



**Financial Services
Commission**

Insurance Guidance Note No. 3

Insurance Companies Ordinance 1987

Changes Of Notifiable Persons

Date of Paper : 18 December 1996

Version Number : V1.00

File Location : document6



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Introduction

1. Recent amendments to insurance legislation have changed the way persons are notified to the Commissioner of Insurance (“the Commissioner”) under the Insurance Companies Ordinance 1987 (“the Ordinance”). They have also introduced other changes affecting notifiable persons.
2. These notes deal with four main areas of change:
 - (a) the particulars that proposed controllers, managing directors and chief executives and newly appointed directors and managers are required to provide to the Commissioner under the provisions of section 40 to 46 of the Ordinance.
 - (b) a widening of the definitions of controller, manager and main agent which means that certain positions which have not been notifiable became so with effect from 1st July 1996;
 - (c) the requirement, in the Third Directives, that controllers who propose to increase their shareholdings above specified levels shall give prior notification of their intent; and
 - (d) the requirement that an annual statement of shareholder controllers must be submitted at the same time as the Annual Returns.
3. These notes provide guidance on how the Commissioner expects the regulations to be interpreted and sets out the preferred procedures to be followed. However, whilst the notes are accurate, as far as the Commissioner knows, they do not have the force of law.

A. Particulars To Be Provided

4. Schedule 2 to the Insurance Companies (Prescribed Particulars) Regulations 1996 introduced, with effect from 1st July 1996, new notification particulars for proposed managing directors, chief executives and controllers and for newly-appointed directors and managers. These apply to all insurance companies licensed to carry on insurance business in Gibraltar except companies with their head office in an EEA State or those bodies set out in sections 17 and 18 of the Ordinance.
5. Any person who applies for the Commissioner’s consent to become managing director, chief executive or a controller of a Gibraltar licensed insurance company has to provide the new particulars, as does any person who is appointed a director or manager of a Gibraltar licensed insurance company.
6. We have packaged the particulars to be provided into a number of separate documents which relate to various positions. These are attached as annexes to this guidance note, which are designed to help notifiable persons identify the correct document. However, please note that the notification requirements are set out in the legislation (sections 40 to 46 of the Ordinance and Schedule 2 to the Insurance Companies (Prescribed Particulars) Regulations 1996) and you do not have to use the forms if you do not wish to do so.
7. We have also provided documents where notification has to be made but no particulars are specified in the legislation. These are optional Notification Docs 10 and 11. For the purpose of the details in the notification documents:-

“authority” means a licence or equivalent authorisation which may only be granted if the applicant fulfils certain criteria specified in legislation or by a supervisory or judicial authority or by a self-regulating organisation or professional body to carry on any business activity;



“controller”	has the same meaning as in section 2(15) of the Ordinance;
“court”	means any court wheresoever in the world;
“group of companies”	means a holding company and subsidiary within the meaning of section 2(32) of the Ordinance;
“position holder”	includes proposed position holder.

Advice On The Completion Of Notification Documents

8. Please provide your own proformas using the details shown on the appropriate document. When completing them, please pay particular attention to the following points:-
- where information is requested regarding individual particulars, the appropriate negative reply, if given, should usually be “none”, not “n/a” or “-”;
 - full addresses should be given, including postcodes, if applicable;
 - dates should always be given in the order day/month/year;
 - years and months of employment are required;
 - reasons for leaving jobs must be given;
 - gaps in employment history must be explained;
 - all offences, including motoring offences, must be disclosed;
 - all directorships must be given - not just those in respect of Gibraltar companies.

B. Definitions Of Notifiable Persons

9. Changes were made to the definitions of notifiable persons which apply, with certain exceptions, to all insurance companies which carry on direct insurance business and have their head offices in Gibraltar (“Gibraltar insurers”).
10. Please note that the new definitions do not apply to pure reinsurers. Pure reinsurer means a company that carries on only reinsurance business irrespective of whether or not its authorisation is restricted to reinsurance business.
11. Section 2(15) to (28) of the Ordinance introduces new definitions of controller, manager and main agent for Gibraltar insurers.
12. The definition of controller for Gibraltar insurers is further amended by changes to the definition of associate and subsidiary. These are dealt with below.

Definition Of Controller

13. Section 2(15) of the Ordinance amends the definition of controller for Gibraltar insurers to include a person who either alone or with any associate or associates:-
- holds 10 per cent or more of the shares of the insurer or in another company of which the insurer is a subsidiary undertaking;
 - is entitled to exercise or control the exercise of 10 per cent or more of the voting power in any general meeting of the insurer or another company of which the insurer is a subsidiary undertaking;

- is able to exercise a significant influence over the management of the insurer or another company of which it is a subsidiary undertaking by virtue of:-
 - (i) a holding of shares in; or
 - (ii) an entitlement to exercise or control the exercise of the voting power at any general meeting of,
 the insurer or another company of which it is a subsidiary undertaking.

(Please note that the reference to a holding of "10 per cent or more" refers to the nominal value of the shares).

Definition Of Associate

14. For the purposes of determining whether any person is a controller of a Gibraltar insurer, the definition of associate is expanded by section 2(18) of the Ordinance to include:-
- the trustees of any settlement under which that person has a life interest in possession; and
 - if that person is a company:-
 - (i) any director of that company;
 - (ii) any subsidiary undertaking of that company; or
 - (iii) any director or employee of any such subsidiary undertaking;
 and
 - if that person has made an agreement or arrangement with any other person:-
 - (i) with respect to the acquisition, holding or disposal of shares or other interests in the company concerned or in another company of which it is a subsidiary undertaking; or
 - (ii) under which they undertake to act together in exercising their voting power in relation to the company concerned or another company of which it is a subsidiary undertaking,
 that other person.
15. The main effects of these changes are that, in respect of Gibraltar insurers:-
- beneficiaries of trusts that acquire notifiable holdings become notifiable; and
 - two or more persons acting in concert are regarded as associates (for example, parties to a joint venture or shareholders' agreement will be associates in the majority of cases).

Definition Of Subsidiary Undertaking

16. For the purposes of determining whether or not any person is a controller of a Gibraltar insurer, the definition of subsidiary undertaking is that set out in section 2(32) of the Ordinance.

Definition Of Manager

17. The definition of manager is expanded for Gibraltar insurers by section 2(21) of the Ordinance in two ways:-



- the definition is widened to include non-employees appointed by the company to manage any part of its business, without geographical restriction; and
 - the geographical scope of the definition as regards employee managers is widened to include managerial functions carried out in an EEA State, not just in Gibraltar.
18. In addition to employees who, under the immediate authority of a director or chief executive, exercise managerial functions or maintain accounts or records, the definition includes a person other than an employee who is appointed by an insurer to manage any part of its business. Such a person can be an individual or a body corporate. Corporate managers and other non-employees whom a Gibraltar insurer appoints to manage any part of its business thus become notifiable persons. It should be noted that the definition of manager also includes the company secretary, whether he is an individual or a body corporate. The definition also includes persons who are responsible for the maintenance of the accounting records.
19. The expansion of the geographical scope, in respect of employees, to cover EEA States means that, for a Gibraltar insurer, the expanded definition of manager applies to managers of the company in all EEA States. Agencies or managers of the company in all EEA State, therefore, also become notifiable persons, irrespective of whether the manager is an individual or a body corporate, and irrespective of whether the manager is an employee or not.

Definition Of Main Agent

20. Main agent is defined in section 2(23) of the Ordinance. They are notifiable but no particulars are required to be submitted. We have included an optional proforma that companies may use, if they wish, as a means of notifying these changes to us.

C. Increases In Notifiable Holdings By Shareholder Controllers

21. The Third Directives introduce, for Gibraltar insurers only, a banding system for Shareholder controllers as follows:-

Band	Shareholding covered
10% shareholder controller	(10% or more but less than 20%)
20% shareholder controller	(20% or more but less than 33%)
33% shareholder controller	(33% or more but less than 50%)
50% shareholder controller	(50%)
majority shareholder controller	(more than 50%)

These definitions are set out in section 2(17) of the Ordinance.

