

Pursuant to Article 158-s item 1) and with respect to Article 66 paragraph (2) and Article 129 paragraphs (2), (3) and (4) of the Law on Insurance Supervision – revised text („Official Journal of the Republic of Macedonia“ no. 30/2012, 45/2012,60/2012, 60/2012 and 64/2012), the Council of Experts at the Insurance Supervision Agency have issued:

## **RULEBOOK**

### **ON THE MANNER, PROCEDURE AND DOCUMENTATION REQUIRED FOR ACQUIRING CONSENT FROM THE INSURANCE SUPERVISION AGENCY IN ACCORDANCE WITH THE LAW ON INSURANCE SUPERVISION**

#### **GENERAL PROVISIONS**

##### **Article 1**

This rulebook prescribes the manner, procedure and documentation to be submitted when requesting to acquire consent for the following from the Insurance Supervision Agency (hereinafter: the Agency), in accordance with the Law on Insurance Supervision (hereinafter: the Law).

- prior consent for amendments to the statute of an insurance company,
- prior consent for the appointment of members of the management body of an insurance company,
- prior consent for amendments to the title and registered office of an insurance company,
- consent for an audit company.

#### **II. ISSUING CONSENT FOR AMENDMENTS TO THE STATUTE OF INSURANCE COMPANY**

##### **Article 2**

(1) To acquire prior consent for amendments to the Statute of an insurance company a request should be submitted to the Agency for acquiring prior consent for amendments to the Statute.

(2) With the request from paragraph (1) of this Article, the insurance company submits the following documentation:

1. A Decision by the General Assembly of the insurance company for the enactment of a new Statute, amendment and/or addition to the Statute, which compulsorily contains a provision subject to which the Decision will come into force following consent by the Agency, or a proposal for a Decision by the management body of an insurance company which compulsorily contains a provision subject to which the said will come into force following consent by the Agency and following its adoption by the General Assembly;
2. Proposed text for the new Statute, or amendments and /or additions to the Statute of the company;
3. An explanation as to the need for the changes and /or additions to the Statute of the company;
4. Proposed revised text of the Statute in with marked proposed changes and/or amendments for which consent is being sought;
5. The existing Statute of the company, archive certified and signed by the competent authority of the management of the company;
6. Resolution by the Securities Commission for granting of approval for the issue of long-dated securities, should the amendments pertain to changes in the capital of the company, changes to the number and type of shares, changes to the nominal value of shares etc.

(3) During the decision making process of the request from paragraph (1) of this Article, an evaluation is made as to the whether the new Statute, or the proposed amendments and / or additions are in accordance with regulations and whether the said lead to disrespect of regulations and prescribed supervisory standards.

(4) On the basis of the evaluation of paragraph (3) of this Article, the Agency issues a resolution to give consent for the new Statute, or the proposed amendments and / or additions of the existing Statute of the company, or a denial of the request, within the timeframe specified in the Law.

### **III. ISSUING CONSENT FOR THE APPOINTMENT OF MEMBERS OF THE MANAGEMENT BODY OF AN INSURANCE COMPANY**

#### **Article 3**

(1) For the issuance of prior consent for the appointment of members of the management body (members of the Management Board and executive members of the Council of Directors) in an insurance company, a request should be submitted to the Agency for acquiring prior consent for performing the function of member of a management board.

(2) With the request from paragraph (1) of this Article the insurance company submits the following documentation:

1. A Decision by the competent authority of the insurance company for the appointment of member/s to the Management Board, or the appointment of members of the Council of Directors, which compulsorily contains a provision subject to which the Decision will come into force following consent by the Agency. An explanation as to the reasons for appointing the nominated person as a member of the management body, as well as the benefits to the company from his appointment;
2. Copy of the identity card or passport (for a foreign natural person) of the nominated member of a management body;
3. Completed Questionnaire for a member of a management body of an insurance company contained in Attachment 1 of this rulebook;
4. Certificate / Diploma for the completion of higher education;
5. Evidence that person nominated for membership of a management body has 3 years of work experience in a management capacity in an insurance company, or 5 years work experience in a management capacity in a bank or other financial institution with a similar volume of activities as the insurance company, being: (1) confirmation by the legal person (employer) as to where the natural person has attained work experience , with the declaration of the tasks performed by the person during his engagement at the subject; (2) certified copy of form M1/M2 and (3) copy of the Contract of Employment;
6. A statement by the nominated person for membership of the management body given under full criminal and material liability that they are not a member of a management body, supervisory body or procurator in another insurance company or another trading company;
7. A statement by the nominated person for membership of the management body given under full criminal and material liability that they are not a member of the Council of Experts of the Insurance Supervision Agency or a person employed by the Agency;
8. A statement by the nominated person for membership of the management body given under full criminal and material liability that they have not performed a function as a person with special privileges and responsibilities at an insurance company or other legal entity against who bankruptcy procedures are in force;
9. Evidence that person nominated for membership of a management body is not a connected person to a legal entity of which the insurance company has, directly or indirectly, more than 10% ownership of the capital or voting rights in that legal entity, being: (1) A statement by the nominated person for membership of the management body for all the persons connected (with capital, in management terms, family relations) with the founding legal person, with evidence of the manner in which they are connected (2) A statement by the nominated person for membership of the management body is not a person connected to insurance companies other companies for representation or insurance brokerage companies, (3) Excerpt from the Central Securities

