



APPOINTMENT OF DIRECTOR/PRINCIPAL OFFICER/TRUST OFFICER/OTHER OFFICERS*¹

Name of Labuan Company :²

Type of Licence :³

The duly completed checklist is to be attached as part of the documentations submitted to⁴ Labuan FSA

(Please √ at the appropriate box and provide reason(s)/justification(s) for any non-submission)⁵

No	Documents	To be completed by Applicant	For Labuan FSA use
1.	Duly completed profile of Director(s)/Principal Officer/Trust Officer/Other Officers* (as per Appendix I)		
2.	Duly completed Statutory Declaration by Director(s)/ Principal Officer/Trust Officer/Other Officers* on Fit and Proper Person (as per Appendix II)		
3.	Certified true copy of IC (Malaysian) or passport (non-Malaysian)		
4.	Certified true copy of relevant academic and professional certificates		
5.	Two (2) referral letters from institutions and/or professional bodies (not applicable for appointment within the group of companies)		
6.	Duly completed Statutory Declaration by Service Provider Responsible for Submission of Application (as per Appendix III) (not applicable for submission made directly by the Labuan Company)		
7.	Processing fee of USD350 (Normal Processing) or USD1,550 (Fast Track Processing) only application for Appointment of Trust Officer		

Notes:⁷

- 1) Documents may be certified by any authorised person including, but not limited to, commissioner for oaths, notary public, certified public accountants, advocates or solicitors, company secretaries and Malaysian/foreign embassies.
- 2) Where documents are not in the national language of Malaysia or in English, please provide English-translated version of the documents, duly certified/notarized.
- 3) The checklist serves as general requirement of the application, Labuan FSA reserves the right to request for additional information to support the application.
- 4) Other officers as defined in Labuan Financial Services and Securities Act 2010, Labuan Islamic Financial Services and Securities Act 2010 and Labuan Companies Act 1990

*Delete whichever inapplicable⁹

Officer responsible for information submission:¹⁰

Signature : _____ Company : _____¹¹

Name : _____ Contact No : _____¹²

Designation : _____ Email : _____¹³

PROFILE OF DIRECTOR(S) /PRINCIPAL OFFICER/TRUST OFFICER
Important: All fields are mandatory and should not be left blank

a. Position to be held				
b. Salutation				
c. Name (as per NRIC/passport)				
d. Date and Place of Birth				
e. Gender	<input type="checkbox"/>	Male	<input type="checkbox"/>	Female
f. Nationality				
g. NRIC Details (for Malaysian)	Old IC No.: NRIC No.:			
h. Passport Details (for Non-Malaysian)	Passport No.: Expiry Date: Country of Issue: Issuing Authority: Length of residence in Malaysia: Any work permit applied prior to this application: <input type="checkbox"/> No <input type="checkbox"/> Yes (please provide certified true copy of the work permit)			
i. Curriculum Vitae of Director/Principal Officer				
Section A: Education(s)				
Type of Qualification/ Certification	Name of College/University/Others			Year Qualification Obtained

Section B: Professional Qualification(s)			
Type of Qualification/ Certification	Name of Institution		Year Qualification Obtained

Section C: Membership of Professional Body(s)			
Type and Details of Membership	Name of Institution		Year Membership Obtained

Section D: Past and Current Work Experience(s)				
Date (dd/mm/yy)		Name of Employer ¹	Designation	Key Areas of Responsibilities
From	To			

Section E: Directorship Held in Other Company(s)				
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¹ If the position applied requires for approval from relevant authority, please give detail of the approving authority (applicable for current employment only).

Name of Corporation	Place of Incorporation	Date of Appointment (dd/mm/yy)	Nature of Appointment (executive or non- executive)

STATUTORY DECLARATION BY DIRECTOR/PRINCIPAL OFFICER/TRUST OFFICER/OTHER OFFICERS ON FIT AND PROPER PERSON

Important: All fields are mandatory and should not be left blank

I, NRIC/Passport No:....., a³
 proposed director/principal officer/trust officer/other officers⁴
 of.....(name of the Labuan company), do hereby⁵
 solemnly and sincerely declare that:⁶

1. I have read Section 4 of the Labuan Financial Services and Securities Act 2010 (LFSSA) /Section 4 of the Labuan Islamic Financial Services and Securities Act 2010 (LIFSSA) and the Guidelines on Fit and Proper Person issued on 11 February 2014 (the Guidelines).⁷
2. to the best of my knowledge and belief in making this declaration and/or submitting the attached documents in relation to this declaration, that I am a fit and proper person based on the criteria stated under the said Section 4 of LFSSA /Section 4 of LIFSSA and the Guidelines.
3. the information given in this declaration and in the attached documents (if any) are accurate, true and complete.
4. I understand that if it is found that I have made false declaration herein and/or in the attached document (if any), Labuan FSA is entitled to take any legal action including disqualifying myself from acting in the capacity expressly mentioned herein.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of⁸ the provisions of the Statutory Declaration Act 1960 / other relevant provisions.

Subscribed and solemnly declared by the⁹
 above named

At¹⁰
 In the State of¹¹
 This ...day of 20..¹²

Signature¹³

Before me,¹⁴

.....
 (Commissioner for Oaths/Notary Public)¹⁵

**STATUTORY DECLARATION BY SERVICE PROVIDER RESPONSIBLE FOR 1
SUBMISSION OF APPLICATION**

Important: All fields are mandatory and should not be left blank 2

I,(name) of(address) NRIC/Passport 3

No:..... the authorized officer of(name of trust 4
company/insurance manager/underwriting manager/other service providers) being the party
responsible for the submission of application for(name of the
Labuan company) do solemnly and sincerely declare that in relation to the above application:

1. I have conducted due diligence process on..... (name of 5
director/principal officer/trust officer/other officers) and satisfied with the result thereof.
2. I am satisfied that the requirements of all legislations and applicable guidelines including
but not limited to Guidelines on Fit and Proper Person in respect of the above application
have been complied with.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue 6
of the provisions of the Statutory Declaration Act 1990 / other relevant provisions.

Subscribed and solemnly declared 7
by the above named 8

At 9

In the State of 10

This ...day of 20.. 11

Signature 12

Before me, 13

.....
(Commissioner for Oaths/Notary Public) 14