



## BOARD MEMORANDUM

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**TO:** CANDIDATE FOR POSITION AS DIRECTOR  
**FROM:** DAVID MUNDAY – CHIEF GOVERNANCE & LEGAL OFFICER / COMPANY SECRETARY  
**SUBJECT:** NOMINATION FOR DIRECTOR APPLICATION AND SUPPORTING MATERIAL  
**DATE:** AUGUST 2022  
**CC:**

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**ACTION REQUIRED: FOR COMPLETION AND RETURN**

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To whom it may concern

The following documentation relates to the nomination for the position of director with Regional Australia Bank Ltd. The following documents are required to be completed:

1. Nomination for Director Form;
2. Fit and Proper Policy – Annexure A & B;
3. A copy of your current drivers licence which is required to be supplied with this application to undertake the necessary Federal Police and other checks; and
4. Any other relevant information which you feel necessary to support your application to the Board.

Nominations must be received by the Company Secretary, [companysecretary@regionalaustaliabank.com.au](mailto:companysecretary@regionalaustaliabank.com.au), prior to 12:00 noon on Monday 29 August 2022.

Regards

A handwritten signature in black ink, appearing to be "DM", with a small dot at the end.

David Munday  
Chief Governance & Legal Officer / Company Secretary



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## Call for Director Nomination

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Nominations are called to fill **one vacant position** on the Board of Regional Australia Bank Ltd, to be appointed at the 2022 Annual General Meeting (AGM) held on Thursday 24 November 2022.

The Board of Regional Australia Bank currently comprises of eight directors. It has been determined by the Board that the number of directors will reduce to seven for the period commencing from the 2022 AGM until the 2023 AGM.

Therefore, there will be one vacant director position available, with Mr David Johnson, as a current director, offering himself for re-election.

Nominations are invited from eligible members to stand as a candidate for the position of Director. Nomination forms may be obtained from [www.regionalaustaliabank.com.au](http://www.regionalaustaliabank.com.au) or by contacting:

**Mr David Munday - Company Secretary**  
**Email: [companysecretary@regionalaustaliabank.com.au](mailto:companysecretary@regionalaustaliabank.com.au)**

In order to nominate, a candidate must:

- (i) be a member of Regional Australia Bank Ltd, for at least the past 12 continuous months;
- (ii) be eligible for election under Division 13.2 of the Constitution (Eligibility to be a Director);
- (iii) be nominated by two (2) members of Regional Australia Bank Ltd and consent to the nomination;
- (iv) be at least 18 years of age;
- (v) complete a Personal Information Questionnaire and other relevant eligibility information;
- (vi) provide all information that is requested to determine if the candidate is disqualified by law from acting as a director;
- (vii) demonstrate how they meet the required skills, knowledge and competencies for eligibility; and appointment; and
- (viii) be able to attend a face to face interview.

You will be ineligible to be a director of Regional Australia Bank Ltd if you have been convicted of a disqualifying offence as set out in section 20 of the *Banking Act 1959*.

Each candidate will be interviewed and assessed by the Board Director Nominations Committee to determine the fitness and propriety and skills, knowledge and competency of the candidate to be and act as a director, by reference to Regional Australia Bank's Fit and Proper Policy, Banking Executive Accountability Regime and the Director Skills and Experience Matrix.

The Board require a candidate with an ability to positively influence others, think strategically and identify and critically assess strategic opportunities, experience in accounting and or finance with the ability to analyse key financial statements and critically assess financial viability and performance, strong risk management skills, experience working in a regional context, operational experience in a 'customer owned' bank or the financial services sector, as well as prior director experience.

Nominations must be received by the Company Secretary, [companysecretary@regionalaustaliabank.com.au](mailto:companysecretary@regionalaustaliabank.com.au), prior to 12:00 noon on Monday 29 August 2022.

By the order of the Board

A handwritten signature in black ink, appearing to read "DM", with a small dot at the end.

David Munday  
Company Secretary



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## NOMINATION FOR DIRECTOR

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**I, the undersigned member hereby nominate for the position of Director with Regional Australia Bank Ltd.**

In accepting this nomination, I confirm that I am eligible for election under Division 13.2 (Eligibility to be a Director) and satisfy Division 16 (Conflicts of Interest) of the Constitution and that I am eligible to be a Director in accordance with the provisions of the *Corporations Act 2001* (Cth) and the *Banking Act 1959* (Cth).

I note that the 'Profile of Candidate For Nomination as a Director' attached and completed by me will be used to prepare the Statement of Candidates to issue with the annual general meeting voting papers.

**My Signature appears below and is witnessed by two (2) other members of Regional Australia Bank.**

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**Nominee Name and Address**

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**Members Nominating (2 required)**

.....  
**Nominee Name**

.....  
**1. Member Name**

.....  
**Nominee's Address**

.....  
**1. Membership Number**

.....  
**Nominee's Signature**

.....  
**Member's Signature**

.....  
**Nominee's Membership Number**

.....  
**2. Member Name**

.....  
**2. Membership Number**

.....  
**Member's Signature**



**PROFILE OF CANDIDATE FOR NOMINATION AS DIRECTOR**

Name:

Address:

Present Occupation:

Previous Occupation:

**Leadership Experience:**

**Strategic Planning experience:**

**Financial Performance experience**

**Legal & Compliance experience**

**Risk Management experience:**

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**Experience in the role of a director:**

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**Governance experience:**

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**Technology / Digitisation experience:**

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**People, Conduct & Culture experience:**

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**Working in regional context (Member Engagement):**

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**Customer Service experience:**

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**Authorised Deposit Taking Institution financial services experience:**

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**Academic Qualifications:**

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**Commitment to the time and effort necessary to be a valuable and successful Director:**

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**Proposed Goals as a Director:**

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**Additional Information:**

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**Privacy Information**

*Under the Privacy Act 1988, the personal information provided in your nomination will be held securely and used only by Regional Australia Bank for the purposes for which it was collected. We have a duty to keep confidential all personal information we hold about you. Except where required by law, we only disclose personal information to third parties with your express or implied consent. We will not sell any personal information about you to any other organisation, and we will not disclose names and addresses to third parties for the purpose of allowing them to direct market their product and services to you.*

*This personal information will be held for up to three (3) months following a nomination for Director before being securely destroyed. If you are elected as a Director the personal information provided in your application and any other personal information collected in the course of the nomination and selection process will become part of your Director file.*

By signing this nomination you are consenting to the provision of your personal information necessary for the process for nomination of Director.