Depository, Central Registry or other public notary for capital contributions for the nominated person for membership of the management body in legal entities (where the natural person – founder, owns, directly or indirectly, more than 10% of the shares or stock);

10. A statement by the nominated person for membership of the management body given under full criminal and material liability that they are not working and will not work contrary to the regulations of the Law on Prevention of Money Laundering and Financing of Terrorist Activities;
11. A statement by the founders / shareholders of the insurance company given under full criminal and material liability that person nominated for membership of the management body will be employed on a permanent basis in the company in the case of an insurance company in the process of acquiring a licence for undertaking insurance work;
12. Certified M1/M2 form and copy of the Employment Contract for the person nominated for membership of the management body, in cases of established insurance companies;
13. Valid confirmation for abode and valid working permit in the Republic of Macedonia, should the person nominated for the membership of the management body is a foreign natural person. The insurance company is liable to submit a new confirmation of abode and work permit to the Agency within 15 days from their expiration should the validity of either of these documents expire during the time in which the person nominated for membership of the management body has acquired consent from the Agency;
14. The risk management concept and the work program for the nominated member of the management body approved by the supervisory body of the company, for the period of appointment as member of the management body. The program needs to contain at least the following:
  - Description of the condition prevailing in the insurance company in which the person is nominated as a member of the management body, including a description of the place and function of the company in the market;
  - Description of the planned activities in the field of work of the insurance company for which the person will have responsibility as a member of the management body in accordance with the internal regulations of the company for the period of proposed appointment of the nominated person.

(3) It is presumed that the person nominated for membership of the management body has 3 years of work experience in a management capacity in an insurance company, or 5 years work experience in a management capacity in a bank or other financial institution with a similar volume of activities as the insurance company if the person after the completion of higher education worked as:

1. Member of a management body or member of a supervisory body in an insurance company, bank or other financial institution with a similar volume of work as the insurance company;
2. Manager of a sector, directorate, department or other type of organisational form within the framework of an insurance company, bank or other financial institution with a similar volume of work as the insurance company;
3. Person with special rights and authorities within the framework of an insurance company, bank or other financial institution with a similar volume of work as the insurance company.

(4) Beside the documentation prescribed in paragraph (2) of this Article, additionally in the process of deciding whether the nominated person complies with the criteria prescribed in the Law, the Agency may also request:

1. Recommendations of at least two people with experience in the field of insurance and/or experience in other financial institution, whereupon the people giving the recommendation are not members of a management body or supervisory body of the company where the appointment of a member of a management body is being made, nor are they persons connected with that company. Recommendations are submitted only in cases when the nominated person is being appointed for the first time as a member of a management body;
2. Explanation by the person nominated for membership of the management body of an insurance

company in the manner in which his experience will contribute to the successful execution of his tasks as a member of the management body. The person must have consideration of the competencies of the members of the management body, the standards that must be respected by the companies in accordance with the regulations and specifics of their activities. The explanation is submitted only in cases when the nominated person is being appointed for the first time as a member of a management body;

3. Other documentation requested by the Agency in the decision making process.

(5) At least one of the members nominated for membership of a management body of an insurance company is obliged to submit evidence of his knowledge of the Macedonian language and its Cyrillic alphabet.

(6) The Agency may conduct an interview with person nominated for membership of the management body of an insurance company at which the person nominated for membership of the management body will present the concept of risk management and program of activities. The experience in the field of insurance or finance, the knowledge of regulations in the realm of insurance and/or finance and the management and organisational capabilities of person nominated for membership of the management body will be evaluated through the interview.

