



QATAR FINANCIAL CENTRE

**REGULATORY
AUTHORITY**

Individuals Rulebook (INDI)

Version No. 6

Effective: 3 March 2010—29 April 2010

**Includes amendments made by
Miscellaneous Amendments Rules 2010
QFCRA Rules 2010-1**

TABLE OF CONTENTS

	Background	3
1	Application	4
	1.1 Application	4
2	Controlled Functions	5
	2.1 Description of Controlled Functions.....	5
	2.2 Additional Requirements for specific Controlled Functions.....	7
	2.3 Required Functions.....	7
3	Approved actuaries	9
4	Fitness and Propriety	11
	4.1 Authorised Firm’s assessment of Individuals	11
	4.2 Regulatory Authority’s assessment of Individuals.....	11
	4.3 Honesty, Integrity and Reputation.....	11
	4.4 Competence and Capability	12
	4.5 Financial Soundness	12
5	Competence, Training and Supervision	13
	5.1 Suitability and Competence	13
	5.2 Training and Supervision	13
	5.3 Record Keeping.....	13
6	Performance of Controlled Functions	14
	6.1 Multiple Appointments	14
	6.2 Temporary Cover.....	14
	6.3 Individuals ceasing to exercise controlled functions.....	15
7	Principles.....	16
	7.1 Principles of Conduct for Approved Individuals	16
8	Miscellaneous	17
App 1	Guidance on Fitness and Propriety of Approved Individuals.....	18
	A1.1 Honesty, Integrity and Reputation.....	18
	A1.2 Competence and Capability	19
	A1.3 Financial Soundness	19
	Endnotes	20

Background to this Rulebook

1. This rulebook further clarifies the statements and requirements set out in the *FSR* relating to the performance of *Controlled Functions* by individuals.
2. The *Principles of Conduct for Approved Individuals* is drawn up in accordance with Article 15(3) of the *FSR* and have the status of *Rules*. A breach of these principles may form the basis of disciplinary action by the *Regulatory Authority*. The *Principles of Conduct* are a general statement of the standards expected of *Approved Individuals* and apply directly to the conduct of business and carrying out of *Controlled Functions* by *Approved Individuals*.
3. The *Principles of Conduct* are not exhaustive of the standards expected. Conformity with the principles does not absolve a failure to observe other requirements in the *Rulebooks*, while the observance of other requirements in the *Rulebooks* does not necessarily amount to conformity with the *Principles of Conduct*.
4. Failure by an *Approved Individual* to comply adequately with the *Principles of Conduct* is likely to impact on the *Regulatory Authority's* assessment of that *Approved Individual's Fitness and Propriety*.

Financial Services Regulations

Article 41 of *FSR* provides as follows:

Approved Persons performing Controlled Functions

- (1) An Authorised Firm must ensure that no individual acting for:
 - (A) the Authorised Firm; or
 - (B) a contractor of the Authorised Firmperforms a Controlled Function for that Authorised Firm unless the individual is approved by the Regulatory Authority as an Approved Individual.
- (2) Controlled Function means a function which involves:
 - (A) the exercise of significant influence over the conduct of the firm's affairs in relation to Regulated Activities;
 - (B) dealing directly with clients or customers in relation to Regulated Activities; or
 - (C) dealing with the property of clients or customersand is specified as a Controlled Function in Rules issued by the Regulatory Authority from time to time.
- (3) The Regulatory Authority shall make Rules detailing:
 - (A) the procedure for Application to the Authority for registration as an Approved Individual including requirements as to the form and content of the Application, any fees payable by an Authorised Firm in respect of its Approved Individuals and the procedures for modification or withdrawal of an Approved Individual's registration;
 - (B) principles or other requirements to which Approved Individuals are required to adhere in the performance of Controlled Functions;
 - (C) requirements for Approved Individuals to report to the Regulatory Authority; and
 - (D) the circumstances in which registration of an Approved Individual may be withdrawn at the instance of the Regulatory Authority.

1 Application

1.1 Application

- 1.1.1** This rulebook (*INDI*) applies to an *Authorised Firm* operating, or applying to operate, in or from the *QFC* and to individuals carrying on or applying to be registered to carry on *Controlled Functions*.

