

BANQUE DU LIBAN

Basic Circular No 114 addressed to Banks and Financial Institutions

Attached is a copy of Basic Decision No 9793 of December 14, 2007, on required information about the Management of banks and financial institutions.

Beirut, December 14, 2007

The Governor of the Banque du Liban

Riad Toufic Salamé

Basic Decision No. 9793

Required Information on the Management of Banks and Financial Institutions

The Governor of the Banque du Liban,

Pursuant to the Code of Money and Credit, particularly the provisions of Article 70, 174 and 182 thereof,

Pursuant to the provisions of Basic Decision No 9382 of July 26, 2006, on Corporate Governance in Banks, and

Pursuant to the Decision taken by the BDL Central Council in its meeting of December 12, 2007,

Decides the following:

Article 1:

For the purpose of implementing the provisions of this Decision, the expression “Management of banks and financial institutions” shall mean:

- The Chairman and Members of the Board of Directors, and the General Managers and Assistant General Managers in Lebanese banks and financial institutions.
- The representatives of the branches of foreign banks and financial institutions in Lebanon.

Article 2¹:

Banks and financial institutions operating in Lebanon must provide the BDL Corporate Governance Unit with the compact discs (CDs) that contain the personal, professional and financial information about the Management of banks and financial institutions, as specified in the attached annex. The relevant CDs shall be promptly submitted upon any change in the said information.

Article 3:

Banks and financial institutions operating in Lebanon must secure the signature of each person mentioned in Article 1 above on the relevant portion of the questionnaire. They must keep, in a special file, documentary evidence for examination by the Banking Control Commission at any time.

Article 4:

¹- The last amendment to this Article was made by Article 4 of Intermediate Decision 10379 of February 13, 2010 (Intermediate Circular 215). The old Article 2 reads as follows:

- “Banks and financial institutions operating in Lebanon must communicate to the BDL Legal Department:
- 1- The personal, professional and financial information about the Management of banks and financial institutions, as specified in the attached annex. This information must be submitted on a compact disc by March 15, 2008.
 - 2- Any change in this information, to be promptly submitted.”

Banks and financial institutions operating in Lebanon must by December 18, 2007²:

- Provide the BDL Department of Information Technology with the attached Form GGR, including the names and phone numbers of employees responsible for monitoring the implementation of this Decision.
- Receive from this Department a copy of the compact disc mentioned in Article 2 above.

Article 5:

This Decision shall enter into force upon its issuance.

Article 6:

This Decision shall be published in the Official Gazette.

Beirut, December 14, 2007

The Governor of the Banque du Liban

Riad Toufic Salamé

²- Articles 2 and 4 of Intermediate Decision 9841 of February 16, 2008 (Intermediate Circular 157) stipulate the following:

Article 2:

Starting from February 29, 2008, banks and financial institutions may obtain a copy of the modifications introduced into the “Information System on Management of Banks and Financial Institutions” (GGR) from the Banque du Liban following website: www.bdl.gov.lb/ggr.index.htm.

Article 4:

Banks and financial institutions must provide the BDL Legal Department, by March 15, 2008, with the CD mentioned in Article 2 of Basic Decision No 9793 of December 14, 2007, in accordance with the “Information System on Management of Banks and Financial Institutions” (GGR), as modified in accordance with the modifications of the Annex referred to in Article 3 above.

ANNEX

Required Information on the Management of Banks and Financial Institutions

Annex - Required Information on the Management of Banks and Financial Institutions

Information on the Chairman or Member of the Board of Directors - Natural Person³

Type of institution..... Name..... No

Reference No Name Father's name..... Family name.....

Personal Information

Identification according to personal identity card:

Male Female

Name.....

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

Mother's name Family name

Spouse's Name..... Family name

Civil Status Register

Nationality(ies) *

Place of Birth..... Date of Birth

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

Marital Status.....

Country of residence.....

Address:

ApartmentP.O. Box

Building Mobile Phone

Street Fax.....

City Landline phone

Caza/Province..... E-mail

Country.....

