



## Financial Supervisory Commission

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### **PRACTICE NOTE - No 2 - 2004** **Bank Licences – Police checks**

This Note is intended to give guidance on the requirement for police checks, requested by the Commission in FSC Form BKL-2 (Personal Affidavit) Q.12, under of Section 8(c) of the Banking Act 2003.

As a general policy, the Commission requires police checks for individuals who are or will be significant shareholders/directors/officers/managers of an applicant bank.

The Commission will request police checks from the listed countries and where the police agency concerned will only accept such requests from the Commission. If this is not the situation, the required police check should be applied for by the individuals concerned in their respective countries of domicile/residence and submitted to the Commission.

The Commission will initiate police checks for individuals who reside in the following countries and jurisdictions:

- Australia
- Brazil
- British Virgin Islands
- Cayman Islands
- Fiji
- Hong Kong
- Indonesia
- New Zealand
- Samoa
- Tonga
- Vanuatu

Applicants are expected to instigate police checks themselves for countries not on the above list. Please advise if there are any other countries apart that will not accept requests for police certificates from individuals but require these to originate from a regulatory agency and we shall add these to the list covered by the Commission.

Where the Commission will initiate a request, please complete the attached pro forma letter for each person required to have a police check, providing the requested information (requests for the New Zealand police only will require previous addresses over the last 3 years and the time lived previous addresses). Please complete the request in duplicate. These shall be submitted to the Commission and subsequently to the police agency.

It is understood that any fee charged and relating to the police check will be paid by the applicant bank/individuals concerned. The Cook Islands police charge NZ\$28.15 inclusive of VAT for each police check for the above countries, except for Hong Kong where the Commission will liaise directly with the police agency and advise of any costs.

With the exception of Hong Kong, the fee must accompany the police check pro forma. The fee is payable by cash or cheque in New Zealand or Cook Island Dollars only. Please make cheques payable to "Ministry of Police".

Where the subject of the police check does not have a passport or similar official picture identification card, please provide the Commission with the subject's driver's licence and place of issue.

The Commission will NOT require police checks for infant beneficiaries of discretionary family trusts that own an applicant bank directly or indirectly.

Where police checks have been obtained on a language other than English, please provide a translation with the contact details of the translator noted on the translation certificate.

Where possible, please provide a copy of the passport (photo and number page) or picture ID.



**Financial Supervisory Commission**  
**P.O. Box 594, Avarua, Rarotonga Phone: (682) 20798 Fax: (682) 21798**  
**E-mail: inquire@fsc.gov.ck**

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\_\_\_\_\_  
(Date)

Department of Police Headquarters  
P O Box 101  
Avarua  
Rarotonga

Dear Sir,

**Re: Police Checks**

A police check (both locally and internationally) is kindly requested for

\_\_\_\_\_  
(Full Name)

who (is/will be) a \_\_\_\_\_  
(please delete as appropriate) (Current/Proposed Position, e.g. Director, Significant Shareholder)

of \_\_\_\_\_,  
(Name of Organisation)

in relation to the application for a banking licence by

\_\_\_\_\_  
(Name of Applicant Bank)

Additional details:

1. Full name: \_\_\_\_\_
2. Date of birth: \_\_\_\_\_
3. Place of birth: \_\_\_\_\_
4. Current address: \_\_\_\_\_

\_\_\_\_\_  
Period at current address: \_\_\_\_\_ years \_\_\_\_\_ months

5. Passport/ID number \_\_\_\_\_

6. Nationality \_\_\_\_\_

7. Previous addresses for the last 3 years if current address is in New Zealand (please attach additional sheet if necessary):

Address: \_\_\_\_\_

\_\_\_\_\_

Period at address: \_\_\_\_\_ years \_\_\_\_\_ months

Address: \_\_\_\_\_

\_\_\_\_\_

Period at address: \_\_\_\_\_ years \_\_\_\_\_ months

Address: \_\_\_\_\_

\_\_\_\_\_

Period at address: \_\_\_\_\_ years \_\_\_\_\_ months

Address: \_\_\_\_\_

\_\_\_\_\_

Period at address: \_\_\_\_\_ years \_\_\_\_\_ months

8. Fee attached: *(please circle)* Yes/No

If Yes: *(please circle)* Cash/Cheque

Thank you for your assistance in this matter.

Yours faithfully

Lorraine Allan  
Commissioner