

2013 BANK SUPERVISION ANNUAL QUESTIONNAIRE FOR CREDIT REFERENCE BUREAUX

1. Introduction

This questionnaire to Credit Reference Bureaux is administered with the view to collecting information for update of our database pursuant to Section 35 of the Financial Services Act and Section 19 of the Credit Reference Bureau Act 2010.

A soft copy of this questionnaire can be accessed from the Reserve Bank of Malawi official website <https://www.rbm.mw/> or by requesting through the following e-mail address: BASU@rbm.mw . A hard copy of the completed questionnaire, duly endorsed by the Chief Executive Officer or his appointed officer should be submitted to the Director, Bank Supervision Department, Reserve Bank of Malawi, P O. Box 565 Blantyre by **28th February 2014.**

A completed soft copy of the same should be emailed to BASU@rbm.mw.

2. Particulars of Institution

As at 31st December 2013, Please indicate the following:

Name of Institution	
Head Office Physical Address	
Head Office Mailing Address	
Contact Person & Designation	
Telephone Number Fax Number	
e-mail address Website Address	

3. Particulars of Executive Officers & Heads of Department

Please provide particulars of **ALL** Executive Officers, including all Heads of Departments, as at 31st December 2013, guided by the template below: **The particulars should be filled separately for each officer.**

Name of Incumbent & Designation	
Date of Appointment	
Length of Contract	
Highest Academic &/or Professional Qualifications	

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Name of Incumbent	
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Length of Contract	
Highest Academic &/or Professional Qualifications	

4. Particulars of All Directors

- a) Please provide particulars of **ALL** Directors as at 31st December 2013, guided by the template below: **The particulars should be filled separately for each Director.**

Name of Director	
Contact Details (physical and postal address, telephone, email)	
Date of Appointment Period of Appointment	
Professional expertise (e.g lawyer, accountant etc)	
Relationship with the credit reference bureau (e.g shareholder). State % of shareholding, if applicable	
Relationship with any shareholders of the credit reference bureau	
State, if any, the nature of relationship with other directors of the credit reference bureau (e.g. brother to....)	
If applicable, list other organizations to which the Director serves as Board Member	
If Director is employed elsewhere, state Name of Employer & Current job position at the company	
If Director has shareholding interest in other companies, please list the institutions & his/her % shareholding in the other institutions	

Name of Director	
Contact Details <i>(physical and postal address, telephone, email)</i>	
Date of Appointment Period of Appointment	
Professional expertise (e.g lawyer, accountant etc)	
Relationship with the credit reference bureau <i>(e.g shareholder).</i> State % of shareholding, if applicable	
Relationship with any shareholders of the credit reference bureau	
State, if any, the nature of relationship with other directors of the credit reference bureau (e.g. brother to....)	
If applicable, list other organizations to which the Director serves as Board Member	
If Director is employed elsewhere, state Name of Employer & Current job position at the company	
If Director has shareholding interest in other companies, please list the institutions & his/her % shareholding in the other institutions	

Name of Director	
Contact Details <i>(physical and postal address, telephone, email)</i>	
Date of Appointment	

Period of Appointment	
Professional expertise (e.g lawyer, accountant etc)	
Relationship with the credit reference bureau (e.g shareholder). State % of shareholding, if applicable	
Relationship with any shareholders of the credit reference bureau	
State, if any, the nature of relationship with other directors of the credit reference bureau (e.g. brother to....)	
If applicable, list other organizations to which the Director serves as Board Member	
If Director is employed elsewhere, state Name of Employer & Current job position at the company	
If Director has shareholding interest in other companies, please list the institutions & his/her % shareholding in the other institutions	

Name of Director	
Contact Details (physical and postal address, telephone, email)	
Date of Appointment Period of Appointment	
Professional expertise (e.g lawyer, accountant etc)	
Relationship with the credit reference bureau (e.g shareholder).	

State % of shareholding, if applicable	
Relationship with any shareholders of the credit reference bureau	
State, if any, the nature of relationship with other directors of the credit reference bureau (e.g. brother to....)	
If applicable, list other organizations to which the Director serves as Board Member	
If Director is employed elsewhere, state Name of Employer & Current job position at the company	
If Director has shareholding interest in other companies, please list the institutions & his/her % shareholding in the other institutions	

b) Please provide details of Directors who resigned during the year and state reasons for the resignation.

5. Particulars of Shareholders

Please provide particulars of shareholders as 31st December 2013, as guided by the template below: The particulars should be filled separately for **each Controlling Shareholder**.

Name of shareholder	
Contact Details <i>(physical and postal address, telephone, email)</i>	
Date of Acquisition	
Brief profile of shareholder (i.e. the core business/occupation)	
Percentage of shareholding	
Relationship with other shareholders in the banking institution	
Relationship with any Director of the banking institution	
If bank shareholder has shareholding interest in other companies, please list the institutions & the % shareholding in those institutions	

Name of shareholder	
Contact Details <i>(physical and postal address, telephone, email)</i>	
Date of Acquisition	
Brief profile of shareholder (i.e. the core business/occupation)	

Percentage of shareholding	
Relationship with other shareholders in the banking institution	
Relationship with any Director of the banking institution	
If bank shareholder has shareholding interest in other companies, please list the institutions & the % shareholding in those institutions	

6. Particulars of External Auditors

Please provide particulars of the credit reference bureau's external auditors as at 31st December 2013, guided by the template below:

Name of auditing firm and Lead Partner for 2013 annual audit	
Contact Details (<i>physical and postal address, telephone, email</i>)	
Date of first engagement of the firm	

Thank you for completing this Questionnaire.