

# KNOW YOUR OFFICER FORM

## Officer's Information

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
First Middle Last

Marital Status: Single  Married  Divorced  Separated   
Widowed  Common-law

Contact Number: (H) \_\_\_\_\_ (C) \_\_\_\_\_

Date of Birth (dd/mm/yyyy): \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Current Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Previous private addresses during the last ten (10) years: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email address: \_\_\_\_\_

Nationality: \_\_\_\_\_

**Government Issued Identification** (Two forms of Identification required):

Identification Card  Driver's Permit  Passport

Identification Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Country of Issue: \_\_\_\_\_

Identification Card  Driver's Permit  Passport

Identification Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

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Country of Issue: \_\_\_\_\_

### Allergies:

Yes

No

If yes please specify:

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### Are there any judgments against you?

Yes  No

If yes, please specify the following:

Date: \_\_\_\_\_ Nature of Judgment: \_\_\_\_\_

Status: \_\_\_\_\_

### Is there any summons against you?

Yes  No

If yes please specify the following:

Date: \_\_\_\_\_ Nature of summons: \_\_\_\_\_

Status: \_\_\_\_\_

### Have you ever been dismissed for any improprieties?

Yes  No

If yes please specify:

Company Name and address: \_\_\_\_\_

Reason for dismissal: \_\_\_\_\_

### Do you have Shareholdings in any other institutions?

Yes  No

If yes please specify:

Company Name: \_\_\_\_\_

Class of Shares: \_\_\_\_\_

Quantity held: \_\_\_\_\_

Beneficially held: \_\_\_\_\_

Fully paid: \_\_\_\_\_

*The Credit Union may require you to provide further information on these matters.*

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Are you a member of any Society or Club?

Yes  No

If yes please specify:

Society/Club's Name: \_\_\_\_\_

Are you an officer for any other Society/Club/Institution?

Yes  No

If yes please specify:

Society/Club/ Institution's Name: \_\_\_\_\_

## Employment History

Please list your work experience for the past five years beginning with your most recent job held.

Name of Employer	Address	Position held	Duration of Employment	Reason for leaving

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## Education Information

Name of Institution	Location	Course of Study	Duration of Study	Certification Attained

## Politically Exposed Persons (PEPs)

A PEP is defined by the FATF as “an individual who is or has been entrusted with a prominent public function.” The FATF recognizes that, due to their status and influence, many PEPs are in positions that can be platforms for committing money laundering and related predicate offences. These include corrupt practices and bribery, as well as conducting activity related to the financing of terrorism.

The following examples of domestic PEPS are included in the above definition:\*

- Head of State – the President of the Republic of Trinidad and Tobago
- Head of Government – the Prime Minister
- Senior Members of the Legislature e.g. The Speaker of the House and the President of the Senate
- Senior Politicians e.g. all Members of Parliament, Government Ministers, Mayors ,, Leader of the Opposition, Chairman and Chief Secretaries of the Tobago House of Assembly, Parliamentary Secretaries
- Senior Government Officials e.g. Permanent Secretaries, Chief Technical Officers, an Ambassador or High Commissioner, Assistant Commissioner of Police or higher rank
- Judicial Officials e.g. Magistrates, Judges of the Supreme Court, Judges of the Industrial Court, Judges of the Caribbean Court of Justice.
- Military Officials – a Lieutenant Colonel or higher rank
- Senior executives of State owned corporations e.g. Members of the Boards of all Statutory Bodies and State Enterprises including those bodies in which the State has a controlling interest
- Senior political party officials e.g. Chairman, Political Leader and Deputy Political Leader of a political party.

\* NOTE: these examples are NOT exhaustive.

1. Are you a **Politically Exposed Person (PEP)**?

Yes     No     If “Yes” Please give details

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2. Are you an immediate family to a **PEP**, meaning, the spouse (includes ex-spouse), parents, siblings or children of that person and the parents, siblings and additional children of the person's spouse?

Yes  No  If "Yes" Please give details

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3. Are you a close personal or professional associate of a **PEP**?

Yes  No  If "Yes" Please give details

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### References

Provide referee 1 details below:

Name of Referee	Place of Employment and Occupation	Relationship to candidate	Contact number of referee

Provide referee 2 details below:

Name of Referee	Place of Employment and Occupation	Relationship to candidate	Contact number of referee

I \_\_\_\_\_ hereby declare that all information given on this application is true, correct and complete to the best of my knowledge. I understand that misrepresentations, omissions or falsifications of any information so given or other derogatory information discovered as a result of an investigation may result in exclusion from further consideration for employment or immediate dismissal.

Officer's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

## **KNOW YOUR OFFICER FORM**

**Kindly provide in original state together with one copy:**

- Two forms of National Identification i.e. Government issued identification
- Proof of address i.e. Utility Bill, Bank Statement
- Certificate Of Good Character no older than 3 months
- Proof of income i.e. Job Letter, Payslip
- Resume
- Academic Certificates