22. The Third Directives also introduced a requirement that no person who is a shareholder controller may increase their shareholding so as to fall within a higher band without prior notification. The Third Directives also provide for the regulatory authority to have three months in which to object to such a proposed increase in shareholding. These requirements have been set out in section 42 of the Ordinance.
23. Prior notification must state -
- the intention to acquire such a holding; and



- the number of shares or details of the voting rights to be acquired.

There is no requirement for any other particulars to be provided by such a person.

24. Persons who cease to fall within a particular band, but remain within a lower band, are required by section 44 of the Ordinance within 7 days of the change to notify the insurance company of that fact and shall state the percentage of shares or voting power which he will (alone or with any associate or associates) hold or be entitled to exercise. The section 44(4) duty on companies to notify that a person has ceased to be a controller is expanded in the case of Gibraltar insurers to include notification of moves to a lower shareholder controller band to the Commissioner within a further 14 days.

D. Annual Statement Of Shareholder Controllers

25. Regulation 25 of the Insurance Companies (Accounts and Statements) Regulation 1996 implements the requirement of the Third Directives that an annual statement of shareholder controllers be provided by insurance companies.
26. This requirement applies only to Gibraltar insurers carrying on direct business. It does not apply to pure reinsurers.
27. The requirement came into operation on 1st July 1996 so it applies to Annual Returns of Gibraltar insurers due to be submitted for periods ending on or after that date.
28. Regulation 25 requires a statement to be annexed to the Annual Return identifying the persons who, to the knowledge of the insurer, have been at any time during the financial year shareholder controllers of the insurer and a statement of the shares held in the insurer or in a parent company of the company and the percentage of the voting power held. The statement should contain only three items:-
- the name;
 - the percentage of shares held in which company; and
 - the percentage of voting rights exercisable or controllable and in which company.

A suggested proforma is at Annex 3, but it is not necessary to use it.

29. The provision of statements of shareholder controllers will enable proper monitoring of compliance by shareholder controllers of insurance companies with the prior notification and approval requirements of sections 41 and 42.

Enquiries

30. As mentioned above, companies unsure as to their status regarding the changed definitions, and the new shareholder controller notification system should consult their legal advisers. Alternatively you may wish to discuss with the Insurance Supervisor on (350) 40283.



Annex 1

SCHEDULE 2 TO THE INSURANCE COMPANIES (PRESCRIBED PARTICULARS) REGULATIONS 1996

Specified Particulars And Notices

Notification	Positions	Particulars to be provided are to be found in:
Notification Doc 1	Individual as proposed: Managing Director Chief Executive Principal Gibraltar Executive	Part II (A to G) plus Part II Notice 1
Notification Doc 2	Individual as proposed Controller (Other than Managing Director or Chief Executive)	Part II (A to G) Part III (F2, F3 and H*) plus Part II Notice 2
Notification Doc 3	Individual as proposed: Managing Director or Chief Executive of Parent Company as Controller	Part II (A to G) Part III (H2 to H6)* plus Part II Notice 2
Notification Doc 4	Individual as: Director Manager authorised Gibraltar representative section 24B (4) (c) employee	Part II (A to G) plus Part II Notice 3
Notification Doc 5	Body corporate as proposed: Managing Director Chief Executive Principal Gibraltar Executive	Part III (A to E, F1 and G) plus Part III Notice 1
Notification Doc 6	Body corporate as proposed Controller (other than Managing Director or Chief Executive)	Part III (A to G, H* and I) plus Part III Notice 2
	(Note: Where several companies in the same group are proposing to become controllers of a licensed insurer, paragraph 6(2) in Part I of Schedule 2 to the Insurance Companies (Prescribed Particulars) Regulations 1996 provides an option whereby certain of the information may be given by one company on behalf of all the companies in the group).	
Notification Doc 7	Body corporate as: Director Manager authorised Gibraltar representative section 24B (4) (c) employee	Part III (A to E, F1 and G) plus Part III Notice 3
Notification Doc 8	Body corporate or individual who has become a controller	Part IV
Notification Doc 9	Body corporate or individual who has ceased as controller	Part V
Notification Doc 10	Body corporate or individual as Director, Manager, authorised Gibraltar representative or section 24B (4) (c) employee	No particulars are specified

**Notification****Positions****Particulars to be provided are to be found in:**

Notification Doc 11 Change of Main Agent

Information to include any changes in directors or partners of Main Agent

Note: The notification requirements are as set out in the legislation (sections 40-46 of the Ordinance, and Schedule 2 to the Insurance Companies (Prescribed Particulars) Regulations 1996). The Notification Docs are therefore provided for assistance only and you do not have to use them.

* These particulars shall not apply if the notification is made as part of an application for authorisation.



Notification Doc 1

INSURANCE COMPANIES ORDINANCE 1987 - SECTIONS 40(1) AND 40(2) INDIVIDUAL AS PROPOSED MANAGING DIRECTOR/CHIEF EXECUTIVE/PRINCIPAL GIBRALTAR EXECUTIVE OF THE LICENSED INSURER

NOTICE

** proposes to appoint* /a partnership named of which * is a partner, as its managing director†/chief executive†/principal Gibraltar executive†.

Signed (Director†/Secretary† of the licensed insurer) Date

The particulars provided in this notice are complete and true to the best of my knowledge, information and belief. This notice is served with my knowledge and consent.

Signed (the proposed) Date

Notes:

- * Insert name of individual
- ** Insert name of licensed insurer
- Insert name of partnership
- † Delete as appropriate

PARTICULARS TO BE PROVIDED

A: PARTICULARS OF LICENSED INSURER

- A.1 Name of licensed insurer in respect of which the notification is being given.
- A.2 The proposed or assumed position to which the notification relates.
- A.3 If the proposed position is that of controller, the provision of sections 2(15) to (19) by virtue of which the individual serving notice would become a controller.

B. PARTNERSHIPS

- B1. If the notification is being given because the individual is a member of a partnership, the name of the partnership.

C: PERSONAL DETAILS OF INDIVIDUAL

- C1. Full name (which shall be given in the order surname/forenames and including title and any name by which commonly known).
- C2. Any previous names by which known (including name before marriage).
- C3. Any trading names used as a sole trader in the last ten years.
- C4. Date of birth (which shall be given in the order day/month/year).
- C5. Place of birth (including town).
- C6. Private address or addresses.
- C7. If other than the particulars specified in response to C6, the address or addresses of any residence outside Gibraltar in the last five years and the dates of such residence.
- C8. Nationality, including a statement as to whether it was acquired by birth or naturalisation, and if by naturalisation a statement when so acquired. In the case of dual nationality, the details of each nationality.

**D. EXPERIENCE**

- D1. Relevant Gibraltar and other qualifications.
- D2. Details of all employment or occupation over the last ten years, including names and addresses of employers, dates of employment or occupation (months and years), positions held, summary of responsibilities and reasons for leaving. Any intervals between employment or occupation shall be explained.

E. OTHER BUSINESS INTERESTS

- E1. Details of all directorships currently held.
- E2. Details of all other directorships held during the last ten years.
- E3. Details of all bodies corporate in which the individual or a partnership in which the individual is a partner is entitled to exercise, or control the exercise of, 10 per centum or more of the voting power at any general meeting, together with a brief description of his activities.

F. REPUTATION AND CHARACTER**NOTES:**

Information shall be provided in this section in respect of events whether they occurred in Gibraltar or elsewhere.

