

Prospective Appointment Notification Form

Appended: Integrity Screening Form

Netherlands Authority for the Financial Markets | De Nederlandsche Bank

What is the purpose of this form?

Prospective appointments, reappointments, changes in position and portfolio or responsibility shuffles must be notified to the supervisory authorities: De Nederlandsche Bank (DNB) and the Netherlands Authority for the Financial Markets (AFM). All reappointments of Supervisory Board members who have not been screened previously on suitability for the relevant portfolio or specialist areas should be reported for screening by means of this form. All other reappointments may be reported by letter to the Expert Centre on Screening (Expertisecentrum toetsingen). Please state the date of reappointment and the term of appointment. The supervisors will screen the candidates for suitability and integrity. Question 3a of this form lists the several Acts requiring screening and the positions and roles that qualify for screening. For positions in audit firms, suitability as defined in the Audit Firms Supervision Act (Wet toezicht accountantskantoren or Wta) includes expertise. The Wta requires only notification of prospective appointments and position changes.

Signatories – Oath or Promise

The Notification Form must be duly signed by one (or two as the case may require) authorised signatories from the undertaking and then sent with enclosures to the supervisor. If screening is performed under the Financial Supervision Act (Wet op het financieel toezicht or Wft), the candidate's signature includes an undertaking to take (make) the financial sector oath (promise) within three months of the appointment.

Limit on number of board positions

A legal maximum applies to the number of high-level positions in certain large corporations, stichting-type organisations and pension funds. The appointment must not contravene this provision.

Include all annexes and attachments

Only complete dossiers will be considered. So please check that all relevant information is included.

- Subject's Curriculum Vitae
- Recruitment and selection procedure
- Job profile
- Decision-making and considerations surrounding the appointment
- In a number of cases, a documented suitability matrix must be included

Completeness will ensure the quickest possible procedure

You should return the completed and duly signed form, with annexes, to the supervisory authority. Which authority the form should be sent to is explained in Section 7 of the form. In addition, we request that you send us the form digitally as well, using the Send form button at the bottom. This will speed up the assessment procedure. DNB regards the date the hardcopy documents are received as the formal notification date. At the AFM the formal notification date is the date the package is received through its Digital Counter. If after two weeks, you have not received a confirmation of receipt from the supervisor, please contact us through your regular supervisory officer.

1 Undertaking	
<i>These data relate to the undertaking where the prospective appointee is to be given a (new) position.</i>	
1a	Legal name of undertaking <input type="text"/>
1b	Street address <input type="text"/> Number <input type="text"/>
1c	Postal code and city <input type="text"/>
1d	Telephone and fax numbers <input type="text"/>
1e	Here please fill in any other supervised undertakings (that are affiliated with the above-mentioned undertaking) where the prospective appointee is to be given a (new) position or role. <input type="text"/>
1f	Governance model (pension funds only) <input type="text"/>

1 Undertaking (continuation)

1f The undertaking named in 1a is

- Audit firm (as meant in Section 1:1, Wta)
 - ▶ Authorisation number
- Audit firm of a third country (as meant in Section 1:1, Wta)
 - ▶ Registration number
- (Management company of a) Collective investment scheme (as meant in Section 1:1, FSA)
- Payment institution (as meant in Section 1:1, FSA)
- Depository (as meant in Section 1:1, FSA)
- Investment firm (as meant in Section 1:1, FSA)
- Financial service provider (as meant in Section 1:1, FSA)
 - ▶ Authorisation number
- Entity for risk acceptance (as meant in Section 1:1, FSA)
- Bank (as meant in Section 1:1, FSA)
- Dispensation holder (Dispensation from the prohibition to invite redeemable funds 3:5, FSA)
- Dispensation holder (dispensation from the prohibition on acting as an intermediary in relation to repayable funds under Section 4:3, FSA)
- Premium pension institution (as meant in Section 1:1, FSA)
- Insurer (as meant in Section 1:1, FSA)
- Clearing institution (as meant in Section 1:1, FSA)
- Pension fund (as meant in Section 1:1, PA)
- Occupational pension fund (as meant in Section 1:1, AMOPS)
- Trust office (as meant in Section 1, sub a, ASTO)
- Exchange institution (as meant in Section 1:1, FSA)
- Electronic money institution (as meant in section 1:1, FSA)
- Financial holding company (as meant in Section 3:268 (1) sub d, FSA)
- Insurance holding company (as meant in Section 3:268 (1) sub i, FSA)
- Mixed financial holding company (as meant in Section 3:268 (1)), FSA)
- Settlement provider (Afwikkelonderneming, as meant in Section 1:1 of the Wft)
- Central Counterparty or CCP (as meant in Regulation 2012/648/EU)
- Other
 - ▶ Namely

