

Schedule 2

ISSUER REGISTRATION STATEMENT
Sections 97(2), 97(3) and 97(4) of the Securities Act, 2001

FORM RS - 2

Select One: ☒ Annual Registration ☐ Issue of Securities

THE BANK OF NEVIS LIMITED

(Exact name of Company as set forth in Certificate of Incorporation)

Place and date of incorporation:
CHARLESTOWN, NEVIS; AUGUST 29, 1985

Street and postal address of registered office:

P. O. BOX 450

MAIN STREET, CHARLESTOWN, NEVIS

Company telephone number: **(869) 469-5564**

Fax number: **(869) 469-4798**

Email address: **info@thebankofnevis.com**

Financial year-end: **JUNE** **30** **2018**
(month) (day) (year)

Contact person(s): **L. EVERETTE MARTIN - GENERAL MANAGER**
PETAL F. PARRY - CHIEF FINANCIAL OFFICER

Telephone number (if different from above): ()

Fax number: ()

Email address:

Did the company file all reports required to be filed by Section 98 of the Securities Act, 2001 during the preceding 12 months?



Yes



No

Did the company file all reports required to be filed by the Companies Act during the preceding 12 months?



Yes



No

1. **Description of the Industry in which the Company Operates**

The Principal activity carried on by The Bank of Nevis Limited ("BON", "the Parent Company") is banking business as prescribed and regulated by The Banking Act of St. Christopher and Nevis No. 1 of 2015. BON is also a licensed full service broker-dealer firm, authorized to trade on the Eastern Caribbean Securities Exchange ("ECSE") and the Regional Government Securities Market ("RGSM"). The main subsidiary Bank of Nevis International Limited ("BONI") provides international banking services under the auspices of the Nevis International Banking Ordinance which came into effect in 2014. BONI launched a mutual fund in 2004, however due to lack of desired growth, the fund's operations were suspended. The mutual fund for BON is yet to commence operations.

2. **Exchanges on which the Company's Securities are Listed**

Exchange(s)	Securities Type	No. of Shares	Valuation
Eastern Caribbean Securities Exchange ("ECSE")	Equity	18,096,644	EC\$76,910,737

3. **Description of Securities Being Offered (including who is the Issuer and who is the Offeror of the Securities)**

N/A

4. **Territories in which Securities are Being Offered**

Territory	Effective Date
N/A	

5. Description of Share Capital

a) Authorised

TYPE/CLASS	No. OF SHARES
Ordinary	50,000,000

b) Issued

TYPE/CLASS	No. OF SHARES
Ordinary	18,096,644

c) Outstanding

TYPE/CLASS	No. OF SHARES
Ordinary	31,903,356

BIOGRAPHICAL DATA FORMS

DIRECTORS OF THE COMPANY

Name: JESSICA BONCAMPER Position: DIRECTOR

Mailing Address: P.O. BOX 187
CHARESTOWN, NEVIS

Telephone No.: 869-469-2137

List jobs held during past five years (include names of employers and dates of employment).

-Owner / Managing Director - Acme Trust Services Limited, Nevis, 2015 to present
-Office Manager / Office Administrator / Corporate Secretary - First Nevis Trust Services Limited, Nevis, 2010 to 2014

Give brief description of **current** responsibilities

Responsibilities as a member of the Board of Directors include:

- oversight of the Bank, including its control and accountability systems;
- appointing and removing members of senior management;
- formulation of policy;
- input into, and final approval of management's development of corporate strategy and performance objectives;
- reviewing and ratifying systems of risk management and internal compliance and control, codes of conduct and legal compliance;
- monitoring senior management's performance, implementing strategy, and ensuring appropriate resources are available;
- approving and monitoring the progress of major capital expenditure, capital management and acquisitions and divestitures;
- approving and monitoring financial and other reporting; and
- approving credit facilities in excess of a defined amount.

