

**BANQUE DU LIBAN**

**Basic Circular No. 103 addressed to Banks, and  
to Financial Institutions, Financial Intermediation Institutions,  
Collective Investment Schemes in securities and other financial instruments, and  
Securitization Mutual Funds**

Attached is a copy of Basic Decision No 9286 of March 9, 2006 on scientific, technical and ethical qualifications required for performing certain functions in the banking and financial sectors.

Beirut, March 9, 2006

The Governor of the Banque du Liban

Riad Toufic Salamé

**BANQUE DU LIBAN**

**Basic Decision No. 9286**

**Scientific, technical and ethical qualifications required  
for performing certain functions in the banking and financial sectors**

**The Governor of the Banque du Liban,**

**Pursuant to the Code of Money and Credit, particularly Articles 70, 127, 174 and 179;**

**Pursuant to Law No 234 of June 10, 2000, relating to the Regulation of the Financial Intermediation Profession, particularly Article 10;**

**Pursuant to Law No 520 of June 6, 1996, relating to the Development of the Financial Market and Fiduciary Contracts, particularly Article 1; and**

**Pursuant to the Decision of the Central Council of the Banque du Liban taken in its meeting of March 8, 2006,**

**Decides the following:**

**Article 1: Definitions**

The following expressions shall mean:

**Institution:** Any bank, financial institution, financial intermediation institution, collective investment scheme in securities and other financial instruments or securitization mutual fund.

**Regulated Functions:** Functions performed within the institution by persons who, according to the Banque du Liban, must meet specific qualifications.

**Influential Functions:** Regulated functions allowing the person in charge thereof to exert a significant influence in running the institution's business.

**Designated Person:** A person who performs a regulated function and meets required qualifications.

**Supervised Person:** A person who does not meet the qualifications required from a designated person, and who performs a regulated function only through a designated person and under the latter's direct and constant supervision.

**Article 2:**

The purpose of this Decision is to define the framework and the scientific, technical and ethical qualifications required from persons responsible for performing certain functions in the banking and financial sectors in Lebanon, in order to preserve the stability of these sectors and give protection to their clients.

**Article 3:**

The institution operating in Lebanon is prohibited from designating a person, notwithstanding his/her capacity or legal status (staff member, contract employee, etc.), to perform a regulated function indicated in the List of Regulated Functions, attached to this Decision, unless the person meets the qualifications and conditions stipulated in Articles 4, 5, 6 and 7 below.

**Article 4<sup>1</sup>:**

The institution must keep a file on each person designated for performing a regulated function mentioned in the List of Regulated Functions, so as to enable the Banking Control Commission to take cognizance of it at any time, and provided this file contains:

- 1- Personal information, in accordance with Form A, attached to this Decision.
- 2- A certificate attesting his/her success in the required examination, taken according to the Examination Table by Category, as indicated in the List of Regulated Functions.
- 3- Form B, attached to this Decision, when the concerned person ceases to perform the regulated function.
- 4- Form C, attached to this Decision, upon any change in the regulated function performed by the designated person.

**Article 5<sup>2</sup>:**

Only the following persons will be exempted from taking the above-mentioned examination in all its categories:

- 1- The duly appointed Chairman of the Board-General Manager.
- 2- Persons with, at least, fifteen years of experience in the banking or financial sector, acquired during the eighteen years preceding their assignment to any regulated function.

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<sup>1</sup>- This Article was amended by Article 1 of Intermediate Decision No 10255 of September 18, 2009 (Intermediate Circular No 202).

<sup>2</sup>- This Article was amended by Article 2 of Intermediate Decision No 10255 of September 18, 2009 (Intermediate Circular No 202).

- 3- Directors or heads of branches appointed before September 15, 2009 and having at least seven years of experience in the banking or financial sector, acquired during the nine years preceding their assignment to this position.
- 4- Persons holding diplomas and examinations accepted by the Banque du Liban, based on the proposal of a committee specially appointed by the BDL for that purpose.
- 5- The experience years specified in paragraphs 2 and 3 of this Article shall be computed on the basis of the periods of effective work, minus any period of interruption exceeding sixty consecutive days.

**Article 6<sup>1</sup>**

The results of the above-mentioned examination shall not be taken into consideration in case the designated person has stopped working in the banking or financial sector for more than three years. In such case, his/her complete personal file must be reconstituted, in accordance with Article 4 of this Decision, including the document proving that he/she passed again the required examination.

**Article 7<sup>2</sup>**

After September 15, 2009, any institution which is unable to appoint directors or heads of branches meeting the qualifications and conditions imposed for performing an influential function, may exceptionally refer to the BDL Governor to submit the case to the Central Council.

**Article 8<sup>3</sup>**

**Article 9<sup>4</sup>**

Each institution must, before June 30, 2011, take the necessary measures that enable any person governed by the provisions of this Decision to meet the qualifications and conditions required for performing a regulated function.

**Article 10<sup>5</sup>**

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<sup>1</sup>- This Article was amended by Article 3 of Intermediate Decision No 10255 of September 18, 2009 (Intermediate Circular No 202).

<sup>2</sup>- This Article was amended by Article 4 of Intermediate Decision No 10255 of September 18, 2009 (Intermediate Circular No 202).

<sup>3</sup>- This Article was repealed by Article 6 of Intermediate Decision No 10255 of September 18, 2009 (Intermediate Circular No 202).

<sup>4</sup>- This Article was amended by Article 5 of Intermediate Decision No 10255 of September 18, 2009 (Intermediate Circular No 202).

<sup>5</sup>- This Article was repealed by Article 6 of Intermediate Decision No 10255 of September 18, 2009 (Intermediate Circular No 202).

**Article 11:**

When a designated person leaves an institution, copies of all relevant documents and data must be kept by the institution for a minimum period of three years, starting from the separation date.

**Article 12:**

The institution must provide the Legal Department of the Banque du Liban with the names of officers in charge of submitting the documents required for performing regulated functions, with their specimen signatures.

**Article 13:**

The institution should, when needed, contact the Legal Department of the Banque du Liban to obtain the necessary information and clarifications.

