

**TELPOSTA PENSION SCHEME AND TELPOSTA PROVIDENT FUND**

**THE FIT & PROPER TEST**

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**INTRODUCTION**

As a trustee you must be a person of integrity, honest, committed, and willing to learn and appreciate what being a trustee involves. Reading the Retirement Benefits Act and Regulations therein, the Scheme/Fund Trust Deed and Rules and any of the regular pension’s publications is an excellent way of understanding the expectation of trustees and developments in the pensions industry. Among the key expectations of a trustee are to:

- Act in line with the trust deed and rules
- Act in the best interests of the scheme beneficiaries and Sponsor.
- Act impartially.
- Act prudently, responsibly and honestly.

The duty to act prudently means you must act in the way that a prudent person would act in their own affairs. In doing so, you must use any skills and expertise you have to the benefit of the pension scheme and fund. Trustee’s duties are to the scheme/Fund, regardless of any other position you may hold. Your other duties or obligations or relationships to any group or individual must not influence your impartially, prudence and honest.

It is expected under the Retirement Benefits Act, 1997 that a trustee passes a fit and proper test.

**Please fill the questionnaire below honestly and accurately. It will be used as a basis of testing your fitness as a trustee by the election committee.**

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**1. PERSONAL INFORMATION**

PF. NO.....

Surname.....

Other Names .....

i. ID. Card/Passport number and date of issue (Attach Copy).....

ii. Personal Identification Number (PIN) (Attach Copy).....

iii. Postal Address: .....

iv. Physical Address .....

v. Name(s) of your bankers during the last 5 years.....

**2. EMPLOYMENT/ BUSINESS RECORD**

Name of Employer/ Business	Address	Period	Position Held	Dates		Reasons for Leaving
				From	To	

**3. DESCRIPTION OF YOUR PAST AND CURRENT ACTIVITIES**

**3.1 SHAREHOLDING (DIRECTLY OWNED OR THROUGH NOMINEES)**

Name of Institution	Date of Incorporation	Amount of Shareholding	% of ownership	Past Shareholding		Remarks
				A	B	

**Key**

- A: Refers to date of closure or surrender of shares
- B: Refers to reasons for closure or surrender

**3.2 DIRECTORSHIP**

Name of Institution	Date of Incorporation	Executive or Non -	Position Held in case of Executive	Past Directorships		Remarks
				C	D	

**Key**

- C: Refers to date of retirement
- D: Refers to reasons for retirement or resignation

**4. QUESTIONNAIRE**

4.1 Have you at any time been convicted of any criminal offence in any jurisdiction? If so, give particulars of the court in which you were convicted, the offence, the penalty imposed and the date of conviction  
.....  
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4.2 Have you, or any entity with which you have been involved, been censured, disciplined, warned as to future conduct, or publicly criticized by any regulatory authority or any professional body in any country? If so, give particulars.....  
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4.3 Have you been barred from being a Trustee of any organization? If so give details.....

4.4 Have you ever been previously involved in the management or administration of a scheme which was deregistered for any failure on the part of the management or the administration? If so give details.....

4.5 Have you, or has any entity with which you are involved, or have been associated as a director, shareholder or manager, been the subject of an investigation, in any country, by a government department or agency, professional association or other regulatory body? If so, give particulars.....

4.6 Have you ever been dismissed from any employment, or been subject to disciplinary proceedings by your employer or barred from entry of any profession or occupation? If so give particulars  
.....  
.....

4.7 Have you ever been declared bankrupt by a court or has a bankruptcy petition ever been served on you? If so, give particulars.....

4.8 Have you ever been held liable by a court, for any fraud or other misconduct? If so, give particulars.....  
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4.9 Has any entity with which you were associated as a director, shareholder or manager in any country made any compromise or arrangement with its creditors, been wound up or otherwise ceased business either while you were associated with it or within one year after you

ceased to be associated with it? If so, give particulars.....

4.10 Are you presently, or do you, other than in a professional capacity, expect to be engaged in any litigation in any country? If so, give particulars.....

4.11 Indicate the names, addresses, telephone numbers and positions of three individuals of good standing who would be able to provide a reference on your personal and professional integrity. The referees must not be related to you, and should have known you for at least five years.

i).....

ii).....

iii).....

4.12 Is there any additional information which you consider relevant for the consideration of your suitability or otherwise for the position(s) held/to be held? if so give particulars.....

**NOTE: The information given in response to this questionnaire shall be kept confidential, except in cases provided for by law. The omission of material facts may represent the provision of misleading information.**

**5. DECLARATION**

I am aware that omitting material information intentionally or un-intentionally shall be construed to be an offence and may lead to rejection of my application to be a Trustee. I certify that the information given above is complete and accurate to the best of my knowledge, and that there are no other facts relevant to this application of which the pension scheme should be aware.

Name:.....

Signed:.....

Dated at .....this..... Day of ..... 20 .....

**WITNESSED BEFORE ME:**

NAME .....OCCUPATION .....SIGNED..... (Witness)