Education (degrees or other academic qualifications, schools attended, and dates):

-Bachelor of Laws Degree (Hons) - University of Huddersfield, England (2009 - 2014)
-Society of Trust and Estate Practitioner (STEP) certificate in Company Law practice (2017)

Use additional sheets if necessary.

BIOGRAPHICAL DATA FORMS

DIRECTORS OF THE COMPANY

Name: ADRIAN DANIEL Position: DIRECTOR

Mailing Address: BRAZIER'S ESTATE
ST. JOHN'S PARISH, NEVIS

Telephone No.: (869)-469-2873

List jobs held during past five years (include names of employers and dates of employment).

-Associate Attorney / Compliance Officer, Daniel Brantley, Attorneys-At-Law, Nevis, 2011-present

Give brief description of **current** responsibilities

Responsibilities as a member of the Board of Directors include:

- oversight of the Bank, including its control and accountability systems;
- appointing and removing members of senior management;
- formulation of policy;
- input into, and final approval of management's development of corporate strategy and performance objectives;
- reviewing and ratifying systems of risk management and internal compliance and control, codes of conduct and legal compliance;
- monitoring senior management's performance, implementing strategy, and ensuring appropriate resources are available;
- approving and monitoring the progress of major capital expenditure, capital management and acquisitions and divestitures;
- approving and monitoring financial and other reporting; and
- approving credit facilities in excess of a defined amount.

Education (degrees or other academic qualifications, schools attended, and dates):

-Bachelor of Law Degree (Hons) - Kingston University, United Kingdom, 2008
-Legal Education Certificate, Norman Manley Law School, Jamaica, 2011
-Associates Degree - Business Management, University of the Virgin Islands, 2003

Use additional sheets if necessary.

BIOGRAPHICAL DATA FORMS

DIRECTORS OF THE COMPANY

Name: SPENCER HANLEY Position: DIRECTOR

Mailing Address: DR. PENN HEIGHTS
ST. JOHN'S PARISH
NEVIS

Telephone No.: (869) 662-7094

List jobs held during past five years (include names of employers and dates of employment).

- Owner/operator of Lindbergh Landing, an eco-tourism product in Nevis consisting of B&B, self-catering cottages, bar, and restaurant: 2012 - Present
- CEO/General Manager of Nevis Air and Sea Ports Authority: 2006 - 2012

Give brief description of current responsibilities

- Responsibilities as a member of the Board of Directors include:
- oversight of the Bank, including its control and accountability systems;
 - appointing and removing members of senior management;
 - formulation of policy;
 - input into, and final approval of management's development of corporate strategy and performance objectives;
 - reviewing and ratifying systems of risk management and internal compliance and control, codes of conduct and legal compliance;
 - monitoring senior management's performance, implementing strategy, and ensuring appropriate resources are available;
 - approving and monitoring the progress of major capital expenditure, capital management and acquisitions and divestitures;
 - approving and monitoring financial and other reporting; and
 - approving credit facilities in excess of a defined amount.

Education (degrees or other academic qualifications, schools attended, and dates):

- Master's Degree in Public Administration - Florida International University, Miami, Florida, USA
- Bachelor's Degree in Business Administration - Suffolk University, Boston, Massachusetts, USA
- Associate Degree in Accounting - Newbury College, Boston, Massachusetts, USA

Use additional sheets if necessary.

BIOGRAPHICAL DATA FORMS

DIRECTORS OF THE COMPANY

Name: DAMION HOBSON Position: DIRECTOR

Mailing Address: #19 FRIGATE BAY
BASSETERRE, ST. KITTS

Telephone No.: 869-465-6747

List jobs held during past five years (include names of employers and dates of employment).

