

How to: Complete Section 9 of the Individual Questionnaire:

This step-by-step guidance provides information on the process for completing Section 9 of the Individual Questionnaire (IQ), which must be completed to comply with the Central Bank's fitness and probity regime, via the Online Reporting System (ONR).

To complete Section 9, please follow these steps:

- i. Please see **How-to: Access the Individual Questionnaire via Online Reporting** for information on how to access Section 9.
- ii. Section 9 concerns the applicant's Positions as an Executive/Non-Executive Director, Chairman, Manager or Financial Service Provider in any entity (Financial or Other) where the position has not been approved by a Financial Services Regulator, and is mandatory if the applicant answered 'Yes' to Question 1.8. This allows the applicant to mention positions that have not already been mentioned in Section 6 of the form.
- iii. When adding details of positions, if the applicant chooses the option 'Other' they must ensure to provide details in the field "If entity type 'other' please state entity type" below.
- iv. Once you have completed Section 9, select the '**Save Form**' button. If you have left any mandatory sections blank, you will receive an error message highlighting the section that is blank in red (as circled in figure 1.1), and you will be unable to save it until this section has been completed. When it has been saved properly, its Status will have updated from 'Blank' to 'Valid', as circled in figure 1.2.

The screenshot shows a form titled "9.1 Executive/Non-Executive Director, Chairman, Manager, or Financial Service Provider". A red error message is displayed, stating "Do you hold any current or have you held any previous position(s) (within the last 10 years) as an Executive Director, Non-Executive Director, Chairman, Manager or Financial Service Provider in a Financial or Other Entity?" with radio buttons for "Yes" and "No". The "No" button is selected. Below the error message is a table with the following columns: Position, If Position 'Other' Please State Position, Current or Previous Position, Legal Name of Entity, Entity Type, If Entity Type 'Other' Please State Entity Type, and Country. The "If Entity Type 'Other' Please State Entity Type" field is circled in red. There is also a circled "Add a Role" link.

Figure 1.1

The screenshot shows a table with the following columns: Section 9 Positions as an Executive/Non-Executive Director, Chairman, Manager..., Status, Name, Date, and Action. The "Status" column contains the word "Valid", which is circled in red. The "Name" column contains "Chris Mills". The "Date" column contains "25-Jun-2013 (14:00)". There are also icons for a folder, a question mark, and a close button.

Figure 1.2