Educational background.....

Specialization.....

* For non-Lebanese, indicate the nationalities held; for Lebanese, just mention the Lebanese nationality.

³- This page was replaced pursuant to Article 3 of Intermediate Decision 9841 of February 16, 2008 (Intermediate Circular 157)

Annex - Required Information on the Management of Banks and Financial Institutions

Professional Information

Your title in the Board of Directors..... Your direct and indirect stake

Number of years spent in this position..... Start date of your current term in the Board.....

End date of your current term in the Board

For each position presently or formerly held in the institution subjected to the questionnaire, or in any other institution, please state your functions in the table below:

Company's Name	Legal Form	Purpose	Company's address	Position held	From	Until

How many meetings have you personally attended during the last 12 months?

Do you comply with the provisions of Article 127 of the Code of Money and Credit?

If no, please justify.....

Do you have any relatives working in the institution subjected to the questionnaire or in any other institution affiliated to the same group?

If yes, please fill in the table below:

Name	Father's Name	Family Name	Mother's Name	Date of Birth	Family Connection	Company's name	Position held

Are you presently or have you been in a public, governmental or political position?

If yes, please specify

Which of the bank's committees have you joined?

Do you get temporary or permanent assistance from a legal or financial consultant?

If yes, please state the consultant's name and the following details:

Name	Father's name	Family name	Specialization

Did you participate in the establishment of a partnership, corporation or any other association against which a regulatory body has taken any of the following decisions: (1) to reject its registration, licensing or activities; (2) to cancel its registration or its license; (3) to strike it off or close it.

If yes, please give the following details:

Company's Name	Legal Form	Purpose	Regulatory body	Situation	Date	Reason

Annex - Required Information on the Management of Banks and Financial Institutions

Were you forbidden by a regulatory body to undertake commercial or professional activities, or to take a job that requires a work permit or registration, as a result of the cancellation of the license or registration of the company in which you were employed?

If yes, please give the following details:

Profession	Regulatory body

Have you been dismissed or considered unfit for your job as a manager or any other managerial position?

If yes, please give the following details:

Company	Position held	Date	Reason

Have you been dismissed or requested to resign from a position of fiduciary?

If yes, please give the following details:

Name	Date	Reason

Have you been dismissed or requested to resign as a person in charge of fiduciary transactions at a fiduciary? (according to the provisions of Law 520/96)?

If yes, please give the following details:

Fiduciary	Date	Reason

Has a regulatory body, association or tribunal taken against you, openly or in a confidential manner, any of the following measures: (1) an investigation regarding your job in a company; (2) a disciplinary sanction; (3) a prohibition or suspension of your activities; (4) a blame sanction?

If yes, please give the following details:

Company's Name	Position Held	Date	Investigating Authority	Reason	Sanction	Sanction's Details

Have you acted as a manager, shareholder or partner, or have you participated in the management of a company that was declared bankrupt and liquidated while you were a staff member or within 18 months from your separation date?

If yes, please give the following details:

Company's Name	Purpose	Position held	Date

Annex - Required Information on the Management of Banks and Financial Institutions

Financial Information⁴

Please provide us with an estimate of your movable and immovable assets, and the total value of related judicial recordings (mortgage, pledge, lien...)

	(in LBP million)
Total value of movable assets
Total value of immovable assets
Total value of recordings

Do you benefit from any banking facilities granted by the bank or financial institution subjected to the questionnaire, or by any bank or financial institution affiliated to the same group?