I certify that the above details are true and correct.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date :** \_\_\_\_\_

## Director - Position Description

<b>Role:</b>	Non-Executive Director
<b>Reports to:</b>	Chairman
<b>Prepared by:</b>	Company Secretary
<b>Date approved / updated:</b>	January 2021
<b>Version No:</b>	011 / 21



### 1. Role as a Director

As a Director of Regional Australia Bank Ltd it is your responsibility as a member of the Board for directing the business. The rules setting out these powers and functions are encompassed in the Constitution of Regional Australia Bank. As a Director, you are expected to drive performance in the best interest of the company and ensure that Regional Australia Bank is successful in the business operating environment. In doing so, you must exercise your powers with appropriate care and diligence.

In discharging this obligation, you will assist in setting the strategic direction, approving the strategic plan and ensuring the necessary processes & resources are in place to ensure that Regional Australia Bank's performance is measured and reported in an honest and reliable manner.

As a Director, you need to be satisfied that management is ensuring that Regional Australia Bank is meeting all of its legal obligations and that you meet the specific legal obligations that are attached to your position as a Director of a company.



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## 2. Key Responsibilities

As a member of the Board you are responsible for:

### Strategy

- 2.1 Reviewing, assisting in developing, challenging and approving the strategic plans for Regional Australia Bank.
- 2.2 Monitoring the implementation and outcomes of the strategic plan and ensure that the strategic plan is reviewed regularly to respond to changes as required.
- 2.3 Ensuring that reporting systems are appropriate to measure and monitor Regional Australia Bank's:
  - (i) fulfilment of its strategy;
  - (ii) identification, assessment and management of its key risks; and
  - (iii) setting of the risk appetite within the organisation.

### Policies

- 2.4 Reviewing, modifying and approving policies as required to ensure:
  - (i) that Regional Australia Bank has effective, adequate and appropriate risk management and control systems to manage the risks to which it is exposed; and
  - (ii) compliance with legislation, APRA prudential standards, ASIC Regulatory Guides and the strategic plan.

### Budgeting and Performance Indicators

- 2.5 Approving the annual budget and strategic performance indicators and objectives for the Chief Executive Officer (CEO) to assist with achieving the objectives as agreed in the strategic plan.

### Risk Management & Compliance

- 2.6 Ensuring a sound system of internal controls based on the adoption by the Board of a risk based approach to the identification, evaluation and management of risks that are significant to the fulfilment of Regional Australia Bank's objectives.
- 2.7 Monitoring the integrity of financial performance and reporting.
- 2.8 Ensuring that at all times Regional Australia Bank complies with all legislation, prudential standards and regulatory requirements.
- 2.9 Ensuring at all times adherence with the code of conduct as approved by the board and the ability for whistle blowing to occur.
- 2.10 Overseeing the internal audit and external audit plans, the engagement of the external and internal auditor and the monitoring of the reports from both internal audit and external auditors, and adherence to the corporate governance and risk management frameworks to ensure compliance.

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## **CEO Appointment**

- 2.11 Under the leadership of the Chairman, assist with appointing, monitoring and reviewing the performance of the CEO and ensure that appropriate succession plans are in place for the executive managers directly reporting to the CEO.
- 2.12 Under the leadership of the Chairman, ensure the CEO's remuneration and Contract of Employment are aligned to Regional Australia Bank's key goals and objectives.

## **Time Commitment**

- 2.13 Committing the required time to competently perform responsibilities and duties including allowing sufficient time for pre-reading and preparation for board and committee meetings, ensuring an understanding of the issues sufficiently to be able to exercise appropriate decision making at the board and or such committees.
- 2.14 Committing time to attend professional development programs to ensure the maintenance of the required competency levels to meet the APRA and ASIC competency requirements as well as enhancing the director's specific skills as identified in the Board Skills and Experience Matrix.

## **Corporate Social Responsibility**

- 2.15 Ensuring an understanding of the governance aspect of Corporate Social Responsibility which refers to corporate decision making, management practice, performance and reporting which is:
- (i) ethical;
  - (ii) sustainable; and
  - (iii) has regard to local, social, community and environmental interests as well as financial considerations.

## **3. Decision Making Authority**

- 3.1 As a director you are responsible for making decisions in the best interest of Regional Australia Bank, and as such you will need to contribute to decision making in key responsibility areas, including, but not limited to the following:
- (i) determining the overall strategic direction of Regional Australia Bank;
  - (ii) determining the delegated authority of the Board and the CEO;
  - (iii) appointing the CEO and review their performance six monthly along with agreeing on their appropriate professional development;
  - (iv) developing, monitoring and reviewing board policies;
  - (v) developing, monitoring and reviewing the strategic plan and its performance;
  - (vi) developing the terms of reference of board committees;
  - (vii) approving the annual budget and any delegated significant operational expenditure outside the budget;
  - (viii) approving all mergers and acquisitions, and delegated property acquisitions and disposals;
  - (ix) determining the enhancement and positioning of Regional Australia Bank's brand;
  - (x) reviewing the annual progress and performance of Regional Australia Bank in meeting its objectives, performance indicators and key ratios;
  - (xi) determining the risk governance framework of Regional Australia Bank;

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- (xii) determining that Regional Australia Bank's risk management and control systems are effective and appropriate to manage Regional Australia Bank; and
  - (xiii) establishing a succession plan for the CEO and Board.

#### **4. Knowledge, Skills, Competencies and Personal Qualities**

4.1 As a director, you must possess knowledge, skills and competency in some of the following areas:

- (i) strategy – ability to think strategically and identify and critically assess strategic opportunities and threats and develop effective strategies in the context of the strategic objectives of Regional Australia Bank;
- (ii) risk management – knowledge and experience of risk management practices and the ability to identify and understand strategic risk and risk appetite in an authorised deposit taking institution;
- (iii) legal and compliance – qualifications and experience in law and /or knowledge and experience of the legal and compliance requirements of a public company in the context of an authorised deposit taking institution;
- (iv) financial performance – qualifications and experience in accounting and/or finance with the ability to analyse key financial statements, critically assess financial viability and performance. Knowledge and experience of commercial business activity and what drives profitability and cash flow ;
- (v) leadership - ability to positively influence others through the responsibility for decisions and actions;
- (vi) digitisation - experience in business adaptation to the operating environment and changing services delivery in the financial services sector in a digital environment;
- (vii) experience in the role of a director – Experience in the role of a director to assist the Board in:
  - reviewing and approving the strategy;
  - monitoring the progress of key performance indicators;
  - ensuring the adequacy of internal controls and reporting; and
  - contribution to Board decision making.
- (viii) working in a regional context (member engagement)- knowledge and experience of the regional context and environment in which Regional Australia Bank operates;
- (ix) ADI sector knowledge / experience - knowledge of the wider authorised deposit taking institution sector and its changing operating environment and its impact on the customer owned banking sector;
- (x) Merger Experience – experience and expertise in mergers between mutual ADIs.