***This information is required only in respect of events which occurred within the ten years immediately prior to the notification.**

- F1. Details of any authority (as defined) held from any supervisory body as an individual to carry on business.
- F2. Details of any draft or formal application made for an authority from a supervisory body to carry on business other than an authority already mentioned in response to F1. If any application was, for any reason, refused or withdrawn, particulars of the refusal or withdrawal.
- F3. Details of any conviction for any offence involving fraud or other dishonesty or under legislation relating to companies, building societies, industrial and provident societies, credit unions, friendly societies, insurance, banking or other financial services, consumer credit or consumer protection. Details shall include the court where the conviction took place, the offence, the penalty imposed and the date of the conviction.
- F4. Details of other convictions, including full particulars of the court where the conviction took place, the offence, the penalty imposed and the date of the conviction.
- F5* Details of any case of failure to satisfy a judgement debt under a court order within a year of the making of the order.
- F6* Details of any compromise or arrangement with creditors or other failure to satisfy creditors in full.
- F7* Details of the presentation of any petition for the bankruptcy of the individual and the appointment of any receiver, or any administrator of the individual's estate or of any person performing a similar function.
- F8*. Details of the winding up of any company, or the subsidiary of any company, of which the individual is or was a controller within 5 years of the commencement of the winding up.
- F9. Details of any adjudication by a court making the individual liable for any fraud, misfeasance or wrongful trading or other misconduct in respect of the



formation or management of any company, partnership or unincorporated association.

- F10. Details of any dismissal from any office or employment or from any fiduciary office or position of trust whether or not remunerated (unless already notified in response to D2).
- F11*. Details of any refusal of entry to any professional body or trade association or any case where an application was not made following an initial approach to any professional association or trade association.
- F12*. Details of any disqualification by a court from acting as a director or being concerned in the management of a company.
- F13*. Details of any case of warning, censure, prosecution, criticism or court order made at the instigation of any regulatory body.

G: OTHER DETAILS

- G1. Any other details relevant to the Commissioner's consideration of the notification.



Notification Doc 2

INSURANCE COMPANIES ORDINANCE 1987 - SECTION 41(1)

INDIVIDUAL AS A PROPOSED CONTROLLER (OTHER THAN MANAGING DIRECTOR OR CHIEF EXECUTIVE)

NOTICE

I propose †/A partnership named of which I am a partner propose† to become a controller (other than as its managing director or chief executive) of **.

The particulars provided in this notice are complete and true to the best of my knowledge, information and belief.

Signed (the proposed)

Date

Notes:

** Insert name of licensed insurer

..... Insert name of partnership

† Delete as appropriate

PARTICULARS TO BE PROVIDED

A: PARTICULARS OF LICENSED INSURER

- A.1 Name of licensed insurer in respect of which the notification is being given.
- A.2 The proposed or assumed position to which the notification relates.
- A.3 If the proposed position is that of controller, the provision of sections 2(15) to (19) by virtue of which the individual serving notice would become a controller.

B. PARTNERSHIPS

- B1. If the notification is being given because the individual is a member of a partnership, the name of the partnership.

C: PERSONAL DETAILS OF INDIVIDUAL

- C1. Full name (which shall be given in the order surname/forenames and including title and any name by which commonly known).
- C2. Any previous names by which known (including name before marriage).
- C3. Any trading names used as a sole trader in the last ten years.
- C4. Date of birth (which shall be given in the order day/month/year).
- C5. Place of birth (including town).
- C6. Private address or addresses.
- C7. If other than the particulars specified in response to C6, the address or addresses of any residence outside Gibraltar in the last five years and the dates of such residence.
- C8. Nationality, including a statement as to whether it was acquired by birth or naturalisation, and if by naturalisation a statement when so acquired. In the case of dual nationality, the details of each nationality.

D. EXPERIENCE

- D1. Relevant Gibraltar and other qualifications.
- D2. Details of all employment or occupation over the last ten years, including names and addresses of employers, dates of employment or occupation



(months and years), positions held, summary of responsibilities and reasons for leaving. Any intervals between employment or occupation shall be explained.

E. OTHER BUSINESS INTERESTS

- E1. Details of all directorships currently held.
- E2. Details of all other directorships held during the last ten years.
- E3. Details of all bodies corporate in which the individual or a partnership in which the individual is a partner is entitled to exercise, or control the exercise of, 10 per centum or more of the voting power at any general meeting, together with a brief description of his activities.

F. REPUTATION AND CHARACTER

NOTES:

Information shall be provided in this section in respect of events whether they occurred in Gibraltar or elsewhere.

***This information is required only in respect of events which occurred within the ten years immediately prior to the notification.**

- F1. Details of any authority (as defined) held from any supervisory body as an individual to carry on business.
- F2. Details of any draft or formal application made for an authority from a supervisory body to carry on business other than an authority already mentioned in response to F1. If any application was, for any reason, refused or withdrawn, particulars of the refusal or withdrawal.
- F3. Details of any conviction for any offence involving fraud or other dishonesty or under legislation relating to companies, building societies, industrial and provident societies, credit unions, friendly societies, insurance, banking or other financial services, consumer credit or consumer protection. Details shall include the court where the conviction took place, the offence, the penalty imposed and the date of the conviction.
- F4. Details of other convictions, including full particulars of the court where the conviction took place, the offence, the penalty imposed and the date of the conviction.
- F5* Details of any case of failure to satisfy a judgement debt under a court order within a year of the making of the order.
- F6* Details of any compromise or arrangement with creditors or other failure to satisfy creditors in full.
- F7* Details of the presentation of any petition for the bankruptcy of the individual and the appointment of any receiver, or any administrator of the individual's estate or of any person performing a similar function.
- F8*. Details of the winding up of any company, or the subsidiary of any company, of which the individual is or was a controller within 5 years of the commencement of the winding up.
- F9. Details of any adjudication by a court making the individual liable for any fraud, misfeasance or wrongful trading or other misconduct in respect of the formation or management of any company, partnership or unincorporated association.
- F10. Details of any dismissal from any office or employment or from any fiduciary office or position of trust whether or not remunerated (unless already notified in response to D2).



- F11*. Details of any refusal of entry to any professional body or trade association or any case where an application was not made following an initial approach to any professional association or trade association.
- F12*. Details of any disqualification by a court from acting as a director or being concerned in the management of a company.
- F13*. Details of any case of warning, censure, prosecution, criticism or court order made at the instigation of any regulatory body.

G: OTHER DETAILS

- G1. Any other details relevant to the Commissioner's consideration of the notification.

F: FINANCIAL ASPECTS OF THE POSITION HOLDER

Note - The particulars specified at F1 are not required in this notification.

- F2. Terms on which the position of controller is to be acquired.
- F3. Full details of all financial transactions which have been, or will be, entered into to enable the proposed controller to attain control.

H: EXERCISE OF CONTROLLERSHIP

NOTES:

These particulars shall not apply if the notification is made as part of an application for authorisation.

*** These particulars are required only if the information is known when this notice is served.**

- H1. Reasons for seeking to become a controller of the licensed insurer.
- H2. Intended changes (if any) to the business strategy of the licensed insurer: a proposed business plan if there are intended changes.
- H3*. Any intended appointment of, removals of, or changes in the responsibilities of, the directors, the chief executive, managers and main agent (as defined in section 2(23)) of the licensed insurer.
- H4*. Intended changes (if any) to the sources of business of the licensed insurer (insurance brokers, agents, own employees or direct selling).
- H5*. Intended changes (if any) to the licensed insurer's guiding principles concerning reinsurance.
- H6*. Details of any transactions or arrangements in which the proposed controller is engaged or expects to engage with the licensed insurer (excluding receipt of dividends).



Notification Doc 3

INSURANCE COMPANIES ORDINANCE 1987 - SECTION 41(1)

1. **INDIVIDUAL AS PROPOSED MANAGING DIRECTOR OF A PARENT COMPANY OF THE LICENSED INSURER**
OR
2. **INDIVIDUAL AS PROPOSED CHIEF EXECUTIVE OF A PARENT COMPANY (BEING AN INSURER) OF THE LICENSED INSURER.**

NOTICE

I propose †/A partnership named of which I am a partner propose† to become a controller (other than as its managing director or chief executive) of **.

The particulars provided in this notice are complete and true to the best of my knowledge, information and belief.

Signed (the proposed)

Date

Notes:

** Insert name of licensed insurer

..... Insert name of partnership

† Delete as appropriate

Name of parent company of which individual is the proposed Managing Director or Chief Executive.

