

## **Procedure for request for placement on exhibits "A" and "B" to the license**

This procedure lists the items to be included in a request for placement on exhibits "A" and "B". In addition, the procedure contains further relevant aspects.

### **The request**

#### For placement on exhibit "A"

The following must be submitted to the Bank when requesting a legal person to be placed on exhibit "A":

1. A written statement by the licensee indicating the manner in which the legal person's company has been "consolidated" into the licensee's company. In this context, the Bank defines "consolidated" as being a part of the licensee's company by virtue of a controlling interest. The statement must be supported by an organization chart and signed by both the licensee and a director of the legal person concerned.
2. In the event that the legal person's company has not been consolidated into the licensee's company, the licensee shall submit a statement showing in which other manner the legal person's activities will be involved in supervising the licensee. Again, the statement must be signed by both the licensee and the director of the legal person concerned.
3. The statement must indicate which trust services are or will be carried out by the legal person concerned.
4. The following information on the legal person:
  - a) a recent extract of the registration in the trade register of the Chamber of Commerce for the legal person's registered office;
  - b) a notarized copy of the applicable Articles of Association;
  - c) the names and addresses of the shareholders;
  - d) the names and addresses of the directors;
  - e) the names and address of persons other than the directors or direct shareholders who decide or co-decide on the legal person's policy .

#### For placement on exhibit "B"

The following must be submitted to the Bank when requesting a natural person to be placed on exhibit "B":

1. A written statement, signed by the licensee, specifying the position filled by the natural person within the licensee's organization.
2. In its statement the licensee is also to indicate which trust services are or will be provided by the natural person.
3. The following information concerning the natural person:
  - a) his or her curriculum vitae;
  - b) a certified copy of a valid passport;
  - c) his or her place of residence and address.

#### Further relevant aspects

We refer to the instructions for the implementation of article 8 paragraph 2, applicable to the persons to be placed on the exhibits, and the reliability and expertise assessment referred to in such instructions.