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**Form F&P 1 - Individual Questionnaire**

**NOTES**

*This questionnaire should be completed by both the individual concerned and by the relevant regulated entity,[[1]](#footnote-2) in either ink and block capitals or typed. Questions must be answered in full, please use the continuation sheet where necessary. Comments such as ‘see your records’ are not acceptable answers.*

*The signed questionnaire should be encrypted in PDF form, with the password sent by separate cover (unless using the Isle of Man Financial Services Authority’s (‘the Authority’) secure email solution (TLS)). Receipt of the PDF questionnaire will be treated as the date of receipt for legislative purposes.*

*Individuals in Controlled Functions are required to be fit and proper to undertake those functions. Details of the fit and proper criteria and the definition of certain terms can be found in the Authority’s ‘Regulatory Guidance - Fitness and Propriety’, which is available on the Authority’s website. The areas covered by this questionnaire may not be exhaustive of the matters that the Authority will consider in assessing whether an individual is fit and proper to act in the proposed capacity. The Authority reserves the right to seek additional information where necessary.*

*All convictions (with the exception of summary motoring offences) must be brought to the attention of the Authority. By virtue of the Rehabilitation of Offenders Act 2001, spent convictions must also be disclosed to the Authority separately – see question 25.*

***Questionnaires that are incomplete or do not disclose full information will be returned and this may result in delays. The provision of incorrect information can be taken into account when considering whether an individual is ‘fit and proper’ for a proposed Controlled Function(s). The Authority does not accept responsibility for any loss incurred in these circumstances.***

***An offence may be committed under s40 of the Financial Services Act 2008, s17 of the Collective Investment Schemes Act 2008, s52 of the Insurance Act 2008 and s46 of the Retirement Benefits Schemes Act 2000 for failing to supply any information required by the Authority, or for supplying false or misleading information.***

