



**APPLICATION FOR REGISTRATION AS AN AUTHORISED DEALER
WITH LIMITED AUTHORITY (ADLA) TIER 3 - BUREAU DE CHANGE**

INSTRUCTIONS ON HOW TO COMPLETE THIS FORM

- i. Attach Annexure wherever necessary.
- ii. Do not leave any questions blank or unanswered: where necessary answer “Not applicable” or “Not known”.
- iii. Upon completion the original of this form and supporting Annexure should be submitted to:

The Director
Exchange Control
Reserve Bank of Zimbabwe
80 Samora Machel Avenue
HARARE

- iv. All enquiries concerning this form or requests for the form should be directed to Exchange Control.

PART 1: PRELIMINARY	
1. State the name, address and telephone number of the promoter(s) /persons(s) who may be contacted regarding any questions in respect of this application.
PART 2: PARTICULARS OF ADLA	
2.1 Name under which Bureau de Change (‘the applicant’) seeks registration
2.2 Physical address of the applicant’s Head Office
2.3 Names, home physical addresses and occupations of directors ¹
2.4 Name and home physical address of Chief Executive Officer

PART 3: INFORMATION REQUIREMENTS

Prospective investors will be required to submit the following documentation and security as part of registration procedures:

¹ List the Directors and Addresses

Table 1: Information Required

ITEM	Attached (Y/N)	Reasons for no Attachment
1. A Certified copy of the CR14		
2. Bureau de Change’s anti-money laundering registration certificate or endorsement by Reserve Bank Use Promotion and Suppression of Money Laundering Unit.		
ITEM	Attached (Y/N)	Reasons for no Attachment
3. CVs of the proposed Bureau de Change officers and managers.		
4. Zimbabwe Republic Police clearance of proposed Bureau de Change officers and directors.		
5. Zimbabwe Revenue Authority (ZIMRA) tax clearance certificate.		
6. Declarations by all persons (individually) who are holding, or are proposing to hold, the office of a director of, or shareholding in an Bureau de Change in respect of each director and/or shareholder.		

PART 4: DECLARATION BY ADLA

We, the undersigned do hereby certify that;

- (a) All information given in response to and in support of the questions and items in this application is true and correct to the best of our knowledge and belief.

- (b) This application is made in good faith with the purposes and intent that the affairs and business of the applicant will at all times be honestly conducted in accordance with good and sound business principles and in full compliance with all applicable laws and lawful directives.

- (c) We further certify that to the best of our knowledge and belief there are facts or information relevant to this application of which the Reserve Bank of Zimbabwe should be aware, and we pledge to promptly inform the Reserve Bank of Zimbabwe of any changes material to this application which may arise while it is being considered by the Reserve Bank of Zimbabwe. We undertake to comply with all information requests by the Reserve Bank for regulatory/supervisory purposes, and hereby authorize the Reserve Bank of Zimbabwe and any of its authorised staff to make an inquiry or obtain any information from any source for the purpose of determining the correctness of all representations made in connection with this application or of assessing its merits.

Chairperson of the Board (Print Name).....

Signature.....

Date.....

Chief Executive (Print Name).....

Signature.....

Date.....

Director (Print Name).....

Signature.....

Date.....





STATEMENT BY INDIVIDUALS WHO ARE HOLDING, OR ARE PROPOSING TO HOLD, THE OFFICE OF A DIRECTOR OF, OR SHAREHOLDING IN AN AUTHORISED DEALER WITH LIMITED AUTHORITY (ADLA) TIER 3 – BUREAU DE CHANGE

1. Name of bureau de change in connection with which this questionnaire is being completed (“the company”)

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2. Your surname:

.....

3. Your full forename(s):

.....

4. Former surname(s) and/or forename(s) by which you may have been known:

.....

5. Please state in which capacity you are completing this questionnaire, that is, as a current or prospective director, a shareholder or combination of these. Please state your full title, and describe the particular duties and responsibilities attaching to the position(s) that you hold or will hold. If you

are completing this form in the capacity as director, indicate whether, in your position as director, you have or will have executive responsibility for the management of the company's business. In addition, please provide a copy of your *curriculum vitae*:

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6. Residential address:

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7. Any previous residential address(es) during the past 10 years:

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8. Date and place of your birth (including town or city):

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9. Your nationality and how it was acquired (birth, naturalisation or marriage). If applicable, a certified copy/suitable documentary evidence as proof that you were granted Zimbabwean citizenship, must also be attached:

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10. Name(s) and address(es) of your bankers during that past 10 years:

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11. Your occupation and employment now and during the past 10 years, including the name of your employer in each case, the nature of the business, the position held and relevant dates:

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12. Of which bodies corporate (other than the company) are you a director or a shareholder and since when?

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13. Do you hold directly or indirectly issued capital of any body corporate (other than the company) that is now registered, or that has applied for for ADLA/bureau de change? If so, give particulars:

.....

14. Of which bodies corporate (other than the company) and those listed in reply to question 12 above have you been a director or shareholder at any time during the past 10 years? Give relevant dates:

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15. Do any of the bodies corporate listed in reply to questions 11, 12, 13 and 14 above maintain a business relationship with the company? If so, give particulars:

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16. Do you hold or have you ever held or applied for a licence or equivalent authorisation to conduct any business activity in Zimbabwe or elsewhere? If so, give particulars. If any such application was refused or withdrawn after it was made or if any authorisation was revoked, give particulars:

.....