2 Controlled Functions

Guidance

1. Although job titles may be indicative of a function performed, the test as to whether or not an individual is carrying on any particular *Controlled Function* outlined under section 2.1 is whether the activity or role that individual performs for or on behalf of an *Authorised Firm* falls within the description of that *Controlled Function*.
2. The *Regulatory Authority* is of the view that in most cases it will be prudent for an *Authorised Firm* to have a contractual relationship with any individual carrying on a *Controlled Function* for or on behalf of the *Authorised Firm* to govern the manner in which that *Controlled Function* is performed. However, an individual may carry on a *Controlled Function* for an *Authorised Firm* even if there is no contractual relationship between the individual and the *Authorised Firm*. For example, the regional head of an *Authorised Firm's Group* may have no direct contractual relationship with an *Authorised Firm* but may carry on the *Senior Executive Function* for that *Authorised Firm*.

2.1 Description of Controlled Functions

2.1.1 Each of the functions described in Rules 2.1.2 to 2.1.10 are a *Controlled Function* for the purposes of Article 41(2) of the *FSR*.

Senior Executive Function

2.1.2 The *Senior Executive Function* is the function of having overall responsibility alone or jointly with one or more individuals:

- (A) for the conduct of the whole of the business of an *Authorised Firm*; or
- (B) in the case of an *Authorised Firm* established outside the *QFC* operating through a branch in the *QFC* (a *Non-Local Firm*), for the business of the *Authorised Firm* carried out in or from the *QFC*.

Guidance

In most cases, the *Regulatory Authority* would expect an *Authorised Firm* to have one individual performing the *Senior Executive Function*.

Executive Governance Function

- 2.1.3** (1) Subject to (2), the *Executive Governance Function* is the function of acting in the capacity of a *Director*, other than a *Non-Executive Director*, of an *Authorised Firm*.
- (2) The *Executive Governance Function* does not extend to *Directors* of a *Non-Local Firm* who are not responsible for the *Regulated Activities* carried on by that *Authorised Firm* in or from the *QFC*.

Non-Executive Governance Function

2.1.4 The *Non-Executive Governance Function* is the function of holding a position on the *Governing Body* of a *Local Firm* but not having responsibility for the day-to-day direction of a *Local Firm's* affairs.

Compliance Oversight Function

2.1.5 The *Compliance Oversight Function* is the function of having responsibility for compliance matters of an *Authorised Firm* as provided in CTRL section 4.3.

Risk Management Function

2.1.6 The *Risk Management Function* is the function of having responsibility in relation to setting and controlling an *Authorised Firm's* risk exposure as provided in CTRL section 4.4.

Finance Function

2.1.7 The *Finance Function* is the function of having responsibility for ensuring that an *Authorised Firm* complies with the *Regulatory Authority's* prudential requirements.

Money Laundering Reporting Function

2.1.8 The *Money Laundering Reporting Function* is the function of acting as an *Authorised Firm's* MLRO in accordance with the duty in Article 8 of the *AML Regulations*.

Senior Management Function

2.1.9 The *Senior Management Function* is carried on by an individual who has significant responsibility either alone or with others for management and supervision of one or more elements of an *Authorised Firm's* business relating to its *Regulated Activities* other than those matters identified in Rules 2.1.2 to 2.1.8.

Customer Facing Function

2.1.10 The *Customer Facing Function* is the function of carrying on one or more of the following *Regulated Activities* with or for a *Customer* on behalf of an *Authorised Firm* in or from an establishment of the *Authorised Firm* in the *QFC*:

- (A) *Dealing in Investments*;
- (B) *Managing Investments*;
- (C) *Advising on Investments*; and
- (D) *Arranging Deals in Investments*.

Actuarial Function

2.1.11 The *Actuarial Function* is the function of having responsibility for monitoring, advising, investigating and reporting on risks facing an *Insurer* that materially impact on the *Insurer's* ability to meet policyholder liabilities and on capital levels.

2.2 Additional Requirements for specific Controlled Functions

2.2.1 The *Senior Executive Function* must be carried out by an individual who:

- (A) in the case of a *Local Firm* is ordinarily resident in the *State*; and
- (B) in the case of a *Non-Local Firm* spends an appropriate proportion of his time in the *State* having regard to responsibilities that the *Senior Executive Function* entails.