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| **INTRODUCTION** | | | |
| **1.** | Name of regulated entity in connection with which this questionnaire is being completed:  ***NOTE:*** *Where the Controlled Function is R6 then the name of the retirement benefits scheme, in connection with which this questionnaire is being completed, should be shown.*  *One questionnaire per regulated entity is preferred, due to the importance of the declarations being specific to the role(s) and regulated entity. If the questionnaire does relate to more than one regulated entity* ***separate*** *individual and regulated entity declarations* ***for each regulated entity*** *must be provided.* | |  |
| **2.** | Is this application made under: | | Collective Investment Schemes Act 2008 (‘CISA08’)  Financial Services Act 2008 (‘FSA08’)  Insurance Act 2008 (‘IA08’)  Retirement Benefits Schemes Act 2000 (‘RBSA00’) |
| **PERSONAL DETAILS** | | | |
| **3.** | | Title: |  |
| Surname: |  |
| Forename(s): |  |
| Any previous name(s) by which you have been known: |  |
| **4.** | | Current residential address:  If appointed to the Controlled Function(s), in which jurisdiction will you be resident: |  |
| **5.** | | Telephone number: |  |
| **6.** | | Email address: |  |
| **7.** | | Country and place of birth: |  |
| **8.** | | Date of birth: |  |
| **9.** | | Nationality and any former nationality: |  |
| **10.** | | National Insurance number (or other individual identifying number if no NI number held): |  |
| **11.** | | Controlled Function(s) being applied for (not those already held), and proposed date of appointment:  ***NOTE:*** *Please refer to Appendix 2 of the Authority’s ‘Regulatory Guidance – Fitness and Propriety’ for full descriptions.*  *If the Controlled Function is a Controller (R1 or R3) please use form F&P 3 or F&P 4, as appropriate.* | **Proposed date of appointment**:  R4A. Executive director of an IoM incorporated regulated entity, or an executive director of a corporate trustee of an authorised retirement benefits scheme (whether incorporated in the IoM or not)  R4B. Non-independent, non-executive director of an IoM incorporated regulated entity, or a non-independent, non-executive director of a corporate trustee of an authorised retirement benefits scheme (whether incorporated in the IoM or not)  R4C. Independent non-executive director of an IoM incorporated regulated entity, or an independent non-executive director of a corporate trustee of an authorised retirement benefits scheme (whether incorporated in the IoM or not)  *(Please refer to Appendix 10 of the Authority’s ‘Regulatory Guidance – Fitness and Propriety’ for further guidance about Independence)*  Alternate director?  Yes  No  If Alternate, name of director you are Alternate for:­­­­  R5. Member of a governing body of a collective investment scheme (in respect of Authorised / Full International / Regulated and Recognised schemes only)  R6. Individual who is a professional trustee of an authorised retirement benefits scheme  R8. Chief Executive or Managing Director of an IOM incorporated regulated entity, or most senior Isle of Man executive responsible for a branch of a non-IOM incorporated entity  *R10. Key person*  *(Only tick R10 if the Authority has requested you to do so, and annotate the nature of the request next to the box)*  R11. Appointed actuary of an insurer under the IA08, or Head of Actuarial Function  R12. Principal control officer – of an entity regulated under the IA08  R13. Head of compliance  R14. Head of internal audit  R15. MLRO  R19. Financial controller  R21. Senior manager with responsibility for persons providing investment or insurance advice: \*Investment / \*Insurance / \*Both *(\*delete as applicable)*  R21A. Individual providing investment advice to clients  R22A. Head office personnel who have a clear and direct responsibility for the IoM branch or who will be overseeing the work of that branch (branches of regulated entities and non-EU permit holders under the IA08 only)  R22B. Most senior executive in an overseas jurisdiction, and responsible for a branch in that jurisdiction, of an IoM incorporated entity  R28. Isle of Man Resident Officer (branch only)  R29. Other insurance manager (non-life insurers only)  R30. Group Actuary (where the Authority is the Group Supervisor for the insurance group only) |
| **12.** | | Official job title of the proposed role: |  |
| **13.** | | Please provide a summary of the core regulatory responsibilities of the role: |  |
| **14.** | | Will you also have roles with other regulated entities, or non-regulated entities, **within the same group**? If yes, provide details:  Will you also have roles (inc. self-employed) with other regulated entities, or non-regulated entities, **outside of the group**? If yes, provide details, and ensure any conflicts are declared to the relevant entities:  Do you confirm that you will have sufficient time to dedicate to the regulated entity to properly fulfil this role? If no, provide details:  Are you, or will you be, employed by the regulated entity on a permanent basis? If no, provide details of any agreement that will be in place:  Is the role full time or part time?  If part-time, please state approximately how many hours per month:  ***NOTE:*** *Please refer to Appendix 1(c) of the Authority’s ‘Regulatory Guidance – Fitness and Propriety’.* | Yes  No    Yes  No    Yes  No    Yes  No    Full time  Part time        number of part time hours per month |