4.2 In addition to 4.1, a director must possess the following personal qualities:

- (i) integrity – fulfilling a Director's duties and responsibilities, putting the organisations interest before personal interests, acting ethically;
- (ii) curiosity, courage and capacity to debate constructively – a director must have the curiosity to ask questions and the courage to persist in asking or to challenge management and fellow Board members where necessary;
- (iii) interpersonal skills and the ability to work in a team – a director must work well in a group, listen well, be persuasive and frame an argument well, be tactful but able to communicate their point of view frankly, and have high level evaluation skills;

- (iv) genuine interest in the organisation and its business with the ability to think critically, creatively and in a commercial way;
- (v) instinct and sound judgement – good business instincts and acumen, ability to get to the basis of the issue quickly and question intelligently with political astuteness and diplomacy;
- (vi) an active contributor – being able to continually contribute in active discussion and decision making;
- (vii) use judgement, common sense and tact when discussing issues and challenge rigorously, but in a supportive way; and
- (viii) ensure that others are given a reasonable opportunity to put forward their views (i.e. refraining from interrupting or interjection when another director or person is speaking).

4.3 As a director you must possess the following values and behavioural qualities:

- (i) Integrity: In fulfilling ones duties and responsibilities one must put Regional Australia Bank's interest before personal interests, and act Honestly, Reliably, and in a Transparent manner;
- (ii) Respectful: When acting towards other individuals one must ensure they show Acceptance, are Approachable and Empathetic; and
- (iii) Fairness: When making decisions one must ensure Flexibility, be Equitable, and allow Accessibility.

## 5. Directors' Duties

5.1 As a director, you have a duty to act in good faith, for a proper purpose and in the best interests of Regional Australia Bank as a whole. You are required to act in the interests of all members and to avoid any potential conflict of interest. Breaches of these common law duties may expose you to potential liability in damages. The *Corporations Act 2001* also codifies these duties and provides substantial fines or disqualification from a directorship as a consequence for breaches as follows:

- (i) duty to act in good faith in the best interests of the corporation and for a proper purpose;
- (ii) duty to exercise a reasonable degree of care and diligence;
- (iii) duty not to make improper use of information; and
- (iv) duty to not make improper use of position.

5.2 As a director, you must meet your obligations as a Fit and Proper person and an accountable person under the Banking Executive Accountability Regime (BEAR).

## 6. Professional Development

As a member of the Board you are responsible for:

- 6.1 Undertaking and completing the Australian Institute of Company Directors diploma course, or equivalent qualification.
- 6.2 Ensuring that you attend conferences and training sessions relevant to Regional Australia Bank's needs in accordance with Regional Australia Bank's requirements for continual professional development for directors.
- 6.3 Ensuring a willingness and capacity to become better equipped to perform job responsibilities by transferring new knowledge and skills gained through training to your role.

## **7. Performance Management**

As a member of the Board you are responsible for:

- 7.1 Engaging with the process for the setting of mutually agreed goals, objectives and performance measures for the role, and identify Key Performance Areas for an annual review processes.
- 7.2 Actively participating in an annual director and board evaluation review, providing constructive feedback to the Chairman.



# Board Fit & Proper Policy

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# FIT AND PROPER POLICY

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## 1. Policy Purpose

1.1 The purpose of this policy is:

- (i) to ensure persons responsible for the management and oversight of Regional Australia Bank Ltd have the appropriate skills, competence, experience and knowledge, and act at all times with honesty and integrity, in accordance with the Australian Prudential Regulation Authority's (APRA's) Fit and Proper requirements contained in CPS 520, the Banking Executive Accountability Regime, the *Banking Act 1959 (Cth)*, and the *Corporations Act 2001 (Cth)*; and
- (ii) to assist Regional Australia Bank in managing the treatment of any person who holds a position of responsibility with Regional Australia Bank and, for whatever reason, is considered not to be fit and proper to continue fulfilling that role.

## 2. Definitions

**Accountable Person** means a person registered with APRA under the Banking Act.

**ADI** means authorised deposit-taking institution under the Banking Act.

**APG 520** means APRA's Prudential Practice Guide APG 520 – Fit and Proper.

**APS 310** means APRA's Prudential Standard APS 310 "Audit and Related Arrangements for Prudential Reporting".

**APRA** means the Australian Prudential Regulation Authority.

**ASIC** means the Australian Securities & Investments Commission.

**Audit Committee & Risk Committee** means the Board committees established by the Board in accordance with CPS 510 to generally review the effectiveness of Regional Australia Bank's financial reporting and risk management framework.

**Banking Act** means the *Banking Act 1959 (Cth)*.

**Banking Executive Accountability Regime (BEAR)** means the requirements as outlined in the Banking Act.

**Board** means the board of directors of Regional Australia Bank Ltd.

**CPS 510** means APRA's Prudential Standard CPS 510 "Governance".

**CPS 520** means APRA's Prudential Standard CPS 520 "Fit and Proper".

**Corporate Governance Committee** means the Board committee established by the Board to generally review the effectiveness of the corporate governance framework.

**CEO** means the Chief Executive Officer of Regional Australia Bank.

**Corporations Act** means the *Corporations Act 2001 (Cth)*.



**Responsible Person** means, for the purposes of this Policy:

- (i) Directors;
- (ii) Chief Executive Officer;
- (iii) Deputy Chief Executive Officer;
- (iv) Chief Governance & Legal Officer / Company Secretary;
- (v) Chief Financial Officer;
- (vi) Chief Information Officer;
- (vii) Chief Product Officer;
- (viii) Chief Operating Officer;
- (ix) Chief Risk Officer;
- (x) External Auditor;
- (xi) Internal Auditor; and

any other person considered by the Board and / or the CEO from time to time.

Individuals holding a position of fit and proper, for example under the Australian Financial Services Licence, Australian Credit Licence and Company Secretary obligations will be assessed as fit and proper for ASIC purposes but not reportable to APRA for the purposes of clauses 3.4 and 8.1(iii).