**Article 14:**

Any violation of the provisions of this Decision shall entail administrative sanctions, as stipulated in the laws and regulations in force.

**Article 15:**

The Banking Control Commission shall ascertain compliance by institutions with the provisions of this Decision.

**Article 16:**

This Decision shall enter into force upon its issuance.

**Article 17:**

This Decision shall be published in the Official Gazette.

Beirut, March 9, 2006

The Governor of the Banque du Liban

Riad Toufic Salamé

## LIST OF REGULATED FUNCTIONS

### Category A: Influential Functions

- A-1 Chairman of the Board-General Manager
- A-2 Assistant General Manager
- A-3 Any manager, such as the Deputy General Manager, the Assistant General Manager, or the Division Chief, to whom the functions specified in categories B and C are linked
- A-4 Advisors to the Chairman of the Board-General Manager
- A-5 Advisors to the Assistant General Manager
- A-6 Any person responsible for the financial functions relating to the management of the institution
- A-7<sup>1</sup> Director or head of branch, or any other person in charge of the branch management

### Category B

- ▶ **Any person who provides advice to individual clients (natural persons) on:**
- B-1 Investment operations in: currencies, shares, bonds or debentures, any financial instrument or product, collective investment schemes in securities and other financial instruments, securitization mutual funds, financial planning or deposit programs
- ▶ **Any person who performs the following functions on behalf of individual clients (natural persons):**
- B-2-1 Portfolio management
- B-2-2 Assistance in portfolio management
- B-2-3 Brokerage operations on: currencies, shares, bonds or debentures, any financial instrument or product, collective investment schemes in securities and other financial instruments, securitization mutual funds or deposit programs.
- B-3 Any person entrusted with the internal auditing and control of the functions mentioned in this category.

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<sup>1</sup>- This category was added by Article 7 of Intermediate Decision No 10255 of September 18, 2009 (Intermediate Decision No 202).

## Category C

- ▶ **Any person who provides advice to organizations or institutions in general, including commercial companies and enterprises, collective investment schemes in securities and other financial instruments and securitization mutual funds, on:**

- C-1-1 Evaluation of: projects, commercial companies or enterprises, collective investment schemes in securities and other financial instruments, securitization mutual funds, any financial instrument or product, or deposit programs.
- C-1-2 Investment in: currencies, shares, bonds or debentures, any financial instrument or product, collective investment schemes in securities and other financial instruments, securitization mutual funds or deposit programs.
- C-1-3 Issuance of stocks and bonds or debentures
- C-1-4 Financing operations
- C-1-5 Mergers and acquisitions or related consulting
- C-1-6 Financial analysis, and financial and strategic consulting
- C-1-7 Economic analysis, and economic consulting
- C-1-8 Hedging on currencies, interest, or commodities, or any other financial hedging operation
- C-1-9 Investment in financial instruments on commodities markets

- ▶ **Any person who performs the following functions on behalf of organizations or institutions in general, including commercial companies or enterprises, collective investment schemes in securities and other financial instruments, and securitization mutual funds:**

- C-2-1 Financial engineering
- C-2-2 Management of collective investment schemes in securities and other financial instruments or securitization mutual funds
- C-2-3 Brokerage operations on: currencies, shares, bonds or debentures, any financial instrument or product, collective investment schemes in securities and other financial instruments, securitization mutual funds or deposit programs.
- C-2-4 Trading in: currencies, shares, bonds or debentures, any financial instrument or product, shares in collective investment schemes in securities and other financial instruments, securitization mutual funds or deposit programs.

- ▶ **Any person who performs the following function:**

- C-3 Trading, on behalf of the employing institution, in currencies, shares, bonds or debentures, any financial instrument or product, shares in collective investment schemes in securities and other financial instruments, securitization mutual funds or deposit programs.
- C-4 Any person entrusted with the internal auditing and control of the functions mentioned in this category.

**Category D**

- ▶ **Any person who provides advice to organizations or institutions in general, including commercial companies or enterprises, collective investment schemes in securities and other financial instruments, or securitization mutual funds, on:**

D-1 Loans

- ▶ **Any person who performs the following functions**

D-2-1 Risk management

D-2-2 Treasury operations

D-3 Any manager in charge of the functions mentioned in this category, except the officers referred to in category A.

D-4 Any person entrusted with the internal auditing and control of the functions mentioned in this category.

**Category E**

- ▶ **Any person who provides advice to individual clients (natural persons), on:**

E-1-1 Consumer loans

E-1-2 Housing loans

- ▶ **Any person who performs the following functions:**

E-2-1 Retail loans and product development

E-2-2 Compliance responsibilities

E-2-3 Internal financial control

E-2-4 Internal accounting

E-3 Any manager in charge of the functions mentioned in this category, except the officers referred to in category A.

E-4 Any person entrusted with the internal auditing and control, except those referred to in categories B, C and D.

### Examination Table by Category<sup>\*1</sup>

|            | <b>Lebanese Financial Laws<br/>and Regulations and<br/>Principles of credit and of<br/>foreign trade financing**</b> | <b>Securities<br/>Examination***</b> | <b>Financial Regulation<br/>Examination***</b> |
|------------|--|--------------------------------------|--|
| Category A | X  | X                                    | X  |
| Category B | X  | X                                    | X  |
| Category C | X  | X                                    | X  |
| Category D | X  | X                                    |  |
| Category E | X  |                                      |  |

- \* The Banque du Liban shall specify at a later date the examinations and degrees that are acceptable, in addition to those mentioned in this Table.  
The Central Council of the Banque du Liban shall settle any difficulty that may arise from the implementation of this Table.
- \*\* The relevant degree may be obtained from the École Supérieure des Affaires (ESA) in Beirut.  
The Banque du Liban shall specify at a later date the modules required to take the examination and the examination starting date.
- \*\*\* The relevant degree may be obtained from the École Supérieure des Affaires in Beirut and the Securities and Investment Institute in London.

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<sup>1</sup>- This Table was modified by Article 8 of Intermediate Decision No 10255 of September 18, 2009 (Intermediate Decision No 202).