2 Person

Particulars of the prospective appointee

2a	Full first names	<input type="text"/>	Initials	<input type="text"/>	
2b	Prefixes and surname	<input type="text"/>	<input type="text"/>		
2c	Titles	Before name	<input type="text"/>	After name	<input type="text"/>
2d	Date of birth (DD-MM-YYYY)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> m <input type="checkbox"/> f
2e	Place of birth	<input type="text"/>			
2f	Country of birth	<input type="text"/>			
2g	Nationality	<input type="text"/>			
2h	Street address	<input type="text"/>	Number	<input type="text"/>	
2i	Postal code and city	<input type="text"/>	<input type="text"/>		
2j	Country	<input type="text"/>			
2k	Telephone and mobile number (during office hours)	<input type="text"/>	<input type="text"/>		
2l	E-mail address	<input type="text"/>			

**The prospective appointee declares that he or she will take the Financial Sector Oath or Promise under the Financial Supervision Act within three months after his or her appointment (only applies to Financial Supervision Act assessment).
If you have taken the Oath or Promise in the past while working for another undertaking than he one you intend to work for now, you must take it again.**

Date (DD-MM-YYYY)

 • •

Signature

3 Position

3a Tick the box to indicate to which Supervision Act the undertaking is subject and then the position of the prospective appointee at the supervised undertaking. Fill in the details of the prospective appointee. The letters in brackets after the position show whether the person is to undergo a suitability (S) and/or integrity (I) test.

First tick one of the Acts below:

Then tick the position mentioned in the Act:

- | | |
|---|--|
| <input type="checkbox"/> Act on the supervision of audit firms (Wet toezicht accountantorganisaties) (Wta) | <input type="checkbox"/> Policymaker (I)
<input type="checkbox"/> Co-policymaker (I) |
| <input type="checkbox"/> Financial Supervision Act (FSA) (Wet op het financieel toezicht (Wft)) | <input type="checkbox"/> Person determining day-to-day policy (I+S)
<input type="checkbox"/> Member of the Supervisory board (I+S)
<input type="checkbox"/> Holder of declaration of no objection (VVGB) (majority interest) (I / I+S)
<input type="checkbox"/> Applicant for declaration of no objection (VVGB) (I)
<input type="checkbox"/> Holder of a qualifying holding in a payment institution (I)
<input type="checkbox"/> Legal representative (insurers only) (I+S)
<input type="checkbox"/> Other (can be entered under 3b) |
| <input type="checkbox"/> Act on the Supervision of Trust Offices (ASTO) (Wet toezicht trustkantoren (Wtt)) | <input type="checkbox"/> Director (I+S)
<input type="checkbox"/> Holder of a qualifying holding (I)
<input type="checkbox"/> Member of the Supervisory board (I+S)
<input type="checkbox"/> (Co-) policymaker (I+S) |
| <input type="checkbox"/> Act on Mandatory Occupational Pension Schemes (AMOPS) (Wet verplichte beroepspensioenregeling (Wvb)) | <input type="checkbox"/> (Co-) policymaker (I+S) |
| <input type="checkbox"/> Pension Act (PA) (Pensioenwet (Pw)) | <input type="checkbox"/> Director (I+S)
<input type="checkbox"/> (Co-) policymaker (I+S)
<input type="checkbox"/> Supervisory Body member (I+S)
<input type="checkbox"/> Stakeholders' or Accountability Body member (I+S)
▶ Constituency <input type="text"/> |
| <input type="checkbox"/> EU Regulation 2012/648/EU (CCP) | <input type="checkbox"/> Director (I+S)
<input type="checkbox"/> Holder of a qualifying holding (I+S)
<input type="checkbox"/> Member of the Supervisory board (I+S)
<input type="checkbox"/> (Co-) policymaker (I+S) |

3b What is the official name of the position?