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| **15.** | Are you currently, or have you in the last 10 years been, a director, controller or senior manager (reporting to the Board or governing body) of any body corporate?  If yes, provide details of all bodies corporate with which you have held such a role (use continuation sheet if necessary): | Yes  No | | | | | | | | |
| **Name of Body Corporate** | **Country of Establishment of Body Corporate** | | | **Regulated for Financial Services - Y/N (including name of regulator)** | | **Role Held** | **Is the role Current and continuing (mark as CC) / Current but ceasing (mark as CB) / Past (mark as P and show date ceased)** | |
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| **16.** | Are you a trustee, enforcer or protector of any trust in a personal capacity, other than in the course of your employment?  If yes, provide details: | Yes  No | | | | | | | | |
| **17.** | Details of any higher academic qualifications (for example degrees or diplomas): | **Qualification** | | **Subject** | | | **Establishment** | | | **Year** |
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| **18.** | Details of professional qualifications: | **Qualification** | | **Subject** | | | **Establishment** | | | **Year** |
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| **19.** | If you are a current member of any professional or other relevant trade bodies, provide details: | **Membership No**. | | **Body** | | | **Membership Status** | | | **Year of admission** |
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| **20.** | In relation to the Controlled Function(s) applied for on this questionnaire – do you meet the requirements (if any) of the Authority’s Training and Competence Framework?  If no, provide details: | Yes  No | | | | | | | | |
| **21.** | Do you have any close connection with any employee or member of the Authority, for example family, friends, close business relationship, shared business interests etc., or have you previously been employed by the Authority:  If yes, provide details: | | | | Yes  No | | | | | |
| **22.** | Have you, or any body corporate, partnership or unincorporated institution with which you are, or have been associated as a director, controller[[2]](#footnote-3), key person or company secretary as part of the application, ever applied to any regulatory authority in any jurisdiction, ***including the Isle of Man***, for a licence or other authority to carry on banking, investment business, services to collective investment schemes, corporate or trust services, crowdfunding, payment services, insurance, retirement benefit or other financial services activity?  If yes, provide details: | | | | Yes  No | | | | | |
| **23.** | Have you previously been individually accepted or approved by a financial services regulatory authority in any jurisdiction, ***including the Isle of Man***?  If yes, provide details: | | | | Yes  No | | | | | |

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| **24. CAREER HISTORY**  ***Beginning with your current occupation or employment,*** *please give full details of all occupations and employment during the past* ***ten*** *years.*  *If there are any gaps in your employment history, explanations must be provided. Where multiple roles have been held with one employer, please detail the length of time in each role.* | | |
| Name and address of employer: |  | |
| Nature of business: |  | |
| Position held: |  | |
| Dates: (MM/YY) | From: | To: |
|  | | |
| Name and address of employer: |  | |
| Nature of business: |  | |
| Position held: |  | |
| Dates: (MM/YY) | From: | To: |
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| **DISCLOSURES**  *The disclosures required in the following questions are with regard to all jurisdictions. If you answer yes to any of these questions, please provide full details, using the continuation sheet.*  \*delete as appropriate | | |
| **25.** | **Current convictions** (you do not need to disclose parking or speeding offences, however all other motoring offences must be disclosed).  Do you have any current (i.e. not spent) convictions? (the question relates to convictions by any court, including civil and military courts)  If yes please provide full details using the continuation sheet, including the court by which you were convicted, the offence, the penalty imposed and the date of the conviction.  **Spent convictions**  For [spent convictions](https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution) which are not ‘[protected](https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates/filtering-rules-for-dbs-certificates-criminal-record-checks)’, please select ‘no’ and send full details **separate to this questionnaire** in writing, directly to: Senior Manager of Authorisations, Isle of Man Financial Services Authority, PO Box 58, Finch Hill House, Bucks Road, Douglas, Isle of Man, IM99 1DT. All correspondence will be dealt with in the strictest confidence and the Authority will acknowledge receipt.  