2.2.2 The *Money Laundering Reporting Function* must be carried out by an individual ordinarily resident in the *State*.

2.2.3 Subject to Rule 2.2.4, the *Regulatory Authority* will only register one individual for the *Compliance Oversight Function* in respect of an *Authorised Firm*.

2.2.4 The *Regulatory Authority* may, if it considers it appropriate in the circumstances, register more than one individual to perform the *Compliance Oversight Function* in respect of different internal business divisions within a large *Authorised Firm* provided that one individual is appointed with responsibility for the overall *Compliance Oversight Function* for the whole of the *Authorised Firm*.

2.2.5 An individual can only be approved to perform the *Actuarial Function* if he also meets the following additional criteria:

- (A) he is not carrying on the *Controlled Functions* of *Senior Executive Function*, *Executive Governance Function* or *Non-Executive Governance Function* of the *Insurer*, or of a *Related Body Corporate* (except when that *Related Body Corporate* is a *Subsidiary* of the *Insurer*);
- (B) he is neither an approved auditor (under Article 85(1) of the QFC Companies Regulations or Article 37 of the Limited Liability Partnerships Regulations) for the *Insurer*, nor an employee or director of an entity of which that auditor is an employee or director nor a partner of that auditor;
- (C) he has appropriate formal qualifications and is a member of a recognised professional body; and
- (D) he has a minimum of five years relevant experience in the provision of actuarial services to *Insurers*, either in the QFC or in other jurisdictions, that has been sufficiently recent to ensure that he is familiar with current issues in the provision of actuarial services to *Insurers*.

Guidance

Because of the critical role played by the *Actuarial Function*, additional criteria are placed on *Approved Actuaries* to ensure their independence, education, skill and experience.

2.3 Required Functions

2.3.1 (1) Every *authorised firm* must have at least 1 individual registered to carry on the following functions:

- (A) *senior executive function*;

- (B) *compliance oversight function;*
- (C) *finance function;*
- (D) *money laundering reporting function.*

(2) Every *insurer* must, as well as having at least 1 individual registered to carry on the functions mentioned in subrule (1), have a member of its *senior management* registered to carry on the *risk management function*.

Note See CTRL, r 4.4.4 (2).

2.3.2 If more than one individual is appointed to perform any of the *Controlled Functions* listed in Rule 2.3.1 the *Authorised Firm* must ensure that the allocation of responsibility for the purposes of CTRL section 3.1 clearly avoids duplication or omission.

2.3.3 An *Insurer* conducting *Long Term Insurance Business* must have at least one individual registered to carry on the *Actuarial Function*.

2.3.4 An *Insurer* conducting *General Insurance Business*, where:

- (A) more than 15 per cent of the *Insurer's* gross outstanding liabilities are attributable to *Contracts of Insurance* for *General Insurance Business* in *PINS Category 1*; or
- (B) more than 20 per cent of the *Insurer's* gross outstanding liabilities are attributable to *Contracts of Insurance* for *General Insurance Business* in *PINS Category 4*

must have at least one individual registered to carry on the *Actuarial Function*.

Guidance

The purpose of Rules 2.3.3 and 2.3.4 is to ensure all *Insurers* carrying out *Contracts of Insurance* where either the *Contract of Insurance* is in force for more than one year or where a material portion of these *Contracts of Insurance* include long-tail business, are required to seek actuarial advice. Long-tail business comprises classes of *Insurance Business* where the claims are typically settled one year or more after the date of the occurrence of the event that gives rise to the claim.

3 Approved actuaries

3.4.1 Insurer to give notice before removal of approved actuary

- (1) An *insurer* must give the *Regulatory Authority* reasonable advance *written* notice of at least 2 *business days* of a proposal to remove an *approved actuary* for the *insurer*.
- (2) The notice must include the reasons for the removal.

3.4.1A Notification by insurer if appointment of approved actuary ends

If the appointment of an *approved actuary* for an *insurer* ends for any reason, the *insurer* must tell the *Regulatory Authority* in *writing* immediately, but by no later than the second *business day* after the day the appointment ends—

- (a) that the appointment has ended; and
- (b) the reason for the appointment ending.