If yes, please provide us with the following information:

	(in LBP million)
Total direct and indirect facilities granted to you
Total direct and indirect facilities used by you

Annual revenues

	(in LBP million)
Salaries
Board member's remuneration, including profit share
Rents
Profits from shareholdings
Interests from accounts and financial instruments
Other revenues
Other benefits in kind

⁴- This page was replaced pursuant to Article 3 of Intermediate Decision 9841 of February 16, 2008 (Intermediate Circular 157)

Annex - Required Information on the Management of Banks and Financial Institutions

Information on the Board Member – Legal Entity⁵

Type of institution: Name: No:

Reference No: Name of the Board member – legal entity:

Legal form: Purpose of the company:

Registration No: Place of registration: Date of registration:

Nationality of the company:

Address:

Apartment: P.O. Box:
 Building..... Mobile Phone:
 Street..... Fax:
 City: Landline phone:
 Caza/Province: E-mail:
 Country:

Direct and indirect stake in the bank or financial institution subjected to the questionnaire

Number of years spent in the position..... Start date of your current term in the Board
 End date of your current term in the Board

Name of the company's representative at the Board of the bank or financial institution subjected to the questionnaire

Title of the representative in the company:

Information on the chairman and members of the Board of the company that is a member of the Board of the institution subjected to the questionnaire (natural persons)

Name	Father's Name	Family name	Mother's Name	Date of Birth	Place of Birth	Position Held

Information on the Board members of the company that is a member of the Board of the institution subjected to the questionnaire (legal entities)

Company's Name	Legal Form	Purpose	Nationality

Does the bank or financial institution subjected to the questionnaire hold any stocks, debentures or other financial instruments in the company?

If yes, please give details:

Type	Value

⁵- This page was replaced pursuant to Article 3 of Intermediate Decision 9841 of February 16, 2008 (Intermediate Circular 157)

Annex - Required Information on the Management of Banks and Financial Institutions

Has any sanction been imposed on the company?

If yes, please give details:

Type	Date	Sanction's Details

Do the Board Chairman or members have any relatives in this company, or the institution subjected to the questionnaire or the group to which it is affiliated?

If yes, please fill in the table below:

Member's name

Name	Father's Name	Family Name	Mother's Name	Date of Birth	Family Connection	Company's name	Position held

Member's name:

Name	Father's Name	Family Name	Mother's Name	Date of Birth	Family Connection	Company's name	Position held

Annex - Required Information on the Management of Banks and Financial Institutions

Information on the Representative of the Company⁶

Reference No: Name: Father's name :..... Family name :....

Personal Information

Identification according to personal identity card:

Male: Female:

Name.....

Father's name Family name:

Mother's name Family name:

Spouse's Name Family name:

Civil Status Register

Nationality(ies) *.....

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

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

Marital Status:

Country of residence:

Address:

Apartment:

P.O Box:

Building.....

Mobile phone

Street.....

Fax

City:

Landline phone

Caza/Province

E-mail

Country

Educational background: Specialization:

* For non-Lebanese, indicate the nationalities held; for Lebanese, just mention the Lebanese nationality.

⁶- This page was replaced pursuant to Article 3 of Intermediate Decision 9841 of February 16, 2008 (Intermediate Circular 157)

Annex - Required Information on the Management of Banks and Financial Institutions

Professional Information

Number of years spent in the position..... Start date of the representative's appointment
 End date of the representative's appointment

For each position presently or formerly held in the institution subjected to the questionnaire, or in any other institution, please state the functions in the table below:

Company's Name	Legal Form	Purpose	Company's Address	Position	From	Until

How many meetings did the representative attend in person during the last 12 months?

Is the representative complying with the provisions of Article 127 of the Code of Money and Credit?

If no, please justify

Does the representative have any relatives working in the institution subjected to the questionnaire or in any other institution affiliated to the same group?

If yes, please fill in the table below:

Name	Father's Name	Family Name	Mother's Name	Date of Birth	Family Connection	Company's Name	Position Held

Is the representative presently or has he/she been in a public, governmental or political position?

If yes, please specify

Which of the bank's committees did the representative join?

Does the representative get temporary or permanent assistance from a legal or financial consultant?

If yes, please state the consultant's name and the following details:

Name	Father's Name	Family Name	Specialization

Did the representative participate in the establishment of a partnership, corporation or any other association against which a regulatory body has taken any of the following decisions: (1) to reject its registration, licensing or activities; (2) to cancel its registration or its license; (3) to strike it off or close it.