**Senior Manager**, as defined in CPS 520 means, for the purposes of this Policy, a person (other than a director) who:

- (i) makes, or participates in making, decisions that affect the whole, or a substantial part, of the business;
- (ii) has the capacity to significantly affect the financial standing of the business;
- (iii) may materially affect the whole, or a substantial part of the business or the financial standing through their responsibility for:
  - (a) enforcing policies and implementing strategies approved by the Board;
  - (b) the development and implementation of systems that identify, assess, manage, or monitor risks in relation to the business; and
  - (c) monitoring the appropriateness, adequacy and effectiveness of risk management systems.

### **3. Policy**

- 3.1 Regional Australia Bank will ensure compliance with the requirements of CPS 520 and will ensure that Responsible Persons are fit and proper for the business and circumstances of Regional Australia Bank.
- 3.2 The Board and CEO will take all prudent steps to ensure that a person is not appointed to a responsible position if they are not considered to be fit and proper and (with respect to persons already holding responsible positions) the Board will take appropriate steps to ensure that such persons remain fit and proper for the roles they hold.
- 3.3 The Board and CEO will take all reasonable steps to ensure that each of its responsible persons is aware of, and understands, the provisions of this Fit and Proper Policy.
- 3.4 Regional Australia Bank will report to APRA on the fitness and propriety of its responsible persons, as required under CPS 520, with respect to each of the responsible person positions as defined in this policy.
- 3.5 This Fit and Proper Policy must be provided to:
  - (i) any candidate for election as a director as soon as possible after the candidate is nominated;

- (ii) any person being appointed as an Accountable Person under the BEAR requirements; and
  - (iii) any other person before an assessment of their fitness and propriety is conducted
- 3.6 Responsible persons must consent to the collection and use of personal information:
- (i) to comply with this Fit and Proper Policy and CPS 520; and
  - (ii) by APRA for its powers and functions under the *Banking Act*.
- 3.7 Fit and proper assessments must be retained to demonstrate the fitness and propriety of current, and recently resigned, responsible persons.

#### **4. Criteria for Assessing Fitness and Propriety**

- 4.1 The criteria that must be met for a person to be considered fit and proper to hold a responsible person position include:
- (i) whether it would be prudent to conclude that the person possesses the competence, character, diligence, honesty, integrity and judgement to perform properly the duties of the responsible person position;
  - (ii) establishing that the person is not disqualified under the Banking Act from holding the position;
  - (iii) establishing that the person either:
    - (a) has no conflict of interest in performing the duties of the responsible person position; or
    - (b) if the person has a conflict of interest, establishing that it would nevertheless be prudent to conclude that the conflict will not create a material risk that the person will fail to perform properly the duties of the position;
  - (iv) meeting the relevant skills and experience as determined by the Board from time to time for roles outlined in clause 5.2; and
  - (v) meeting the relevant skills and experience as determined by the CEO from time to time for those Executive Management roles that report directly to the CEO.
- 4.2 In addition to CPS 520 requirements, responsible persons must also satisfy the criteria in:
- (i) the Corporations Act 2001 (Cth);
  - (ii) Governance Standard - CPS 510;
  - (iii) Banking Act 1959 (Cth);
  - (iv) the Governance Policy and Constitution;
  - (v) the Code of Conduct and Conflict of Interest Policy; and
  - (vi) the position description for a particular responsible person's position.
- 4.3 The criteria, in addition to that under clause 4.1 above, that must be met for a person to be fit and proper to act as auditor are whether the person:
- (i) is registered as an auditor under the Corporations Act 2001 (Cth);
  - (ii) has had five years of recent relevant experience and has an understanding of the regulatory environment Regional Australia Bank operates in, particularly the three key licensing authorities – APRA, ASIC and Fair Trading;
  - (iii) is a member of a recognised professional body; and
  - (iv) is ordinarily resident in Australia.

## 5. Assessing Fitness and Propriety

- 5.1 The Board Corporate Governance Committee will conduct fit and proper assessments annually of directors' who are not standing for re-election and will then make a recommendation to the Board whether the individuals are fit and proper.
- 5.2 The Board Corporate Governance Committee will carry out the role of the Director Nominations Committee and will conduct fit and proper assessments for candidates for the position of:
- (i) Director;
  - (ii) Chief Executive Officer;
  - (iii) Chief Governance & Legal Officer / Company Secretary; and
  - (iv) External and Internal Auditor.

The Board Corporate Governance Committee will then make a recommendation to the Board whether the individuals are fit and proper. An attestation will then be signed by the Board Chairman declaring that such individuals, as outlined above, have been assessed as being fit and proper to hold a responsible person position.

- 5.3 The CEO will conduct fit and proper assessments, to be completed before a person becomes the holder of a responsible person position and annually, with respect to the holders of the responsible person positions, excluding those positions in 5.2.

An attestation will then be signed by the CEO declaring that such individuals have been assessed as being fit and proper to hold a responsible person position.

- 5.4 Regional Australia Bank will ensure that, when making a determination about the propriety and fitness of a responsible person, or a candidate for a responsible person position, consideration will be given to the following:
- (i) the person's character, competence, experience and qualifications, including whether there are reasonable grounds to believe that the person possesses the necessary knowledge, skills and expertise, and has demonstrated in their existing role appropriate professional conduct, sound judgement and diligence for the responsible person position;
  - (ii) an assessment of the responses provided in the:
    - (a) Initial Declaration for Responsible Person Position [Annexure A];
    - (b) Initial Personal Information Questionnaire [Annexure B];
    - (c) Declaration for Responsible Person Position Reassessment [Annexure C];
    - (d) Personal Information Questionnaire [Annexure D];
    - (e) Assessment (Annual Declaration) [Annexure E];
    - (f) Bankruptcy Search [Annexure F];
    - (g) APRA and ASIC Search [Annexure G];
    - and
    - (h) Criminal History Search [Annexure H].
  - (iii) whether the person has demonstrated a lack of willingness to comply with legal obligations, regulatory requirements or professional standards, or been obstructive, misleading or untruthful in dealing with regulatory bodies or a court;