(7) During the decision making process, on the basis of the documentation submitted from paragraphs (1), (2), (3), (4) and (5) of this Article and the interview conducted from paragraph (6), it will be evaluated whether the nominated member for the management body complies with the criteria prescribed in the Law, which ensure safe and stable management of an insurance company at least by:

- appropriate education and expertise for performing the function of a member of a management body in an insurance company;
- knowledge of regulations in the realm of insurance as well as practice – knowledge of the Law on Insurance Supervision, Law on Mandatory Traffic Insurance, bylaws pertaining to these laws, other regulations and practice significant for the operations of the company from the aspect of the insurance work done by the company in which the person nominated for membership of the management body, as well as the characteristics and trends in the insurance sector in the Republic of Macedonia;
- possessing appropriate experience;
- possessing appropriate reputation. The nominated member of the management body will be considered to be possessing appropriate reputation provided he is honourable, competent, industrious and ensures that through his work he will not jeopardize the stability and safety of the insurance company and will not impair their prestige and confidence. This implies that there is no evidence of his previous inclusion in work related or other activities that demonstrated disrespect of regulations or business practice and procedures, impairment or jeopardising of the interests of the legal entity where he worked and their creditors and jeopardising of the interests of the insurance company.

(8) Should the person nominated for membership of the management body be a foreign person, appropriate details for the confirmation of his experience and reputation may be requested from the supervisory body of his country of origin.

(9) Based on the evaluation of paragraph (7) of this Article, the Agency issues a ruling for granting consent for performing the function of a member of a management body or the rejection of the request in the time limit prescribed in the Law on Insurance Supervision.

(10) The Agency will grant consent for the nominated member of a management body with a mandate (term) in the Decision for the appointment of members to the management body promulgated by the competent authority for the management of the company confirmed in the Statute of the company with a mandate (term) confirmed in the Law for Trading Companies should the mandate not be confirmed in the

Decision or the Statute.

(11) With the exception of paragraph (10) of this Article, the Agency will issue consent for the nominated member of a management body with a shorter term than the term anticipated in the Decision to appoint members of a management body, the Statute of the company and the Law for Trading Companies should the Agency deem for that to be necessary.

#### **IV. ISSUING CONSENT FOR AMENDMENTS TO THE TITLE AND REGISTERED OFFICE OF THE COMPANY**

##### **Article 4**

(1) For prior consent for amendments to the title and registered office of an insurance company, a request should be submitted to the Agency for acquiring prior consent for amendments to the title and registered office.

(2) With the request from paragraph (1) of this Article the insurance company submits a Decision for the amendment of the title or registered office made by the competent body for the management of the insurance company which compulsorily contains a provision subject to which the Decision will come into force following consent by the Agency. The Decision must contain an explanation as to the need and aim for such an amendment.

(3) With the request for amendments to the registered office of the company, details of the business premises where the new registered office will be located need to be submitted (owned or rented, location, size etc.) and the organisational units of the company that will operate in the new office.

(4) With the analysis of the request for prior consent for amendments to the title and registered office of an insurance company attention is paid to the new title of the of the company in case confusion arises with the identity of an existing institution or confusion with respect to the identity and volume of activity of the company requesting the amendment to the title.

(5) The Agency may conduct an examination of the registered office, from the aspect of the adequacy of the technical preparedness and the appropriateness of the office for the performance of normal functions of insurance.

(6) Following the request for amendments to the title and registered office of the insurance company, the Agency issues a resolution to give consent or a denial of the request, within the timeframe specified in the Law on Insurance Supervision.

(7) After acquiring consent from the Agency, the company notifies the amendments to the title or registered office of the company in a daily newspaper for at least three consecutive days. Evidence of the published notification is submitted to the Agency within five days of it being published in the daily newspaper.

(8) Simultaneously with the request for amendments to the title and registered office of the insurance company, a request is submitted to the Agency for amendments to the Statute of the company in relation to the title and registered office along with documentation sought in Article 2 of this rulebook.