If yes, please give the following details:

Company's Name	Legal Form	Purpose	Regulatory body	Situation	Date	Reason

Annex - Required Information on the Management of Banks and Financial Institutions

Has the representative been forbidden by a regulatory body to undertake commercial or professional activities, or to take a job that requires a work permit or registration, as a result of the cancellation of the license or registration of the company in which he/she was working?

If yes, please give the following details:

Profession	Regulatory body

Has the representative been dismissed or considered unfit for his/her job as a manager or in any other managerial position?

If yes, please give the following details:

Company	Position	Date	Reason

Has the representative been dismissed or requested to resign from the position of fiduciary ?

If yes, please give the following details:

Name	Date	Reason

Has the representative been dismissed or requested to resign as a person in charge of fiduciary transactions at a fiduciary (according to the provisions of Law 520/96)?

If yes, please give the following details:

Fiduciary	Date	Reason

Has a regulatory body, association or tribunal taken against the representative, openly or in a confidential manner, any of the following measures: (1) an investigation regarding his/her job in a company; (2) a disciplinary sanction; (3) a prohibition or suspension of his/her activities; (4) a blame sanction?

If yes, please give the following details:

Company's Name	Position	Date	Investigating Authority	Reason	Sanction	Sanction's Details

Has the representative acted as a manager, shareholder or partner, or has he/she participated in the management of a company that was declared bankrupt and liquidated while he/she was a staff member or within 18 months from his/her separation date?

If yes, please give the following details:

Company's Name	Purpose	Position	Date

Annex - Required Information on the Management of Banks and Financial Institutions

Financial Information⁷

Please provide us with an estimate of the representative's movable and immovable assets, and the total value of related judicial recordings (mortgage, pledge, lien...)

	(in LBP million)
Total value of movable assets
Total value of immovable assets
Total value of recordings

Does he/she benefit from any banking facilities granted by the bank or financial institution subjected to the questionnaire or by any bank or financial institution affiliated to the same group?

If yes, please provide us with the following information:

	(in LBP million)
Total direct and indirect facilities granted to him/her
Total direct and indirect facilities used by him/her

Annual revenues

	(in LBP million)
Salaries
Board member's remuneration, including profit share
Rents
Profits from shareholdings
Interests from accounts and financial instruments
Other revenues
Other benefits in kind

⁷- This page was replaced pursuant to Article 3 of Intermediate Decision 9841 of February 16, 2008 (Intermediate Circular 157)

Annex - Required Information on the Management of Banks and Financial Institutions

Information on the General Manager if not a Board Member⁸

Type of institution:..... Name:..... No:

Reference No: Name: Father's name:..... Family name:

Personal Information

Identification according to personal identity card:

Male: Female:

Name.....

Father's name Family name:

Mother's name Family name

Spouse's Name..... Family name

Civil Status Register

Nationality(ies) *.....

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

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

Marital Status:

Country of residence:

Address:

Apartment: P.O. Box

Building..... Mobile phone

Street..... Fax

City: Landline phone

Caza/Province: E-mail

Country:

Educational background: Specialization:

* For non-Lebanese, indicate the nationalities held; for Lebanese, just mention the Lebanese nationality.

⁸- This page was replaced pursuant to Article 3 of Intermediate Decision 9841 of February 16, 2008 (Intermediate Circular 157)

Annex - Required Information on the Management of Banks and Financial Institutions

Professional Information

Function:

Number of years spent in the position.....

Date of appointment

Date of separation

For each current or former position held in the institution subjected to the questionnaire, or in any other institution, please state the functions in the table below:

Company's Name	Legal Form	Purpose	Company's Address	Position	From	Until

Does he/she comply with the provisions of Article 127 of the Code of Money and Credit?

If no, please justify

Does he/she have any relatives working in the institution subjected to the questionnaire or in any other institution affiliated to the same group?

If yes, please fill in the table below:

Name	Father's Name	Family Name	Mother's Name	Date of Birth	Family Connection	Company's Name	Position Held

Is he/she holding or has held a public, governmental or political position?

If yes, please specify

Which of the bank's committees has he/she joined

Does he/she get temporary or permanent assistance from a legal or financial consultant?

