

FOR OFFICIAL USE ONLY

*IBD Ref.*

### Date Received

*Name of Company*

Government of Barbados

FORM

RENEWAL OF A FOREIGN CURRENCY PERMIT

UNDER THE FOREIGN CURRENCY PERMITS ACT 2018 - (44)

OF THE LAWS OF BARBADOS

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*Notes on Completion Generally*

In completing this form, some of the questions may be inapplicable. In such case N/A may be indicated in the appropriate place along with the reason why the question is inapplicable. Where information requested is inappropriate please give reasons for inappropriateness.

Do not leave any blank spaces. Where a yes/no answer is required, please indicate response by ticking in the relevant box.

If insufficient space has been provided for a reply at any point, please provide the information on a SEPARATE SHEET, and refer to it in the space provided for your response. Please ensure that any sheets are clearly marked with the name of your organisation and referenced to the question.

After an applicant is given notice any deficiencies in the information provided in the application form, the applicant will be given 7 working days from notification to submit the additional information, after which time a new application will be required.

Where after an application is submitted, and an applicant becomes aware that information provided in the application has changed, is inaccurate or may be misleading the applicant must forthwith notify the Director of that fact and, in any case, no more than 3 working days after becoming so aware.

Where, after an application is submitted and a significant event or material change occurs of which the applicant is aware and which might also affect the consideration of the application, the applicant must notify the Director of the event by providing the details thereof within 3 working days of becoming aware of such event or change. This includes, but is not limited to changes in names, addresses, ownership (including beneficial ownership), legal or financial status of the applicant and any other factor that renders any answer on the submitted application inaccurate or misleading.

If any further information or clarification is required, it will be requested during the processing of the application.

Please use black ink and BLOCK CAPITALS or TYPESCRIPT for all answers.

# ATTACH THE FOLLOWING DOCUMENTS

* Copy of Certification of Amendment (if applicable)
* Copy of Certification of Amalgamation (if applicable)
* Copy of Notice of Change of Registered Address (if applicable)
* Copy of Notice of Change of Directors (if applicable)
* Copy of Change of Ownership (including beneficial ownership), (if applicable)
* Copy of Financial Statements
* Original Director’s Declaration certifying that the company/society will continue to generate 100% of its income in foreign currency. If the Director is resident outside of Barbados then an original notarized Director’s Declaration must be provided. The Director’s Declaration (Resident/Non-Resident) must be provided for each application.

PARTICULARS OF THE APPLICANT

1. Name of Company/Society:
2. Registration/Incorporation number:
3. Permit No:
4. Date of Last Renewal
5. Was the Company/society name amended within the last year? Yes No

1. Was the Company/Society amalgamated in the last year? Yes No
2. Was the address of the Registered Office changed in the last year? Yes No
3. Was there any change of Directors/Managers within the last year?

## NO

## YES

1. Was there any change of ownership including beneficial ownership within the last year?
2. If yes to No. 7, please provide the new address of the Registered Office:

Address:

Telephone number Fax Number:

Email address: Website:

1. Contact details of the Service Provider:

Name:

Address:

Telephone number Fax Number:

Email address: Website:

1. Contact details of auditor if appropriate:

Name:

Address:

Telephone number: Facsimile:

Electronic mail: Website:

1. Contact details of local bankers:

Name:

Address:

Telephone number: Facsimile:

Email: Website:

1. Financial Year-End:
2. Number of employees of the company/society:
3. Positions held by employees of the company/society holding work permits:
4. Did any of the persons requiring work permits apply for tax concessions as specially qualified persons?

## NO

## YES

1. If **YES** to 10 above, how many?
2. Names, address, registration/incorporation/organisation number of all related entities carrying on business, licensed, incorporated, registered or organised in Barbados:
3. Did the company/society carry on business regulated under any other enactment in Barbados?

## NO

## YES

1. If **YES** to 13 above, please specify:
2. Did the nature of the business of the Company/Society change within the last year?

## NO

## YES

1. If YES to 15 above, please specify:
2. If any changes in shareholders/quota holders and percentage shareholding/quota holding, please specify the name (full name including middle name where the shareholder/quota holder is an individual), residential address, telephone, and facsimile, below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name**  | **Former Name (aliases)** | **Residential Address or Registered Office** | **Tel., Fax &****Email** | **Percentage shareholding** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. A profile of each NEW shareholder/quota holder (academic qualifications, training, experience, corporate status and description of business where relevant):
	1.
	2.
2. A profile of each **NEW** senior manager/director (academic qualifications, training, experience, corporate status and description of business where relevant):
	1.
	2.
	3.
3. Contact details of the ultimate beneficial shareholders/quota holders (if different from 17 above)

Name:

Address:

Telephone number: Facsimile:

Email: Website:

1. State whether, to the best of the applicants’ knowledge and belief having made all reasonable enquiries, any of its senior and managerial staff has ever in any jurisdiction:
* been convicted of a criminal offence involving fraud, insider dealing

 or other dishonesty.

## NO

## YES

* been declared bankrupt or come to any compromise with his creditors (or analogous proceedings).

## YES

## NO

* been refused or had withdrawn any licence or authorisation to conduct controlled activities.

## NO

## YES

1. If **YES** to any of the above, give details below.
2. Has the applicant ever been refused or had revoked any authorisation to carry on business in a jurisdiction other than Barbados?

## NO

## YES

1. Has the applicant ever been subject to any disciplinary measures by any regulatory body of which it is, or was at the time, a member or by any other regulatory body in Barbados or elsewhere in relation to its business activities?

## YES

## NO

1. So far as the applicant is aware, have the applicant’s affairs been investigated by any regulatory body in Barbados or elsewhere in relation to its business activities other than enquiries conducted in the course of normal monitoring and surveillance procedures?

## YES

## NO

# DECLARATION

I, ……………………………………………………………………………………………………………….

of …………………………………………………………………………………………….……………….

do hereby declare as follows:

* + 1. that I am authorised to make this application under the Foreign Currency Permit Act 2018–44.
		2. that the applicant will notify the Ministry of any material change in information supplied in the application or any other matter which occurs during the period in which the application for authorisation is being considered and that thereafter it will comply with its obligations as regards notification of changes;
		3. that I have conducted the appropriate due diligence with respect to the company/society, shareholders/quota holders, officers and senior managers named in this application and that to the best of my knowledge all such persons are fit and proper to carry on business from Barbados;
		4. that I have conducted the appropriate due diligence with respect to the company/society, directors, shareholders/quota holders, officers and managers named in this application and that to the best of my knowledge all such persons have not participated in any money laundering activity, neither have the company/society, shareholders/quota holders, directors or officers made any funds, financial assets or economic resources or financial or other related services available directly or indirectly, for the benefit of persons who have committed or attempted to commit or facilitated or participated in the commission of terrorist acts within the meaning of the *Anti-Terrorism Act, 2002*.

The applicant authorises the Ministry to make such enquiries as it may consider necessary in connection with this application.

Declared this day of 20

**Signature of Declarant.**