17. Does any institution with which you are (in Zimbabwe or elsewhere), or have been, associated as a director or shareholder hold, or has it ever held or applied for, a licence or equivalent authorisation to conduct any business activity? If

so, give particulars. If any such application was refused, or was withdrawn after it was made or if an authorisation was revoked, give particulars:

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18. Have you, in Zimbabwe or elsewhere, been censured, disciplined, warned as to future conduct, or made the subject of a court order at the instigation of any regulatory authority or any professional body to which you belong or belonged, or have you ever held a practising certificate subject to conditions? If so, give particulars:

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19. Have you, or has any body corporate, partnership or unincorporated institution with which you are, or have been, associated as a director or shareholder, been the subject of an investigation, in Zimbabwe or elsewhere, by or at the instigation of a government department or agency, professional association or other regulatory body? If so, give particulars:

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20. Have you, or has any body corporate, partnership or unincorporated institution in which you are, or have been, associated as a director or shareholder, been involved in money laundering or terrorist activities? If so, give particulars.

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21. Have you, in Zimbabwe or elsewhere, been dismissed from any office or employment, or been subject to disciplinary proceedings by your employer or been barred from entry to any profession or occupation? If so, give particulars:

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22. Have you failed to satisfy any debt adjudged due and payable by you, as a judgement-debtor under an order of a court in Zimbabwe or elsewhere, or made any compromise arrangement with your creditors within the past 10 years? If so, give particulars:

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23. Have you ever been declared insolvent (either provisionally or finally) by a court in Zimbabwe or elsewhere, or has a bankruptcy petition ever been served on you? If so, give particulars:

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24. Have you, in connection with the formation or management of any body corporate, partnership or unincorporated institution, been adjudged by a court in Zimbabwe or elsewhere civilly liable for any fraud, misfeasance or other misconduct by you towards such a body or company or towards any members thereof? If so, give particulars:

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25. Has any body corporate, partnership or unincorporated institution with which you were associated as a director or shareholder, in the Zimbabwe or elsewhere, been wound up, made subject to an administration order, otherwise made any compromise or arrangement with its creditors or ceased trading, either while you were associated therewith or within one year after you ceased to be associated therewith, or has anything analogous to any of these events occurred under the laws of any other jurisdiction? If so, give particulars:

.....
26. Have you been concerned with the management or conduct of the affairs of any institution that, by reason of any matter relating to a time when you were so concerned, has been censured, warned as to future conduct, disciplined or made the subject of a court order at the instigation of any regulatory authority in Zimbabwe or elsewhere? If so, give particulars:

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27. In carrying out your duties will you be acting on the directions or instructions of any other individual or institution? If so, give particulars:

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28. Do you, or does any related party of whom you are aware, undertake business with this company? If so, give particulars:

.....
29. How many shares in the company are registered in your name or the name of a related party? If applicable, give name(s) in which such shares are registered and the class of shares:

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30. In how many shares in the company (not being registered in your name or that of a related party) are related parties beneficially interested?

.....
31. Are any of the shares in the company mentioned in reply to questions 29 and 30 above equitably or legally charged or pledged to any party? If so, give particulars:

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32. Are you currently, or do you, other than in a professional capacity, expect to be, engaged in any litigation in Zimbabwe or elsewhere? If so, give particulars:

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33. Do you, at all times while acting in your capacity as a director or shareholder of the company, undertake to:

- a. act in good faith towards the company and the Exchange Control Division;

- b. avoid conflict between your other interests and the interests of the company and the Exchange Control Division; and
- c. place the interest of the company and the Exchange Control Division above all other interests?

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34. Kindly also attach certified copies of:

- a. A written confirmation from the Zimbabwe Republic Police that you have not been convicted of any criminal offences, excluding:
 - (i) any offence committed when you were under 18 years, unless the same was committed within the last 10 years;
 - (ii) any road traffic offence;
 - or (iii) any political offence.

35. If applicable, give particulars of the court by which you were convicted, the offence, the penalty imposed and the date of conviction.

DECLARATION

I,, hereby declare the following: This statement consists of pages, each signed by me. The content of this declaration is true to the best of my knowledge and belief. I am aware that should it be submitted as evidence and I know that something appears therein that I know to be false or believe not to be true, I may be liable to prosecution. I am acting in

my own personal capacity as a shareholder of the institution and not as a nominee, trustee or beneficiary for an undisclosed person or legal entity.

I undertake that, as long as I continue to be a director or shareholder of the company, I will notify the Exchange Control Division of any material changes to, or affecting the completeness or accuracy of, the information supplied by me in items 1 to 33 as soon as possible, but in no event later than 14 days from the day that the changes come to my attention.

I know and understand the content of this declaration. I *have*/do not have** objections to taking the prescribed oath.

I consider the prescribed oath to be *binding*/not binding** on my conscience.

.....
SIGNATURE OF DEPONENT

I certify that the above statement was taken by me and that the deponent has acknowledged that *he*/she** knows and understands the content of this statement. This statement was *sworn to*/affirmed** before me and the deponent's signature was placed thereon in my presence at on this day of (yyyy-mm).

.....
COMMISSIONER OF OATHS

FULL NAMES:

EX OFFICIO:

AREA:

ADDRESS:

** Delete whichever is not applicable*