**BANQUE DU LIBAN**

**FORM A**

**Designation Notice for the Performance of Regulated Functions**

|                           |
|---------------------------|
| <b>Form No</b> .....      |
| <b>Date</b> .../.../..... |
| <b>(for BDL use only)</b> |

Full name of the candidate: .....

As indicated in the identity card, the extract from the Civil Status Register (for Lebanese) or the passport (for non-Lebanese)

Name of the notifying institution: .....

**Banque du Liban**  
Department of Legal Affairs  
Designation notice for the performance of regulated functions  
Beirut- Lebanon

Telephone number : 961 1 750 000 (Ext: 6522)

Fax number : 961 1 750 000 (Ext: 6549)

E-mail : [bdllaw@bdl.gov.lb](mailto:bdllaw@bdl.gov.lb)

Web site : [www.bdl.gov.lb](http://www.bdl.gov.lb)

**Banque du Liban**

**Form A: Designation Notice for the Performance of Regulated Functions**

**General Indications**

**I- The candidate is not authorized to perform a regulated function before meeting the required qualifications and conditions.**

**II- When to fill Form A**

- 1- If the candidate is designated for the first time to perform a regulated function.
- 2- If the candidate ceases to perform all regulated functions in an institution, and is being designated to perform such functions in another institution.
- 3- If the candidate has ceased to perform all regulated functions because of work suspension, and the institution intends to designate the candidate again.

**III- General information for filling Form A**

- 1- In case of several institutions belonging to a single group, the parent institution shall submit this Form on their behalf.
- 2- When the candidate is subjected to the provisions of Article 5 of the Basic Decision on the scientific, technical and ethical qualifications required for performing certain functions in the banking and financial sectors, or when the candidate has been performing an influential function from Category A, the institution should attach his/her C.V. to Form A.
- 3- In Section 4, if leaving the institution resulted from a problem that could affect the candidate's qualifications and suitability for the functions, a full explanation must be attached to this Form.
- 4- If the institution has provided the Banque du Liban, about a specific point, with information that was or has become false, misleading, incomplete or inaccurate, it should immediately notify the Banque du Liban.
- 5- The institution may change the functions of a designated person within the same category, with no need to notify again the Banque du Liban.

**Banque du Liban**

**Form A: Designation Notice for the Performance of Regulated Functions**

**Section 1: Detailed information about the candidate**

1-1 Individual Reference Number at the Banque du Liban (if any).....

1-2 Candidate's Identification (according to personal identity card): Male:  Female:

Name.....  
 Father's name ..... Family name.....  
 Mother's name ..... Family name.....  
 Spouse's Name..... Family name.....

1-3 Civil Status Register

Nationality.....  
 Place of Birth..... Date of Birth... .. /... .. /... ..  
 Register No..... Register place..... Caza.....

1-4 Private Address

Present Address Country.....  
 Mouhafazat..... Caza..... Town.....  
 Neighborhood..... Street..... Building.....  
 P.O Box: ..... Area..... Telephone.....  
 Residence period at this address: From ... /... /... to... /... /...

**Signature of the Candidate**

**Signature of the Officer**

**Seal of the Institution**

**Banque du Liban**

**Form A: Designation Notice for the Performance of Regulated Functions**

**Section 2: Detailed information about the institution**

**The officer in charge of submitting this notice must be empowered by the institution.**

**The institution must keep records of officers authorized to sign on its behalf. All signatures on this Form must be original signatures.**

2-1 Name of the notifying institution: .....

2-2 The institution's registration number at the BDL (where necessary): .....

2-3 The officer in charge of submitting designation notices for the performance of regulated functions

Full name .....

Position.....

E-mail..... Fax .....

Telephone ..... Mobile .....

**Signature of the Officer**

**Seal of the Institution**

**Banque du Liban**

**Form A: Designation Notice for the Performance of Regulated Functions**  
**Section 3: Regulated functions to be performed by the candidate**

**The date of designating a supervised person must be indicated as of June 30, 2008.**

**Regarding the functions to be performed by a designated person within the institution submitting the Form, the right box must be ticked in Section 3-2.**

**The parent institution shall fill Section 3-3 when the candidate wishes to perform regulated functions in one or several affiliates.**

3-1: Details on present employment in the notifying institution

Work starting date at the institution ...../...../.....

Type of work:            Staff Member                       Contractual                       Other

Positions held at the present institution .....                      .....                      .....

Terms of reference .....                      .....                      .....

Date of designation as a supervised person

3-2: Regulated functions:

| <u>Code</u>   | <u>Description of the regulated function</u>   |
|---|--|
| <b>Category A: Influential Functions</b>  |  |
| <input type="checkbox"/> A-1  | Chairman of the Board-General Manager.   |
| <input type="checkbox"/> A-2  | Assistant General Manager  |
| <input type="checkbox"/> A-3  | Any manager, such as the Deputy General Manager, the Assistant General Manager, or the Division Chief, to whom the functions specified in categories B and C are linked  |
| <input type="checkbox"/> A-4  | Advisors to the Chairman of the Board-General Manager  |
| <input type="checkbox"/> A-5  | Advisors to the Assistant General Manager  |
| <input type="checkbox"/> A-6  | Any person responsible for the financial functions relating to the management of the institution   |
| <b>Category B</b>   |  |
| ▶ <b>Any person who provides advice to individual clients (natural persons) on:</b> |  |
| <input type="checkbox"/> B-1  | Investment operations in: currencies, shares, bonds or debentures, any financial instrument or product, collective investment schemes in securities and other financial instruments, securitization mutual funds, financial planning or deposit programs |