If yes, please state the consultant's name and the following details:

Name	Father's name	Family name	Specialization

Did he/she participate in the establishment of a partnership, corporation or any other association against which a regulatory body has taken any of the following decisions: (1) to reject its registration, licensing or activities; (2) to cancel its registration or its license; (3) to strike it off or close it.

If yes, please give the following details:

Company's Name	Legal Form	Purpose	Regulatory Body	Situation	Date	Reason

Annex - Required Information on the Management of Banks and Financial Institutions

Was he/she forbidden by a regulatory body to undertake commercial or professional activities, or to take a job that requires a work permit or registration, as a result of the cancellation of the license or registration of the company in which he/she was employed?

If yes, please give the following details:

Profession	Regulatory body

Has he/she been dismissed or considered unfit for the job of manager or any other managerial position?
.....

If yes, please give the following details:

Company	Position	Date	Reason

Has he/she been dismissed or requested to resign from a position of fiduciary?

If yes, please give the following details:

Name	Date	Reason

Has he/she been dismissed or asked to resign as a person in charge of fiduciary transactions at a fiduciary (according to the provisions of Law 520/96)?

If yes, please give the following details:

Fiduciary	Date	Reason

Has a regulatory body, association or tribunal taken against him/her, openly or in a confidential manner, any of the following measures: (1) an investigation regarding his/her job in a company; (2) a disciplinary sanction; (3) a prohibition or suspension of his/her activities; (4) a blame sanction?

If yes, please give the following details:

Company's Name	Position	Date	Investigating authority	Reason	Sanction	Details of the sanction

Have he/she acted as a manager, shareholder or partner, or had participated in the management of a company that was declared bankrupt and liquidated while he/she was a staff member or within 18 months from his/her separation date?

If yes, please give the following details:

Company's Name	Purpose	Position	Date

Annex - Required Information on the Management of Banks and Financial Institutions

Financial Information⁹

Please provide us with an estimate of his/her movable and immovable assets, and the total value of related judicial recordings (mortgage, pledge, lien...)

	(in LBP million)
Total value of movable assets
Total value of immovable assets
Total value of recordings

Does he/she benefit from any banking facilities granted by the bank or financial institution subjected to the questionnaire or by any bank or financial institution affiliated to the same group?

If yes, please provide us with the following information:

	(in LBP million)
Total direct and indirect facilities granted to him/her
Total direct and indirect facilities used by him/her

Annual revenues

	(in LBP million)
Salaries
Board member's remuneration, including profit share
Rents
Profits from shareholdings
Interests from accounts and financial instruments
Other revenues
Other benefits in kind

⁹- This page was replaced pursuant to Article 3 of Intermediate Decision 9841 of February 16, 2008 (Intermediate Circular 157)

Annex - Required Information on the Management of Banks and Financial Institutions

Information on the Representative of the Foreign Institution in Lebanon¹⁰

Type of institution: Name: No:

Reference Number: Name: Father's name: Family name:

Personal Information

Identification according to personal identity card:

Male: Female:

Name.....

Father's name Family name:

Mother's name Family name

Spouse's Name..... Family name

Civil Status Register

Nationality(ies)*

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

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

Marital Status:

Country of residence :.....

Address:

Apartment: P.O. Box:

Building..... Mobile phone:

Street..... Fax:

City: Landline phone:

Caza/Province: E-mail:

Country:

Educational background:

Specialization:

* For non-Lebanese, indicate the nationalities held; for Lebanese, just mention the Lebanese nationality.

¹⁰- This page was replaced pursuant to Article 3 of Intermediate Decision 9841 of February 16, 2008 (Intermediate Circular 157)

Annex - Required Information on the Management of Banks and Financial Institutions

Professional Information

Number of years in the position Date of appointment
 Date of separation

For each position currently or formerly held in the institution subjected to the questionnaire, or in any other institution, please state the functions in the table below:

Company's Name	Legal Form	Purpose	Company's Address	Position	From	Until

Does he/she comply with the provisions of Article 127 of the Code of Money and Credit?.....