- Director of the St. Kitts & Nevis Social Security Board (2017 - present)
- Managing Director of Hobsons Enterprises (1992 - present)
- President of the St. Kitts & Nevis Chamber of Industry & Commerce (CIC) 2015 - 2016
- Vice-president of the St. Kitts & Nevis Chamber of Industry & Commerce (CIC) 2012 - 2014

Give brief description of **current** responsibilities

Responsibilities as a member of the Board of Directors include:

- oversight of the Bank, including its control and accountability systems;
- appointing and removing members of senior management;
- formulation of policy;
- input into, and final approval of management's development of corporate strategy and performance objectives;
- reviewing and ratifying systems of risk management and internal compliance and control, codes of conduct and legal compliance;
- monitoring senior management's performance, implementing strategy, and ensuring appropriate resources are available;
- approving and monitoring the progress of major capital expenditure, capital management and acquisitions and divestitures;
- approving and monitoring financial and other reporting; and
- approving credit facilities in excess of a defined amount.

Education (degrees or other academic qualifications, schools attended, and dates):

- Basseterre High School
- Basseterre Junior High School
- Convent High School

Use additional sheets if necessary.

BIOGRAPHICAL DATA FORMS

DIRECTORS OF THE COMPANY

Name: Rawlinson Alexander Isaac Position: Director

Mailing Address: P.O Box 542, Hamilton Estate, Charlestown, Nevis

Telephone No.: 896-662-9565

List jobs held during past five years (include names of employers and dates of employment).

Businessman and Financial Consultant:

1. Global Consulting Inc.
2. Sea Bridge (SKN) Inc.
3. SKN Petroleum Inc.
4. Century Worldwide Brokerage Inc.

Give brief description of **current** responsibilities

Currently owns a consultancy practice (Global Consulting Inc.) with concentration on Finance, Accounting, Management, Investment, Project Development, Insurance, Auditing and Real Estate.

Education (degrees or other academic qualifications, schools attended, and dates):

Present- Reading for Doctor of Business Administration (DBA) American Century University- concentration in Banking and Finance.

- Professional Management Consulting Program- Continuing Education.

1995- Masters of Business Administration (MBA), University of Wales, with concentration in Finance.

1983- Bachelors Degree in Accounting (BA Hon), University Virgin Islands (UVI).

- Associate Degree in Management, University Virgin Islands (UVI).

Use additional sheets if necessary.

BIOGRAPHICAL DATA FORMS

DIRECTORS OF THE COMPANY

Name: JACQUELINE LAWRENCE Position: DIRECTOR

Mailing Address: FRIGATE BAY
FRIGATE BAY
ST. KITTS

Telephone No.: (869) 662-2335

List jobs held during past five years (include names of employers and dates of employment).

- General Manager at Lawrence Associates Ltd, St. Kitts: Present
- Chief Executive Officer and Principal at CaribTrust Ltd., St. Kitts: Present
- Director of Banking and Monetary Operations, Eastern Caribbean Central Bank, St. Kitts: 1994 - 2004

Give brief description of **current** responsibilities

- Responsibilities as a member of the Board of Directors include:
- oversight of the Bank, including its control and accountability systems;
 - appointing and removing members of senior management;
 - formulation of policy;
 - input into, and final approval of management's development of corporate strategy and performance objectives;
 - reviewing and ratifying systems of risk management and internal compliance and control, codes of conduct and legal compliance;
 - monitoring senior management's performance, implementing strategy, and ensuring appropriate resources are available;
 - approving and monitoring the progress of major capital expenditure, capital management and acquisitions and divestitures;
 - approving and monitoring financial and other reporting; and
 - approving credit facilities in excess of a defined amount.

Education (degrees or other academic qualifications, schools attended, and dates):

- Chartered Director
- Certified Public Accountant
- Bachelor of Science Degree in Accounting, Eastern Connecticut State University, USA.

Use additional sheets if necessary.

BIOGRAPHICAL DATA FORMS
DIRECTORS OF THE COMPANY

Name: LAURIE LAWRENCE Position: Director

Mailing Address: MARIAN HEIGHTS, ST. JOHN PARISH, NEVIS

Telephone No.: 762-5510

List jobs held during past five years (include names of employers and dates of employment).

