

Fit & Proper form “New elements”

Form to be used for the communication to the National Bank of Belgium of any new element that may have an impact on the assessment of the suitability of a manager of a financial institution, except for the notification of the exercise of a new external function for which there is a dedicated form.

I. DETAILS OF THE INSTITUTION

Please fill in the details of the institution in which the person concerned holds a position.

1. Name of the institution	
2. Company number	

II. PERSONAL DETAILS OF THE PERSON CONCERNED

1. Last name	
2. First name	
3. Place and date of birth - Place - Date	

III. DETAILS OF THE POSITION

1. Please indicate below the position held by the person concerned in the institution. If the person holds more than one position, please tick all applicable boxes.

- executive director
- non-executive director
- chair of the statutory governing body
- chair of the audit committee
- chair of the remuneration committee
- chair of the risk committee
- chair of the nomination committee
- member of the audit committee
- member of the remuneration committee
- member of the risk committee
- member of the nomination committee
- member of the management committee
- chair of the management committee
- senior manager of an institution with no management committee
- senior manager of a branch
- person responsible for the compliance function
- person responsible for the internal audit function
- person responsible for the risk management function
- person responsible for the actuarial function
- contact person responsible for the outsourced compliance function
- contact person responsible for the outsourced internal audit function
- contact person responsible for the outsourced risk management function
- contact person responsible for the outsourced actuarial function

IV. DESCRIPTION AND IMPACT OF NEW ELEMENTS

1. Please describe the new elements that may affect the suitability assessment of the person concerned.

Text

2. What impact could these new elements have on the suitability of the person concerned?

Text

V. ANNEXES

Any additional information that the person concerned or supervised entity considers relevant	Free text
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Please provide the following documentation (if applicable):

1. Detailed information on the new elements.
2. Reasons why the new element does not require a reassessment of the suitability of the person concerned.
3. Minutes of the statutory governing body or nomination committee that conducted the reassessment of the suitability of the person concerned

Declaration by the person concerned

“I, the undersigned, (last and first name of the person concerned):

- declare that I have completed this form accurately and in good faith;
- undertake to inform the institution immediately of any changes in relation to the information I have provided;
- also understand that the deliberate provision of inaccurate and/or incomplete information will have a negative impact on the assessment of the qualities that are required of me to hold the position concerned.”

Date	
Signature of the person concerned	

Declaration by the institution concerned

“In my capacity as:

- chair of the statutory governing body
- chair of the management committee
- non-executive director
- senior manager of the non-EEA institution to whom the senior manager of the branch in Belgium reports

of (name of the institution concerned), I, the undersigned, (last and first name) declare, after having carried out the usual checks, that the information provided by (last and first name of the applicant) to the National Bank of Belgium in this form is correct to the best of my knowledge.

..... (name of the institution concerned) undertakes to inform the National Bank of Belgium immediately of any changes in the information provided in this form of which it is aware and which may affect the National Bank of Belgium’s assessment of the applicant’s suitability.”

Date	
Title	
Signature	

Description	Upload
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