

Application for Designated Individual status

This form must be submitted by an applicant company or an Authorised Person¹ applying for Designated Individual status for an individual who is to carry out one or more Designated Functions, as defined in the rules 2.3.2-2.3.4 of AIFC General Rules (GEN).

Before submitting an application to the AFSA, the applicant company or Authorised Person must make all reasonable enquires as to the individual's fitness and propriety to carry out the relevant Designated Functions.

In some cases the AFSA may require additional information in order to complete the processing of this application. If this is necessary the AFSA will contact the person identified as the company's relevant contact to obtain such additional information.

¹ Terms defined in the Glossary (GLO) or the glossary sections in the Rules are identified by the capitalisation of the initial letter of a word or of each word in a phrase, unless the context otherwise requires the word to have its natural meaning.

Notes for completing this form

Unless otherwise specified, the term “applicant” refers to the individual for whom Designated Individual status is being sought.

Unless otherwise specified, the terms “applicant firm” and “Authorised Person” refer to the company on whose behalf the applicant will be carrying out the Designated Functions.

We² occasionally refer to various Rules, sections, or chapters which make up the AIFC Rules. However, these references are provided only as a guide and are not an exhaustive list of the Rules that may be applicable to your situation. It is your responsibility to research any Rules that might be pertinent to your application.

Do not leave any response-cells empty. If it is more appropriate to answer certain questions in an attachment then indicate in the cell that this is the case. If you are confident that you have answered a particular question in another form or attachment then make an unequivocal reference to that response.

As a matter of good practice, and to avoid any confusion, words and terms that are defined in GLO should have their first letter in upper-case.

Ensure that you are using the latest version of this application form. AFSA will only accept out-of-date forms if they are submitted within one month of the latest version available on our website.

You are advised to retain a copy of the form and all relevant attachments for the records.

² The terms “we” and “our” refer to the AFSA. The terms “you” and “your” as used throughout are not implied in the personal sense, but rather refer to the applicant.

1. Declaration by the applicant firm/Authorised Person

- 1.1 I declare that, the applicant's competence has been assessed in accordance with the requirements of the AIFC Rules and Regulations and I declare that the applicant is fit and proper to perform the Designated Functions to which this application relates.
- 1.2 I declare that, to the best of my knowledge and belief, having made due inquiry, the information given in this form, the supplements and documents attached, as well as any applicable supporting documents, is complete and correct. I understand that it may be a breach of Article 119(e) of the AIFC Framework Regulations to provide to the AFSA any information which is deceptive, misleading or dishonest.
- 1.3 I confirm that I have the authority to make this application, to declare as specified above and sign this form for, or on behalf of, the applicant firm or the Authorised Person. I also confirm that I have authority to give the consent specified above.
- 1.4 I understand that any personal data provided to the AFSA will be used to discharge its regulatory functions under the AIFC Data Protection Regulations, and other relevant legislation and may be disclosed to third parties for those purposes.
- 1.5 I confirm that all documents submitted as part of this application, whether physical or electronic, become property of the AFSA.

Signature of Director/Partner of the applicant firm/Authorised Person³

Date

Enter the name and position or title of the above signed Director/Partner of the applicant firm/Authorised Person:

³ Or the person who will be authorised by the entity once it has been incorporated or established.

2. General information about the applicant firm or the Authorised Person

2.1	Name of the applicant firm or of the Authorised Person	
2.2	AFSA Licence number (if an Authorised Person)	
2.3	The applicant firm's or Authorised Person's application contact person	
2.4	Contact telephone number	
2.5	Contact e-mail address	
2.6	Contact address	

3. Designated Functions

<i>Designated Functions:</i>	<i>Full name of the Designated Individual as it appears in passport:</i>	<i>Is the Designated Individual an outsourced individual?</i>	<i>Confirm passport copy is attached:</i>
Senior Manager:			
Responsible Officer:			
Money Laundering Reporting Officer:			

If any of the Designated Individuals above are (or will be) performing their duties as an outsourced individual then provide details on all the other firms they provide service to (or will provide service to if in consultation). Include the firm names and actual (or proposed) working hours per week:

[Insert text here]

4. Submitting your application to the AFSA

Once you are satisfied that this form and all other supporting forms and documents necessary for your completed application have been finalised, you can then proceed to arrange an application submission meeting with your authorisation contact at the AFSA.

We will undertake an initial review of it to ensure that your submission appears to be materially complete and all the necessary attachments are included.

For your submission we will require hardcopies of one set of application forms, supplemental forms, and purpose-written, attachment documents, as well as the same on memory stick. If you are submitting published documents (for example, a corporate annual report), they are to be submitted on memory stick only.

Firms are advised to retain a copy of this form, any supplements, and all attachments for their records.