2015-Present- Adviser to the Nevis Island Administration (NIA).

1992-2015- Permanent Secretary of Finance, NIA.

Give brief description of **current** responsibilities

-Advising the NIA on fiscal policies
-Writes policy papers and speeches
- Assists the Financial Services Marketing Department with the promotion of international financial services.
- Consults on upgrading of laws and regulations to help the NIA implement international best practices to comply with the rules and standards developed by international bodies such as the Caribbean Financial Action Task Force (CFATF) and the Global Forum (G20 countries) to combat money laundering, terrorist financing and tax evasion.

Education (degrees or other academic qualifications, schools attended, and dates):

1991-1992- MBA in Finance from the University of Bradford in England.

1984-1987-Bachelor of Science Degree from the University of the West Indies, Mona, Jamaica.

Use additional sheets if necessary.

BIOGRAPHICAL DATA FORMS

DIRECTORS OF THE COMPANY

Name: VERNEL POWELL Position: DIRECTOR

Mailing Address: MONTPELIER ESTATE
ST. JOHN'S PARISH
NEVIS

Telephone No.: (869) 662-3819

List jobs held during past five years (include names of employers and dates of employment).

- Assistant Director of St. Christopher & Nevis Social Security Board: 1992 - Present

Give brief description of **current** responsibilities

Responsibilities as a member of the Board of Directors include:

- oversight of the Bank, including its control and accountability systems;
- appointing and removing members of senior management;
- formulation of policy;
- input into, and final approval of management's development of corporate strategy and performance objectives;
- reviewing and ratifying systems of risk management and internal compliance and control, codes of conduct and legal compliance;
- monitoring senior management's performance, implementing strategy, and ensuring appropriate resources are available;
- approving and monitoring the progress of major capital expenditure, capital management and acquisitions and divestitures;
- approving and monitoring financial and other reporting; and
- approving credit facilities in excess of a defined amount.

Education (degrees or other academic qualifications, schools attended, and dates):

- Master of Science Degree in Administration - College for Human Services, New York, USA
- Bachelor of Science Degree in Public Administration - Medgar Evers College of the City University of New York, USA

Use additional sheets if necessary.

BIOGRAPHICAL DATA FORMS

EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: SHIRLETTA BYRON Position: HUMAN RESOURCE MANAGER

Mailing Address: RAMSBURY
RAMSBURY
CHARLESTOWN, NEVIS

Telephone No.: (869) 469-5564

List jobs held during past five years (including names of employers and dates of employment).
Give brief description of **current** responsibilities.

The Bank of Nevis Limited - Human Resource Manager: 2007 - Present

The Human Resource Manager's Core Functions include:

- Co-ordinating and assisting with employee recruitment, hiring, orientation and training. Determining employee classification and ensuring completion of appropriate paperwork for new employees;
- Advising Senior Management on Human Resource Management strategies (HRM) policies and practices, which support the achievement of the Bank's business objectives while fulfilling its obligations to employees;
- Advising management and staff on employee relational issues, personnel matters, and procedures and benefits, as well as co-ordinating the Bank's communication processes for disseminating timely information on these issues.
- Initiating, implementing and co-ordinating with Departmental managers all employee development programmes to meet identified needs of the Bank;
- Advising on reward management systems and the operations of the Bank's pay structure and performance schemes, which facilitate the retention of high-performing employees.

Education (degrees or other academic qualifications, schools attended, and dates):

- Human Resource Management Course - Florida Atlantic University, 2007;
- Certificate in Business Administration - University of the West Indies Distance Education Center, 2003; and
- Diploma in Hotel Management - Bahamas Hotel Training College, 1992.

Also a Director of the company ☐ Yes ☒ No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

Use additional sheets if necessary.