For [spent convictions](https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution) which are ‘[protected](https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates/filtering-rules-for-dbs-certificates-criminal-record-checks)’ please simply select ‘no’ and no further action is necessary.  **Criminal record check:**  Please provide a copy of the results of a criminal record check that has been undertaken within 12 months of the date of this questionnaire. This will be destroyed after use. | \*Yes/No  \*Yes/No  Enclosed  \*Yes/No |
| **26.** | Are you the subject of any current criminal proceedings or investigations (to the best of your knowledge and belief)? | \*Yes/No |
| **27.** | Is there any outstanding civil litigation against you (including in any capacity as a trustee of a trust) or any body corporate of which you are an officer; or are there any current proceedings issued by you? | \*Yes/No |
| **28.** | Have you ever been censured, disciplined or criticised or barred entry by any professional body or trade association or by a Court of Law or by any officially appointed enquiry, or held a practising certificate and have surrendered it, had it revoked, withdrawn or qualified (for example made subject to any conditions)? | \*Yes/No |
| **29.** | Have you, or any body corporate, partnership, legal arrangement or unincorporated institution with which you are, or have been associated as, a director, controller, senior manager, key person or company secretary, been the subject of an investigation, fined or reprimanded by a governmental, professional or other regulatory body, or have you ever been questioned or given evidence in connection with such an investigation? | \*Yes/No |
| **30.** | Has a court or other authority ever disqualified you from acting as director of a company, or from acting in the management or conduct of affairs of any company, partnership or unincorporated association; or has a court ever removed you as a trustee? | \*Yes/No |
| **31.** | Have you ever been suspended from any office, asked to resign, had your contract terminated, been the subject of a written warning or been the subject of any other disciplinary action as to your conduct? | \*Yes/No |
| **32.** | Have you ever been dismissed from any office or employment? | \*Yes/No |
| **33.** | Have you ever been declared or has a court ever adjudged you bankrupt or have any money judgements been made, or warrants issued under section 98A of the Income Tax Act 1970, against you (or similar action in any other jurisdiction) which have not been satisfied in full? | \*Yes/No |
| **34.** | Have you, in connection with the formation or management of any body corporate, partnership or unincorporated body, ever been adjudged by a court civilly liable for any fraud, misfeasance or other misconduct by you towards such a body or company or toward any members thereof? | \*Yes/No |
| **35.** | Has any body corporate, partnership or unincorporated institution with which you were associated as a director, controller, manager, partner or company secretary, been compulsorily wound up, or made a compromise or other arrangement with its creditors, or ceased trading in circumstances where its creditors did not receive, or have yet to receive, full settlement of their claims, either while you were associated with it, or within one year after you ceased to be associated with it? | \*Yes/No |
| **36.** | Have you, in any capacity, ever had a formal warning or been censured, disciplined or publicly criticised by any Court of Law or by any officially appointed enquiry or by any professional or regulatory body or any trade association to which you have belonged or do belong; or been the subject of a regulatory order/direction? | \*Yes/No |
| **37.** | Has any body corporate, partnership or unincorporated institution with which you are, or have been, associated as a director, controller, senior manager, partner or company secretary ever been censured, disciplined or publicly criticised by any Court of Law or by any officially appointed enquiry? | \*Yes/No |
| **38.** | Have you ever been the subject of a disciplinary enquiry or internal investigation carried out by, or on behalf of, an employer or in connection with a post or office held, which has resulted in disciplinary action being taken? | \*Yes/No |
| **39.** | Has a regulatory body turned down any application made by you, or by any company or partnership with which you are, or have been, associated as a director, controller, manager, company secretary or partner? | \*Yes/No |