#### **V. ISSUING CONSENT FOR AN AUDIT COMPANY**

##### **Article 5**

(1) For acquiring consent for an audit company, a request for acquiring consent for an audit company has to be submitted to the Agency

(2) With the request from paragraph (1) of this Article the insurance company submits the following documentation:

1. A statement from the competent authority of the insurance company given under full criminal and material liability that the insurance company is not connected to an audit company, that the insurance company has not received any consulting services from the audit company and that the audit company did not perform five consecutive audits on the financial statements of the insurance company;
2. A statement from the competent authority of the insurance company given under full criminal and material liability that the audit company has more than three years of experience in performing audit services that the audit company is not connected to the insurance company, that the audit company has not performed any consulting services for the insurance company and that the audit company did not perform five consecutive audits on the financial statements of the insurance company, and that the Institute for Authorised Auditors has not taken measures against the audit company in the last three years, and
3. Confirmation from Institute for Authorised Auditors the audit company has not received any measures against it by the Institute for Authorised Auditors in the last three years

(3) With the decision making for the request made in paragraph (1) of this Article, an evaluation is made as to whether the insurance company complies with the conditions in accordance with the Law.

(4) On the basis of the evaluation of paragraph (3) of this Article, the Agency issues a resolution to give consent or a denial of the request, within the timeframe specified in the Law.

## **VI. DEFINITION OF THE FORM OF SUBMISSION OF DOCUMENTS AND REGULATION OF ACTIONS NECESSARY TO IMPLEMENT THE RULEBOOK**

### **Article 6**

(1) For acquiring consent for Article 1 of this rulebook, details for an authorized person for contact with the Agency have to be submitted to the Agency (name and surname, telephone number, fax number, email address) and evidence of fee paid for the consideration of the concrete request in accordance with the Agency Tariff structure.

(2) All confirmations, statements, and Questionnaires, which form a part of the documentation to be submitted for the issuance of consent from Article 1 of this rulebook, have to be signed by an authorised person or the appropriate competent authority. They need to be original or copies certified by a notary. Should the document for submission be in a foreign language, a translation into Macedonian performed by an authorised court translator and certified at a notary need to be attached along with the original document.

(3) All confirmations, statements, and Questionnaires, which form a part of the documentation to be submitted for the issuance of consent from Article 1 of this rulebook, may not be older than 6 months before the day of submission,

(4) Should the legal system of the country from which a foreign person hails, a foreign person who has submitted a request for consent or should the legal system where they have worked at least five years prior to submitting the request, regulate the materials relating to documentation that needs to be submitted with the request, they are obliged to enclose:

- an extract of the appropriate regulation from the foreign country and
- a legal opinion from an independent lawyer that is not engaged by the insurance company and is

not a person connected with the company, and along with the legal opinion he submits evidence confirming that this is an authorized lawyer from a foreign country.

(5) The Agency considers requests for issuing consent in accordance with Article 1 of this rulebook with complete documentation. Complete documentation means the documentation prescribed by this rulebook, additional documentation requested by the Agency, as well as the appropriate documents, details and information that need to be acquired from competent domestic and foreign institutions for the decision making process in relation to the request.

## **VII. TRANSITIONAL PROVISIONS**

### **Article 7**

(1) For the purposes of reconciliation with Article 3 of this rulebook, persons who, at the moment of this rulebook coming into force are performing the function of member of a management body of an insurance company on the basis of a ruling that issues consent for performing the function of member of a management body in which a mandate (term) has not been confirmed, are obliged in the continuing the mandate confirmed by the Decision for appointing members of a management body issued by the competent authority, in the Statute of the company, (should the mandate not have been confirmed by the Decision), or the Law on Trading Companies (should the mandate not have been confirmed by the Decision or the Statute) to acquire previous consent from the Agency.

(2) For the purposes of acquiring previous consent in accordance with paragraph (1) of this article, the insurance companies are obliged to submit to the Agency a request for acquiring previous consent for performing the function of member of a management body along with the necessary documentation confirmed in Article 3 of this rulebook for every member individually.

## **VIII. CONCLUDING PROVISIONS**

### **Article 8**

This rulebook comes into force with the date of its being published in the „Official Journal of the Republic of Macedonia“.