If no, please justify

Does he/she have any relatives working in the institution subjected to the questionnaire or in any other institution affiliated to the same group?

If yes, please fill in the table below:

Name	Father's Name	Family Name	Mother's Name	Date of Birth	Family Connection	Company's Name	Position Held

Is he/she holding or has held a public, governmental or political position?

If yes, please specify

Which of the bank's committees has he/she joined?

Does he/she get temporary or permanent assistance from a legal or financial consultant

If yes, please state the consultant's name and the following details:

Name	Father's Name	Family Name	Specialization

Did he/she participate in the establishment of a partnership, corporation or any other association against which a regulatory body has taken any of the following decisions: (1) to reject its registration, licensing or activities; (2) to cancel its registration or its license; (3) to strike it off or close it.

If yes, please give the following details:

Company's Name	Legal Form	Purpose	Regulatory Body	Situation	Date	Reason

Was he/she forbidden by a regulatory body to undertake commercial or professional activities, or to take a job that requires a work permit or registration, as a result of the cancellation of the license or registration of the company in which he/she was employed?

Annex - Required Information on the Management of Banks and Financial Institutions

If yes, please give the following details:

Profession	Regulatory body

Has he/she been dismissed or considered unfit for the job of manager or any other managerial position?

If yes, please give the following details:

Company	Position	Date	Reason

Has he/she been dismissed or requested to resign from the position of fiduciary?

If yes, please give the following details:

Name	Date	Reason

Has he/she been dismissed or requested to resign as a person in charge of fiduciary transactions at a fiduciary (according to the provisions of Law 520/96)?

If yes, please give the following details:

Fiduciary	Date	Reason

Has a regulatory body, association or tribunal taken against him/her, openly or in a confidential manner, any of the following measures: (1) an investigation regarding his/her job in a company; (2) a disciplinary sanction; (3) a prohibition or suspension of his/her activities; (4) a blame sanction?

If yes, please give the following details:

Name of the Company	Position	Date	Investigating authority	Reason	Sanction	Details of the sanction

Has he/she acted as a manager, shareholder or partner, or has he/she participated in the management of a company that was declared bankrupt and liquidated while he/she was a staff member or within 18 months from his/her separation date?

If yes, please give the following details:

Company's Name	Purpose	Position	Date

Annex - Required Information on the Management of Banks and Financial Institutions

Financial Information¹¹

Please provide us with an estimate of his/her movable and immovable assets, and the total value of related judicial recordings (mortgage, pledge, lien...)

	(in LBP million)
Total value of movable assets
Total value of immovable assets
Total value of recordings

Does he/she benefit from any banking facilities granted by the bank or financial institution subjected to the questionnaire or by any bank or financial institution affiliated to the same group?

If yes, please provide us with the following information:

	(in LBP million)
Total direct and indirect facilities granted to him/her
Total direct and indirect facilities used by him/her

Annual revenues

	(in LBP million)
Salaries
Board member’s remuneration, including profit share.....
Rents
Profits from shareholdings
Interests from accounts and financial instruments
Other revenues
Other benefits in kind

¹¹- This page was replaced pursuant to Article 3 of Intermediate Decision 9841 of February 16, 2008 (Intermediate Circular 157)

BANQUE DU LIBAN

Information System - Management of Banks and Financial Institutions
GGR

Name of the bank/financial institution	
Number on the Banque du Liban List	

List of the persons in charge of providing the required information on the Management of the bank or financial institution:

Chief Officer		
Name	:	
Family name	:	
Father's name	:	
Department	:	
Title	:	
Phone Number	:	
Fax Number	:	
Mobile Number	:	
E-mail	:	

Deputy		
Name	:	
Family name	:	
Father's name	:	
Department	:	
Title	:	
Phone Number	:	
Fax Number	:	
Mobile Number	:	
E-mail	:	

Signature of the Chairman or the General Manager, in certification of the above-mentioned information

Name	:	
Date	:	
Signature	:	