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| **OTHER RELEVANT INFORMATION** | | |
| **40.** | Please disclose any other matters that you believe may be material to this application: |  |
| **41.** | ***To be completed by the regulated entity PRIOR to signing and submitting this form***  Please provide the date of the criminal records check provided with this questionnaire.  ***NOTE****: A criminal records check must have been completed within the last 12 months and a copy must be provided to the Authority at the same time as the submission of the completed questionnaire.* | Date: |
| **42.** | ***To be completed by the regulated entity:***  Is the individual that is the subject of this questionnaire replacing another individual in the Controlled Function?  If so, please provide the name of the individual that is vacating the Controlled Function. | Yes  No  Name: |

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| **DECLARATION BY INDIVIDUAL** |
| I ,*[name]*, applying to hold the Controlled Function(s) of       with *[name of regulated entity or retirement benefits scheme as approporate]* hereby declare that:   * I will maintain my fitness and propriety, in terms of my integrity, financial standing and competence at all times; * in my communications with the Authority, including the details set out within this questionnaire, I have been open and truthful, full and accurate in all respects and not misleading, and will continue to be so; * I have ensured I meet, and will continue to maintain, the minimum competency requirements (where applicable) and that I have the appropriate qualifications, experience, competence and capacity to properly discharge the duties and functions of the Controlled Function(s); * I will conduct my affairs in a sound and prudent manner; * I understand the responsibilities relating to the Controlled Function(s), and I will ensure that in the performance of a Controlled Function I will comply with the relevant legislation and regulatory requirements; and * I will notify the regulated entity, or in the case of an application to hold the R6 Controlled Function (professional trustee of an authorised retirement benefits scheme) the registered administrator of the scheme, referred to above without delay if for any reason I no longer comply with the fitness and propriety standards.   I also confirm that I understand that the Authority may undertake independent checks to validate any or all of the information provided in this questionnaire, both on receipt of the questionnaire and on a continuing basis, and I hereby consent to the release of any relevant information by the Authority to any person, body or institution (including the constabulary) for the purpose of the application to which this questionnaire relates.  Accordingly, I also authorise any persons, bodies, or institutions named in the questionnaire, together with any person, body, or institution that the Authority may approach, to provide such information as the Authority believes may be relevant to its assessment of my initial and continuing fitness and propriety. I also authorise the Authority to disclose to any regulated entity, [and in the case of an application to hold the R6 Controlled Function of professional trustee of an authorised retirement benefits scheme, such person as is empowered by the trust deed of the above named scheme to appoint trustees to the scheme], in connection with which I may be assessed, information that the Authority believes may be relevant to that entity’s assessment of my initial and continuing fitness and propriety. |
| Signed:  Name:  Date: |

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| **DECLARATION BY REGULATED ENTITY FOR CONTROLLED FUNCTIONS OTHER THAN R6 *(only if already regulated – otherwise please complete the Declaration by an Applicant to become a Regulated Entity on the following page)*** |
| In submitting this questionnaire, I, *[name]* being an individual officer holding a notified and accepted Controlled Function for *[name of regulated entity]*, am duly authorised by the regulated entity to sign and submit this questionnaire to the Authority, and I confirm that the regulated entity, in connection with the Controlled Function(s) set out in this form:   * is satisfied that the individual has the required knowledge, skills and experience appropriate for appointment in the Controlled Function(s); * confirms that the individual meets the requirements of the Authority’s Training and Competence Framework\* (where applicable) necessary for the appointment in the Controlled Function(s); * is satisfied, as a result of due diligence undertaken, that the individual is a fit and proper person; * is satisfied that the individual has sufficient capacity to perform the Controlled Function(s); * affirms that sufficient due diligence has been conducted to determine that the information detailed in the questionnaire is, to the best of the regulated entity’s knowledge, complete, correct and not misleading; and * is satisfied that the individual is able to perform the Controlled Function(s) without being exposed to unmanaged material conflict. |
| Signed: ­­­­­­­­­­­­­­­­­­­­­­  Name and position held:  Date: |
| *\* If an individual does NOT meet the requirements of the Authority’s Training and Competence Framework, please ensure question 20 is answered appropriately, and use the continuation sheet to provide your rationale as to why you feel that the individual is competent to perform the specific Controlled Function(s) for the regulated entity.* |