Signature of the Candidate

Signature of the Officer

Seal of the Institution

**Banque du Liban**

**Form A: Designation Notice for the Performance of Regulated Functions**

**Section 3: Regulated functions to be performed by the candidate**

| <u>Code</u> | <u>Description of the regulated function</u>  |
|-------------|---|
|             | <p>▶ <b>Any person who performs the following functions on behalf of individual clients (natural persons):</b></p> <p><input type="checkbox"/> B-2-1 Portfolio management</p> <p><input type="checkbox"/> B-2-2 Assistance in portfolio management</p> <p><input type="checkbox"/> B-2-3 Brokerage operations on: currencies, shares, bonds or debentures, any financial instrument or product, collective investment schemes in securities and other financial instruments, securitization mutual funds, or deposit programs</p> <p><input type="checkbox"/> B-3 Any person entrusted with the internal auditing and control of the functions mentioned in this category</p>   |
|             | <p><b>Category C</b></p> <p>▶ <b>Any person who provides advice to organizations or institutions in general, including commercial companies or enterprises, collective investment schemes in securities and other financial instruments and securitization mutual funds, on:</b></p> <p><input type="checkbox"/> C-1-1 Evaluation of: projects, commercial companies or institutions, collective investment schemes in securities and other financial instruments, securitization mutual funds, any financial instrument or product, or deposit programs</p> <p><input type="checkbox"/> C-1-2 Investment in: currencies, shares, bonds or debentures, any financial instrument or product, collective investment schemes in securities and other financial instruments, securitization mutual funds or deposit programs.</p> <p><input type="checkbox"/> C-1-3 Issuance of stocks and bonds or debentures</p> <p><input type="checkbox"/> C-1-4 Financing Operations</p> <p><input type="checkbox"/> C-1-5 Mergers and acquisitions or related consulting</p> <p><input type="checkbox"/> C-1-6 Financial analysis, and financial and strategic consulting</p> <p><input type="checkbox"/> C-1-7 Economic analysis, and economic consulting</p> <p><input type="checkbox"/> C-1-8 Hedging on currencies, interest, or commodities, or any other financial hedging operation</p> <p><input type="checkbox"/> C-1-9 Investment in financial instruments on commodities markets</p> <p>▶ <b>Any person who performs the following functions on behalf of organizations or institutions in general, including commercial companies or enterprises, collective investment schemes in securities and other financial instruments, and securitization mutual funds:</b></p> <p><input type="checkbox"/> C-2-1 Financial engineering</p> <p><input type="checkbox"/> C-2-2 Management of collective investment schemes in securities and other financial instruments or securitization mutual funds</p> <p><input type="checkbox"/> C-2-3 Brokerage operations on: currencies, shares, bonds or debentures, any financial instrument or product, collective investment schemes in securities and other financial instruments, securitization mutual funds or deposit programs.</p> |

Signature of the Candidate

Signature of the Officer

Seal of the Institution

**Banque du Liban**

**Form A: Designation Notice for the Performance of Regulated Functions**  
**Section 3: Regulated functions to be performed by the candidate**

| <b>Code</b>                    | <b>Description of the regulated function</b>  |
|--------------------------------|---|
| C-2-4-                         | Trading in: currencies, shares, bonds or debentures, any financial instrument or product, shares in collective investment schemes in securities and other financial instruments, securitization mutual funds or deposit programs.   |
|                                | <p>▶ <b>Any person who performs the following function:</b></p>   |
| C-3                            | Trading, on behalf of the employing institution, in currencies, shares, bonds or debentures, any financial instrument or product, shares in collective investment schemes in securities and other financial instruments, securitization mutual funds or deposit programs. |
| C-4                            | Any person entrusted with the internal auditing and control of the functions mentioned in this category   |
| <b>Category D</b>              |   |
|                                | <p>▶ <b>Any person who provides advice to organizations or institutions in general, including commercial companies or enterprises, collective investment schemes in securities and other financial instruments, or securitization mutual funds, on:</b></p>               |
| <input type="checkbox"/> D-1   | Loans   |
|                                | <p>▶ <b>Any person who performs the following functions:</b></p>  |
| <input type="checkbox"/> D-2-1 | Risk management   |
| <input type="checkbox"/> D-2-2 | Treasury operations   |
| <input type="checkbox"/> D-3   | Any manager in charge of the functions mentioned in this category, except the officers referred to in category A.   |
| <input type="checkbox"/> D-4   | Any person entrusted with the internal auditing and control of the functions mentioned in this category   |
| <b>Category E</b>              |   |
|                                | <p>▶ <b>Any person who provides advice to individual clients (natural persons), on:</b></p>   |
| <input type="checkbox"/> E-1-1 | Consumer loans  |
| <input type="checkbox"/> E-1-2 | Housing loans   |
|                                | <p>▶ <b>Any person who performs the following functions:</b></p>  |
| <input type="checkbox"/> E-2-1 | Retail loan and product development   |
| <input type="checkbox"/> E-2-2 | Compliance responsibilities   |
| <input type="checkbox"/> E-2-3 | Internal financial control  |
| <input type="checkbox"/> E-2-4 | Internal accounting   |
| <input type="checkbox"/> E-3   | Any manager in charge of the functions mentioned in this category, except the officers referred to in category A.   |
| <input type="checkbox"/> E-4   | Any person entrusted with the internal auditing and control, except those referred to in categories B, C and D.   |

**Signature of the Candidate**

**Signature of the Officer**

**Seal of the Institution**

**Banque du Liban**

**Form A: Designation Notice for the Performance of Regulated Functions**

**Section 3: Regulated functions to be performed by the candidate**

**3-3: Functions within the institutions affiliated to the notifying institution:**

| Name of the institution and its registration number at the BDL (where necessary) | Work starting date at the institution<br>Day/Month/Year | Regulated function code * | Designation date as a supervised person<br>Day/Month/Year |
|--|---|---------------------------|---|
|  |   |                           |   |
|  |   |                           |   |
|  |   |                           |   |
|  |   |                           |   |
|  |   |                           |   |

**Signature of the Candidate**

**Signature of the Officer**

**Seal of the Institution**

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\* Refer to List in paragraph 3-2

**Banque du Liban**

**Form A: Designation Notice for the Performance of Regulated Functions**  
**Section 4: Employment History**

**This section includes the candidate’s employment history for the past five years, before he/she began working at the present institution, starting with the most recent period of employment.**

**4-1 Employment details (1)**

- a- Period: from...../...../..... to...../...../.....
  - b- Type of work:  b-1 employee  b-2 self-employment  b-3 other .....
  - c- Name of the institution \* .....
  - d- Nature of its work.....
  - e- Its last address:  
Country..... Town.....  
Street..... Building.....
  - f- Positions held .....
  - g- Terms of reference.....
  - h- Reasons for leaving the institution:  
 h-1 Resignation  h-2 Overstaffing  
 h-3 Retirement  h-4 Termination of employment or dismissal  
 h-5 End of contract  h-6 Other
- Specify other reasons.....