**No. 0201-2245/3**  
**30.11.2012 year**

**PRESIDENT OF THE COUNCIL OF EXPERTS**  
**Dr. Klime Poposki**

**ATTACHMENT 1**

**QUESTIONNAIRE  
FOR MEMBER OF A MANAGEMENT BODY IN AN INSURANCE COMPANY**

**INFORMATION FOR COMPLETING THE QUESTIONNAIRE:**

The Questionnaire is completed personally by the person nominated for membership of a management body of an insurance company. The person has full responsibility for the content of the answers given in the Questionnaire. Additionally, the insurance company in which the person is nominated for membership of a management body, is obliged to check and confirm the content of the answers given in the Questionnaire, in the framework of its authority and where that is possible

Completion of the Questionnaire in electronic form is recommended. The electronic version of the Questionnaire is available on the official internet webpage of the Insurance Supervision Agency [www.aso.mk](http://www.aso.mk). Should the Questionnaire not be completed in electronic form, use of a pen is compulsory with writing in capital letters.

All the questions given in the Questionnaire need to be answered, and questions that are not applicable need to be clearly marked NOT APPLICABLE. Should there be not enough space in the questionnaire for a detailed answer, an attachment needs to be submitted (in printed form) which will be marked with the number of the question to which the answer relates.

The person completing the questionnaire is obliged to immediately inform the Agency should at any given time following the submission of the Questionnaire a significant change to the details given in this Questionnaire appear. This is a continuous obligation that the person undertakes with the signing of this Questionnaire.



**PART 1: GENERAL INFORMATION**

1. Name of the insurance company which the nominee is appointed to:

2. Function/job position which the nominee is appointed to:

2.1. Job description:

3. Inception of the term in office:

4. Point of contact in the insurance company for any queries in relation to this questionnaire:

4.1. Name and Surname:

4.2. Function within company:

4.3. Telephone number:

4.4. E-mail address:

**PART 2: PERSONAL INFORMATION**

5. 1. Name and Surname:

5.2. Home address:

5.3. Address in RM (if a foreigner residing in RM).

5.4. Date and place of birth:

5.5. Citizenship:

5.6. Personal Identity Card number or Passport number (for foreign persons):

5.7. Telephone number:

5.8. E-mail address:

**PART 3: EDUCATION**

6. Please state the level of education gained and the completion date of your studies at the educational institution (please name the university/faculty) where you gained your education by filling in the columns of the table:

Name of the educational institution	Address of the educational institution	Title or level of degree	Year of gained certificate or diploma

7. What is your knowledge of Macedonian language or any other foreign language?

7.1. Your command of Macedonian Language

Mother tongue \_\_\_\_\_  
Excellent \_\_\_\_\_  
Good \_\_\_\_\_  
Poor \_\_\_\_\_

7.2. Command of any foreign languages

Foreign Language	Excellent	Good	Poor

**PART 4: PROFESSIONAL CAREER AND EXPERIENCE**

**Note:** Please give full details on your professional career and experience. All periods of unemployment are obligatory to be dated (discontinuity of the professional experience) and the explanation on the reasons of this discontinuity. Furthermore, please explain the reasons for any resign or any other termination of the job.

Points 8.1. - 8.6. will repeat depending on the number of job positions held by the candidate.

8. Please give all job positions and/or functions you have held up to the moment of completing this Questionnaire, including the name of the employer, business activities of the employer, job position and description, assignments and other information, starting from the recent job position:

8.1. Name of the employer and the nature of operation (ex. financial services, accounting, legal services, advisory services and others):

8.2. Address of the Employer:

8.3. Regulatory status and the name of the regulatory body, if applicable:

Regulatory authority: YES

NO

If YES, please give the name of the regulatory authority:

8.4. Date of employment and the date of termination:

8.5. Short description of the job position and assignments:

8.6. Reasons for resign or other termination of the function:

**PART 5: MEMBERSHIP TO PROFESSIONAL BODIES OR ALIKE ORGANISATIONS**

9. Please specify all professional bodies or alike organisations where you have been a member to including the date of membership as it is given in the table:

Name of professional body or alike organisation	Address of professional body or alike organisation	Date of membership	Type of membership (founder, partner, member)

**PART 6: OTHER QUALIFICATIONS**

10. Please state all other qualifications you have acquired including the date of acquiring the qualifications and the institutions which granted them as it is given in the table below:

<b>Name of the institution which granted the qualifications</b>	<b>Address of the institution which granted the qualifications</b>	<b>Date of acquiring qualifications</b>	<b>Type of qualifications</b>

**PART 7: OTHER RELEVANT INFORMATION**

11. 1. Are you or your related party, a shareholder, owner, co-owner or associate of any other legal entity?

Yes

No

11.2. If Yes, please complete two tables below and the first table refers to appointed member, whereas the second table refers to your related party.

