

## Form C2 – Declaration Form (Nominee Agent)

### Important note:

- The form must be completed by the nominee agent.
- Please answer all questions.
- Please submit the completed form to your **Primary Principal**. Do not send this form to General Insurance Association of Singapore (GIA).
- The GIA will not be responsible for any misuse of the information by the parties concerned.
- If the nominee agent is also the sole proprietor of a corporate agent, the nominee agent only needs to complete Form C1, and does not need to complete this form.

### Section A - About Yourself

- 1) Name of Nominee Agent: \_\_\_\_\_
- 2) NRIC/Passport/FIN: \_\_\_\_\_ GIAS Agent No.: \_\_\_\_\_
- 3) Name of Main Agent: \_\_\_\_\_
- 4) Principal Representation:
- Primary Principal : \_\_\_\_\_
- Secondary Principal 1 : \_\_\_\_\_
- Secondary Principal 2 : \_\_\_\_\_
- 5) Residential Address: \_\_\_\_\_  
 \_\_\_\_\_ (S) \_\_\_\_\_
- 6) Email: \_\_\_\_\_ Contact: \_\_\_\_\_

### Section B - Declaration

(\* Please delete as appropriate)

1. Representation of Members of GIA	Yes	No
Have you:		
a) entered into an agency agreement or agreements over the last 12 months with any Member of GIA other than the ones that you have indicated in Section A-4 above?	<input type="checkbox"/>	<input type="checkbox"/>
b) ever been terminated by any Member of GIA?	<input type="checkbox"/>	<input type="checkbox"/>
c) been transacting general insurance business with any Member of GIA other than the ones you represent?	<input type="checkbox"/>	<input type="checkbox"/>
If you tick "Yes" to any of the above, please provide details below:		

## Form C2 – Declaration Form (Nominee Agent)

<b>2. Financial Soundness</b>	Yes	No
Within the past 10 years, have you:		
a) Have you been or are you unable to fulfill any of your financial obligations, whether in Singapore or elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>
b) Have you entered into a compromise or a scheme of arrangement with creditors, or made an assignment for the benefit of your creditors, being a compromise, scheme of arrangement or assignment that is still in operation, whether in Singapore or elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>
c) Have you been or are you subject to any judgment debt against you which you have been unable to satisfy within 7 days from the date of the judgment, whether in Singapore or elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>
d) Are you an undischarged bankrupt or a person in respect of whom a bankruptcy proceeding is pending in Court, whether in Singapore or elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>
If you tick "Yes", please provide details below:		

<b>3. Honesty, Integrity &amp; Reputation</b>	Yes	No
Within the past 10 years, have you:		
a) carried on business in any jurisdiction under any name other than the name stated in this application?	<input type="checkbox"/>	<input type="checkbox"/>
b) been refused the right or restricted in your right to carry on any trade, business or profession for which a specific license, registration or other authorisation is required by law in any jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>
c) been issued a prohibition order under any Act administered by the Monetary Authority of Singapore or been prohibited from operating in any jurisdiction by any financial services regulatory authority?	<input type="checkbox"/>	<input type="checkbox"/>
d) been censured, disciplined, suspended or refused membership or registration by the Monetary Authority of Singapore, any other regulatory authority, an operator of a market or clearing facility, any professional body or government agency, whether in Singapore or elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>
e) been the subject of any investigations or disciplinary proceedings or been issued a warning or reprimand by the Monetary Authority of Singapore, any other regulatory authority, an operator of a market or clearing facility, any professional body or government agency, whether in Singapore or elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>