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| **DECLARATION BY AN APPLICANT TO BECOME A REGULATED ENTITY FOR CONTROLLED FUNCTIONS OTHER THAN R6 *(do not complete this declaration if the firm is already regulated by the Authority or the questionnaire relates to the R6 Controlled Function)*** |
| In submitting this questionnaire, I, *[name]* being an individual officer expected to hold a notified and accepted Controlled Function for *[name of the applicant to become a regulated entity]* am duly authorised by the applicant to sign and submit this questionnaire to the Authority, and I confirm that the applicant, in connection with the Controlled Function(s) set out in this questionnaire:   * is satisfied that the individual has the required knowledge, skills and experience appropriate for appointment in the Controlled Function(s); * confirms that the individual meets the requirements of the Authority’s Training and Competence Framework\* (where applicable) necessary for the appointment in the Controlled Function(s); * is satisfied, as a result of due diligence undertaken, that the individual is a fit and proper person; * is satisfied that the individual has sufficient capacity to perform the Controlled Function(s); * affirms that sufficient due diligence has been conducted to determine that the information detailed in the questionnaire is, to the best of the applicant’s knowledge, complete, correct and not misleading; and * is satisfied that the individual is able to perform the Controlled Function(s) without being exposed to unmanaged material conflict. |
| Signed: ­­­­­­­­­­­­­­­­­­­­­­  Name and position expected to be held:  *(must be a different signatory to the individual who is the subject of this questionnaire)*  Date: |
| **In accordance with section 8(b) of the Authority’s ‘Regulatory Guidance – Fitness and Propriety*’,* copies of the due diligence the applicant has undertaken to evidence the fitness and propriety of the individual must be provided to the Authority along with this questionnaire.** |
| *\* If an individual does NOT meet the requirements of the Authority’s Training and Competence Framework, please ensure question 20 is answered appropriately, and use the continuation sheet to provide your rationale as to why you feel that the individual is competent to perform the specific Controlled Function(s) for the applicant.* |

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| **DECLARATION IN RELATION TO CONTROLLED FUNCTION R6 – BY A PERSON EMPOWERED UNDER THE TRUST DEED TO APPOINT TRUSTEES TO THE RETIREMENT BENEFITS SCHEME** |
| The person named below has the power under the trust deed of the, *[name of retirement benefits scheme]* ratified / made *[date of deed]* to appoint new trustees to the aforementioned scheme (‘**Empowered Person’**).  I, *[name of Empowered Person]* am an Empowered Person, or  I, *[name]*­­­­­­ am an officer of *[name of Empowered Person]* and I am duly authorised by the Empowered Person to sign and submit this questionnaire to the Authority.  I confirm that the Empowered Person, in connection with the Controlled Function set out in this questionnaire:   * is satisfied that the individual has the required knowledge, skills and experience appropriate for appointment in the Controlled Function; * confirms that the individual meets the requirements of the Authority’s Training and Competence Framework\* (where applicable) necessary for the appointment in the Controlled Function; * is satisfied, as a result of due diligence undertaken, that the individual is a fit and proper person; * is satisfied that the individual has sufficient capacity to perform the Controlled Function; * affirms that sufficient due diligence has been conducted to determine that the information detailed in the questionnaire is, to the best of the Empowered Person’s knowledge, complete, correct and not misleading; and * is satisfied that the individual is able to perform the Controlled Function without being exposed to unmanaged material conflict. |
| Signed: ­­­­­­­­­­­­­­­­­­­­­­  Name and position held:  Date: |
| *\* If an individual does NOT meet the requirements of the Authority’s Training and Competence Framework, please ensure question 20 is answered appropriately, and use the continuation sheet to provide your rationale as to why you feel that the individual is competent to perform the specific Controlled Function for the regulated entity or retirement benefit scheme.* |

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| 🔒 **Data Protection Notice**  The Authority is registered with the Information Commissioner as a data controller under Isle of Man data protection legislation. The Authority collects and processes personal data to carry out its functions under relevant legislation and may share personal data with other parties where there is a legal basis for doing so. Information on how the Authority collects and processes personal data can be found in the Privacy Policy on the Authority’s website:  [**https://www.iomfsa.im/terms-conditions/privacy-policy/**](https://www.iomfsa.im/terms-conditions/privacy-policy/)  Please call **+44 (0)1624 646000** if you have any queries. |

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| **CONTINUATION AREA FOR ALL PARTS OF THIS QUESTIONNAIRE** |
| Please indicate relevant question number(s):    *N.B. If there is not enough room on this page for your entries, please attach separate sheets to this questionnaire, as necessary.* |

1. Includes an applicant to become a regulated entity [↑](#footnote-ref-2)
2. See Appendix 3 of the Authority’s ‘Regulatory Guidance – Fitness and Propriety’ [↑](#footnote-ref-3)