

# CENTRAL BANK OF NIGERIA

## QUESTIONNAIRE FOR MAJOR SHAREHOLDERS AND APPOINTEES TO BOARD AND MANAGEMENT OF BANKS AND OTHER FINANCIAL INSTITUTIONS IN NIGERIA

This questionnaire is designed to elicit information which would enable the CBN ascertain your propriety as a major shareholder or member of the board/top management in the institution. You are, therefore, required to answer every question that relates to you honestly and where applicable, provide evidence to support your answer. Please note that the CBN would periodically request you to attend a performance review interview.

### A. BIODATA

1. Name of Institution .....
2. Name of the appointee/major shareholder.....
3. Any relationship with the institution.....
4. Current employment .....
5. Occupation.....
6. Date of Birth.....
7. Place of Birth.....
8. Nationality (foreigners).....
9. Entry/resident permit (foreigners).....
10. Parental history.....  
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### B. COMPETENCE AND CAPABILITY

1. Give details of educational institutions attended, academic and professional qualifications obtained with dates, in a resume format.

2. Give in a resume format, your:

- a) Employment history;
- b) Type(s) of business(es);
- c) Title(s) and duties attached to it;
- d) Date(s) of employment;
- e) Name(s) of employer(s), date(s) of the employment(s); and
- f) Reason for leaving, position attained and two referees from former employer(s).

**C. HONESTY, INTEGRITY, AND REPUTATION**

1. Have you at any time been charged or convicted of any offence (civil/criminal) or otherwise found liable by a tribunal whether in Nigeria or elsewhere? If so, please give details of the charge and if convicted, the date(s) of convictions(s), particulars of the offence and the penalty(ies) imposed.

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2. Have you ever been required to give evidence in any trial or proceedings involving fraud, dishonesty or similar matter, whether in Nigeria or elsewhere other than as an expert witness? If yes, please give details.

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3. Has any suit ever been brought against you in your personal capacity or against any body corporate, partnership, society or any other business undertaking to which you are connected as a shareholder, partner, director or manager? If yes, please give details of the circumstances and, if not pending, how it was resolved?

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4. Have you ever been denied membership of any professional body or entry to any profession or vocation whether in Nigeria or elsewhere? If yes, please give details.

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5. Have you ever been dismissed, requested or advised to resign or suspended from any office or employment whether in Nigeria or elsewhere? If yes, please give details.

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6. Has there been any civil action in court or petition by anybody against you to any regulator in pursuance of personal debts or other obligations whether in Nigeria or elsewhere? If yes, please give details.  
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7. Give the name(s) and address(es) of all your bankers, including the names and numbers of personal and business accounts maintained over the past six years.  
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8. Have you any immediate relative who holds a top management position (AGM and above) or significant shares (5% and above) in the institution to which this questionnaire relates or in any entity affiliated to it? If so, please give details.  
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9. Has any loan or credit facility (or part thereof) extended to you by any financial institution/lending agency been restructured, renegotiated, provisioned against or been a subject of write-off or forgiveness for reasons of non-payment by you? If so, please, provide full details of the debts, the circumstances surrounding the action and the current status.  
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10. Please list below and give details of all the societies, clubs, associations and groups (organized and unorganized) either in school or thereafter, which you are or have been a member.  
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11. Have you ever been accused, convicted or been a subject of an investigation panel set up for the purpose of examination malpractice, unethical practices, money laundering or other moral misconduct? If yes, please, provide the details.  
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12. Provide any other information (if any), that would be of relevance to the CBN in determining your suitability or otherwise, for the appointment/position.

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**D. FINANCIAL SOUNDNESS AND/OR SOLVENCY**

You are please required to:

1. Forward to the CBN, a statement of your networth comprising assets at current values and total liabilities as at the date of appointment, which must be accompanied by a sworn affidavit;
2. Forward to the CBN, your bankers' declaration that you are not in any way indebted to them. If you are, the outstanding amount of the debt(s) should be stated clearly indicating its (their) performance status (whether performing or non-performing) and whether it (they) is (are) adequately secured or not as well as the nature and type of securities offered;
3. Submit to the CBN a report from at least, two Credit Bureaus registered in Nigeria in respect of you;
4. Submit to the CBN, a copy of your tax clearance certificate for the last three years; and
5. Forward to the CBN any other information that could assist it in determining your financial stability.

**E. MISCELLANEOUS**

1. Is any member of your family in any relationship with the institution to which this questionnaire relates? If so, please state the nature of the relationship.  
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2. Are you a serving Non-Executive Director? If yes, when were you first appointed?  
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3. Please state the number of board meetings you have attended since your appointment in the following format:  

<u>Year</u>	<u>Number of meetings</u>
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4. What percentage of the financial institution's shares do you directly and/or indirectly own?

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5. Have you been employed by an audit firm that assigned you to work on this institution's financial statements during the last two years? If yes, please state name of the audit firm.

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Declaration by the appointee

I.....hereby declare that the answers to the above questions are true and that I am fully aware that any concealment, provision of false or misleading information aimed at influencing the approval of any appointment will constitute a breach of Section 60 of BOFIA, 1991, as amended.

I therefore, affirm that the information supplied above (including the attachment) are to the best of my knowledge, true and where any of it is discovered to be false, I shall be disqualified from the appointment being sought and subsequent appointments by any financial institution under the purview of the CBN.

Signature of Appointee/Significant Shareholder:

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Date .....

In the presence of (Managing Director of requesting institution):

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Date .....