**4-2 Employment details (2)**

- a- Period: From...../...../..... to...../...../.....
  - b- Type of work:  b-1 employee  b-2 self-employment  b-3 other
  - c- Name of the institution \* .....
  - d- Nature of its work.....
  - e- Its last address:  
Country.....Town.....  
Street..... Building.....
  - f- Positions held.....
  - g- Terms of reference .....
  - h- Reasons for leaving the institution:  
 h-1 Resignation  h-2 Overstaffing  
 h-3 Retirement  h-4 Termination of employment or dismissal  
 h-5 End of contract  h-6 Other
- Specify other reasons.....

**Signature of the Candidate**

**Signature of the Officer**

**Seal of the Institution**

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\* The institution is any commercial company or enterprise, which is not limited to the definition of “institution” specified in the Basic Decision on scientific, technical and ethic qualifications required to perform certain functions in the banking and financial sectors.

**Banque du Liban**

**Form A: Designation Notice for the Performance of Regulated Functions**  
**Section 4: Employment History**

4-3 Employment details (3)

- a- Period: From...../...../..... to...../...../.....
- b- Type of work:  b-1 Employee  b-2 Self-employment  b-3 Other .....
- c- Name of the institution \* .....
- d- Nature of its activities.....
- e- Its last address: Country.....Town.....  
 Street..... Building.....
- f- Positions held.....
- g- Terms of reference.....
- h- Reasons for leaving the institution:
- h-1 Resignation  h-2 Overstaffing  
 h-3 Retirement  h-4 Termination of employment or dismissal  
 h-5 End of contract  h-6 Other

Specify other reasons.....

4-4 Employment Summary Table

| <b>Period</b><br><b>From.....to.....</b> | <b>Name of the Institution*</b> | <b>Position held</b> |
|--|---------------------------------|----------------------|
|  |                                 |                      |
|  |                                 |                      |
|  |                                 |                      |
|  |                                 |                      |
|  |                                 |                      |
|  |                                 |                      |

**Signature of the Candidate**

**Signature of the Officer**

**Seal of the Institution**

\* The institution is any corporation or commercial firm, not restricted to the concept of institution as defined in the Basic Decision on scientific, technical and ethical qualifications required for performing certain categories of functions in the banking and financial sectors.

\* The institution is any commercial company or enterprise, which is not limited to the definition of “institution” specified in the Basic Decision on scientific, technical and ethic qualifications required to perform certain functions in the banking and financial sectors.

**Banque du Liban**

**Form A: Designation Notice for the Performance of Regulated Functions**

**Section 5: Declarations**

**Declaration of the candidate:**

**I, the undersigned, declare being aware that:**

- 1- Providing the Banque du Liban, whether knowingly or unintentionally, with false or misleading information, may entail legal responsibilities.**
- 2- It cannot be assumed that information is known to the Banque du Liban merely because it is in the public domain, or has been previously disclosed to it or to any other regulatory body.**
- 3- The Banque du Liban may, when deemed appropriate, make investigations and seek further information, while verifying the information included in this Form. The Banque du Liban may also disclose the results of such verification to the institution that submitted the application.**
- 4- The Banque du Liban may, in accordance with laws in force, use the personal information submitted in this Form.**

**I confirm that, to the best of my knowledge, the information included in this Form is accurate and complete, and that I have read the notes about filling this Form.**

**Full Name of the Candidate**

**Signature of the Candidate**

**Date**

**Banque du Liban**

**Form A: Designation Notice for the Performance of Regulated Functions  
Section 5: Declarations**

**Declaration of the institution:**

**I, the undersigned, in my capacity as the officer empowered by the institution to notify the designation of a person to regulated functions, declare being aware that:**

- 1- Providing the Banque du Liban, whether knowingly or unintentionally, with false or misleading information, may entail legal responsibilities.**
- 2- Refraining from giving the Banque du Liban any required information, known to me, leads to the enforcement of administrative sanctions or legal measures.**
- 3- The accuracy and completeness of information submitted to the Banque du Liban must be verified, and the BDL must be immediately notified in case it has been unintentionally provided with false or incomplete information.**
- 4- It cannot be assumed that information is known to the Banque du Liban merely because it is in the public domain, or has been previously disclosed to the Banque du Liban or to any other regulatory body.**

**And I certify:**

**That the candidate is the suitable and appropriate person for performing the functions mentioned in Section 3.**

**And I confirm that:**

- 1- The information included in this Form is accurate and complete, and identical to the information in our files.**
- 2- I am empowered to submit this application and sign this Form on behalf of the institution mentioned in Section 2.**
- 3- The candidate's police record is clean and a copy of the said record is kept at the institution.**
- 4- A copy of this Form is kept at the institution.**

**Name of the notifying institution .....**

**Name of the officer empowered by the institution to notify the designation of a person to regulated functions.....**

**Signature of the Officer**

**Seal of the Institution**

**Date:**

**BANQUE DU LIBAN**

**FORM B**

**Ceasing to Perform Regulated Functions**

|                           |
|---------------------------|
| <b>Form No</b> .....      |
| <b>Date</b> .../.../..... |
| <b>(for BDL use only)</b> |

Full name of the designated person: .....

As indicated in the identity card, the extract from the Civil Status Register (for Lebanese) or the passport (for non-Lebanese)

Name of the notifying institution: .....

**Banque du Liban**

Department of Legal Affairs

Designation notice for the performance of regulated functions

Beirut- Lebanon

Telephone number : 961 1 750 000 (Ext: 6522)

Fax number : 961 1 750 000 (Ext: 6549)

E-mail : [bdllaw@bdl.gov.lb](mailto:bdllaw@bdl.gov.lb)

Web site : [www.bdl.gov.lb](http://www.bdl.gov.lb)

**Banque du Liban****Form B: Ceasing to Perform Regulated Functions****General Indications****I - When to fill Form B**

This Form must be filled within seven days from the date on which a designated person ceases, in any institution, to perform all regulated functions within one category.