- (iv) whether the person has breached a fiduciary obligation, perpetrated or participated in negligent, deceitful, or otherwise discreditable business or professional practices;
  - (v) whether the person has been reprimanded, or disqualified, or removed, by a professional or regulatory body in relation to matters relating to the persons honesty, integrity or business conduct;
  - (vi) whether the person has seriously or persistently failed to manage personal debts or financial affairs satisfactorily in circumstances where such failure caused loss to others;
  - (vii) any other information about the person's fitness and propriety that Regional Australia Bank should be aware of.
- 5.5 Regional Australia Bank will conduct fit and proper assessments, to be completed before a person becomes the holder of a responsible person position. On an annual basis, Regional Australia Bank will ensure a fit and proper assessment of each of its responsible persons is undertaken. This annual assessment will require each fit and proper person to attest that there are no matters relevant and material to their reassessment using the Declaration in Appendix E, along with obtaining information relevant to the assessment. On every fifth year, a Personal Information Questionnaire in Appendix D, will be completed. The annual performance review will typically be the appropriate time for the annual assessment of a responsible person's fitness and propriety.
- 5.6 If Regional Australia Bank becomes aware of information that may be relevant to an assessment of a person's fitness and propriety which was not known at the time of its last fit and proper assessment, Regional Australia Bank must undertake reasonable enquiries to determine if a fitness or propriety concern exists.
- 5.7 Regional Australia Bank will ensure that sufficient documentation for fit and proper assessments is retained to demonstrate the fitness and propriety of current, and recently past, responsible persons.

## **6. Whistle blowing**

- 6.1 If a person believes that a responsible person does not meet the fit and proper criteria, that person must notify either the Chief Governance & Legal Officer / Company Secretary, CEO, Corporate Governance Committee Chairman, Board Chairman or APRA of that belief and the reasons for it.
- 6.2 Regional Australia Bank will not constrain, impede, restrict or discourage any person from providing information to APRA who believes CPS 520 has not been complied with.
- 6.3 Regional Australia Bank will comply with its Whistle Blower Protection Policy and consents to any person who held a responsible person position disclosing information or providing documents to APRA relating to their reasons for resignation, retirement or removal.
- 6.4 Regional Australia Bank will ensure that the provisions for whistle blowing in this Fit and Proper Policy are communicated to those of its directors and employees whom it considers should receive such information to assist them in conducting fit and proper assessments.
- 6.5 Regional Australia Bank must take all reasonable steps to ensure that no person making such disclosures in good faith is subject to, or threatened

with, a detriment because of any notification in accordance with the requirements of this Fit and Proper Policy.

## **7. Dealing with a Responsible Person who is not Fit and Proper**

- 7.1 Regional Australia Bank will take all prudent steps to ensure that:
- (i) a person who is not fit and proper for a responsible person position, is not appointed to that position; and
  - (ii) an existing responsible person does not continue to hold that position if subsequently found not to be fit and proper for that position.
- 7.2 If, upon the assessment of director nominations and other applications for responsible person positions, it is deemed that a person is not fit and proper, then either the Chairman, CEO, or Corporate Governance Committee Chairman will advise, by reference to this policy and the Constitution, that the person does not have the appropriate fitness and propriety.
- 7.3 In the situation where Regional Australia Bank forms the belief that a responsible person is not fit and proper, APRA must be notified within ten (10) business days of the following:
- (i) the fact and basis of the belief;
  - (ii) whether or not the person remains in the responsible person position;
  - (iii) the action that has been taken or will be taken; and
  - (iv) whether there is a need for a direction by APRA under the Banking Act to enable the prompt removal of the person.

## **8. Informing APRA**

- 8.1 In conforming to CPS 520, Regional Australia Bank will:
- (i) provide a copy of this policy to APRA upon request;
  - (ii) obtain any information and documentation that APRA ask of it and provide that information to APRA; and
  - (iii) notify APRA of the following details in relation to each responsible persons within twenty eight (28) days of any subsequent change or new appointment:
    - (a) the person's full name;
    - (b) the person's date of birth;
    - (c) the person's position and responsibility; and
    - (d) a statement of whether the person has been assessed under the Fit and Proper Policy.

## **9. Policy Review**

- 9.1 This policy will be reviewed on a biennial basis by the Corporate Governance Committee to ensure that it operates in a manner consistent with the Board's requirements.

<b>Policy Amended:</b>	<b>July 2021</b>
<b>Related Policies:</b>	<b>Corporate Governance Policy – CPS 510, Risk Management Policies – APS 310, Whistle Blower Protection Policy.</b>

## Annexure A: Initial Declaration - Responsible Person Position

**Full Name of Applicant:**  
'the Applicant'

**Responsible Person  
Position being considered  
for:**  
'the Position'

I, THE APPLICANT, DO SOLEMNLY AND SINCERELY DECLARE AS FOLLOWS:

1. I am applying for the Position.
2. I have been provided with copies of the following documents which I have read:
  - (i) Regional Australia Bank's Fit and Proper Policy;
  - (ii) Prudential Standard CPS 520 'Fit and Proper Requirements';
  - (iii) Australian Practice Guide APG 520 Fit and Proper; and
  - (iv) this Declaration including 'Information for Applicants of Responsible Person Position' and my completed Questionnaire.
3. The answers given in my completed Person Information Questionnaire, and any other information that I have given to Regional Australia Bank in connection with my application for the Position, are complete and accurate as at today's date. I am not aware of any other matters which are relevant and material to an assessment of my fitness and propriety for the Position with Regional Australia Bank in accordance with paragraph 13 of APG 520 Fit and Proper.
4. I authorise Regional Australia Bank to collect the information and make enquiries to assess my fitness and propriety for the Position.

**Declared at:**

**City/Town**

**State/Territory**

**Signature of applicant**

**Before me:**

**Signature of witness**

**Name of witness**

**Address of witness**

**Qualification of witness**

**Date:**



## **Information for Applicants of Responsible Person Position**

Persons who apply for a responsible person position with Regional Australia Bank must provide the following:

- (i) a Declaration – Responsible Person Position;
- (ii) Personal Information Questionnaire;
- (iii) Bankruptcy Search;
- (iv) APRA and ASIC Search; and
- (v) Criminal History Search.

Regional Australia Bank will collect this personal information from you for the following purposes:

- (i) to assess your application for a responsible person position;
- (ii) to verify information contained in your completed Questionnaire; and
- (iii) to assess whether you are a fit and proper person to be a responsible person of Regional Australia Bank as an Authorised Deposit-taking Institution under the Banking Act

We also collect information about you to assist with our assessment from:

- (i) the character referees you nominate in your completed Questionnaire; and
- (ii) other persons and organisations disclosed in your completed Questionnaire, such as previous employees, professional and industry bodies of which you may have been a member, business associates, educational institutions; and
- (iii) the Australian Federal Police

If you do not give us the personal information we require we will not be able to assess your application.

