

*The Corporate and Trust Service Providers Act*, *2015-12*

DECLARATION

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, do hereby declare that the information which was submitted in the application for a (Trust/Corporate/Corporate and Trust) Service Provider Licence for (**NAME OF SERVICE PROVIDER)** and any subsequently submitted material changes,

are, to the best of my knowledge and belief, still accurate in all material respects.

have changed and the new information is attached to this Declaration.

I acknowledge that the material changes required to be submitted to the Director of International Business include but are not limited to the following:

1. Any change of circumstances described in Section 19 of the *Corporate and Trust Service Providers Act*, *2015-12*.
2. Any civil judgment given against the licensee and any charges or convictions against an officer, employee, member or anyone with a controlling interest in a licensee as described in Section 20 of the *Corporate and Trust Service Providers Act*, *2015-12.*
3. Any investigations being initiated against the licensee by any government, professional association or any private body to which the licensee is affiliated as described in Section 20 of the *Corporate and Trust Service Providers Act*, *2015-12*.
4. Any criminal proceedings initiated against a client, director or officer of a client or anyone with a controlling interest in the client of the licensee as described in Section 21 of the *Corporate and Trust Service Providers Act*, *2015-12.*
5. Whether there is to be a winding up of the business and surrender of the license as described in Section 22 of the *Corporate and Trust Service Providers Act*, *2015-12.*
6. Any other fundamental or material changes to the information that was originally submitted in the application under the *Corporate and Trust Service Providers Act*, 2015-12.

Declared this day of 20

**\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_**

**Signature of Declarant.**

GUIDANCE NOTE PURSUANT TO THE *CORPORATE AND TRUST SERVICE PROVIDERS ACT*, *2015-12*

1. Service Providers are reminded to submit the prescribed Annual Fee of Bds$2,500 for the Licence year 2017 with a cover letter and completed Declaration Form on or before December 31, 2016, in order to continue in good standing. Cheques are to be written to the Permanent Secretary, Ministry of International Business.
2. On submission of the Annual Fee and completed Declaration, Service Providers will be issued with a receipt.
3. Failure to pay the Annual Fee by December 31, 2016 may result in the licence being suspended or revoked since it is a condition of the licence that the Service Provider pay the annual fee when it is due in order to continue to operate as a Service Provider in good standing.
4. Service Providers are advised that if there have been any material changes to the information which was previously submitted, those changes should be signed, dated and attached to the Declaration Form.
5. Notwithstanding the submission of the material changes with the Declaration Form, Service Providers are reminded that the Director should be notified of such changes in accordance with the timeframes set out in Sections 19-22 of *the Corporate and Trust Service Providers Act*, *2015-12.*
6. Service Providers are reminded to provide proof of insurance in accordance with Section 17.2 of *the Corporate and Trust Service Providers Act*, *2015-12.*
7. Service Providers are also reminded that under Section 32 of the *Corporate and Trust Service Providers Act 2015-12,*  a person who, in respect of an application for the issue of a licence or any other matter governed by this Act, knowingly or recklessly makes a false statement of a material fact or omits to state a material fact or makes a statement that contains information that is misleading in light of the circumstances in which it is made, is guilty of an offence and liable on summary conviction to a fine of Bds$25,000 or to imprisonment for one year or to both on conviction.

**The Director (Ag)**

**International Business Division**

**December 7, 2016**