## Form C2 – Declaration Form (Nominee Agent)

3. Honesty, Integrity & Reputation	Yes	No
f) been the subject of any proceedings of a disciplinary or criminal nature or been notified of any potential proceedings or of any investigation which may lead to those proceedings, under any law in any jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>
g) been convicted of any offence, served any term of imprisonment or is being subject to any pending proceedings which may lead to a conviction of any offence, under any law in any jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>
h) had any judgment (including the finding of fraud, misrepresentation or dishonesty) given against you in any civil proceedings in Singapore or elsewhere, or been a party to any pending proceedings that may lead to such a judgment?	<input type="checkbox"/>	<input type="checkbox"/>
i) accepted civil liability for fraud or misrepresentation under any law in any jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>
j) had any civil penalty enforcement action taken against you by the Monetary Authority of Singapore or any other regulatory authority under any law in any jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>
k) contravened or abetted another person in breach of any laws or regulations, business rules or codes of conduct, whether in Singapore or elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>
l) been the subject of any complaint made reasonably and in good faith, relating to activities that are regulated by the Monetary Authority of Singapore or under any law in any jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>
m) been refused a fidelity or surety bond, whether in Singapore or elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>
n) demonstrated an unwillingness to comply with any regulatory requirement or to uphold any professional and ethical standards, whether in Singapore or elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>
o) been untruthful or provided false or misleading information to Monetary Authority of Singapore or been uncooperative in any dealings with Monetary Authority of Singapore or any other regulatory authority in any jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>
p) been or are you a director, partner, substantial shareholder or concerned in the management of a business that has been censured, disciplined, prosecuted or convicted of a criminal offence, or been the subject of any disciplinary or criminal investigation or proceeding, in Singapore or elsewhere, in relation to any matter that took place while you were a director, partner, substantial shareholder or concerned in the management of the business?	<input type="checkbox"/>	<input type="checkbox"/>

## Form C2 – Declaration Form (Nominee Agent)

3. Honesty, Integrity & Reputation	Yes	No
q) been or are you a director, partner, substantial shareholder or concerned in the management of a business that has been suspended or refused membership or registration by the Monetary Authority of Singapore, any other regulatory authority, an operator of a market or clearing facility, any professional body or government agency, whether in Singapore or elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>
r) been a director, partner, substantial shareholder or concerned in the management of a business that has gone into insolvency, liquidation or administration during the period when, or within a period of one year after, you were a director, partner, substantial shareholder or concerned in the management of the business, whether in Singapore or elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>
s) been dismissed or asked to resign from office, employment, a position of trust, or a fiduciary appointment or similar position, whether in Singapore or elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>
t) been or are you subject to disciplinary proceedings by your current or former employer(s), whether in Singapore or elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>
u) been disqualified from acting as a director or disqualified from acting in any managerial capacity, whether in Singapore or elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>
v) been an officer found liable for an offence committed by a body corporate as a result of the offence having proved to have been committed with the consent or connivance of, or neglect attributable to, the officer, whether in Singapore or elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>
If you tick "Yes" to any of the above, please provide details below:		

4. Compliance	Yes	No	NA
Are you at all times in compliance with the: a) General Insurance Agents' Registration Regulations?	<input type="checkbox"/>	<input type="checkbox"/>	
b) Code of Practice for Agents (including keeping of proper accounting records)?	<input type="checkbox"/>	<input type="checkbox"/>	
c) The Personal Data Protection Act 2012 ("PDPA")?	<input type="checkbox"/>	<input type="checkbox"/>	
d) Have you implemented the best practices in the Data Loss Protection Guidelines for Insurance Agents?			

## Form C2 – Declaration Form (Nominee Agent)

4. Compliance	Yes	No	NA
e) Are you a Singapore citizen or a Singapore Permanent Resident or a foreigner holding a valid Work Permit or Employment Pass issued by the Ministry of Manpower?	<input type="checkbox"/>	<input type="checkbox"/>	
f) Have you fulfilled the minimum number of hours of Continuous Professional Development (CPD) training and such other requirements as may be determined by GIA from time to time?  <i>Note: Trade Specific Agent (except Motor Trade) may tick "NA" for this question.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you tick "No" to any of the above, please provide more details below:			

I further declare that:

- the information shown in this declaration form and any attached documents are correct and complete.
- I shall notify my Principal/s in writing whenever
  - there is any change in the name or address or particulars as registered in the Register; or
  - I cease to be a Nominee Agent with the existing agent / agency.
- I shall not enter into any agreement or arrangement whatsoever for the appointment or engagement of any sub-agent.
- I shall immediately notify in writing the Agents' Registration Board of GIA and the Ordinary Members of GIA for whom I represent as my Principals in the event that any fact, event or matter arises or occurs after the making of this Declaration which renders any of the declarations contained herein untrue or incorrect.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Dated the \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_  
(Day) (Month) (Year)