If your application is not successful we will, in accordance with the *Privacy Act 1998*, dispose of your information securely within six (6) months.

If your application is successful:

- (i) we will retain this information for seven (7) years after you cease to be a responsible person of Regional Australia Bank; and
- (ii) we may disclose your information to the Australian Prudential Regulation Authority (APRA).

**By submitting the completed Personal Information Questionnaire, you consent to our collection and use of your personal information as disclosed above.**

## ***Important Note***

*The Banking Act 1959 (Cth)* provides that a disqualified person cannot act as a Director of a Bank and that a Bank cannot allow a disqualified person to act as a Director. A disqualified person is defined in Section 20 of *the Banking Act 1959* as a person who has been convicted of certain offences, entered into bankruptcy arrangements or been disqualified by the Australian Prudential Regulation Authority (APRA). The questionnaire which follows is for the purpose of determining whether any individual is a disqualified person. In completing the questionnaire you are not required to reveal any convictions which may be protected by Part VIIC of the *Crimes Act 1914* which means that you do not have to disclose any convictions to which any of the following criteria apply:

- (i) if you were granted a free and absolute pardon because of a wrongful conviction;
- (ii) the conviction was quashed; or
- (iii) the conviction is spent.

A Commonwealth, State, Territory or foreign conviction is spent if a pardon was granted for a reason other than wrongful conviction or if it meets all of the following conditions:

- (i) it is 10 years or more since the date of the conviction (*or 5 years since the date of the conviction if the person was dealt with as a juvenile*);
- (ii) if a sentence of imprisonment was imposed it was for a period of not more than 30 months;
- (iii) there have not been any further offences in the 10 (*or 5*) year period; and
- (iv) an exclusion which removes or restricts the rights of an individual which may allow the disclosure of criminal convictions does not apply.





## Annexure B: Initial Personal Information Questionnaire

### Your Personal Details

Family Name

Given Names

Have you ever been known by another name? Yes  No

If Yes, by what other names?

When?

Sex Male  Female

Date of Birth  /  /

Town/City of birth

Country of birth

Are you a member of Regional Australia Bank? Yes  No

If Yes, what is your membership number?

### Your Contact Details

Telephone Home ( )  Business ( )

Mobile

Email

Residential address

Town / Suburb

Postcode

### Your Employment Details

Your occupation

Your employer

Business address

Town / Suburb

Postcode

### Your Employment History

Please provide details of your employment history by completing the Detailed Employment History section.

### Your Knowledge, Skill & Experience

1. Do you have any tertiary qualifications?	No <input type="checkbox"/>	Yes <input type="checkbox"/> Provide details at page 17
2. Have you ever been a director or manager of a company?	No <input type="checkbox"/>	Yes <input type="checkbox"/> Provide details at page 18
3. Have you ever been the director or employee of, or professional consultant to, an Authorised Deposit Taking Institution (ADI)?	No <input type="checkbox"/>	Yes <input type="checkbox"/> Provide details at page 18
4. Have you ever been a member of a professional services firm?	No <input type="checkbox"/>	Yes <input type="checkbox"/> Provide details at page 19
5. Have you ever been a member of a professional or industry body?	No <input type="checkbox"/>	Yes <input type="checkbox"/> Provide details at page 20
6. Do you have any other qualifications or experience which makes you suitable to be a responsible person of Regional Australia Bank?	No <input type="checkbox"/>	Yes <input type="checkbox"/> Provide details below:
	<div style="border: 1px solid black; height: 80px;"></div>	
7. Refer to the relevant position description and state whether you believe that you have the specified competencies.	No <input type="checkbox"/> Identify any deficiencies and training needs below	Yes <input type="checkbox"/>
	<div style="border: 1px solid black; height: 80px;"></div>	

### Your Propriety

8. Have you ever been convicted of a criminal offence under the laws of Australia or of a foreign country?	No <input type="checkbox"/>	Yes <input type="checkbox"/> Provide details below:
	<div style="border: 1px solid black; height: 80px;"></div>	

**9. Have you ever been bankrupt under the laws of Australia or of a foreign country?**

No

Yes

Provide details below:

**10. Have you ever executed a deed or arrangement, or accepted a composition with your creditors under the Bankruptcy Act, 1966 (Cth) or a similar law of a foreign country?**

No

Yes

Provide details below:

**11. Have you ever been disqualified from managing or directing a corporation?**

No

Yes

Provide details below:

**12. Has the Australian Prudential Regulation Authority ('APRA') ever disqualified you from being or acting as a director or senior manager of an authorised deposit taking institution or a authorised non-operating holding company, or a senior manager of the Australian operations of a foreign authorised deposit-taking institution?**

No

Yes

Provide details below:

**13. Have you ever been disqualified under the law of a foreign country from managing, or taking part in the management of an entity that carries on the business of banking or insurance or otherwise deals in financial matters?**

No

Yes   
Provide details below:

**14. Has a personal representative or trustee ever been appointed to administer your property on the grounds of mental incapacity?**

No

Yes   
Provide details below:

**15. Are there any unsatisfied judgments against you in any court of law?**

No

Yes   
Provide details below:

**16. Are you able to pay your debts as and when they fall due?**

No

Yes

**17. Are you aware of any other matters which may be relevant to an assessment of your character, diligence, honesty, integrity or judgment?**

No

Yes   
Provide details below:

**Conflicts of Interest**

**18. Do you have any interest in a contract or a proposed contract with Regional Australia Bank?**

No

Yes   
Provide details below:

**19. Do you hold an office or have an interest, whereby, whether directly or indirectly, a conflict could arise with your duties and interests as a responsible person of Regional Australia Bank?**

No

Yes   
Provide details below:

**Other Matters**

**20. Are you aware of any other matters which are relevant and material to an assessment of your fitness and propriety by Regional Australia Bank in accordance with paragraph 13 of APG 520 Fit and Proper?**

No

Yes   
Provide details below:

**Character References**

**Provide the names and contact details of 3 people who are prepared to give a character reference about you.**

**Reference 1**

**Family Name**

**Given Names**

**Telephone Home** ( )  **Business** ( )

**Mobile**

**Reference 2**

**Family Name**

**Given Names**

**Telephone Home** ( )  **Business** ( )

**Mobile**

**Reference 3**

**Family Name**

**Given Names**

**Telephone Home** ( )  **Business** ( )

**Mobile**

**Your Employment History**

**Details of your employment history:**

(For more than 4 past employers, provide details on an attached sheet)