3c What are the principal duties and powers?

If the notification concerns any changes in the portfolio or duties, please state these explicitly here.

Supervisory Board Members should state their committee memberships here.

3d Intended date of commencement in the new position? (DD-MM-YYYY) . .

3e For what term is the person being appointed?

3f Does the prospective appointee replace someone?

- No
 Yes, viz.:

Last name and initial(s)

Resigned on (DD-MM-YYYY)

4 Previous tests

4a Has the prospective appointee been previously tested for integrity by AFM or DNB and, if so, for which undertaking?

The undertaking is required by law to notify the supervisor without delay of any change in the prospective appointee's antecedents or of other relevant facts. Such change(s) may entail a full integrity reappraisal.

If the answer is 'Yes', the prospective appointee, in principle, does not need to be tested for integrity, which means that the Integrity Screening Form does not need to be completed. If the answer is 'No', the prospective appointee must be tested for integrity, and the Integrity Screening Form must be completed by him or her.

When filling in the name of an undertaking, the other name fields will be filled in automatically. You may leave them unchanged.

Yes, by AFM

Name of undertaking

Yes, by DNB

Name of undertaking

Yes, both by AFM and by DNB

Name of undertaking

No

4b Have any relevant facts or circumstances as included in the Integrity Screening Form occurred since the previous test which might provide grounds for a new test?

Please read the Integrity Screening Form again.

If yes, then fill in the Integrity Screening Form again

No

5 Referees

Three referees must be named in the case of (a) suitability screening and (b) integrity screening when applying for exemption under Section 3:5 Wft.

Referees must meet the following conditions:

- The named referees must be jointly capable of providing a substantive picture of the knowledge, experience and professional conduct of the prospective appointee over the past ten years. The named referees must preferably be persons to whom the prospective appointee was accountable in his former position or positions. The referees should, of course, be willing to provide information and be available to do so.
- One of the referees is the last immediate superior or a fellow management or supervisory board member of the person being tested.
- The referees must have a relevant professional background, preferably – and at least one – from the financial sector. If possible, at least one of the referees works for a company other than the company of the person being tested.
- Referees must be capable of being sufficiently independent. Referees may never be blood relations or other direct or indirect relatives to the three third degree or a spouse, cohabiting partner or confidant. The referees must be prepared to provide information.

If no referees can be found who meet the above conditions, other referees may be named. In this case, an explanation must be provided (in an enclosure). If the named referee fails to meet the required criteria or provides insufficient insight into the prospective appointee, a new or extra referee will be requested.

Referee 1

Initials, prefixes, surname

Position

m f

Street address

Number

Postal code and city

Country

Telephone number and e-mail address
(during office hours)

What is the relation with the referee?

Referee 2

Initials, prefixes, surname

Position

m f

Street address

Number

Postal code and city

Country

Telephone number and e-mail address
(during office hours)

What is the relation with the referee?

Referee 3

Initials, prefixes, surname

Position

m f

Street address

Number

Postal code and city

Country

Telephone number and e-mail address
(during office hours)

What is the relation with the referee?

6 Supplementary data

The letters in brackets following the positions under Question 3a show whether the prospective appointee is to be undergo a suitability (S) and/or integrity (I) test. If the prospective appointee has already been tested for integrity by DNB or AFM and no changes in his/her antecedents or other relevant facts have occurred since the last test, the Integrity test need not be repeated. In the checklist below you need to tick off the required supplementary data for the suitability test and/or integrity test.