Note For the obligation of the *approved actuary* to notify the *Regulatory Authority* if the actuary's appointment ends, see *Financial Services Regulations*, art 91 (Resignation of auditors and actuaries).

3.4.2 Insurer must appoint approved actuary if vacancy arises

If at any time there is not an *approved actuary* for an *insurer*, the *insurer* must appoint an *approved actuary* as soon as practicable, but within 3 *months* after the day the vacancy arises.

3.4.3 (1) If an *Insurer*, which is required to appoint an *Approved Actuary* under INDI Rule 2.3.3 or 2.3.4, fails to do so within 28 days of a vacancy arising, the *Regulatory Authority* may appoint one or more actuaries to perform any function corresponding to the actuarial function on the following terms:

- (A) the actuary to be remunerated by the *Insurer* on the basis agreed between the actuary and the *Insurer* or, in the absence of agreement, on a reasonable basis; and
 - (B) the actuary to hold office until he resigns or the *Insurer* appoints another actuary.
- (2) An *Insurer* must comply with and is bound by the terms on which an actuary has been appointed by the *Regulatory Authority* under Rule 3.4.3(1).
 - (3) If the *Regulatory Authority* appoints an actuary under Rule 3.4.3(1), he will not be an *Approved Actuary*. However, the *Insurer* is still under an obligation to appoint an *Approved Actuary* under INDI Rule 2.3.3 or 2.3.4 and will need to seek prior

approval of that person (even if the individual it proposes to appoint is the person who has been appointed by the *Regulatory Authority* under 3.4.3(1)).

Guidance

1. Rule 3.4.3(1) allows, but does not require, the *Regulatory Authority* to appoint an actuary if the *Insurer* has failed to do so within the 28 day period. When it considers whether to use this power, the *Regulatory Authority* will take into account the likely delay until the *Insurer* can make an appointment and the urgency of any pending duties of the actuary.
2. The *Regulatory Authority* will not normally seek to appoint an actuary under Rule 3.4.3(1), if an application under Rule 3.1.1 has been received from the *Insurer* in relation to a proposed appointment of an *Approved Actuary* as required under INDI Rule 2.3.3 or 2.3.4 and that application is still being considered.

4 Fitness and Propriety

4.1 Authorised Firm's assessment of Individuals

- 4.1.1** Before lodging an application with the *Regulatory Authority*, an *Authorised Firm* must make reasonable enquiries as to an individual's fitness and propriety to carry out a *Controlled Function*.
- 4.1.2** In making enquiries prior to lodging an application and in considering whether an *Approved Individual* remains fit and proper, an *Authorised Firm* should have regard to the matters considered by the *Regulatory Authority* detailed in chapters 4 and 5 as well as the guidance contained in Appendix 1.
- 4.1.3** An *Authorised Firm* must not lodge an application if it has reasonable grounds to believe that the individual is not fit and proper to carry out the *Controlled Function*.
- 4.1.4** An *Authorised Firm* remains responsible for the conduct of its *Approved Individuals* once they are approved and for ensuring that they remain fit and proper to carry out their role.

4.2 Regulatory Authority's assessment of Individuals

- 4.2.1** In considering an application for registration of an individual to perform a *Controlled Function* the *Regulatory Authority* will make an assessment of that individual's fitness and propriety to perform that *Controlled Function*.
- 4.2.2** (1) When making an assessment of an individual to determine the fitness and propriety of the individual, the *Regulatory Authority* will have regard to the principal criteria specified under sections 4.3 to 4.5 of:
- (A) honesty, integrity and reputation;
 - (B) competence and capability; and
 - (C) financial soundness.
- (2) Each application will be assessed on a case by case basis, and the criteria will be considered in the circumstances.