PARTICULARS TO BE PROVIDED

A: PARTICULARS OF LICENSED INSURER

- A.1 Name of licensed insurer in respect of which the notification is being given.
- A.2 The proposed or assumed position to which the notification relates.
- A.3 If the proposed position is that of controller, the provision of sections 2(15) to (19) by virtue of which the individual serving notice would become a controller.

B. PARTNERSHIPS

- B1. If the notification is being given because the individual is a member of a partnership, the name of the partnership.

C: PERSONAL DETAILS OF INDIVIDUAL

- C1. Full name (which shall be given in the order surname/forenames and including title and any name by which commonly known).
- C2. Any previous names by which known (including name before marriage).
- C3. Any trading names used as a sole trader in the last ten years.
- C4. Date of birth (which shall be given in the order day/month/year).
- C5. Place of birth (including town).
- C6. Private address or addresses.
- C7. If other than the particulars specified in response to C6, the address or addresses of any residence outside Gibraltar in the last five years and the dates of such residence.



- C8. Nationality, including a statement as to whether it was acquired by birth or naturalisation, and if by naturalisation a statement when so acquired. In the case of dual nationality, the details of each nationality.

D. EXPERIENCE

- D1. Relevant Gibraltar and other qualifications.
- D2. Details of all employment or occupation over the last ten years, including names and addresses of employers, dates of employment or occupation (months and years), positions held, summary of responsibilities and reasons for leaving. Any intervals between employment or occupation shall be explained.

E. OTHER BUSINESS INTERESTS

- E1. Details of all directorships currently held.
- E2. Details of all other directorships held during the last ten years.
- E3. Details of all bodies corporate in which the individual or a partnership in which the individual is a partner is entitled to exercise, or control the exercise of, 10 per centum or more of the voting power at any general meeting, together with a brief description of his activities.

F. REPUTATION AND CHARACTER

NOTES:

Information shall be provided in this section in respect of events whether they occurred in Gibraltar or elsewhere.

***This information is required only in respect of events which occurred within the ten years immediately prior to the notification.**

- F1. Details of any authority (as defined) held from any supervisory body as an individual to carry on business.
- F2. Details of any draft or formal application made for an authority from a supervisory body to carry on business other than an authority already mentioned in response to F1. If any application was, for any reason, refused or withdrawn, particulars of the refusal or withdrawal.
- F3. Details of any conviction for any offence involving fraud or other dishonesty or under legislation relating to companies, building societies, industrial and provident societies, credit unions, friendly societies, insurance, banking or other financial services, consumer credit or consumer protection. Details shall include the court where the conviction took place, the offence, the penalty imposed and the date of the conviction.
- F4. Details of other convictions, including full particulars of the court where the conviction took place, the offence, the penalty imposed and the date of the conviction.
- F5* Details of any case of failure to satisfy a judgement debt under a court order within a year of the making of the order.
- F6* Details of any compromise or arrangement with creditors or other failure to satisfy creditors in full.
- F7* Details of the presentation of any petition for the bankruptcy of the individual and the appointment of any receiver, or any administrator of the individual's estate or of any person performing a similar function.



- F8*. Details of the winding up of any company, or the subsidiary of any company, of which the individual is or was a controller within 5 years of the commencement of the winding up.
- F9. Details of any adjudication by a court making the individual liable for any fraud, misfeasance or wrongful trading or other misconduct in respect of the formation or management of any company, partnership or unincorporated association.
- F10. Details of any dismissal from any office or employment or from any fiduciary office or position of trust whether or not remunerated (unless already notified in response to D2).
- F11*. Details of any refusal of entry to any professional body or trade association or any case where an application was not made following an initial approach to any professional association or trade association.
- F12* Details of any disqualification by a court from acting as a director or being concerned in the management of a company.
- F13* Details of any case of warning, censure, prosecution, criticism or court order made at the instigation of any regulatory body.

G: OTHER DETAILS

- G1. Any other details relevant to the Commissioner's consideration of the notification.

H: EXERCISE OF CONTROLLERSHIP

NOTES:

These particulars shall not apply if the notification is made as part of an application for authorisation.

*** These particulars are required only if the information is known when this notice is served.**

Note - The particulars specified at H1 are not required in this notification.

- H2. Intended changes (if any) to the business strategy of the licensed insurer: a proposed business plan if there are intended changes.
- H3* Any intended appointment of, removals of, or changes in the responsibilities of, the directors, the chief executive, managers and main agent (as defined in section 2(23)) of the licensed insurer.
- H4* Intended changes (if any) to the sources of business of the licensed insurer (insurance brokers, agents, own employees or direct selling).
- H5* Intended changes (if any) to the licensed insurer's guiding principles concerning reinsurance.
- H6* Details of any transactions or arrangements in which the proposed controller is engaged or expects to engage with the licensed insurer (excluding receipt of dividends).



Notification Doc 4

INSURANCE COMPANIES ORDINANCE 1987 - SECTION 44

INDIVIDUAL APPOINTED AS DIRECTOR/MANAGER/AUTHORISED GIBRALTAR REPRESENTATIVE/SECTION 24B(4)(c) EMPLOYEE OF THE LICENSED INSURER

NOTICE

The particulars provided in this notice are complete and true to the best of my knowledge, information and belief. I †/ A partnership named of which I am a partner † was appointed on §.

Signed (the appointee)

Date

Notes:

..... Insert name of partnership

† Delete as appropriate

§ Insert date of appointment (in the order day/month/year)

PARTICULARS TO BE PROVIDED

A: PARTICULARS OF LICENSED INSURER

- A.1 Name of licensed insurer in respect of which the notification is being given.
- A.2 The proposed or assumed position to which the notification relates.
- A.3 If the proposed position is that of controller, the provision of sections 2(15) to (19) by virtue of which the individual serving notice would become a controller.

B. PARTNERSHIPS

- B1. If the notification is being given because the individual is a member of a partnership, the name of the partnership.

C: PERSONAL DETAILS OF INDIVIDUAL

- C1. Full name (which shall be given in the order surname/forenames and including title and any name by which commonly known).
- C2. Any previous names by which known (including name before marriage).
- C3. Any trading names used as a sole trader in the last ten years.
- C4. Date of birth (which shall be given in the order day/month/year).
- C5. Place of birth (including town).
- C6. Private address or addresses.
- C7. If other than the particulars specified in response to C6, the address or addresses of any residence outside Gibraltar in the last five years and the dates of such residence.
- C8. Nationality, including a statement as to whether it was acquired by birth or naturalisation, and if by naturalisation a statement when so acquired. In the case of dual nationality, the details of each nationality.

D. EXPERIENCE

- D1. Relevant Gibraltar and other qualifications.
- D2. Details of all employment or occupation over the last ten years, including names and addresses of employers, dates of employment or occupation (months and years), positions held, summary of responsibilities and reasons for leaving. Any intervals between employment or occupation shall be explained.

E. OTHER BUSINESS INTERESTS

- E1. Details of all directorships currently held.
- E2. Details of all other directorships held during the last ten years.
- E3. Details of all bodies corporate in which the individual or a partnership in which the individual is a partner is entitled to exercise, or control the exercise of, 10 per centum or more of the voting power at any general meeting, together with a brief description of his activities.

F. REPUTATION AND CHARACTER**NOTES:**

Information shall be provided in this section in respect of events whether they occurred in Gibraltar or elsewhere.