Among the reasons for ceasing to perform regulated functions:

- Internal staff transfer to other than regulated functions
- Retirement
- Resignation
- End of contract
- Overstaffing
- Dismissal, termination of employment or of contract
- Work suspension

**II - General information for filling Form B**

- 1- In case the designated person ceases to perform functions from one or more categories in several institutions within the same group, the parent institution may use a single Form, provided this is explicitly declared in Section 3.
- 2- Form B must be submitted by the institution that submitted Form A.
- 3- The institution must attach to this Form the details of any matter of which it is aware and which it considers related to the fact that the designated person has ceased to perform regulated functions.
- 4- In case the institution intends to designate a person again to perform his/her functions after a period of work suspension, it must inform again the Banque du Liban by using Form A.

**Banque du Liban**

**Form B: Ceasing to Perform Regulated Functions**

**Section 1: Detailed information about the designated person**

1-1- Individual Reference Number at the Banque du Liban .....

1-2- Identification of the Designated Person (according to personal identity card):

Male:  Female:

Name.....

Father's name..... Family name.....

Mother's name ..... Family name.....

Spouse's Name..... Family name.....

1-3- Civil Status Register

Nationality.....

Place of Birth..... Date of Birth... /... /... ..

Register No..... Register place..... Caza.....

1-4- Private Address

Country.....

Mouhafazat..... Caza..... Town.....

Neighborhood..... Street..... Building.....

P.O Box: ..... Area..... Telephone.....

Residence period at this address: From... /... /... to... /... /...

**Signature of the Designated Person**

**Signature of the Officer**

**Seal of the Institution**

**Banque du Liban**

**Form B: Ceasing to Perform Regulated Functions**

**Section 2: Detailed information about the institution**

**The officer in charge of submitting this notice must be empowered by the institution.**

**The institution must keep records of officers authorized to sign on its behalf. All signatures on this Form must be original signatures.**

2-1 Name of the notifying institution: .....

2-2 The institution's registration number at the BDL (where necessary): .....

2-3 The officer in charge of submitting designation notices for the performance of regulated functions

Full name .....

Position held.....

E-mail.....Fax .....

Telephone .....Mobile .....

**Signature of the Officer**

**Seal of the Institution**

**Banque du Liban****Form B: Ceasing to Perform Regulated Functions****Section 3: Regulated functions that the designated person has ceased to perform****Reasons for ceasing to perform regulated functions:**

|   |  |
|---|--|
| a-1 Internal staff transfer<br>a-2 Resignation<br>a-3 Overstaffing<br>a-4 Retirement<br>a-5 End of Contract | b-1 Dismissal/ Termination of employment or contract<br>b-2 Work suspension<br>b-3 Other reasons (to attach to the Form) |
|---|--|

| <b>Name of the institution and its registration number at the BDL (where necessary)</b> | <b>Regulated function code</b> | <b>Date of ceasing to perform regulated functions</b> | <b>Code of the reason for ceasing to perform regulated functions</b> |
|---|--------------------------------|---|--|
|---|--------------------------------|---|--|

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**Signature of the Designated Person****Signature of the Officer****Seal of the Institution**

**Banque du Liban**

**Form B: Ceasing to Perform Regulated Functions**

**Section 4: Declarations**

**Declaration of the institution:**

**I, the undersigned, in my capacity as the officer empowered by the institution to notify the designation of a person to regulated functions, declare being aware that:**

- 1- Providing the Banque du Liban, whether knowingly or unintentionally, with false or misleading information, may entail legal responsibilities.**
- 2- Refraining from giving the Banque du Liban any required information, known to me, leads to the enforcement of administrative sanctions or legal measures.**
- 3- The accuracy and completeness of information submitted to the Banque du Liban must be verified, and the BDL must be immediately notified in case it has been unintentionally provided with false or incomplete information.**
- 4- It cannot be assumed that information is known to BDL merely because it is in the public domain, or has been previously disclosed to the BDL or to any other regulatory body.**

**And I confirm that:**

- 1- The information included in this Form is accurate and complete, and identical to the information in our files.**
- 2- I am empowered to submit this application and sign this Form on behalf of the institution mentioned in Section 2.**
- 3- A copy of this Form is kept at the institution.**

**Name of the notifying institution .....**

**Name of the officer empowered by the institution to notify the designation of a person to regulated functions.....**

**Signature of the Officer**

**Seal of the Institution**

**Date:...../...../...../**

**BANQUE DU LIBAN**

**FORM C**

**Internal Transfer of a Designated Person**

|                           |
|---------------------------|
| <b>Form No</b> .....      |
| <b>Date</b> .../.../..... |
| <b>(for BDL use only)</b> |

Full name of the designated person: .....

As indicated in the identity card or the Extract from the Civil Status Register (for Lebanese), or the passport (for non-Lebanese)

Name of the notifying institution: .....

**Banque du Liban**

Department of Legal Affairs

Designation notice for the performance of regulated functions

Beirut- Lebanon

Telephone number : 961 1 750 000 (Ext: 6522)

Fax number : 961 1 750 000 (Ext: 6549)

E-mail : [bdllaw@bdl.gov.lb](mailto:bdllaw@bdl.gov.lb)

Web site : [www.bdl.gov.lb](http://www.bdl.gov.lb)

**Banque du Liban**

**Form C: Internal Transfer of a Designated Person**

**General Indications**

**I - The candidate is not authorized to perform any regulated function before meeting the required qualifications and conditions.**

**II - When to fill Form C**

This Form should be filled when the designated person ceases to perform all regulated functions in a single category and moves to:

§ A new category in the same institution.

§ Any category in another institution being part of the same group, including the category he/she left in the previous institution.