Supplementary data checklist for the Integrity test

Integrity Screening Form

Legible copy of the prospective appointee's valid passport or valid identity card

Prospective appointee's Curriculum Vitae
(See Section 1 of the Explanatory notes to the suitability test)

Supplementary data checklist for the suitability test (see the enclosed Explanatory notes)

Legible copy of the prospective appointee's valid passport or valid identity card

Prospective appointee's Curriculum Vitae
(See Section 1 of the Explanatory notes to the suitability test)

Particulars of three referees referred to under Question 5 (as submitted by the prospective appointee)

Suitability Matrix
- for (occupational) pension funds: a recent Board Competence Matrix with explanatory notes, including the name of the prospective appointee.
- for financial undertakings (FSA): Suitability Matrix with explanatory notes.
(See Section 2 of the Explanatory notes to the suitability test)

Only for financial service providers: If the prospective appointee is the undertaking's only employee, he or she needs to have the expertise needed to safeguard the quality of the services provided. In proof of this, copies of relevant diplomas must be enclosed.

Recruitment and selection procedure
(See Section 3 of the Explanatory notes to the suitability test)

Position profile
(See Section 4 of the Explanatory notes to the suitability test)

Decision-making and considerations in the context of this nomination
(See Section 5 of the Explanatory notes to the suitability test)

This list is not exhaustive. You may choose to add enclosures serving to demonstrate the suitability of the prospective appointee or the board as a whole (the collective).

What other documentation are you enclosing?

7 Signature

Particulars of contact person at undertaking

Given names

Initials

Prefixes and surname

Telephone number

Telephone number

This form has been completed to the best of the signatory's knowledge.

Date (DD-MM-YYYY)

The form should be printed and then signed by one (or, if necessary, two) authorised signatory/ies.

Name

Position

Email address

Date

(DD-MM-YYYY)

Signature

- Once this Notification form has been completed in the context of one of the following Acts:
- **FSA (settlement provider, bank, payment institution, clearing institution, electronic money institution, entity for risk acceptance, dispensation holder, premium pension institution, insurer or exchange institution)**
 - **ASTO (trust office)**
 - **PA (pension fund)**
 - **AMOPS (occupational pension fund)**
 - **EU Regulation 2012/648/EU (Central Counterparty - CCP)**

it should be signed and returned (including the Annexes) to:

De Nederlandsche Bank
Expertisecentrum Toetsingen
Postbus 98
1000 AB Amsterdam

- Once this Notification form has been completed in the context of one of the following Acts:
- **FSA (investment firm, (management company of a) collective investment scheme, depositary or financial service provider)**
 - **Wta (audit firm, audit firm of a third country)**

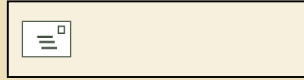
it should be signed and returned (including the Annexes) to:

Autoriteit Financiële Markten
Afdeling TSC
Team Vergunningszaken
Postbus 11723
1001 GS Amsterdam

8 E-mail

Click on 'Send form'

Your data are processed.



Suitability screening

Introduction

Different suitability criteria apply to members of a management or supervisory board or of supervisory bodies. The requirements depend on the type of organisation. They are specified in the Policy Rule on Suitability 2012 ('Policy Rule').

Regulation on the financial sector oath or promise

The Regulation on the Financial Sector Oath or Promise under the Financial Supervision Act 2013 (Regeling eed of belofte financiële sector Wft 2013), in force since 1 January 2013, regards directors, policymakers and supervisory boards of financial undertakings and (in the case of insurers) legal representatives. This provision does not apply to pension fund directors and directors of CCPs.

Notes to the Annexes

1. Curriculum vitae of the prospective appointee

The CV must include:

- Education and relevant training courses (name and city of educational institutions, type of education/training, years, diplomas/certificates);
- professional experience (legal name and place of the company, position, period), preferably accompanied by further information on managerial duties, number of persons for whom the prospective appointee was directly or indirectly responsible, description of duties and powers that are relevant to the test;
- secondary positions (broken down by supervisory board memberships and other positions/committees, both remunerated and unremunerated, stating legal name and city of the undertaking, description of the position or focus area, degree of control or (co-)responsibility for the policy and the average weekly or monthly time expenditure for each position);;
- preferably, the CV should include a list of demonstrable competences in the relevant areas of expertise in relation to the prospective positions.