***This information is required only in respect of events which occurred within the ten years immediately prior to the notification.**

- F1. Details of any authority (as defined) held from any supervisory body as an individual to carry on business.
- F2. Details of any draft or formal application made for an authority from a supervisory body to carry on business other than an authority already mentioned in response to F1. If any application was, for any reason, refused or withdrawn, particulars of the refusal or withdrawal.
- F3. Details of any conviction for any offence involving fraud or other dishonesty or under legislation relating to companies, building societies, industrial and provident societies, credit unions, friendly societies, insurance, banking or other financial services, consumer credit or consumer protection. Details shall include the court where the conviction took place, the offence, the penalty imposed and the date of the conviction.
- F4. Details of other convictions, including full particulars of the court where the conviction took place, the offence, the penalty imposed and the date of the conviction.
- F5* Details of any case of failure to satisfy a judgement debt under a court order within a year of the making of the order.
- F6* Details of any compromise or arrangement with creditors or other failure to satisfy creditors in full.
- F7* Details of the presentation of any petition for the bankruptcy of the individual and the appointment of any receiver, or any administrator of the individual's estate or of any person performing a similar function.
- F8*. Details of the winding up of any company, or the subsidiary of any company, of which the individual is or was a controller within 5 years of the commencement of the winding up.
- F9. Details of any adjudication by a court making the individual liable for any fraud, misfeasance or wrongful trading or other misconduct in respect of the formation or management of any company, partnership or unincorporated association.
- F10. Details of any dismissal from any office or employment or from any fiduciary office or position of trust whether or not remunerated (unless already notified in response to D2).



- F11*. Details of any refusal of entry to any professional body or trade association or any case where an application was not made following an initial approach to any professional association or trade association.
 - F12*. Details of any disqualification by a court from acting as a director or being concerned in the management of a company.
 - F13*. Details of any case of warning, censure, prosecution, criticism or court order made at the instigation of any regulatory body.
- G: OTHER DETAILS**
- G1. Any other details relevant to the Commissioner's consideration of the notification.



Notification Doc 5

INSURANCE COMPANIES ORDINANCE 1987 - SECTIONS 40(1) AND 40(2) BODY CORPORATE AS PROPOSED MANAGING DIRECTOR/CHIEF EXECUTIVE/ PRINCIPAL GIBRALTAR EXECUTIVE OF THE LICENSED INSURER

NOTICE

** proposes to appoint * †/a partnership named of which * is a partner †, as its managing director †/chief executive†/ principal Gibraltar executive †.

Signed (Directort/Secretary†

of the licensed insurer)

Date

The particulars provided in this notice are complete and true to the best of my knowledge, information and belief. This notice is served with my knowledge and consent.

Signed (Directort/Secretary† of *)

Date

Notes:

* Insert name of body named at C1

** Insert name of licensed insurer

..... Insert name of partnership

† Delete as appropriate

PARTICULARS TO BE PROVIDED

A: PARTICULARS OF LICENSED INSURER

- A.1 Name or names of the licensed insurer or insurers in respect of which notice is being given.
- A.2 The proposed or assumed position to which the notification relates.
- A.3 Provision of sections 2(15) to (19) by virtue of which the body corporate serving notice would become a position holder.

B. PARTNERSHIPS

- B1. If the notification is being given because the body corporate is a partner in a partnership, the name of the partnership.

C: CORPORATE PARTICULARS OF THE POSITION HOLDER

- C1. Name
- C2. Any other corporate or trading name used in the past ten years.
- C3. Date of incorporation: the date shall be given in the order day/month/year.
- C4. Country of incorporation.
- C5. Where the company is incorporated outside Gibraltar within the meaning of Part IX of the Companies Ordinance, the company's Gibraltar registered number and the date of registration.
- C6. Registered number.
- C7. Address of registered office.
- C8. Address of principal place of business in Gibraltar.



- C9. Where the company is incorporated outside Gibraltar within the meaning of Part IX of the Companies Ordinance, the name and address of the person authorised to accept service of documents.
- C10. Summary of the share ownership identifying those owning more than 10 per centum of the shares, a group structure chart, identifying the principal companies in the group, and details of any proposed changes in the share ownership.
- C11. Any reports, resolutions and other circulars issued to shareholders during the last four years.

D. MANAGEMENT DETAILS OF THE POSITION HOLDER

The full names (including titles and names by which commonly known) and addresses of -

- D1. The directors, together with details of the positions within the company held by each director.
- D2. The secretary (if any).
- D3. The chief executive (if any).

E. PROFESSIONAL SUPPORT OF POSITION HOLDER

- E1. Name and address of principal banker.
- E2. Name and address of auditor.

F. FINANCIAL ASPECTS OF THE POSITION HOLDER

- F1. Audited accounts (and, where appropriate, audited group accounts) should be provided for the last three financial years (if available). If the most recent audited accounts are more than six months out of date, management accounts or interim accounts (neither of which need be audited) shall be provided showing the current financial position and the current results.

G: CONDUCT OF BUSINESS BY THE POSITION HOLDER

NOTE:

***This information shall be provided in respect of any such events within the last ten years both in Gibraltar and elsewhere.**

- G1. Nature of the position holder's business.
- G2* Details of any authority (as defined) held from a supervisory body to carry on business.
- G3* Details of any draft or formal application made for an authority from a supervisory body to carry on business other than an authority already mentioned in response to G2. If any such application was, for any reason, refused or withdrawn, particulars of the refusal or withdrawal.
- G4* Details of any case of failure to satisfy a judgement debt under a court order within a year of the making of the order.
- G5* Details of any compromise or arrangement with creditors or other failure to satisfy creditors in full.
- G6* Details of the appointment of any receiver or administrative receiver or the substantial equivalent of any such person including whether that person is still acting under the appointment.



- G7* Details of any petition served on the position holder for an administration order or the substantial equivalent.
- G8* Details of any case of warning, censure, prosecution, criticism, or court order made at the instigation of any regulatory body.
- G9*. Details of any refusal of entry to any professional body or trade association or of any case where an application was not made following an initial approach to any professional body or trade association.
- G10. Details of any current, pending or proposed litigation, which is likely to proceed, whether in Gibraltar or elsewhere, and which may have a material effect on the position holder.



Notification Doc 6

INSURANCE COMPANIES ORDINANCE 1987 - SECTIONS 40(1) AND 41(1)

BODY CORPORATE AS A PROPOSED CONTROLLER (OTHER THAN MANAGING DIRECTOR OR CHIEF EXECUTIVE) OF THE LICENSED INSURER OR INSURERS

Note:

Where several companies in the same group are proposing to become controllers of a licensed insurer, paragraph 6(2) in Part I of Schedule 2 to the Insurance Companies (Prescribed Particulars) Regulations 1996 provides an option whereby certain of the information may be given by one company on behalf of all the companies in the group.

NOTICE

*†/ the partnership named of which * is a partner, proposes to become a controller (other than managing director or chief executive) of **.

The particulars provided in this notice are complete and true to the best of my knowledge, information and belief.

Signed (Directort/Secretary† of *)

Date

Notes:

* Insert name of body named at C1

** Insert name of the licensed insurer

..... Insert name of partnership

† Delete as appropriate

PARTICULARS TO BE PROVIDED

A: PARTICULARS OF LICENSED INSURER

- A.1 Name or names of the licensed insurer or insurers in respect of which notice is being given.
- A.2 The proposed or assumed position to which the notification relates.
- A.3 Provision of sections 2(15) to (19) by virtue of which the body corporate serving notice would become a position holder.

B. PARTNERSHIPS

- B1. If the notification is being given because the body corporate is a partner in a partnership, the name of the partnership.

C: CORPORATE PARTICULARS OF THE POSITION HOLDER

- C1. Name
- C2. Any other corporate or trading name used in the past ten years.
- C3. Date of incorporation: the date shall be given in the order day/month/year.
- C4. Country of incorporation.
- C5. Where the company is incorporated outside Gibraltar within the meaning of Part IX of the Companies Ordinance, the company's Gibraltar registered number and the date of registration.
- C6. Registered number.
- C7. Address of registered office.
- C8. Address of principal place of business in Gibraltar.



- C9. Where the company is incorporated outside Gibraltar within the meaning of Part IX of the Companies Ordinance, the name and address of the person authorised to accept service of documents.
- C10. Summary of the share ownership identifying those owning more than 10 per centum of the shares, a group structure chart, identifying the principal companies in the group, and details of any proposed changes in the share ownership.
- C11. Any reports, resolutions and other circulars issued to shareholders during the last four years.

D. MANAGEMENT DETAILS OF THE POSITION HOLDER

The full names (including titles and names by which commonly known) and addresses of -

- D1. The directors, together with details of the positions within the company held by each director.
- D2. The secretary (if any).
- D3. The chief executive (if any).