**III - General information for filling Form C**

- 1- In case of several institutions belonging to the same group, the parent institution shall submit the application form on their behalf.
- 2- When the designated person moves to Category A (influential functions), the institution should attach his/her C.V. to this Form.
- 3- If the institution has provided the Banque du Liban, about a specific point, with information that was or has become false, misleading, incomplete or inaccurate, it should immediately notify the Banque du Liban.
- 4- The institution may change the functions of a designated person within the same category, with no need to notify again the Banque du Liban.

**Banque du Liban**

**Form C: Internal Transfer of a Designated Person**

**Section 1: Detailed information about the designated person**

1-1 Individual reference number at the Banque du Liban .....

1-2 Identification of the Designated Person (according to personal identity card)

Male:  Female

Name.....

Father's name.....Family name.....

Mother's name ..... Family name.....

Spouse's Name..... Family name.....

1-3 Civil Status Register

Nationality.....

Place of Birth..... Date of Birth... ./... ./... ..

Register No..... Register place..... Caza.....

1-4 Private Address

Present Address Country.....

Mouhafazat..... Caza..... Town.....

Neighborhood..... Street..... Building.....

P.O Box: ..... Area..... Telephone.....

Residence period at this address: From .../.../.....to.../.../.....

**Signature of the Candidate**

**Signature of the Officer**

**Seal of the Institution**

**Banque du Liban**

**Form C: Internal Transfer of a Designated Person**

**Section 2: Detailed information about the institution**

**The officer in charge of submitting this notice must be empowered by the institution.**

**The institution must keep records of officers authorized to sign on its behalf. All signatures on this Form must be original signatures.**

2-1 Name of the notifying institution: .....

2-2 Institution's registration number at the Banque du Liban (where necessary): .....

2-3 The officer in charge of submitting designation notices for the performance of regulated functions

Full name .....

Position held.....

E-mail..... `Fax .....

Telephone ..... Mobile .....

**Signature of the Officer**

**Seal of the Institution**

**Banque du Liban****Form C: Internal Transfer of a Designated Person****Section 3: Regulated functions that the designated person has ceased to perform**

| Name of the institution and its registration number at the Banque du Liban (where necessary) | Regulated function code * | Date of ceasing to perform regulated functions |
|--|---------------------------|--|
|--|---------------------------|--|

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**Signature of the Candidate****Signature of the Officer****Seal of the Institution**


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\* Refer to List in paragraph 4-2

**Banque du Liban**

**Form C: Internal Transfer of a Designated Person**

**Section 4: Regulated functions to be performed by the candidate**

**The date of designating a supervised person must be indicated as of June 30, 2008.**

**Regarding the functions to be performed by a designated person within the institution submitting the Form, the right box must be ticked in Section 4-2.**

**The parent institution shall fill Section 4-3 when the candidate wishes to perform regulated functions in one or several subsidiaries.**

4-1: Date of designation as supervised person: ... .. / ... .. / ... ..

4-2: Regulated functions:

| <u>Code</u>   | <u>Description of the regulated function</u>   |
|---|--|
| <b>Category A: Influential Functions</b>  |  |
| <input type="checkbox"/> A-1  | Chairman of the Board-General Manager.   |
| <input type="checkbox"/> A-2  | Assistant General Manager  |
| <input type="checkbox"/> A-3  | Any manager, such as the Deputy General Manager, the Assistant General Manager, or the Division Chief, to whom the functions specified in categories B and C are linked  |
| <input type="checkbox"/> A-4  | Advisors to the Chairman of the Board-General Manager  |
| <input type="checkbox"/> A-5  | Advisors to the Assistant General Manager  |
| <input type="checkbox"/> A-6  | Any person responsible for financial functions relating to the management of the institution   |
| <b>Category B</b>   |  |
| ▶ <b>Any person who provides advice to individual clients (natural persons) on:</b> |  |
| <input type="checkbox"/> B-1  | Investment operations in: currencies, shares, bonds or debentures, any financial instrument or product, collective investment schemes in securities and other financial instruments, securitization mutual funds, financial planning or deposit programs |

Signature of the Candidate

Signature of the Officer

Seal of the Institution

**Banque du Liban**

**Form C: Internal Transfer of a Designated Person**  
**Section 4: Regulated functions to be performed by the candidate**

| <u>Code</u> | <u>Description of the regulated function</u>  |
|-------------|---|
|             | <p>▶ <b>Any person who performs the following functions on behalf of individual clients (natural persons):</b></p> <p><input type="checkbox"/> B-2-1 Portfolio management</p> <p><input type="checkbox"/> B-2-2 Assistance in portfolio management</p> <p><input type="checkbox"/> B-2-3 Brokerage operations on: currencies, shares, bonds or debentures, any financial instrument or product, collective investment schemes in securities and other financial instruments, securitization mutual funds, or deposit programs</p> <p><input type="checkbox"/> B-3 Any person entrusted with the internal auditing and control of the functions mentioned in this category</p>   |
|             | <p><b>Category C</b></p> <p>▶ <b>Any person who provides advice to organizations or institutions in general, including commercial companies or enterprises, collective investment schemes in securities and other financial instruments, and securitization mutual funds, on:</b></p> <p><input type="checkbox"/> C-1-1 Evaluation of: projects, commercial companies or institutions, collective investment schemes in securities and other financial instruments, securitization mutual funds, any financial instrument or product, or deposit programs</p> <p><input type="checkbox"/> C-1-2 Investment in: currencies, shares, bonds or debentures, any financial instrument or product, collective investment schemes in securities and other financial instruments, securitization mutual funds, or deposit programs.</p> <p><input type="checkbox"/> C-1-3 Issuance of stocks and bonds or debentures</p> <p><input type="checkbox"/> C-1-4 Financing Operations</p> <p><input type="checkbox"/> C-1-5 Mergers and acquisitions or related consulting</p> <p><input type="checkbox"/> C-1-6 Financial analysis, and financial and strategic consulting</p> <p><input type="checkbox"/> C-1-7 Economic analysis, and economic consulting</p> <p><input type="checkbox"/> C-1-8 Hedging on currencies, interest, or commodities, or any other financial hedging operation</p> <p><input type="checkbox"/> C-1-9 Investment in financial instruments on commodities markets</p> <p>▶ <b>Any person who performs the following functions on behalf of organizations or institutions in general, including commercial companies or enterprises, collective investment schemes in securities and other financial instruments, and securitization mutual funds:</b></p> <p><input type="checkbox"/> C-2-1 Financial engineering</p> <p><input type="checkbox"/> C-2-2 Management of collective investment schemes in securities and other financial instruments or securitization mutual funds</p> <p><input type="checkbox"/> C-2-3 Brokerage operations on: currencies, shares, bonds or debentures, any financial instrument or product, collective investment schemes in securities and other financial instruments, securitization mutual funds or deposit programs.</p> |