2. Suitability matrix

A suitability matrix is a diagram providing insight into the level of suitability of individual members of the collegial group and the candidate. It is not enough to merely fill in the diagram: scores must be substantiated in explanatory notes.

If the notification regards a change of portfolios or scope of responsibilities in the Managing or the Supervisory Board, we request that you also include a full overview of the new distribution of responsibilities.

The following cases require submission of a suitability matrix: Financial service providers, investment firms, alternative investment funds and the managers and depositaries of such funds must use the format provided on the AFM website. The prospective appointment of a policymaker, determiner of day-to-day policy or member of the supervisory body of any other undertaking requires submission of a suitability matrix for the collegial group. For members of supervisory bodies, use of the format provided on the DNB website is recommended. General or occupational pension funds should submit a recent governance matrix.

The explanatory notes to the matrix should in any case provide answers to the following questions (for each suitability area).

1. Please indicate in which respects the collegial group scores best and worst, in your opinion, and why?
2. How do you intend to compensate for such weaker points?
3. In your opinion, do the areas where the collegial group scores high on knowledge and skills sufficiently offset those areas where it does less well? If so, why?

3. Recruitment and selection procedure

Answers should relate to the recruitment and selection procedure actually followed in the context of the prospective appointment in hand. Such a procedure must include verification of the candidate's diplomas and certificates. This section does not apply to pension funds, investment firms, alternative investment funds, finance providers or other financial service providers.

4. Position profile

The profile that the undertaking has drawn up for the position for which the person is being tested. This position profile shall at least contain information about the duties and/or activities and focus areas, the responsibilities and the expected (real) time expenditure, the required competences and the required level of education and experience for the position.

5. Decision-making and considerations in the context of appointments

Please enclose decision making records concerning the selection of the candidate, including considerations and the outcome of an assessment, if one was performed. Considerations should reflect to what extent the person to be appointed fits the job profile, in terms of knowledge and education as well as working experience and professional behaviour. They should substantiate the reason why the candidate is suitable for the job. Also, they should discuss whether the candidate fits in with the collegial group and what he or she will contribute to the group. Substantiating documentation could include regular job assessments.

We also ask that you provide a reasoned opinion on whether the constraints of the Governance and Supervision Act or, in the case of a pension fund, the time commitment constraints are met.

Maximum number of positions and time commitment

Since 1 January 2013 managing or supervisory directors have been bound to a maximum number of positions or functions under the Governance and Supervision Act (Wet bestuur en toezicht). When you appoint a person to the MB or SB, you should take this into account.

From 1 July 2014, an appointee to a post as member of the Board or the Board of Directors of a pension fund must meet time commitment constraints.

The screening procedure

Procedure

The undertaking you will be working for completes the 'Prospective appointment notification form' and send it to us, together with your curriculum vitae, a copy of your identity document. You yourself must complete this Integrity screening form. After receiving of both forms we will confirm receipt to the undertaking within two weeks. The assessment itself will start once we have received the correctly and completely filled out forms from the undertaking. If we do not receive all required information time, we may cancel the consideration procedure. Once the assessment is complete, the undertaking will be notified accordingly, in writing.

You will receive a copy. If we arrive at a negative suitability assessment, the undertaking will be notified accordingly through an Intended Decision. You and the undertaking will then be given the opportunity to state viewpoints, in writing or verbally (under Sections 4:7 and 4:8 of the General Administrative Law Act). If this does not result in a change of opinion on the part of the supervisor, you will then receive a negative decision, against which you may file objection with the relevant supervisor and, if unsuccessful, appeal to a court of law (under Section 7:1 of the said Act).