**Employer 1**

**Address**

**Period of employment** / / to / /

**Position held**

**Reason for leaving**

**Employer 2**

**Address**

**Period of employment** / / to / /

**Position held**

**Reason for leaving**

**Employer 3**

**Address**

**Period of employment**  /  /  to  /  /

**Position held**

**Reason for leaving**

**Employer 4**

**Address**

**Period of employment**  /  /  to  /  /

**Position held**

**Reason for leaving**

**Details of Tertiary Qualifications for Question 1**

**Qualification 1 - attach a copy of your academic transcript**

**What is the name of the qualification?**

**Which institution conferred the qualification?**

**When was the qualification conferred?**

**Qualification 2 - attach a copy of your academic transcript**

**What is the name of the qualification?**

**Which institution conferred the qualification?**

**When was the qualification conferred?**

**Qualification 3 - attach a copy of your academic transcript**

**What is the name of the qualification?**

**Which institution conferred the qualification?**

**When was the qualification conferred?**

**Qualification 4 - attach a copy of your academic transcript**

**What is the name of the qualification?**

**Which institution conferred the qualification?**

**When was the qualification conferred?**

**Details of Directorships or Management of Companies for Question 2**

(For more than 4 companies, provide details on an attached sheet)

**Company 1**

**What was the name of the company?**

**What was your role?**

**During what periods did you have this role?**

**Company 2**

**What was the name of the company?**

**What was your role?**

**During what periods did you have this role?**

**Company 3**

**What was the name of the company?**

**What was your role?**

**During what periods did you have this role?**

**Company 4**

**What was the name of the company?**

**What was your role?**

**During what periods did you have this role?**

**Details of Directorship, Employment or Consultancy of an ADI for Question 3**

(For more than 4 ADIs, provide details on an attached sheet)

**ADI 1**

**What was the name of the ADI?**

**What was your role?**

**During what periods did you have this role?**

**ADI 2**

**What was the name of the ADI?**

**What was your role?**

**During what periods did you have this role?**

**ADI 3**

**What was the name of the ADI?**

**What was your role?**

**During what periods did you have this role?**

**ADI 4**

**What was the name of the ADI?**

**What was your role?**

**During what periods did you have this role?**

**Details of Membership of a Professional Services Firm for Question 4**

(For more than 4 Professional Services Firms, provide details on an attached sheet)

**Professional Services Firm 1**

**What was the name of the Professional Services Firm?**

**What was your role?**

**During what periods did you have this role?**

**Professional Services Firm 2**

**What was the name of the Professional Services Firm?**

**What was your role?**

**During what periods did you have this role?**

**Professional Services Firm 3**

**What was the name of the Professional Services Firm?**

**What was your role?**

**During what periods did you have this role?**

**Professional Services Firm 4**

**What was the name of the Professional Services Firm?**



**What was your role?**

**During what periods did you have this role?**

**Details of Membership of a Professional or Industry Body for Question 5**

(For more than 4 Professional or Industry Bodies, provide details on an attached sheet)

**Professional or Industry Body 1**

**What was the name of the Professional or Industry Body?**

**During what periods were you a member?**

**Professional or Industry Body 2**

**What was the name of the Professional or Industry Body?**

**During what periods were you a member?**

**Professional or Industry Body 3**

**What was the name of the Professional or Industry Body?**

**During what periods were you a member?**

**Professional or Industry Body 4**

**What was the name of the Professional or Industry Body?**

**During what periods were you a member?**

## Annexure C: Declaration - Responsible Person Position - Reassessment

**Full Name of Applicant:**  
'the Applicant'

**Responsible Person Position being considered for:**  
'the Position'

I, THE APPLICANT, DO SOLEMNLY AND SINCERELY DECLARE AS FOLLOWS:

1. I have been provided with copies of the following documents which I have read:
  - (i) Regional Australia Bank's Fit and Proper Policy;
  - (ii) Prudential Standard CPS 520 'Fit and Proper Requirements';
  - (iii) Australian Practice Guide APG 520 Fit and Proper; and
  - (iv) this Declaration including 'Information for Applicants of Responsible Person Position' and my completed Questionnaire.
2. The answers given in my completed Person Information Questionnaire, and any other information that I have given in connection with the reassessment of my fitness and propriety for the Position, are complete and accurate as at today's date. I am not aware of any other matters which are relevant and material to an assessment of my fitness and propriety for the Position with Regional Australia Bank in accordance with paragraph 13 of APG 520 Fit and Proper.
3. I authorise Regional Australia Bank to collect the information and make enquiries to assess my fitness and propriety for the Position.

**Declared at:**

**City/Town**

**State/Territory**

**Signature of applicant** of

**Before me:**

**Signature of witness**

**Name of witness**

**Address of witness**

**Qualification of witness**

**Date:**



## **Information for Reassessment of Responsible Person Position**

All responsible persons of Regional Australia Bank are subject to annual reassessment as to their fitness and propriety for the responsible person position they occupy with Regional Australia Bank. Such persons must provide Regional Australia Bank with a completed questionnaire.

Regional Australia Bank will collect this personal information from you for the following purposes:

- (i) to verify information contained in your completed Questionnaire; and
- (ii) to assess whether you continue to be a fit and proper person to be a responsible person of Regional Australia Bank as an Authorised Deposit-taking Institution under the Banking Act

We also collect information about you from other persons and organisations disclosed in your completed questionnaire, such as previous employees, professional and industry bodies of which you may have been a member, business associates and educational institutions.

If you do not give us the personal information we require we will not be able to assess your continued fitness and propriety to hold a responsible person position within Regional Australia Bank.

Under the *Privacy Act 1998*, we will retain your personal information in your Fit and Proper file for seven (7) years after you cease to be a responsible person of Regional Australia Bank. Regional Australia Bank may disclose your information to the Australian Prudential Regulation Authority (APRA).

