**Notification section: Report on fitness and propriety of virtual currency provider (VC)**

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| **Name of supervised entity**  Name of supervised entity | **Business ID**  Business ID |

Reporting person (Person submitting the report)

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| --- | --- |
| **First name**  First name | **Last name**  Last name |

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| --- | --- |
| **Email address**  Email address | **Telephone number**  Telephone number |

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| **1. Name of the person being reported (first names and last name)**  First names and last name |
| **2. Personal identification number**  Personal identification number |
| **3. Telephone number**  Telephone number |
| **4. Email address**  Email address |
| **5. Address**  Address |
| **6. Nationality, date and place of birth**  Nationality, date and place of birth |
| **7. National personal identification number of non-Finnish citizen (this information may also be submitted as an attachment; e.g. copy of identity certificate or other document)**  Click here to enter text. |
| **8. Position in which the person serves or to which he/she is being appointed**  Click here to enter text. |
| **9. Date on which it is proposed the person will be appointed to the position or was appointed to the position**  Click here to enter a date. |
| **10. Date on which the person will start in the position or an estimate of this date**  Click here to enter a date. |
| **11. Description of the person’s main duties and obligations**  Click here to enter text. |
| **12. Information on whether the person has been selected to replace another person, the name of the said person and the date on which the said person will leave/has left the position**  Click here to enter text. |

**Supplementary section: Report on fitness and propriety of virtual currency provider (VC)**

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| **1. Information on the result of any assessment of fitness and propriety performed by the supervised entity**  Click here to enter text. |
| **2. Information on criminal investigations and criminal proceedings directed at the person, related civil and administrative cases, and disciplinary actions, including business prohibition and bankruptcy**  Click here to enter text. |
| **3. Information on defaults on taxes, statutory insurance contributions or on fees levied by Customs**  Click here to enter text. |
| **4. Possible warning or complaint procedures from supervisory bodies (regulatory or supervisory body or professional organisation)**  Click here to enter text. |
| **5. Reports and their results, performed by another supervisory authority, concerning the assessment of the person’s fitness and propriety**  Click here to enter text. |
| **6. Agreements or other arrangements that result or may result in the person gaining direct or indirect ownership or control amounting to at least 10% of the business**  Click here to enter text. |
| **7. Information on the minimum time that the person spends attending to his/her duties in the business (hours per week and days per year)**  Click here to enter text. |
| **8. List of all other duties that the person attends to at the same time as serving in the position and the time spent on them (hours per week and days per year)**  Click here to enter text. |
| **9. In addition to the above, any other matters the person being reported wishes to highlight and considers may be of material importance in making the assessment**  Click here to enter text. |
| **Required attachments:**   * Extract or certificate corresponding to an extract from Criminal Records and Register of Fines for the five-year period preceding the notification, if the FIN-FSA is not entitled to receive such an extract from another state (non-Finnish citizens) (item 2) * Extract from the Register of Bankruptcies and Restructurings (item 2) * Extract from the Register of Prohibitions to Pursue a Business (item 2) * Extract from the Guardianship Register (item 2) |
| **Other appendices (optional):**   * Copy of identity certificate or corresponding document (non-Finnish citizens) * Documents/reports related to any fitness and propriety assessment performed by the supervised entity itself (item1) * Enforcement Register certificate (item 9) |
| **The FIN-FSA will obtain *ex officio* the following reports (for information):**   * Extract from Criminal Records and Register of Fines (Finnish citizens) (item 2) * Compliance Report (Finnish citizens) (item 3) |

**Description of information to be provided in the supplementary section**

1. Information on the result of any assessment of fitness and propriety performed by the supervised entity itself; Act on Virtual Currency Providers, section 7.
2. Act on Virtual Currency Providers, section 6 items 2-3 and section 7 subsections 1 and 2
3. extract from the Legal Register Centre’s Register of Prohibitions to Pursue a Business (or corresponding document, if the person making the notification is a non-Finnish citizen)
4. extract from the Legal Register Centre’s Register of Bankruptcies and Restructurings (or corresponding document, if the person making the notification is a non-Finnish citizen)
5. extract from the Local Register Office’s Guardianship Register (or corresponding document, if the person making the notification is a non-Finnish citizen)
6. if the FIN-FSA is not entitled to receive from another state an extract from Criminal Records and Register of Fines, a register extract or certificate corresponding to an extract from Criminal Records and Register of Fines provided by an authority or other register controller (only if the person making the notification is a non-Finnish citizen).
7. Clarification on the appropriate payment of statutory insurance contributions fees and of fees levied by Customs for the three-year period preceding the notification (only if the person making the notification is a non-Finnish citizen); Act on Virtual Currency Providers, section 7 subsection 3.
8. An assurance that the person has not received a warning from a competent supervisory body, or a clarification of the offence for which the person has received such a warning; Act on Virtual Currency Providers, section 7 subsections 1 and 2.
9. If another financial supervisory authority has made a report on the fitness and propriety of the person, information on the result of the report; Act on Virtual Currency Providers, section 7 subsections 1 and 2.
10. Clarification of the person’s ownership and control in the company where the person has, directly or indirectly, at least one tenth of the shares of a limited liability company or the voting rights conferred by the shares, or corresponding ownership or control in the case of an entity other than a limited liability company; Act on Virtual Currency Providers, section 7 subsection 2.
11. Information on the minimum time spent by the person in discharging his/her duties at the supervised entity; Act on Virtual Currency Providers, section 7 subsections 1 and 2.
12. Information on the person’s membership or deputy membership of the board of directors or supervisory board of another entity or the person’s service in the management of another entity; Act on Virtual Currency Providers, section 7 subsections 1 and 2.
13. Clarification of any other matter that the person considers to be of material importance in assessing his/her fitness and propriety, such as e.g. enforcement cases; Act on Virtual Currency Providers, section 7 subsections 1 and 2.

**Matters to consider in submitting the report**

The following are obliged to complete a report on fitness and propriety:

* the person submitting the registration application; or
* if the person submitting the registration application is a legal entity:
* managing director and his/her deputy managing director;
* member and deputy member of the board of directors;
* member and deputy member of the supervisory board or equivalent body;
* general partner
* other persons belonging to senior management; and
* a person who has, directly or indirectly, at least one tenth of the shares of a limited liability company or the voting rights conferred by the shares, or corresponding ownership or control in the case of an entity other than a limited liability company.

A notification concerning the report must be made when

* applying for registration as a virtual currency provider;
* a new person is appointed to a position to which the fitness and propriety requirement applies;
* a person is appointed to a new, more significant, position or the scope of a person’s responsibilities are expanded materially from before and the fitness and propriety requirement applies to this position; or
* the circumstances of the person making the notification otherwise change materially from those previously reported.

The FIN-FSA recommends that the notification be submitted well in advance prior to an appointment decision or before a person takes up his/her new duties. The notification must always be submitted without delay after the appointment decision or a change in a person’s duties, and no later than two weeks from the decision or from the date on which a person has taken up his/her duties.

The form must be completed in full. If there is nothing to report in an item, please answer with “nothing to report/dash(-)”. Information may also be submitted in attachments.

**Providing false information to a public authority is punishable under chapter 16 section 8 of the Criminal Code (39/1889) as providing false documents to a public authority.**