4.3 Honesty, Integrity and Reputation

- 4.3.1** Pursuant to Rule 4.2.2, in considering the honesty, integrity and reputation of an individual to be registered or remain registered as an *Approved Individual*, the *Regulatory Authority* will without limitation in assessing the likely impact that an individual's reputation may have on the *Authorised Firm* and on the *QFC*, take into account:

- (A) past, ongoing and pending legal actions, whether such action takes the form of civil or criminal proceedings;
- (B) investigations undertaken, and disciplinary actions or sanctions taken by a court, governmental body, regulator, clearing house or exchange of that individual and any contravention of the rules, principles, guidance or standards of a clearing house, exchange or regulator;
- (C) justifiable complaints made against that individual in respect of his standard of conduct with regard to activities subject to regulation inside or outside the QFC; and
- (D) that individual's involvement with any business that has:
 - (i) become insolvent within one year of that individual's involvement of the business;
 - (ii) had any licence, registration, authority or permission to trade removed or suspended, or has been refused any licence, registration, authority or permission to trade, or has been expelled by a regulatory or governmental body; or
 - (iii) been investigated, disciplined, censured, suspended or criticised by any regulator or professional body or tribunal whether publicly or privately; and
- (E) whether that individual has been dismissed, or asked to resign and resigned, from a position of trust or fiduciary appointment.

4.4 Competence and Capability

4.4.1 Pursuant to Rule 4.2.2, when considering whether an individual is competent and capable to perform the *Controlled Functions* for which approval is sought, the *Regulatory Authority* will have regard to the ability of that individual to meet the suitability and competence requirements prescribed in chapter 5.

4.5 Financial Soundness

4.5.1 Pursuant to Rule 4.2.2, when considering an individual's financial history, the *Regulatory Authority* will have regard to:

- (A) any failure to pay a judgement debt or award made against that individual;
- (B) any arrangements made with that individual's creditors;
- (C) whether that individual has filed for bankruptcy, had a bankruptcy petition served on him, been adjudged bankrupt, or has been the subject of any bankruptcy restriction order; and
- (D) whether that individual has had any assets sequestered.

5 Competence, Training and Supervision

5.1 Suitability and Competence

- 5.1.1** An *Authorised Firm* must not allow any individual to perform a *Controlled Function* for it or on its behalf unless it is satisfied that the individual is suitable and competent to carry on that *Controlled Function*.
- 5.1.2** In assessing the competence of an individual to perform a *Controlled Function* an *Authorised Firm* should carry out appropriate investigations as to the skill, experience, background and qualifications of that individual having regard to the nature and complexity of the relevant *Controlled Function* in the context of the *Regulated Activities* carried on by the *Authorised Firm*.
- 5.1.3** An *Authorised Firm* may not assess an individual as competent to perform the *Compliance Oversight Function* or the *Money Laundering Reporting Function* unless it is satisfied that the individual has adequate knowledge of the *AML Regulations*.
- 5.1.4** In assessing the suitability of an individual to perform a *Controlled Function* an *Authorised Firm* should have regard to all relevant factors including matters which may impact on that individual's *Fitness and Propriety*.
- 5.1.5** An *Authorised Firm* must make written records of the criteria used to assess the suitability and competence of any individual who it allows to perform a *Controlled Function* and the findings in respect of that individual's fitness and propriety, and keep such records for at least six years after the individual ceases to perform the relevant *Controlled Function*.

5.2 Training and Supervision

Continuing Competence

- 5.2.1** An *Authorised Firm* must implement appropriate procedures to ensure that an individual it has assessed as competent is and remains competent taking into account the functions they perform and any changes to the products and services offered by the *Authorised Firm*, the types of *Client* with which the *Authorised Firm* deals and any changes in the *Regulatory System*.
- 5.2.2** Procedures implemented by an *Authorised Firm* must include appropriate training whether provided internally at the *Authorised Firm* or by an external provider.
- 5.2.3** An *Authorised Firm* must ensure that junior *Employees* and *Employees* not familiar with the *Regulatory System* are appropriately supervised in the performance of *Controlled Functions*.

5.3 Record Keeping

- 5.3.1** An *Authorised Firm* must make records of the steps it has taken to comply with section 5.2 for at least six years from the date on which those steps were taken.