E. PROFESSIONAL SUPPORT OF POSITION HOLDER

- E1. Name and address of principal banker.
- E2. Name and address of auditor.

F. FINANCIAL ASPECTS OF THE POSITION HOLDER

- F1. Audited accounts (and, where appropriate, audited group accounts) should be provided for the last three financial years (if available). If the most recent audited accounts are more than six months out of date, management accounts or interim accounts (neither of which need be audited) shall be provided showing the current financial position and the current results.
- F2. Terms on which the position of controller is to be acquired.
- F3. Full details of all financial transactions which have been, or will be, entered into to enable the proposed controller to attain control.

G: CONDUCT OF BUSINESS BY THE POSITION HOLDER

NOTE:

***This information shall be provided in respect of any such events within the last ten years both in Gibraltar and elsewhere.**

- G1. Nature of the position holder's business.
- G2* Details of any authority (as defined) held from a supervisory body to carry on business.
- G3* Details of any draft or formal application made for an authority from a supervisory body to carry on business other than an authority already mentioned in response to G2. If any such application was, for any reason, refused or withdrawn, particulars of the refusal or withdrawal.
- G4* Details of any case of failure to satisfy a judgement debt under a court order within a year of the making of the order.
- G5* Details of any compromise or arrangement with creditors or other failure to satisfy creditors in full.



- G6* Details of the appointment of any receiver or administrative receiver or the substantial equivalent of any such person including whether that person is still acting under the appointment.
- G7* Details of any petition served on the position holder for an administration order or the substantial equivalent.
- G8* Details of any case of warning, censure, prosecution, criticism, or court order made at the instigation of any regulatory body.
- G9*. Details of any refusal of entry to any professional body or trade association or of any case where an application was not made following an initial approach to any professional body or trade association.
- G10. Details of any current, pending or proposed litigation, which is likely to proceed, whether in Gibraltar or elsewhere, and which may have a material effect on the position holder.

H. EXERCISE OF CONTROLLERSHIP

NOTES:

These particulars shall not apply if the notification is made as part of an application for authorisation.

***These particulars are required only if the information is known when this notice is served.**

- H1. Reasons for seeking to become a controller of the licensed insurer.
- H2. Intended changes (if any) to the business strategy of the licensed insurer: a proposed business plan if there are intended changes.
- H3* Any intended appointments of, removals of, or changes in the responsibilities of, the directors, the chief executive, managers and main agent (as defined in section 2(23)) of the licensed insurer.
- H4* Intended changes (if any) to the sources of business of the licensed insurer (insurance brokers, agents, own employees or direct selling).
- H5* Intended changes (if any) to the licensed insurer's guiding principles concerning reinsurance.
- H6* Details of any transactions or arrangements in which the proposed controller is engaged or expects to engage with the licensed insurer (excluding receipt of dividends).

I. OTHER DETAILS

- I1. Any other details relevant to the Commissioner's consideration of this notification.



Notification Doc 7

INSURANCE COMPANIES ORDINANCE 1987 - SECTION 44

BODY CORPORATE APPOINTED AS DIRECTOR/MANAGER/AUTHORISED GIBRALTAR REPRESENTATIVE/SECTION 24B(4)(c) EMPLOYEE OF THE LICENSED INSURER

NOTICE

The particulars provided in this notice are complete and true to the best of my knowledge, information and belief. *†/A partnership named of which * is a partner † was appointed on §

Signed (Director†/Secretary† of *)

Date

Notes:

* Insert name of body named at C1

..... Insert name of partnership

† Delete as appropriate

§ Insert date of appointment (in the order day/month/year)

PARTICULARS TO BE PROVIDED

A: PARTICULARS OF LICENSED INSURER

- A.1 Name or names of the licensed insurer or insurers in respect of which notice is being given.
- A.2 The proposed or assumed position to which the notification relates.
- A.3 Provision of sections 2(15) to (19) by virtue of which the body corporate serving notice would become a position holder.

B. PARTNERSHIPS

- B1. If the notification is being given because the body corporate is a partner in a partnership, the name of the partnership.

C: CORPORATE PARTICULARS OF THE POSITION HOLDER

- C1. Name
- C2. Any other corporate or trading name used in the past ten years.
- C3. Date of incorporation: the date shall be given in the order day/month/year.
- C4. Country of incorporation.
- C5. Where the company is incorporated outside Gibraltar within the meaning of Part IX of the Companies Ordinance, the company's Gibraltar registered number and the date of registration.
- C6. Registered number.
- C7. Address of registered office.
- C8. Address of principal place of business in Gibraltar.
- C9. Where the company is incorporated outside Gibraltar within the meaning of Part IX of the Companies Ordinance, the name and address of the person authorised to accept service of documents.
- C10. Summary of the share ownership identifying those owning more than 10 per centum of the shares, a group structure chart, identifying the principal companies in the group, and details of any proposed changes in the share ownership.



C11. Any reports, resolutions and other circulars issued to shareholders during the last four years.

D. MANAGEMENT DETAILS OF THE POSITION HOLDER

The full names (including titles and names by which commonly known) and addresses of

D1. The directors, together with details of the positions within the company held by each director.

D2. The secretary (if any).

D3. The chief executive (if any).

E. PROFESSIONAL SUPPORT OF POSITION HOLDER

E1. Name and address of principal banker.

E2. Name and address of auditor.

F. FINANCIAL ASPECTS OF THE POSITION HOLDER

F1. Audited accounts (and, where appropriate, audited group accounts) should be provided for the last three financial years (if available). If the most recent audited accounts are more than six months out of date, management accounts or interim accounts (neither of which need be audited) shall be provided showing the current financial position and the current results.

G: CONDUCT OF BUSINESS BY THE POSITION HOLDER

NOTE:

***This information shall be provided in respect of any such events within the last ten years both in Gibraltar and elsewhere.**

G1. Nature of the position holder's business.

G2* Details of any authority (as defined) held from a supervisory body to carry on business.

G3* Details of any draft or formal application made for an authority from a supervisory body to carry on business other than an authority already mentioned in response to G2. If any such application was, for any reason, refused or withdrawn, particulars of the refusal or withdrawal.

G4* Details of any case of failure to satisfy a judgement debt under a court order within a year of the making of the order.

G5* Details of any compromise or arrangement with creditors or other failure to satisfy creditors in full.

G6* Details of the appointment of any receiver or administrative receiver or the substantial equivalent of any such person including whether that person is still acting under the appointment.

G7* Details of any petition served on the position holder for an administration order or the substantial equivalent.

G8* Details of any case of warning, censure, prosecution, criticism, or court order made at the instigation of any regulatory body.

G9*. Details of any refusal of entry to any professional body or trade association or of any case where an application was not made following an initial approach to any professional body or trade association.



- G10. Details of any current, pending or proposed litigation, which is likely to proceed, whether in Gibraltar or elsewhere, and which may have a material effect on the position holder.



Notification Doc 8

INSURANCE COMPANIES ORDINANCE 1987 - SECTION 44 BODY CORPORATE OR INDIVIDUAL WHO HAS BECOME A CONTROLLER OF A LICENSED INSURER

**(ALSO TO INCLUDE SHAREHOLDER CONTROLLER (OF ANY DESCRIPTION)/ MANAGING
DIRECTOR/CHIEF EXECUTIVE/PRINCIPAL GIBRALTAR EXECUTIVE)**

PARTICULARS TO BE PROVIDED AND NOTICE

1. Name of licensed insurer.
2. Name of person in respect of which notification is being given.
3. Position assumed and details of the circumstances by which that position was assumed.
4. In the case of a Gibraltar insurer, if the position assumed is that of shareholder controller of any description provided for by section 2(17) -
 - (a) the appropriate shareholder controller description; and
 - (b) the percentage of shares or voting power which he or it (alone or with any associate or associates) holds or is entitled to exercise or control.
5. Date of original notification of details of proposed appointment or intention to become a controller: the date shall be given in the order day/month/year.
6. Date position assumed: the date shall be given in the order day/month/year.

The provisions of sections 40 and 41 have been complied with and no notice of objection was served.

