Fit & Proper form (V)

**Report on fitness and propriety**

This form is to be used by persons subject to reporting requirement of the following supervised entities:

* Alternative Investment Fund Managers (AIFM) and their foreign branches
* parent companies of alternative investment fund managers
* special custodians (chapter 14, section 3 of the AIFM Act)
* Finnish branches of AIFMs domiciled in a third country.

A report must be submitted to the Financial Supervisory Authority (FIN-FSA) on the following persons in the top management of a supervised entity:

* member and deputy member of the board of directors
* managing director and deputy managing director

and on the following other persons in the executive management of a supervised entity:

* member and deputy member of the management group
* manager of a key line of business
* other person comparable to the persons mentioned above (Chief Risk Officer, Portfolio Manager)
* manager and deputy manager of a foreign branch of a Finnish AIFM
* manager and deputy manager of a Finnish branch of a foreign AIFM domiciled in a third country.

The FIN-FSA recommends that a report is also submitted on the following persons:

* Compliance Officer
* Internal Auditor

A report must also be submitted on non-Finnish citizens.

A report must be submitted to FIN-FSA when

* a new person is appointed to any of the positions mentioned above
* a person is appointed to a position more significant than the one held previously or a person’s responsibilities increase substantially (for example as a result of merger or other business restructuring or organisational changes).

FIN-FSA recommends that the report be submitted well in advance, prior to the appointment decision or before the person takes up the new position.

This notwithstanding, the report must always be submitted without delay after an appointment decision is made or a person’s responsibilities have changed, and no later than two weeks from the decision or the date at which the person has taken up the new position. The questions concern the person’s activities in Finland and abroad.

The form must be completed in full. If there is nothing to report in any of the questions, please answer with “Nothing to report/dash (-)”. Information can also be submitted in attachments.

**To be completed by the person concerned**

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| 1. Name and business ID of the supervised entity | |
| 1. Reporting person’s full name (also possible previous names), personal identity number, place of birth, place of permanent residence and address details | |
| 1. Reporting person’s position and responsibilities in the supervised entity and commencement date of the position | |
| 1. If the reporting persons replaces another person, information on the predecessor | |
| 1. Professional education and previous working experience   *Degrees relevant to the person’s profession, graduation years and educational institutes from which the degrees were awarded. Also, significant training programmes or professional courses.*  *In addition, information on possible previous functions in the financial sector and previous working experience.*  *The information can also be submitted in a separate CV* | |
| 1. Information on all portions of holdings and voting rights of the person in the supervised entity, if the direct or indirect holdings are at least 10%. | |
| 1. Agreements or other arrangements which result or may result in the person’s direct or indirect holdings in the supervised entity’s shares to amount to at least 10%   *For example, option arrangements, shareholder arrangements, possible other agreements.* | |
| 1. Declaration that the person is not bankrupt and that he/she is in charge of his/her person and property **(the person must submit an extract from the Register on Bankruptcies and Reorganisations)** | |
| 1. Declaration that the person is not under guardianship **(the person must submit an extract from the register of guardianship affairs)** | |
| 1. Information on a possible business prohibition **(the person must submit an extract from the register on bans on business operations)** | |
| 1. Possible debt restructurings **(the person must submit an extract from the register on restructurings of private debts)** | |
| 1. Possible objections by supervisory bodies   *Details on the violation for which the person has been issued an objection.*  *For example, decisions given by market court, authority, disciplinary board of stock exchange, board of stock exchange, board of directors of Euroclear Finland Oy (formerly Finnish Central Securities Depository), auditing board or bar association; i.e. objections, warnings, conditional fines, fines imposed on the basis of self-regulatory provisions and revocations of rights.* | |
| 1. Information on the person’s membership or deputy membership in the board of directors or supervisory board of any other entity, and information on the person’s activity in the management of any other entity | |
| 1. Fit and proper assessments of the person made by other financial supervisory authorities, and the results of such assessments | |
| 1. Any other matters the person wishes to report and which may be considered to be of material importance when assessing the person’s fitness and propriety   *For example, possible debt recovery proceedings, matters subject to pre-trial investigations or consideration of charges* | |
| I commit to reporting any changes in this information.  **I hereby certify that the information I have disclosed in this report is correct and that I am a person of good repute.** | |
| Place and date | Signature and clarification of signature |

**To be completed by the management of the supervised entity**

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| This part of the report is to be filled by the board of directors when the report concerns members and deputy members of the board, the managing director or the deputy managing director. The managing director is responsible for filling in the report when it concerns a subordinate. The top management of the supervised entity declares that, when appointing/choosing the person concerned, it has verified that:   * the person’s professional competence and previous working experience fulfil the requirements of the position * the supervised entity is aware of the positions of trust, holdings and financial commitments which have an effect on the person’s integrity, and it has assessed their impact on the person’s competence to perform the tasks required * the person has no such payment remarks or financial irregularities which could have an impact on the conduct of the duties or the maintenance of trust in the operation of the supervised entity * the impact of any reprimand procedures concerning the person has been assessed * the supervised entity has considered other matters of which it has become aware and which can be deemed to be of material importance when assessing the person’s fitness and propriety in respect of the position in which he or she will be appointed.   Adverse facts found in the assessment which have not obstructed the appointment of the person: | |
| Place and date | Signature and clarification of signature of the managing director / representative of the supervised entity’s board of directors |