What we do with the information

The supervisors will record the information you have provided in their internal register and, if required so by law, in their external register within the meaning of the Personal Data Protection Act (Wet bescherming persoonsgegevens). We always exercise due care in handling your data. We may exchange your data with third parties only if it is permitted by law. Such third parties include supervisory and criminal law authorities in the Netherlands or abroad. Within the context of the screening, information and personal data are at least exchanged between De Nederlandsche Bank (DNB) and the Netherlands Authority for the Financial Markets (AFM).

How long does the investigation last?

By submitting the Notification Form/Integrity Screening Form, the parties involved (the undertaking and the candidate) ask the supervisory authority to decide on the candidate's appointment. The period within which the supervisor has to reach a decision depends on the specific purpose of the request. If the screening is performed in the context of an authorisation application or a registration or dispensation request, the consideration period equals that of the larger procedure (application, request). See for instance Section 1:102 of the Wft or Section 3(4) of the Trust Offices Supervision Act (Wet toezicht trustkantoren or Wtt): the supervisory authority will decide within 13 weeks after receiving the Notification Form. The consideration period may be suspended under Section 4:5 in conjunction with Section 4:15 of the General Administrative Law Act (Algemene wet bestuursrecht or Awb). General and occupational pension funds are subject to different provisions (in the Pension Act or the Mandatory Occupational Pension Scheme Act): a new fund must send notification six weeks before being formally established.

A screening in the context of an application for a Declaration of No-Objection carries a statutory limit of 62 working days after the complete application has been received. Under specific circumstances defined in Section 1:106c of the Wft, this period may be suspended once for 20 or 30 working days.

If screening is requested in connection with a prospective change in the composition of, for instance, a Wft-governed Management or Supervisory Board, the consideration period is six weeks, extendible to 13 weeks. In principle, the supervisory authority must decide within six weeks of receiving the Notification Form. However, if the supervisor asks to receive supplementary information within two weeks of receiving the Notification Form, as through a screening interview, the period is suspended until four weeks after receipt of the information or after the interview, or to 13 weeks maximum after receipt of the Notification Form. Another possibility for (additional) suspension is provided by Section 4:15(2) of the said Awb.

A different rule applies to a prospective change in the composition of the board of a general or occupational pension fund or of a trust office. Again, the standard consideration period is six weeks after receipt of the Notification Form. If further information is requested, the consideration period ends six weeks after receipt of the requested information. For details, see Section 105 PW, Section 110 Wvb and Section 5 Wtt.

Information requests

The supervisory authority may ask an undertaking or a candidate for any additional information it deems necessary for the due process of a screening procedure. If an application qualifies as an inadequate application in the sense of section 4:5(1) Awb, the supervisory authority may decide not to consider the application at all. Likewise, if the requested additional information is not received within the set period, the supervisory authority may cease to consider the application. This means that the procedure must be started afresh, with the submission of a new Notification Form, including all relevant documentation and payment of another consideration fee.

Reporting changes

The company is legally obliged to notify the supervisory authority immediately of any change in the antecedents of previously screened employees or functionaries. This is one reason why such persons must report any antecedents from their private life to the undertaking, which must then without delay report them to the supervisory authority. Failure to report an antecedent may itself qualify as an antecedent regarding the person or undertaking concerned. Both DNB and the AFM look gravely upon failure to report antecedents. Any changes in antecedents may result in a re-screening of the person concerned.

Administrative charges

DNB and the AFM will levy administrative charges for the application under consideration, under the Funding of Financial Supervision Act, except in the case of a CCP or a settlement institution. Administrative charges are levied if:

- an application submitted by you results in a decision;
- a submitted application is later withdrawn;
- an application is received incomplete and is not afterwards completed within the period specified by DNB or the AFM.

We therefore ask you to complete the application in full and to lend your fullest cooperation if DNB or the AFM should ask for supplementary information.

Questions

More information on screening can be found on the websites of DNB (www.toezicht.dnb.nl) and the AFM (www.afm.nl). If you do not find your answer there, you may call, on working days between 9:00 and 17:00 hours:

DNB: Information desk: 0800 020 1068 (toll free)
AFM Business counter: 0800 6800 680 (toll free)