<b>Name and address of the legal entity where the nominee holds capital and/or voting shares</b>	<b>Capital share and/or voting shares</b>

<b>Name and surname of the related party</b>	<b>Name and address of the legal entity where the related party holds capital and/or voting shares</b>	<b>Capital share and/or voting shares</b>

11.3. Are you or any related party member of any supervisory or management body of the above mentioned legal entities?

Yes

No

11.4. If Yes, please complete two tables below and the first table refers to appointed member, whereas the second table refers to your related party.

<b>Name and address of the legal entity</b>	<b>Supervisory or management body</b>

<b>Name and address of the legal entity</b>	<b>Supervisory or management body</b>

11.5. Are you or your related party member of any supervisory or management body or in any other way have affected the managing activities and the policy and financial and business decision making of any other company other than companies mentioned under point 11.6 of this Questionnaire?

Yes

No

11.6. If yes, please give the names of these companies, the supervisory or management body and the manner of your influence.

Name and address of the legal entity	Supervisory or management body	Other manner of influence

11.7. Are you or your related party in any way involved in the company in which the insurer turned to hold participation and you have been nominated a member of the managing body of that insurer?

Yes

No

11.8. If yes, please name the company and the way you have been involved.

11.9. Are the companies where you have carried out a function with special rights and responsibilities subject of proceedings for a declaration of bankruptcy?

Yes

No

11.10. If yes, give more details on the activities you carried out in that company.

11.11. Have you been convicted by a judgement of any offence in relation to your involvement in the bankruptcy proceedings?

Yes

No

11.12. If yes, please give all details related to court decision.



11.13. Have the authorised supervisory body undertaken any measures against insurance companies or other financial institutions in which you hold participation or were member of supervisory or management body or in any other way influenced the governing policy and financial and business and policy decision making?

Yes

No

11.14. If yes, please specify the measures and all details in terms of their enforcement.

11.15. Are you or the related party in any relation with other members of the management or supervisory body of the company?

Yes

No

11.16. If yes, please specify your relation.

11.17. Have the authorised body for supervision of insurance and other financial institutions ever estimated your reputation and capacity to hold participation of the company capital or become member of the supervising or managing body of those institutions?

Yes

No

11.18. If yes, please specify all details.

Name of the authorised body of supervision	Type of requested approval / licence	Reason for denial of approval (unless the authorised body rejected the request for approval)

11.19. Have the authorised body for supervision of insurance or other financial institutions ever deprived you of any shareholding or holding participation in the capital of any insurance companies or other financial institutions or bereaved you of an official approval to become member of supervising or managing body?

Yes

No

11.20. If yes, please specify all details.

11.21. Have the share of fields of responsibilities among members of the management body of an insurance company been anticipated?

Yes

No

11.22. If yes, please indicate your field of responsibility?

11.23. Please state your view on the strengths of the company to which you have been nominated to be a member of the managing body?

11.24. How will you utilize those advantages in order to strengthen the stability and financial safety of the insurance company?

11.25. Please state your view on the weaknesses of the company to which you have been nominated to be a member of the managing body?

11.26. How will you overcome those weaknesses?

11.27. Are there any other facts or circumstances you believe might be considered important for estimating your capacity of becoming member of the management body of the insurance company and ensuring stable and assured operation of the company?

11.28. Please describe shortly where do you see the company in five year time?

I, \_\_\_\_\_ (name and surname of the Nominee )

a) Hereby do declare under full moral, material and criminal liability that the information stated in this Questionnaire and the whole documentation submitted hereto within my letter of request for issuance of approval on carrying out function of a member to a management body of the insurance company are true and faithful and do not contain any adulterate information or document.

b) I am fully aware of the criteria prescribed by the Law on supervision of insurance which I must obey in order to become member to the managing body of any insurance company.

c) Hereby I do declare under full moral, material and criminal responsibility that as soon as possible I will notify the Insurance Supervision Agency on any change of the information hereto included in my letter of request and this Questionnaire.

d) Hereby I do declare under full moral, material and criminal responsibility that I will ensure the supervisory standards are completely followed and measures undertaken by the Insurance Supervision Agency are practised and that all information and data requested by the Insurance Supervision Agency are provided for carrying out effective supervision whereby I may certify that the operation of the company is stable and assured.

Name and surname of the Nominee

\_\_\_\_\_

ID card number/Passport number of the foreign nominee

\_\_\_\_\_

Place and date

\_\_\_\_\_

Signature of the Nominee

\_\_\_\_\_