**By submitting the completed Personal Information Questionnaire, you consent to our collection and use of your personal information as disclosed above.**

## ***Important Note***

*The Banking Act 1959 (Cth)* provides that a disqualified person cannot act as a Director of a Credit Union and that a Credit Union cannot allow a disqualified person to act as a Director. A disqualified person is defined in Section 20 of *the Banking Act 1959* as a person who has been convicted of certain offences, entered into bankruptcy arrangements or been disqualified by the Australian Prudential Regulation Authority (APRA). The questionnaire which follows is for the purpose of determining whether any individual is a disqualified person. In completing the questionnaire you are not required to reveal any convictions which may be protected by Part VIIC of the *Crimes Act 1914* which means that you do not have to disclose any convictions to which any of the following criteria apply:

- (i) if you were granted a free and absolute pardon because of a wrongful conviction;
- (ii) the conviction was quashed; or
- (iii) the conviction is spent.

A Commonwealth, State, Territory or foreign conviction is spent if a pardon was granted for a reason other than wrongful conviction or if it meets all of the following conditions:

- (i) it is 10 years or more since the date of the conviction (*or 5 years since the date of the conviction if the person was dealt with as a juvenile*);
- (ii) if a sentence of imprisonment was imposed it was for a period of not more than 30 months;
- (iii) there have not been any further offences in the 10 (*or 5*) year period; and
- (iv) an exclusion which removes or restricts the rights of an individual which may allow the disclosure of criminal convictions does not apply.

## Annexure D: Personal Information Questionnaire

### Your Personal Details

Family Name

Given Names

### Your Contact Details

Telephone Home ( )  Business ( )

Mobile

Email

Residential address

Town /Suburb

Postcode

### Your Employment Details

Your occupation

Your employer

Business address

Town /Suburb

Postcode

### Your Employment History

1. Have there been any changes to your employment history from the details previously provided to Regional Australia Bank?

No

Yes  Provide details

### Your Knowledge, Skill & Experience

2. Have you obtained any tertiary qualifications or undertaken any formal training in the previous 12 months?

No

Yes  Provide details below

3. Refer to the relevant position description and state whether you believe that you have the specified competencies.

No   
Identify any deficiencies and training needs below

Yes

**Your Propriety**

4. Have you ever been convicted of a criminal offence under the laws of Australia or of a foreign country?

No

Yes   
Provide details below:

5. Have you ever been bankrupt under the laws of Australia or of a foreign country?

No

Yes   
Provide details below:

6. Have you ever executed a deed or arrangement, or accepted a composition with your creditors under the Bankruptcy Act, 1966 (Cth) or a similar law of a foreign country?

No

Yes   
Provide details below:

7. Have you ever been disqualified from managing or directing a corporation?

No

Yes   
Provide details below:

**8. Has the Australian Prudential Regulation Authority ('APRA') ever disqualified you from being or acting as a director or senior manager of an authorised deposit taking institution or a authorised non-operating holding company, or a senior manager of the Australian operations of a foreign authorised deposit-taking institution?**

No

Yes   
Provide details below:

**9. Have you ever been disqualified under the law of a foreign country from managing, or taking part in the management of an entity that carries on the business of banking or insurance or otherwise deals in financial matters?**

No

Yes   
Provide details below:

**10. Has a personal representative or trustee ever been appointed to administer your property on the grounds of mental incapacity?**

No

Yes   
Provide details below:

**11. Are there any unsatisfied judgments against you in any court of law?**

No

Yes   
Provide details below:

**12. Are you able to pay your debts as and when they fall due?**

No

Yes

**13. Are you aware of any other matters which may be relevant to an assessment of your character, diligence, honesty, integrity or judgment?**

No

Yes   
Provide details below:

**Conflicts of Interest**

**14. Do you have any interest in a contract or a proposed contract with Regional Australia Bank?**

No

Yes   
Provide details below:

**15. Do you hold an office or have an interest, whereby, whether directly or indirectly, a conflict could arise with your duties and interests as a director of Regional Australia Bank?**

No

Yes   
Provide details below:

**Other Matters**

**16. Are you aware of any other matters which are relevant and material to an assessment of your fitness and propriety for the Position by Regional Australia Bank in accordance with paragraph 13 of APG 520 Fit and Proper?**

No

Yes   
Provide details below:





## Annexure E: Fit and Proper Assessment (Annual Declaration) – Responsible Person Position

**Full Name of Applicant:**

**Responsible Person  
Position being  
considered for:**  
'the Position'

In my capacity as a responsible person for Regional Australia Bank Ltd I solemnly and sincerely declare that since my [insert year] fit and proper reassessment, and along with any other information that I have given in connection with the reassessment of my fitness and propriety for the Position, as at today's date, I am not aware of any matters which are relevant and material to an assessment of my fitness and propriety, which have not already been disclosed, to hold the Position.

**Declared at:**

**City/Town**

**State/Territory**

**Signature of applicant**

**Before me:**

**Signature of witness**

**Name of witness**

**Address of witness**

**Qualification of  
witness**

**Date:**

## **Annexure F: Bankruptcy Search**

This involves a search of the National Persons Insolvency Index (NPII) maintained by the Insolvency and Trustee Services of Australia (ITSA).

A search can be directly undertaken through ITSA or an appropriate agency.

NPII does not contain information on discharged bankrupts or previous administrators. Therefore, information must be relied upon from the Personal Information Questionnaire.

## **Annexure G: APRA and ASIC Search**

Persons referring to this register should note carefully that it contains details only of those persons who are disqualified from managing corporations under the Corporations Act where ASIC receives express notice of the disqualification under the terms of that Act.

There are other circumstances in which a person may be disqualified from managing corporations, for example where the person is an undischarged bankrupt or has been convicted of certain offences involving dishonesty. ASIC does not receive statutory notice of such disqualifications, and so they are not able to be recorded in this register.

To undertake a search of the Disqualified Persons Register search the ASIC website at the below address.

[https://connectonline.asic.gov.au/RegistrySearch/faces/landing/SearchRegisters.jspx?\\_afdf.ctrl-state=otgew4rmg\\_29](https://connectonline.asic.gov.au/RegistrySearch/faces/landing/SearchRegisters.jspx?_afdf.ctrl-state=otgew4rmg_29)

To undertake a search of APRA's disqualification register search the APRA website at the below address.

<http://www.apra.gov.au/crossindustry/pages/disqualification-register.aspx>



## **Annexure H: Criminal History Search**

A National Police history check will be undertaken through InfoTrack Police Checks which is a complete electronic process checking for fitness and propriety and is available on the InfoTrack website at:

[www.infotrack.com.au](http://www.infotrack.com.au)

Alternatively, criminal history checks can also be undertaken with Australian Background using the following website:

Australian Background – [www.australianbackground.com.au](http://www.australianbackground.com.au)