Signed (either by an individual becoming a controller or shareholder controller of any description or by a director/secretary of the body corporate becoming a controller or shareholder controller of any description)

Date



Notification Doc 9

INSURANCE COMPANIES ORDINANCE 1987 - SECTION 44

BODY CORPORATE OR INDIVIDUAL WHO HAS CEASED AS CONTROLLER OF THE LICENSED INSURER

**(TO INCLUDE SHAREHOLDER CONTROLLER (OF ANY DESCRIPTION AND SHAREHOLDERS
REDUCING THEIR HOLDING/MANAGING DIRECTOR/CHIEF EXECUTIVE/PRINCIPAL
GIBRALTAR DIRECTIVE)**

PARTICULARS TO BE PROVIDED AND NOTICE

1. Name of licensed insurer.
2. Name of person ceasing to be a controller or (if a Gibraltar insurer) a shareholder controller of any description.
3. Date person ceased to be a controller or a shareholder controller of any description: the date shall be given in the order day/month/year.
4. Reason for ceasing to be a controller or a shareholder controller of any description.
5. If the person remains a shareholder controller of any description provided for by section 2(17), the percentage of the shares or voting power which he will (alone or with any associate or associates) be entitled to exercise or control.

Signed (either by an individual ceasing to be a controller or shareholder controller of any description or by a director/ secretary of the body corporate ceasing to be a controller or shareholder controller of any description).

Date



Notification Doc 10

**INSURANCE COMPANIES ORDINANCE 1987 - SECTION 44
BODY CORPORATE OR INDIVIDUAL WHO HAS CEASED AS
DIRECTOR/MANAGER/AUTHORISED GIBRALTAR REPRESENTATIVE/
SECTION 24B(4)(c) EMPLOYEE OF THE LICENSED INSURER**

PARTICULARS

1. Name of licensed insurer.
2. Name of person ceasing to be a notifiable person.
3. Date person ceased to be notifiable: the date shall be given in the order day/month/year.
4. Reason for ceasing to be notifiable.

Signed (director †/secretary †)
of **

Date

Note:

- ** Insert name of the licensed insurer or insurers.
† Delete as appropriate.



Notification Doc 11

INSURANCE COMPANIES ORDINANCE 1987 - SECTION 46

NOTIFICATION OF CHANGE OF MAIN AGENT OF THE LICENSED INSURER

Note: -

The information in this document should be supplied if you are a licensed insurer notifying the Commissioner of a person becoming or ceasing to be:-

a main agent; or

a director of a body corporate or a partner in a partnership which is a main agent.

PARTICULARS

1. Name of the licensed insurer.
2. Name and address of the main agent in respect of which notification is being made.
3. **In the case of change of main agent:** Whether notification is of the person becoming or ceasing to be a main agent, and the date of change (day/month/year).
4. **In the case of change of directors or partners of main agent:** The full name and address of persons concerned, and whether they are becoming or ceasing to be directors or partners of the main agent. (For those becoming directors or partners of the main agent, it would be helpful if their date(s) of birth (day/month/year) could be provided.)

Signed (Director†/Secretary†)
of **

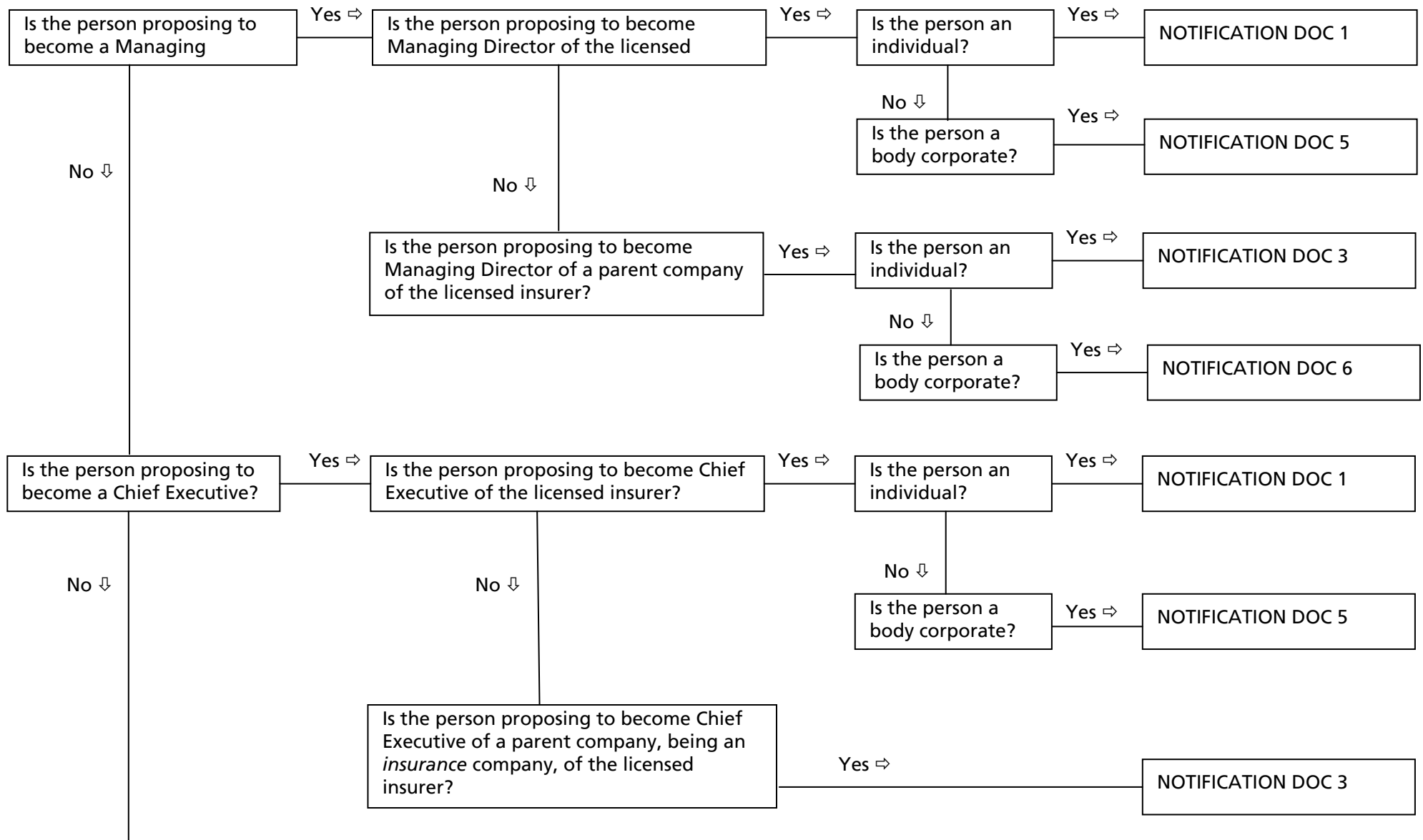
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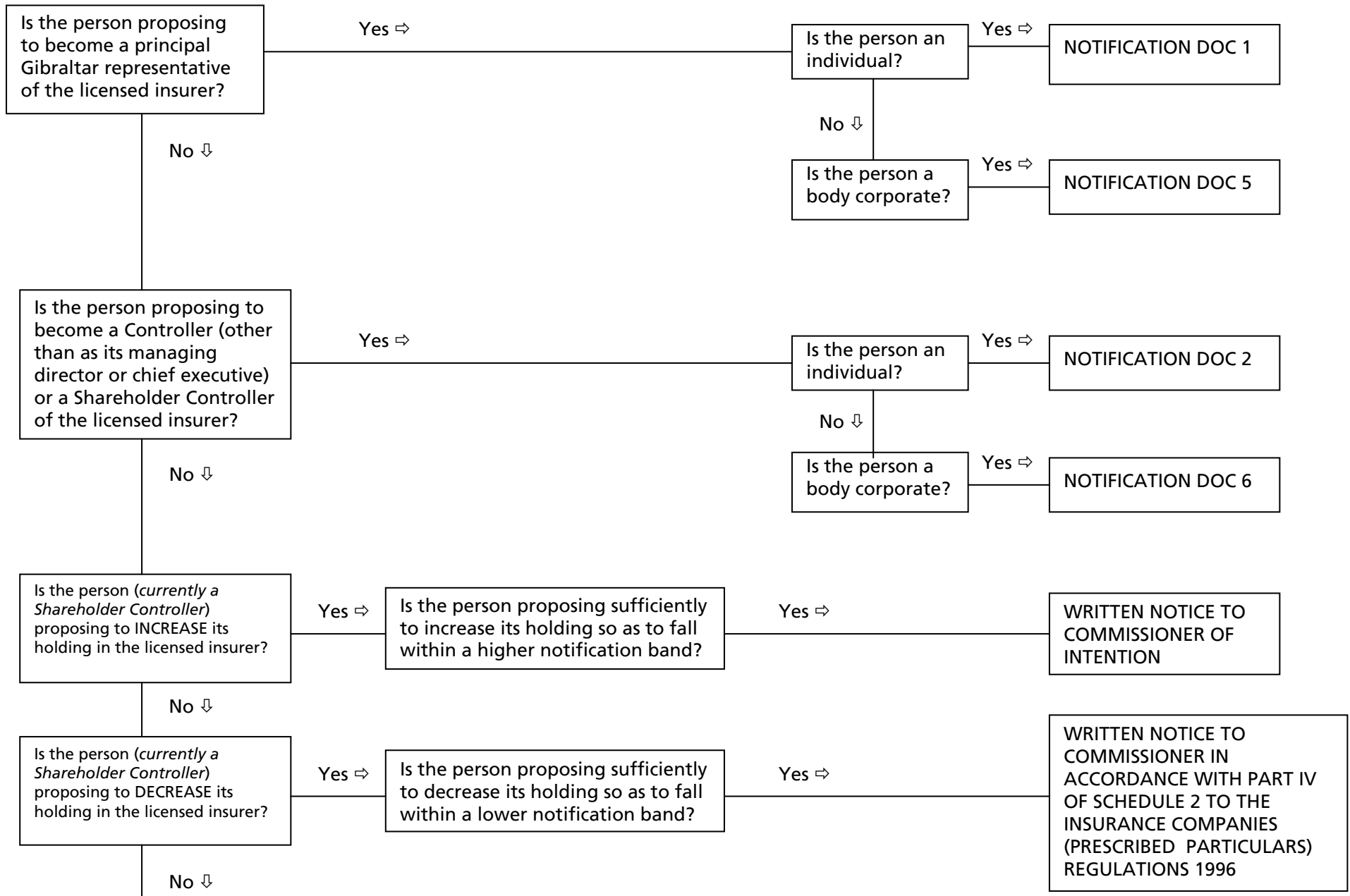
** Insert name of licensed insurer or insurers

