

**THE TIER 4 MICROFINANCE INSTITUTIONS AND MONEY LENDERS ACT 2016**

**FIT & PROPER TEST**

(To be completed in Triplicate)

1. The Registered Society:

Name .....

Certificate No. .... Date of Registration .....

**2. Personal Information**

a) Surname.....

Other Names.....

b) Previous Names (if any) by which you have been known: .....

c) Year and Place of birth: .....

d) National Identification card or passport and date of issue. ....

f) Postal Address: .....

g) Previous postal address (If any) .....

h) Physical Address.....

j) Professional Qualifications, experience and year obtained (if any):

.....  
 .....

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

.....  
 .....

**1. Employment / Business Record**

	Name of Employer or Business	Address	Period	Position	Dates		Reasons for leaving
					From	To	
1							
2							
3							
4							
5							

**2. Description of your past and current activities**

**2.1 Shareholding (Directly owned or through Nominees)**

	Name of Institution	Date of Registration	Amount of shareholding	Past shareholding		Remarks
				A	B	
1						
2						
3						
4						

5						
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**Keys:** A: Refers to date of closure or surrender of shares

B: Refers to reasons for closure

### 2.2 Management

	Name of Institution	Date of Registration	Executive or Non-Executive	Position held in case of Executive	Past position on management		Remarks
					C	D	
1							
2							
3							
4							
5							

**Keys:** C: Refers to date of retirement

D: Refers to reasons for retirement

### 2.3 Professional bodies

	Name of Body	Member No.	Position	Retirement or resignation		Remarks
				E	F	
1						
2						
3						
4						
5						

**Keys:** E: Refers to date of retirement or resignation

F: Refers to reasons for retirement or resignation

### 2.4 Social Clubs

	Club name	Member Number	Position Held	Past Membership		Remarks
				G	H	
1						
2						
3						
4						
5						

**Keys:** G: Refers to date of retirement or resignation

H: Refers to reasons for retirement or resignation

### 2.5 Borrowings

	Name of Borrower	Lending Institution	Type of facility	Date of offer	Security offered	Value of security	Current outstanding Balance	Remarks
1								
2								
3								
4								
5								

**3. Questionnaire**

**3.1** Have you or has any entity with which you are associated with as director, shareholder or manager, ever held or applied for license or equivalent authorization to carry on any business activity in any country? If so, give particulars .....

.....  
 .....

**3.2** Do you know whether any such application was rejected or any authorization revoked? If so, give particulars .....

**3.3** Have you at any time been convicted of any criminal offence in any jurisdiction? If so, give particulars of the courts in which you were convicted, the offence, the penalty imposed and the date of conviction .....

.....  
 .....

**3.4** Have you, or any entity with which you are have been involved, been censured or publically criticized by any regulatory authority or any professional body in any country? If so, give particulars .....

.....  
 .....

**3.5** Have you, or has any entity with which you are involved, or have been associated as a director, shareholder or manager, been the subject of an investigation, in any country? If so, give particulars .....

.....  
 .....

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

.....  
 .....

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

.....  
 .....

3.8 Have you ever been held liable by a court, for any fraud or other misconduct? If so, give particulars

.....  
.....

3.9 Has any entity with which you are associated as a director, shareholder or manager in any country made any arrangement with its creditors, been wound up or otherwise ceased business either while you were associated with it or within one year after you ceased to be associated with it? If so, give particulars .....

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.....

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

i) .....

ii) .....

iii) .....

3.11 Is there any additional information which you consider relevant for the consideration of your suitability or otherwise for the position held or to be held? If so, give particulars

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

**DECLARATION**

I am aware it is an offence to knowingly or recklessly provide any information, which is false or misleading in connection with an application for a license to carry out SACCO business in Uganda.

I certify that the information given above is complete and accurate to the best of my knowledge, and that there are no other facts relevant to the application of which the Authority should be aware.

I undertake to inform the Authority of any changes material to the applications, which may arise while the application is under consideration. Further, I confirm that I have agreed to fulfil the responsibilities related to this position.

Name.....

Signature .....

Dated this..... Day of ....., 20.....