

Appendix (1)
Supporting Documents to be submitted with applications for Board nominations

I – For Natural Person Candidates (Individuals)

1. Completed and signed Application Form for Natural Persons shown under Appendix (2)
2. Completed and signed Undertakings and Declarations Form shown under Appendix (5)
3. Completed and signed Fit and Proper Questionnaire for Natural Persons shown under Appendix (6)
4. Completed and signed QCB forms under Appendix (9) for candidates to Non-Independent member seats or under Appendix (10) for candidates to Independent member seat
5. Latest statement of shares in ARB issued by QCSD (dated no later than one month) showing that the candidate owns no less than 9 million shares in ARB – for candidates to NON Independent seats only
6. Curriculum Vitae of the candidate showing, as minimum requirement, the education qualifications, professional experiences and positions or directorships currently or previously held
7. Copies of academic/education and professional certificates
8. Copy of valid ID
9. Copy of valid passport
10. Valid Police Clearance Certificate issued by competent authorities clearly stating that it is for “Board membership” purposes
11. Credit Bureau Report dated of no more than one month

Additional documents requested from candidates to independent seats:

In addition to the above requirements, the below are also required from a candidate for an Independent Board member’s seat:

1. complete and sign the questionnaire shown under Appendix (8)
2. Share statement in ARB issued by QCSD for the candidate and his/her relatives up to 1st degree (parents, spouse, children) or a certificate from QCSD stating that no shares are owned in ARB by the candidate and his/her relatives up to 1st degree (dated no later than one month)
3. Share statement in ARB issued by QCSD for the companies owned by the candidate or his/her relatives up to 1st degree (parents, spouse, children) or a certificate from QCSD stating that no shares are owned in ARB by the companies of the candidate and his/her relatives up to 1st degree (dated no later than one month)
4. Copies of IDs and passports of the candidate and his/her relatives up to 1st degree (parents, spouse, children)
5. Copies of commercial registers of the companies owned by candidate or his/her relatives up to 1st degree (parents, spouse, children), if applicable

II- For Legal Person Candidates (Corporate bodies)

1. Completed, signed and stamped Application Form for Legal Persons shown under Appendix (3)
2. Nomination letter of the natural person that will represent the legal person on the Board, signed by an authorized signatory and affixed with the legal person’s stamp
3. Undertakings and Declarations Form shown under Appendix (5) completed and signed by the natural person representative
4. Fit and Proper Questionnaire for Natural Persons shown under Appendix (6) completed and signed by the natural person representative
5. Fit and Proper Questionnaire for Legal Persons shown under Appendix (7) completed and signed by an authorized signatory of the legal person
6. Completed and signed QCB forms under Appendix (9) for candidates to non-independent member seats
7. Beneficial Owner Questionnaire shown under Appendix (11), completed and signed by an authorized signatory of the legal person
8. copies of valid Commercial Register, Memorandum of Incorporation and Articles of Association of the legal person
9. copy of the valid Computer Card
10. The organization chart of the legal person showing its ownership structure, branches, subsidiaries and affiliates
11. copies of the audited financial statements of the legal person for the last three years
12. clearance/no objection letter from the concerned regulatory body supervising/regulating the legal person, if any
13. Latest statement of shares in ARB issued by QCSD (dated no later than one month) showing that the legal person owns no less than 9 million shares in ARB
14. Credit Bureau Report dated of no more than one month for both the legal person and the natural person that will represent it on the Board seat
15. Curriculum Vitae of the natural person that will represent the legal person on the Board seat showing, as minimum requirement, the education qualifications, professional experiences and positions or directorships currently or previously held
16. copies of academic/education and professional certificates of the natural person that will represent the legal person on the Board seat
17. copy of valid ID of the natural person that will represent the legal person on the Board seat
18. copy of valid passport of the natural person that will represent the legal person on the Board seat
19. Valid Police Clearance Certificate for the natural person that will represent the legal person on the Board seat issued by competent authorities clearly stating that it is for “Board membership” purposes

III- For Representative Directors appointed by Government

1. Nomination letter by the government entity signed by an authorized signatory of such entity and stamped by its stamp or printed on the entity’s head letter
2. Appointment Form shown under Appendix (4) completed and signed by the natural person representative
3. Undertakings and Declarations Form shown under Appendix (5) completed and signed by the natural person representative
4. Fit and Proper Questionnaire for Natural Persons shown under Appendix (6) completed and signed by the natural person representative
5. QCB forms under Appendix (9) for candidates to non-independent member seats, completed and signed by the natural person representative

6. Beneficial Owner Questionnaire shown under Appendix (11), completed and signed by the natural person representative
7. Credit Bureau Report dated of no more than one month for the natural person representative
8. Latest statement of shares in ARB issued by QCSD (dated no later than one month) showing the stake of relevant government entity in ARB
9. Curriculum Vitae of the natural person representative showing, as minimum requirement, the education qualifications, professional experiences and positions or directorships currently or previously held
10. copies of academic/education and professional certificates of the natural person representative
11. copy of valid ID of the natural person representative
12. copy of valid passport of the natural person representative
13. Valid Police Clearance Certificate for the natural person representative issued by competent authorities clearly stating that it is for "Board membership" purposes