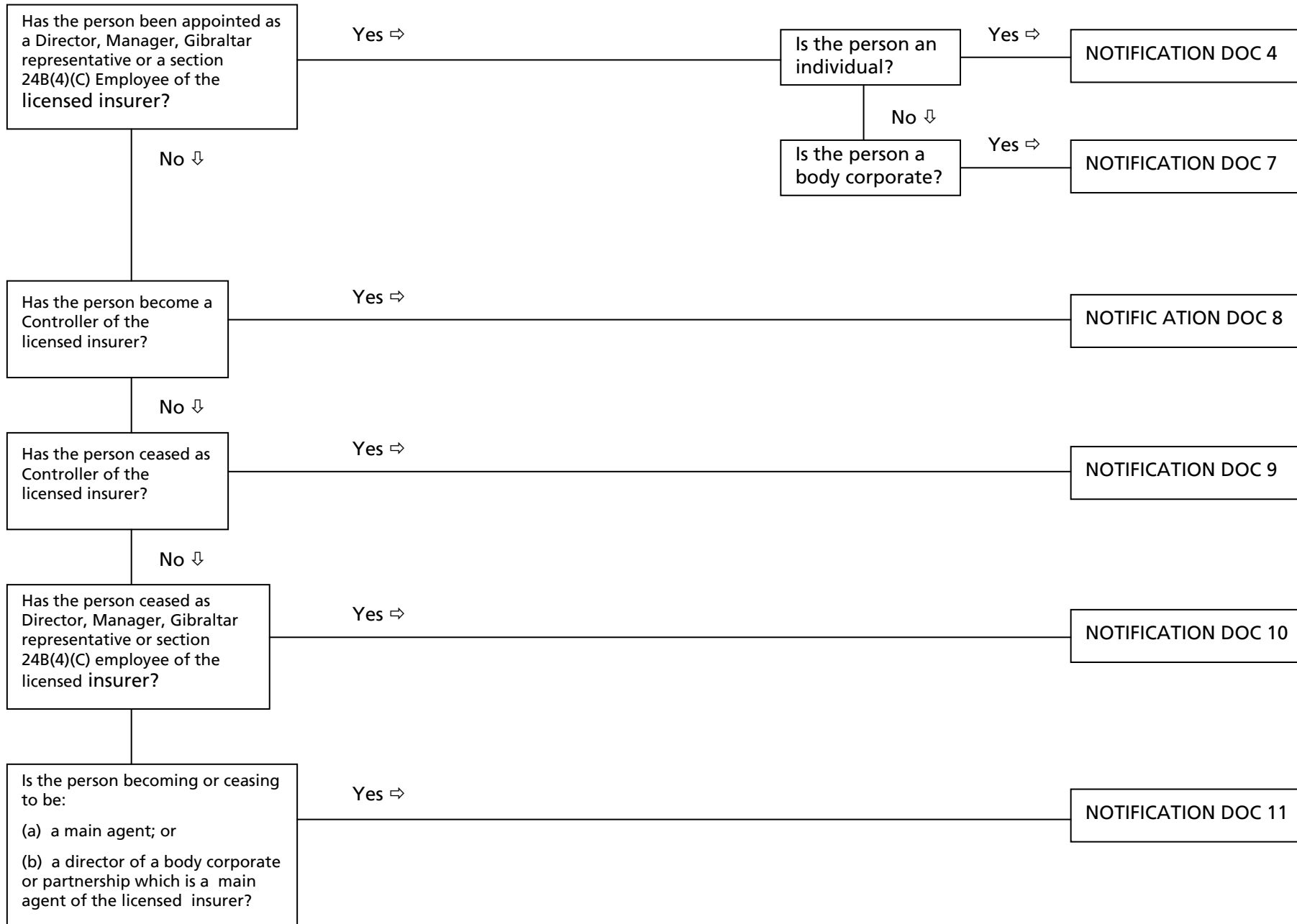
† Delete as appropriate

Annex 2

Flow Chart Guide To Particulars Required On Notifiable Persons









Annex 3

Returns for the year ended (Date)

Statement in accordance with regulation 25 of the Insurance Companies (Accounts and Statements) Regulations 1996

Additional information on shareholder controllers

We confirm the following is a list of:

- (a) Persons who, to the knowledge of the company, have been, at any time during the year ended (Date), a shareholder controller of the company; and
- (b) In the case of each person who was a shareholder controller of the company at (Date):
 - (i) the percentage of shares he held at that time in the company, or in another company of which the company was a subsidiary undertaking; and
 - (ii) the percentage of the voting power which he was entitled at that time to exercise, or control the exercise of, at any general meeting of the company, or another company of which it was a subsidiary undertaking;

in each case, either alone or with any associate or associates.

Persons who, to the knowledge of the company, have been, at any time during the year ended (Date), a shareholder controller of the company. (Please show date ceased to be a shareholder controller, if applicable.)	In the case of each person who was a shareholder controller of the company at (Date):	
	The percentage of shares he held at that time in the company, or in another company of which the company was a subsidiary undertaking, either alone or (shown separately) with any associate or associates	The percentage of the voting power which he was entitled at that time to exercise, or control the exercise of, at any general meeting of the company, or another company of which it was a subsidiary undertaking, either alone or (shown separately) with any associate or associates.