6 Performance of Controlled Functions

6.1 Multiple Appointments

6.1.1 An individual may carry on *Controlled Functions* for more than one *Authorised Firm* provided that:

- (A) each such *Authorised Firm* confirms to the *Regulatory Authority*:
 - (i) that it is aware of the *Controlled Functions* which that individual carries out for any other *Authorised Firm*; and
 - (ii) that it is satisfied that no conflict of interest will arise from the performance by that individual of those *Controlled Functions* for such other *Authorised Firm*; and
- (B) the *Regulatory Authority* is satisfied that no such conflicts of interest will arise.

6.1.2 An individual may carry on more than one *Controlled Function* for an *Authorised Firm* provided that the *Authorised Firm* is satisfied that the performance of such *Controlled Functions* does not give rise to any internal or external conflicts of interest and is appropriate having regard to the nature, scale and complexity of the business carried on by that *Authorised Firm*.

Guidance

An individual registered for the *Customer Facing Function* should not also be registered for the *Compliance Oversight Function* or any similar control function.

6.2 Temporary Cover

6.2.1 An *Authorised Firm* which is a *Non-Local Firm* or which is part of wider group of regulated entities, may permit an individual who is an *Employee* of the *Authorised Firm* or the *Authorised Firm's Group* to carry out a *Customer Facing Function* during one or more occasional visits to the *QFC*, without requiring such an individual to have *Approved Individual* status, provided:

- (a) the visits do not total more than 45 days in any consecutive 12 *months*;
- (B) the individual is appropriately supervised by the *Authorised Firm*;
- (C) the individual is approved, authorised, licensed or otherwise registered by an *Overseas Regulator* to undertake an equivalent role for the *Authorised Firm* or *Group*;
- (D) the individual has been assessed by the *Authorised Firm* as fit and proper having the relevant skills and experience commensurate with the role to be performed; and
- (E) prior notification is given to the *Regulatory Authority*.

6.2.2 Where an individual is appointed under Rule 6.2.1 the *Regulatory Authority* may exercise any powers as it would otherwise be entitled to do, as if the individual held *Approved Individual* status.

6.3 Individuals ceasing to exercise controlled functions

6.3.1 When application to withdraw registration of approved individual must be made

- (1) This rule applies if an *authorised firm* becomes aware that, for any reason, an individual who is an *approved individual* for the firm is to cease to *exercise*, or has ceased to *exercise*, a *controlled function* for the firm.
- (2) The *authorised firm* must make an application to withdraw the individual's registration to *exercise the controlled function* for the firm.
- (3) The *authorised firm* must make the application to the *Regulatory Authority*—
 - (a) at least 10 *business days* before the day the individual is to cease to *exercise the controlled function* for the firm; or
 - (b) if it is not practicable to make the application to the authority in accordance with paragraph (a)—immediately after the firm becomes aware that the individual is to cease to *exercise*, or has ceased to *exercise*, the *controlled function*, but within 2 *business days*.

Examples—meaning of 'within 2 business days'

- 1 If, on a *business day*, the *authorised firm* becomes aware that the individual will cease to exercise the *controlled function*, the firm must make the application immediately, but by no later than the next *business day*.
- 2 If, on a day that is not a *business day*, the *authorised firm* becomes aware that the individual has ceased to exercise the *controlled function*, the firm must make the application immediately, but by no later than 2 *business days* after that day.

7 Principles

7.1 Principles of Conduct for Approved Individuals

7.1.1	AI Principle 1 Integrity	An <i>Approved Individual</i> must act with integrity at all times in the carrying out of <i>Controlled Functions</i> .
7.1.2	AI Principle 2 Due Skill, Care and Diligence	An <i>Approved Individual</i> must act with due skill, care and diligence in the carrying out of <i>Controlled Functions</i> .
7.1.3	AI Principle 3 Market Conduct	An <i>Approved Individual</i> must observe appropriate standards of market conduct in the carrying out of <i>Controlled Functions</i> .
7.1.4	AI Principle 4 Relations with the Regulator	An <i>Approved Individual</i> must deal with the <i>Regulatory Authority</i> in an open and cooperative manner and disclose appropriately to the <i>Regulatory Authority</i> any information of which the <i>Regulatory Authority</i> would reasonably expect notice.
7.1.5	AI Principle 5 Management and Compliance	An <i>Approved Individual</i> who is a <i>Senior Manager</i> must give appropriate priority to his management responsibilities and ensure that the business of the <i>Authorised Firm</i> for which he is responsible is effectively supervised and controlled and complies with the relevant requirements of the <i>Regulatory System</i> .