Signature of the Candidate

Signature of the Officer

Seal of the Institution

**Banque du Liban**

**Form C: Internal Transfer of a Designated Person**  
**Section 4: Regulated functions to be performed by the candidate**

| <b>Code</b>                    | <b>Description of the regulated function</b>   |
|--------------------------------|--|
| C-2-4-                         | Trading in: currencies, shares, bonds or debentures, any financial instrument or product, shares in collective investment schemes in securities and other financial instruments, securitization mutual funds, or deposit programs.   |
|                                | ▶ <b>Any person who performs the following function:</b>   |
| C-3-                           | Trading, on behalf of the employing institution, in currencies, shares, bonds or debentures, any financial instrument or product, shares in collective investment schemes in securities and other financial instruments, securitization mutual funds, or deposit programs. |
| C-4-                           | Any person entrusted with the internal auditing and control of the functions mentioned in this category  |
| <b>Category D</b>              |  |
|                                | ▶ Any person who provides advice to organizations or institutions in general, including commercial companies or enterprises, collective investment schemes in securities and other financial instruments, and securitization mutual funds, on:                             |
| <input type="checkbox"/> D-1   | Loans  |
|                                | ▶ <b>Any person who performs the following functions:</b>  |
| <input type="checkbox"/> D-2-1 | Risk management  |
| <input type="checkbox"/> D-2-2 | Treasury operations  |
| <input type="checkbox"/> D-3   | Any manager in charge of the functions mentioned in this category, except the officers referred to in category A.  |
| <input type="checkbox"/> D-4   | Any person entrusted with the internal auditing and control of the functions referred to in this category.   |
| <b>Category E</b>              |  |
|                                | ▶ <b>Any person who provides advice to individual clients (natural persons) on:</b>  |
| <input type="checkbox"/> E-1-1 | Consumer loans   |
| <input type="checkbox"/> E-1-2 | Housing loans  |
|                                | ▶ <b>Any person who performs the following functions:</b>  |
| <input type="checkbox"/> E-2-1 | Retail loans and product development   |
| <input type="checkbox"/> E-2-2 | Compliance responsibilities  |
| <input type="checkbox"/> E-2-3 | Internal financial control   |
| <input type="checkbox"/> E-2-4 | Internal accounting  |
| <input type="checkbox"/> E-3   | Any manager in charge of the functions mentioned in this category, except the officers referred to in category A.  |
| <input type="checkbox"/> E-4   | Any person entrusted with the internal auditing and control, except those referred to in categories B, C and D   |

**Signature of the Candidate**

**Signature of the Officer**

**Seal of the Institution**

**Banque du Liban****Form C: Internal Transfer of a Designated Person**  
**Section 4: Regulated functions to be performed by the candidate****4-3: Functions within the institutions affiliated to the notifying institution:**

| Name of the institution and its registration number at the Banque du Liban (where necessary) | Work starting date at the institution<br>Day/Month/Year | Regulated function code * | Date of designation as supervised person<br>Day/Month/Year |
|--|---|---------------------------|--|
|--|---|---------------------------|--|

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**Signature of the Candidate****Signature of the Officer****Seal of the Institution**


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\* Refer to List in paragraph 4-2

**Banque du Liban**

**Form C: Internal Transfer of a Designated Person**

**Section 5: Declarations**

**Declaration of the candidate:**

**I, the undersigned, declare being aware that:**

- 1- Providing the Banque du Liban, whether knowingly or unintentionally, with false or misleading information, may entail legal responsibilities.**
- 2- It cannot be assumed that information is known to the Banque du Liban merely because it is in the public domain, or has been previously disclosed to it or to any other regulatory body.**
- 3- The Banque du Liban may, when deemed appropriate, make investigations and seek further information, while verifying the information included in this Form. The Banque du Liban may also disclose the results of such verification to the institution that submitted the application.**
- 4- The Banque du Liban may, in accordance with laws in force, use the personal information submitted in this Form.**

**I confirm that, to the best of my knowledge, the information included in this Form is accurate and complete, and that I have read the notes about filling this Form.**

**Full Name of the Candidate**

**Signature of the Candidate**

**Date**

**Banque du Liban**

**Form C: Internal Transfer of a Designated Person  
Section 5: Declarations**

**Declaration of the institution:**

**I, the undersigned, in my capacity as the officer empowered by the institution to notify the designation of a person to regulated functions, declare being aware that:**

- 1- Providing the Banque du Liban, whether knowingly or unintentionally, with false or misleading information, may entail legal responsibilities.**
- 2- Refraining from giving the Banque du Liban any required information, known to me, leads to the enforcement of administrative sanctions or legal measures.**
- 3- The accuracy and completeness of information submitted to the Banque du Liban must be verified, and the BDL must be immediately notified in case it has been unintentionally provided with false or incomplete information.**
- 4- It cannot be assumed that information is known to the Banque du Liban merely because it is in the public domain, or has been previously disclosed to it or to any other regulatory body.**

**And I certify:**

**That the candidate is the suitable and appropriate person for performing the functions mentioned in Section 4.**

**And I confirm that:**

- 1- The information included in this Form is accurate and complete, and identical to the information in our files.**
- 2- I am empowered to submit this application and sign this Form on behalf of the institution mentioned in Section 2.**
- 3- A copy of this Form is kept at the institution.**

**Name of the notifying institution .....**

**Name of the officer empowered by the institution to notify the designation of a person to perform regulated functions.....**

**Signature of the Officer**

**Seal of the Institution**

**Date:...../...../...../**