

**APPLICATION FORM  
For Credit Institutions**

**BANK VAN DE NEDERLANDSE ANTILLEN  
(CENTRAL BANK)  
Banking Supervision Department**

Date: .....

**GENERAL NOTES.**

All information should be supplied, preferably written by typewriter. Please type bold letters. If a question is not applicable or is answered with a "no", an explanation should be provided. If the information to be provided cannot be supplied in the available space, please provide the additional information on annex 7 with reference to the question posed on the application form. Furthermore, the application form instructs the provider of information to attach the necessary documentation to the annexes. Inadequate or inaccurate information will result in delay of the processing of the application form.

**I. GENERAL INFORMATION.**

**1. CREDIT INSTITUTION INFORMATION.**

1.1 Please provide the statutory name of the institution and the names under which business will be conducted.

.....  
.....  
.....  
.....  
.....  
.....

1.2 Please provide the full address, telephone and telefax number of the institution.

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....







**II. SPECIFIC INFORMATION**

7. Please provide the amount of the authorized capital and the issued and paid-in capital of the institution.

8. Have you provided a business plan and a plan of the accounting and internal control environment in annex 6?

9. Please provide the names of the countries in which the credit institution will operate.

10. Please confirm existence of any preference or priority shares. By whom are these owned and to what amounts?

11. Please specify the names of the banks acting as correspondent banks to the institution.

12. Please provide the date of incorporation and the date of the articles of association.

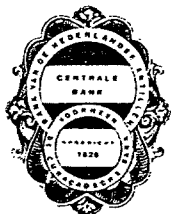
13. Will the institution be a wholesale/retail/savings/mortgage/other institution. Please indicate one. If "other", please specify.

The undersigned declares that the information provided on the application form, including the annexes, is accurate and complete.

Name: .....

Signature: .....

Date: .....



**APPLICATION FORM  
For Credit Institutions**

**BANK VAN DE NEDERLANDSE ANTILLEN  
(CENTRAL BANK)  
Banking Supervision Department**

Date: .....

Name Credit Institution

.....  
.....

Annex 1    Extract Chamber of Commerce

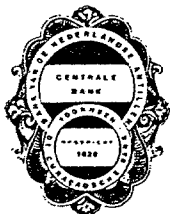
---

Extract Chamber of Commerce of the Credit Institution  
(Extract to be attached to Annex 1)

.....  
Date of extract

.....  
.....  
.....

Signature: .....



**APPLICATION FORM  
For Credit Institutions**

**BANK VAN DE NEDERLANDSE ANTILLEN  
(CENTRAL BANK)  
Banking Supervision Department**

Date: .....

Name Credit Institution

.....  
.....

Annex 2 Personal questionnaires for officials to be approved by the Bank

Please specify the names of the persons for which a Personal questionnaire is submitted.

1. Name .....

.....

Function .....

2. Name .....

.....

Function .....

3. Name .....

.....

Function .....

4. Name .....

.....

Function .....

5. Name .....

.....

Function .....

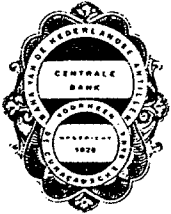
.....

Are these Personal questionnaires duly notarized?

Yes

No

Signature: .....



**APPLICATION FORM  
For Credit Institutions**

**BANK VAN DE NEDERLANDSE ANTILLEN  
(CENTRAL BANK)  
Banking Supervision Department**

Date: .....

Name Credit Institution

.....  
.....

**Annex 3 Articles of Association**

Please provide a copy of the notarized Articles of Association and amendments thereto.

Date Articles of Association

.....  
.....

Date amendments

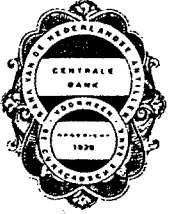
.....  
.....

Do the Articles of Association comply with the General admission requirements and the relevant provisions of the law? If no, please explain.

- Yes
- No

.....  
.....  
.....  
.....  
.....

Signature: .....



**APPLICATION FORM  
For Credit Institutions**

**BANK VAN DE NEDERLANDSE ANTILLEN  
(CENTRAL BANK)  
Banking Supervision Department**

Date: .....

Name Credit Institution

.....  
.....

Annex 4 Annual statements or auditor's statement on initial equity

Please mark here which statements are submitted

- The audited annual statements of the last three years of the parent institution.  
.....
- A statement of an external auditor regarding the initial equity of the institution at the date of the request for a license.  
.....
- Last three audited annual statements of the institution.\*  
.....

Signature: .....

(\*) Applicable for all institutions holding a Declaration of no objection pursuant to the National Ordinance of the Supervision of Banking and Credit Institutions of 1972 (No. 138).