8 Miscellaneous

8.1.1 Approved forms to be used

- (1) The *Regulatory Authority* may, by *written* notice published on an *approved website*, approve forms for—
 - (a) making an application for approval of an individual as an approved individual; or
 - (b) making an application for the modification or withdrawal of the approval of an approved individual; or
 - (c) for any other purpose of these rules.
- (2) If a form is approved under subrule (1) for a particular purpose, the form must—
 - (a) be used for that purpose; and
 - (b) must be completed in accordance with rule 8.1.2.

8.1.2 Completion of forms

- (1) Substantial compliance with a form approved by the *Regulatory Authority* under rule 8.1.1 is sufficient.
- (2) However, if a form requires—
 - (a) the form to be signed; or
 - (b) the form to be prepared in a particular way (for example, on paper of a particular size or quality or in a particular electronic form); or
 - (c) the form to be completed in a particular way; or
 - (d) particular information to be included in the form, or a particular *document* to be attached to or given with the form; or
 - (e) the form, information in the form, or a *document* attached to or given with the form, to be verified in a particular way;

the form is properly completed only if the requirement is complied with.

App 1 Guidance on Fitness and Propriety of Approved Individuals

Guidance

When making enquiries prior to lodging an application and in considering whether an *Approved Individual* remains fit and proper an *Authorised Firm* should have regard to the matters outlined in sections A1.1, A1.2 and A1.3.

A1.1 Honesty, Integrity and Reputation

Guidance

Pursuant to Rule 4.3.1 in respect of the individual's honesty, integrity and reputation the *Authorised Firm* should consider among other relevant things, whether the individual has ever:

- a. been convicted or found guilty of any offences relating to fraud, theft, false accounting, serious tax offences, dishonesty, money laundering, market manipulation, insider dealing or any other financial sector crimes;
- b. been refused entry to, been dismissed from, or requested to resign from any profession, position of trust or fiduciary office whether or not remunerated;
- c. been refused, restricted in, or had suspended, the right to carry on any business or trade for which specific licence, registration or other authority is required;
- d. been disqualified by a court from acting as a *Director* or in any other management capacity of any *Company, Partnership* or other legal entity;
- e. been censured, criticised, suspended, expelled, fined or been the subject of any investigation, intervention or disciplinary proceedings by any *Overseas Regulator* or equivalent body;
- f. resigned or been required to resign from any such body;
- g. been a *Director, Partner* or otherwise involved in the management of a *Company, Partnership* or other related entity in any jurisdiction where either whilst involved or within one year of that association ending the entity has been wound up, put into liquidation, ceased trading, placed in receivership or administration or negotiated a settlement with creditors;
- h. been subject to any conviction or adverse finding of any court for fraud, misconduct, wrongful trading or other misconduct;
- i. been involved in the management of a *Company, Partnership* or other legal entity which has been subject to an investigation under companies or other such legislation for malpractice or misconduct;
- j. been the subject of disciplinary procedures by a government body, agency or other self regulatory body or organisation;
- k. the subject of a formal complaint in connection with financial services or ancillary services which relates to his/her integrity, competence or financial soundness;
- l. contravened any provision of financial services rules, legislation, code of practise or principle or other ethical standards as defined by any *Overseas Regulator* or similar such body; and
- m. whether the *Approved Individual* has been candid and truthful in all his dealings with the *Regulatory Authority*.

A1.2 Competence and Capability

Guidance

Pursuant to Rule 4.4.1 in respect of an individual's competence and capability an *Authorised Firm* should consider amongst other relevant things:

- a. the securing of appropriate examination passes and competence assessments; and
- b. whether the individual is capable of performing functions which the *Authorised Firm* or applicant employs or intends to employ him to perform.

