-style-type: none"><li>✓ Indicate designation or qualification, the institution from which it was obtained and the year conferred.</li></ul>             |

## Completing the PQ

| Question  | Comment   |
|---|---|
| <p><b>6 a - o:</b></p> <p>a) Have you at any time been charged with or convicted of any offence?</p> <p>b) Has a suit ever been brought against you in your personal capacity?</p> <p>c) Have you ever been the subject of any investigation or of disciplinary procedures, censured, disciplined or publicly criticized?</p> <p>d) Have you been adjudged by a Court civilly or criminally liable for any fraud, misfeasance or other misconduct?</p> <p>e) Have you ever been disqualified by a Court or by virtue of any statutory enactment from being a director or from acting in the management or conduct of the affairs of any legal person?</p> <p>f) Have you ever been adjudged bankrupt by a Court, had a receiving or administrative order made against you? Had your property seized, entered into any arrangement, or other composition with your creditors?</p> <p>g) Have you ever been a shareholder, director of, or directly concerned in the management of a legal person or arrangement?</p> <p>h) Have you ever been directly concerned in the management or conduct of affairs of a legal person or arrangement which has become insolvent and/or gone into liquidation, whilst you were associated with it?</p> | <p>✓ Indicate Yes or No (Y/N).</p> <p>✓ Excluding 6(j) (TCC) all 'Yes' responses require a comment in the column indicated.</p> |

## Completing the PQ

| Question   | Comment |
|--|---------|
| <p><b>6a - o:</b></p> <p>i) Have you ever been directly concerned a legal person or arrangement which has become insolvent and/or gone into liquidation, whilst you were associated with it?</p> <p>j) Are you in compliance with tax and other statutory obligations imposed on you?</p> <p>k) Has any bank ever threatened or commenced legal action/court proceedings or declined doing any new business with you?</p> <p>l) Do you have any immediate relative who holds a position as a substantial shareholder or officer in the MCI?</p> <p>m) Are you currently a beneficial owner or shareholder of any financial services?</p> <p>n) Any of the shares of the Licensee that are registered in your name are, equitably or legally charged or pledged to any person?</p> <p>o) Involved in the management of or maintain a business relationship or prospectively plan to undertake business with the microcredit institution (MCI) ?</p> |         |

## Completing the PQ

| Question  | Comment  |
|---|--|
| <p>6 (j) Are you in compliance with tax and other statutory obligations imposed on you?</p> <p>If no, give details in the 'comment' column. If yes, please provide a copy of your Tax Compliance Certificate.</p>   | <p>✓ Tax Compliance Certificates (TCC) are required where the person completing the PQ has ownership stake in other businesses</p> |
| <p>6 (m) Are you currently a beneficial owner or shareholder (holding at least 5% of issued share capital) of any limited liability companies or other corporations engaged in financial services as defined in Glossary? If yes, please provide response in Sheet "Question 6 (m)"</p> | <p>Where the response to question 6(m) is Yes, provide details on sheet 6(m) and append to the personal questionnaire.</p>         |

# Requirements & Attachments

## The Declaration

| Declaration |            |             |           |
|-------------|------------|-------------|-----------|
|             | First Name | Middle Name | Last Name |
| I,          | Michelle   | Andrea      | Bourdain  |

declare that the answers to the above questions are true and that I am fully aware that proceeding to act, knowing that I am not fit and proper whether this occurs through my submitting false or misleading information or withholding information which if submitted would most likely render me unfit, will constitute a breach of the Banking Services Act (section 38) and may result in my being disbarred from acting in the position indicated in this statement in relation to the microcredit institution for which this questionnaire is being completed. I further UNDERTAKE, that as long as I continue to be a substantial shareholder or officer of the MCI for which this questionnaire is being completed, I will notify the appointing MCI with which this questionnaire is being completed of any material changes to or affecting the completeness and/or accuracy of the information herein supplied by me as soon as possible, but in no event later than ten (10) business days from the day that the changes come to my attention.

Date: (MM/DD/YYYY) 30-Aug-21

Signature of Declarant: 

In the presence of :

| Justice of the Peace (JP)/Attorney-at-Law/Notary Public | First Name | Middle Name | Last Name |
|---|------------|-------------|-----------|
| <input type="text"/>                                    | Victor     | Jones       | Beckles   |

Signature of JP/Attorney-at-Law/Notary Public: 

Affix Seal of Office, if JP, or Stamp of Office, if Attorney-at-Law/Notary Public



## List of Attachments

The completed Personal Questionnaire with all supporting documents should be submitted to the Bank of Jamaica as part of the microcredit licensing application package as follows:

| Documents   | Physical Submission | Electronic Submission (thumb drive) |
|---|---------------------|-------------------------------------|
| Personal Questionnaire and relevant schedules (5a & 6m)       | *                   | *                                   |
| Annotated receipt for JCF Police Clearance Report             | *                   |                                     |
| Overseas Clearance Report (where applicable)                  | *                   |                                     |
| Certified color passport sized photographs (where applicable) | *                   | *                                   |
| Tax Compliance Certificate                                    | *                   | *                                   |
| Cheque in the name of Financial Investigations Division       | *                   |                                     |
| Due diligence report of the MCI including credit report       | *                   | *                                   |



## Contact Information

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Microcredit Regulatory Oversight

Bank of Jamaica

Nethersole Place

Kingston

Tel: 876-922-0750

Email: [microcredit@boj.org.jm](mailto:microcredit@boj.org.jm)

Website: <https://boj.org.jm/core-functions/financial-system/microcredit-regulation/>