**APPLICATION FORM  
For Credit Institutions**

**BANK VAN DE NEDERLANDSE ANTILLEN  
(CENTRAL BANK)  
Banking Supervision Department**

Date: .....

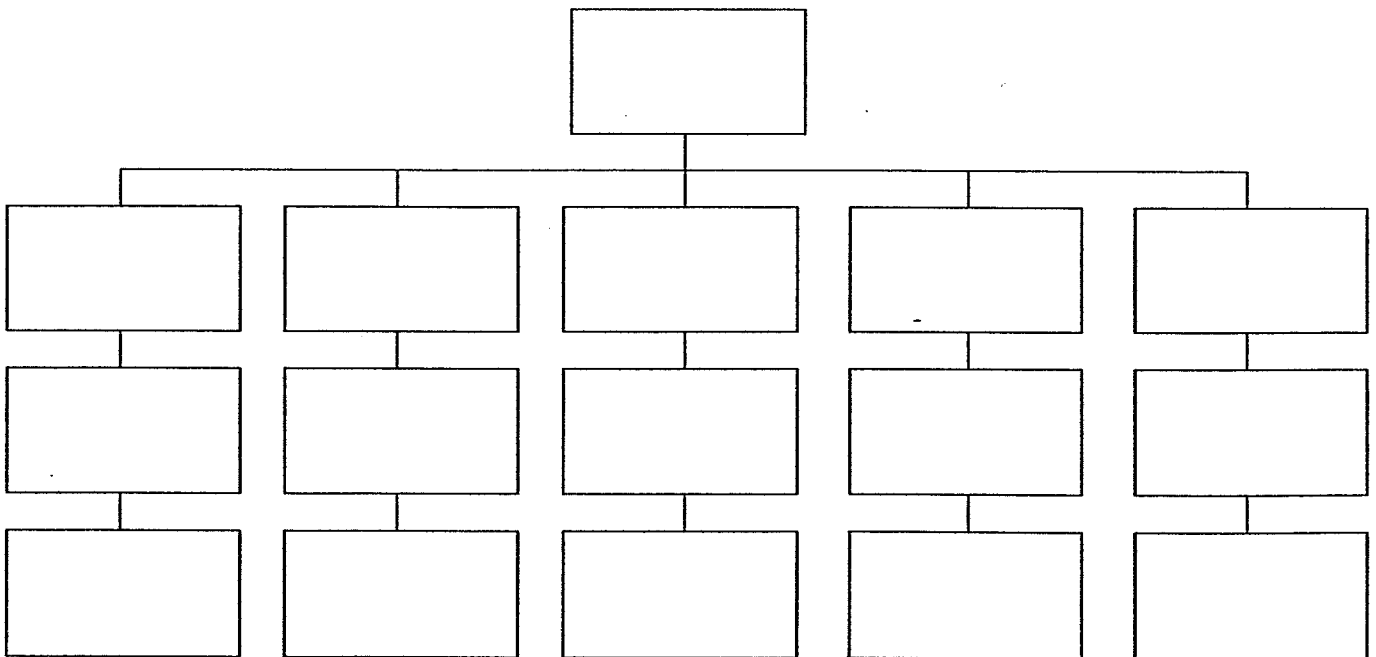
Name Credit Institution

.....  
.....

**Annex 5 Group structure**

---

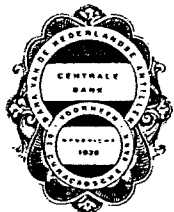
Please provide the names and percentages of shareholding of all companies in the group.  
(A separate chart may be attached to Annex 5.)



Which of the above companies are considered subsidiaries?

1. ....
2. ....
3. ....
4. ....

Signature: .....



**APPLICATION FORM  
For Credit Institutions**

**BANK VAN DE NEDERLANDSE ANTILLEN  
(CENTRAL BANK)  
Banking Supervision Department**

Date: .....

Name Credit Institution

.....  
.....

Annex 6 Business plan and accounting/internal control environment

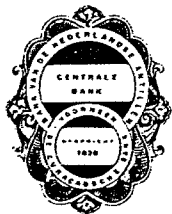
Pursuant to article 3, paragraph 2, letter g and h, each applicant should provide along with the request for a license:

a business plan including projections of the balance sheet and income statement for the first three years of operations

the framework of the accounting and internal control environment

(See attached guidelines for preparation of the above on page 12, 13 and 14.)

Signature: .....



**APPLICATION FORM  
For Credit Institutions**

**BANK VAN DE NEDERLANDSE ANTILLEN  
(CENTRAL BANK)  
Banking Supervision Department**

Date:.....

Name Credit Institution  
.....  
.....