A1.3 Financial Soundness

Guidance

Pursuant to Rule 4.5.1 in respect of the financial soundness of an individual, an *Authorised Firm* should consider, amongst other relevant things:

- a. whether the individual is able to meet his debts as they fall due; and
- b. whether the individual has been adjudged bankrupt, been the subject of a receiving or administration order, had a bankruptcy petition served on him, had his estate sequestrated, entered into a deed of arrangement (or any contract in relation to a failure to pay due debts) in favour of his creditors or, within the last 10 years, has failed to satisfy a judgement debt under a court order, whether in the *State* or elsewhere.

Endnotes

1 Abbreviation key

a	=	after	om	=	omitted/repealed
am	=	amended	orig	=	original
amdt	=	amendment	par	=	paragraph/subparagraph
app	=	appendix	prev	=	previously
art	=	article	pt	=	part
att	=	attachment	r	=	rule/subrule
b	=	before	renum	=	renumbered
ch	=	chapter	reloc	=	relocated
def	=	definition	s	=	section
div	=	division	sch	=	schedule
g	=	guidance	sdiv	=	subdivision
hdg	=	heading	sub	=	substituted
ins	=	inserted/added			

2 Rulebook history

Individuals Rulebook (INDI)

made by

Individuals Rulebook Rule Making Instrument No. 3, 2005 (RM03/2005)

Made 13 October 2005

Commenced 13 October 2005

Version No. 1

as amended by

Prudential-Insurance Rulebook Rule Making Instrument No. 2006/01 (RM2006/01 annex C)

Made 5 September 2006

Commenced 1 October 2006

Version No. 2

Conduct of Business Rulebook Rule Making Instrument 2007 (RM2007/01 att E)

Made 28 June 2007

Commenced 1 July 2007

Version No. 3

Rulebooks (Miscellaneous Amendments) Rules 2008 (RM2008/01 sch 2, pt 2.7)

Made 30 March 2008

Commenced 7 April 2008

Version No. 4

Miscellaneous Amendments Rules 2009 (QFCRA Rules 2009-2 sch 1, pt 1.7)

Made 6 December 2009

Commenced 6 December 2009

Version No. 5

Miscellaneous Amendments Rules 2010 (QFCRA Rules 2010-1 sch 1, pt 2)

Made 3 February 2010

Commenced 3 March 2010

Version No. 6

3 Amendment history

Actuarial Function

r 2.1.11 ins RM2006/01

r 2.2.5 ins RM2006/01

r 2.3.1 sub RM2007/01

r 2.3.3 ins RM2006/01

r 2.3.4 ins RM2006/01

g (a r 2.3.4) ins RM2006/01

Approved actuaries

ch 3hdg sub Rules 2010-1

Application to register as an Approved Individual

s 3.1hdg om Rules 2010-1

r 3.1.1 am RM2008/01
om Rules 2010-1

r 3.1.2 am RM2008/01
om Rules 2010-1

Application for modification of Approved Individual status

s 3.2hdg om Rules 2010-1

r 3.2.1 om Rules 2010-1

Application for withdrawal of Approved Individual status

s 3.3hdg om Rules 2010-1

r 3.3.1 om Rules 2010-1

r 3.3.2 om Rules 2010-1

g (a r 3.3.2) om Rules 2010-1

When application to withdraw registration of approved individual must be made

r 3.3.3 ins Rules 2009-2
am Rules 2010-1
renum as r 6.3.1

Notification of removal or resignation of Approved Actuary

s 3.4hdg ins RM2006/01
 om Rules 2010-1

Insurer to give notice before removal of approved actuary

r 3.4.1 ins RM2006/01
 sub Rules 2009-2

Notification by insurer if appointment of approved actuary ends

r 3.4.1A ins Rules 2009-1

Insurer must appoint approved actuary if vacancy arises

r 3.4.2 ins RM2006/01
 sub Rules 2009-2

r 3.4.3 ins RM2006/01

r 6.2.1 am Rules 2009-2

Individuals ceasing to exercise controlled functions

s 6.3hdg ins Rules 2010-1

When application to withdraw registration of approved individual must be made

r 6.3.1 (prev r 3.3.3) ins Rules 2009-2
 renum Rules 2010-1
 am Rules 2010-1

Miscellaneous

ch 8hdg ins Rules 2010-1

Approved forms to be used

r 8.1.1 ins Rules 2010-1

Completion of forms

r 8.1.2 ins Rules 2010-1