



Submission date

Journal No

## **FITNESS AND PROPRIETY Form L3**

### **Report of fitness and propriety**

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

- credit institutions and their foreign branches
- holding companies of credit institutions
- the central body referred to in the Act on Cooperative Banks and Other Cooperative Credit Institutions
- holding companies of financial and insurance conglomerates primarily engaged in financial activities
- Finnish branches of credit institutions domiciled outside the European Economic Area (EEA).

A report must be submitted on the following persons responsible for the management of a supervised entity:

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

and on the following persons responsible for key business functions:

- manager and deputy manager of a foreign branch of a Finnish credit institution
- manager and a deputy manager of a Finnish branch of a foreign credit institution domiciled outside the European Economic Area (EEA).

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

A report must be submitted to the Financial Supervision Authority (FIN-FSA) when

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

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

This notwithstanding, a report must always be submitted without delay after the appointment or a change in the person's responsibilities, and no later than two weeks from the appointment decision or from 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 question, please answer with 'Nothing to report'. Information can also be submitted as attachments.

## To be completed by the person concerned

1	Name of the supervised entity
2	Name of the person concerned, personal identity number, place of permanent residence and address details
3	New job description, duties and responsibilities in the supervised entity, appointment date and commencement and ending date of the position or note that the appointment is made until further notice.
4	<p>Curriculum vitae containing the following information:</p> <ul style="list-style-type: none"><li>Professional education <i>Degrees relevant to the person's profession, graduation years and educational institutes from which the degrees were awarded.</i></li><li>Previous working experience <i>Previous employment held relevant to the performance of the position: names of employees, duration of employment, job descriptions and responsibilities of the positions. Also state if the position continues, despite being appointed to the position referred to in point 3 above. Please also report any existing employment contracts with any supervised entity or its customer company which may be relevant to the performance of the position.</i></li><li>Key positions of trust <i>Positions of trust that may be relevant to the performance of the position, for example board memberships and auditorships.</i></li></ul>

<p>5 Holdings and other financial links</p> <p><i>Holdings and financial links which may affect the integrity of the person's actions in the position to which he or she will be appointed.</i></p>	
<p>6 Registered payment defaults, debt restructurings and financial irregularities</p> <p><i>Information on registered public payment defaults, bankruptcy, business restructurings or debt restructurings or business prohibition as well as on information on cases pending with a debt recovery authority at the signature date of this report, or cases that have been handled by a debt recovery authority within two years preceding the report (information corresponding to a debt recovery certificate). Please also submit information on pending legal proceedings relating to financial matters or other financial irregularities which may be relevant to the performance of the position or the maintenance of confidence in the supervised entity's operations.</i></p>	
<p>7 Objections and other reprimands</p> <p><i>For example, decisions given by market court, authority, disciplinary board of stock exchange, board of stock exchange, board of options corporation, the Board of the Finnish Central Securities Depository, auditing board or bar association; ie objections, warnings, conditional fines, disciplinary fines imposed on the basis of self-regulatory provisions and revocations of rights.</i></p>	
<p>8 Any other possible matters the person may consider to be of material importance when assessing his fitness and propriety in respect of the position in question</p>	
<p>I confirm that the information I have disclosed in this report is correct and commit to reporting any changes in this information to the FIN-FSA.</p>	
Place and date	Signature and clarification of signature

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

This part of the report is to be filled in by the board of directors when the report concerns members and deputy members of the board of directors and managing director and deputy managing director. The managing director is responsible for filling in the report when it concerns a subordinate.

The supervised entity declares that, in accordance with the FIN-FSA standard 1.4 on the assessment of fitness and propriety, it can confirm the following:

- 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 links which affect the integrity of the person’s actions in the position, and it has assessed their impact on the person’s competence to perform the tasks required
- the person has no payment defaults or financial irregularities which may be relevant to the performance of the tasks required or the maintenance of confidence in the supervised entity’s operations
- the impact of possible objections and other reprimands the person is subject to 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.

The supervised entity also confirms that it has checked that the person is not bankrupt, the person’s capacity has not been restricted and he is not subject to business prohibition.

Adverse facts found in the assessment which have not obstructed the appointment of the person:

Place and date	Signature, clarification of signature and contact information of the supervised entity’s board of directors/managing director/person authorised by the board of directors/managing director
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