**General guidelines for business plan and framework for the accounting and internal control environment**

---

The business plan and the framework of the accounting/internal control environment should at least contain the following:  
(Check the box next to the item if the item has been included in the plan or framework.)

**A. Business plan.**

Please indicate/provide in the business plan:

1.  The activities the credit institution is planning to undertake and identify the major markets in which these will be undertaken. Also distinguish between primary activities and secondary activities. (page ..... )
2.  The funding for the activities. Also distinguish between own funding and external financing. (page ..... )
3.  If deposits are to be attracted: the type of deposits to be attracted (current/time/savings deposits) and origination of these deposits (individuals/business/professional investors). (page ..... )
4.  The interest rates to be paid on the identified deposits to be attracted and the rates of interest to be demanded from clients. (page ..... )
5.  The general principles to be followed in attracting external financing (leverage principle) and the same with respect to the maintenance of adequate liquidity. (page ..... )
6.  A projection of the balance sheet, income and expenses per category for the next three years. (page ..... )
7.  Whether the projected capitalisation would be sufficient to cope with the nature and volume of the planned activities. (page ..... )
8.  Whether the projected liquidity would be sufficient to cope with the nature and volume of the projected obligations. (page ..... )
9.  Additional sources of capital, should equity capital fall below the required level by the Bank. (page ..... )

10.  How the major risks of the institution will be controlled (e.g. credit risk, foreign exchange risk, contagion risk and interest rate risk) in order to avoid asset value shrinkage. Attention should be paid to procedures to recognize, manage and control identified risks and to procedures for establishing sound provisions for identified risks. (page ..... )
11.  The institution's main competition in each significant market c.q. major segments of each market. (page ..... )

**B. Framework of the accounting and internal control environment**

Please indicate/provide in the framework of the accounting and internal control environment:

1.  An organogram (page ..... )
2.  The manner in which the accounting department is or will be structured and the number and functions of the accounting personnel. (page ..... )
3.  Whether management will obtain information on a periodic basis from the accounting department and the nature of the provided information. Please specify period: daily/weekly/monthly/quarterly/yearly/other. Also indicate whether financial and other information is reported periodically to the parent institution or headquarter and the nature of such information. (page ..... )
4.  All critical controls in the computer environment (including backup, security, retrieval and contingency procedures). (page ..... )
5.  The segregation of duties between accounting, operations and internal audit. (page ..... )
6.  The activities of the internal audit function, its strength in terms of available staff, their training and experience, to whom the internal auditors report and the type and frequency of reports issued. Also, indicate whether headquarter or parent company internal auditors are involved in periodic on site reviews of the institution and to whom their findings are reported. (page ..... )
7.  All relevant administrative procedures and measures of internal control in sensitive, significant and critical areas of operation and areas susceptible to fraud and other misappropriations. (page ..... )

Sensitive areas are those areas that need close monitoring because of the sensitive nature of the information which passes through that area. The information is considered sensitive due to privacy considerations with respect to clients, employees and other financial institutions or considered as such because of the fact that, if it became known, it will likely have an adverse impact on the credit institution (e.g. mailing, payroll, credit administration).

Significant areas are defined as those areas resulting in large volumes of transactions and/or large balances.

Critical areas are defined as those areas that represent the core of the business and/or represent major risks for the institution in terms of solvency and liquidity.

Areas susceptible to fraud and other misappropriations are areas that need to be closely controlled and supervised because of the involvement of large amounts of cash and cash equivalents (as cheques, bearer securities and bullion) pertaining to the institution or its customers. These items are usually with a teller, in a vault or safe-deposit environment.

Among the areas mentioned above are: credit extension (including documentary credits), deposit taking and (interbank) borrowing, transfer and payment system, securities dealing, teller functions and vaults.

8.  The involvement of external auditors and consultants (e.g. management, computer, tax and payroll) with the institution and the nature of the work done by these consultants. (page ..... )

Signature:.....

**Notes to the Business plan and framework of the accounting and internal control environment:**

1. Please provide sufficient, but not necessarily detailed, information on each of the items mentioned above. The applicant should be aware of the fact that the Bank may require additional information as a consequence of the information already provided or confirmation by an external auditor or other expert of the representations made in connection with the above. The Bank may also need to verify the representations made 'on the spot' before issuing a license.
2. All the required information must be submitted to the Bank. If in a particular case the requested information is not applicable, the applicant should explicitly state so and indicate why the requested information is not applicable and what compensating measures have been or will be taken to address the underlying risk(s) assumed in requesting that information.
3. To avoid any delay in processing the application, the applying institution is advised to review the completeness and accuracy of the information provided in annex 6 and the remainder of the application form. Incomplete and/or inaccurate information or information which does not accurately portray the state of events, will necessarily lead to a delay in the processing of the application.