**APPENDIX 1
BIOGRAPHICAL DATA FORMS**

EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: Cecelia Hanley Position: Accounting Manager

Mailing Address: Hamilton Estate, St. Paul's Parish, Nevis

Telephone No.: 869-469-5564 ext 236

List jobs held during past five years (including names of employers and dates of employment).
Give brief description of **current** responsibilities.

9th January 2017-Present- Accounting Manager- The Bank of Nevis Limited.
2015- December 2016- Grant Thornton, St Kitts (Position of Senior Accountant).
2014-October 2015- Grant Thornton, St. Kitts (Position of Staff Accountant).
2010-2013- PricewaterhouseCoopers SRL, Barbados (Position of Staff Accountant).

Current responsibilities

- Supervise the accounting function.
- Supervise the Bank's reporting to ECCB and other regulatory bodies.
- Oversee the preparation of financial statements and analysis for management and Board reporting.
- Assist with preparation of the Bank's annual budgets.
- Assist with preparation and co-ordination of the Bank's financial and regulatory audits.
- Assist in monitoring the Bank's internal controls.
- Assist with the preparation and submission of tax returns to Inland Revenue Department.
- Support the Chief Financial Officer with daily administration of the Accounting and Investment Department and Supervision.
- Appraisal and enhance the development of staff.

Education (degrees or other academic qualifications, schools attended, and dates):

2011-Present- Association of Chartered Certified Accountants (ACCA) Professional Qualification
2008-2010- Bachelor of Science (BSc), Accounting(Special); Upper Second Class Honours; Cavehill Campus, University of the West Indies, Barbados.
2006-2008- Associate Degree in Applied Arts, Mathematics and Accounts; Barbados Community College.

Also a Director of the company ☐ Yes ☒ No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

Use additional sheets if necessary.

BIOGRAPHICAL DATA FORMS

EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: **CINDY HERBERT** Position: GENERAL COUNSEL/CORPORATE SECRETARY

Mailing Address: **HORIZON VIEW, NISBETTS ESTATE**
HORIZON VIEW, NISBETTS ESTATE
ST. JAMES' PARISH, NEVIS

Telephone No.: **(869) 469-5564**

List jobs held during past five years (including names of employers and dates of employment).
Give brief description of **current** responsibilities.

- The Bank of Nevis Limited: August 2016 - Present
- Senior Legal Associate at JHT Law Firm, Nevis: 2011 - July 2016

The Core Functions of the General Counsel/Corporate Secretary include:

- Advising the Bank on issues relating to the interpretation of the Banking Act and other legislation relevant to its operations;
- Overseeing the provision of corporate secretarial services to the Bank;
- Preparing and vetting contracts, deeds, and other legal documents arising out of the Bank's operations and services;
- Representing the Bank and its employees summoned as witnesses for activities carried out in the ordinary course of business, with respect to litigious or potentially litigious matters; and
- Representing the Bank in conferences, negotiations, and meetings which may have legal ramifications and/or providing relevant information for supporting decisions in the interests of the Bank.

Education (degrees or other academic qualifications, schools attended, and dates):

- Master of Laws Degree (Merit) - University of London, UK, 2015
- Legal Education Certificate - Sir Hugh Wooding Law School, Trinidad, 2008
- Bachelor of Laws Degree (Hons) - University of the West Indies, Barbados, 2006

Also a Director of the company ☐ Yes ☒ No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

Use additional sheets if necessary.

BIOGRAPHICAL DATA FORMS

EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: DENRICK LIBURD Position: LOANS MANAGER

Mailing Address: RAWLINS ESTATE
RAWLINS ESTATE
NEVIS

Telephone No.: (869) 469-5564

List jobs held during past five years (including names of employers and dates of employment).
Give brief description of **current** responsibilities.

2016 - Present: The Bank of Nevis Limited: Credit Manager
2007 - 2016: The Bank of Nevis Limited: Recoveries Officer

The Credit Manager's Core Functions include:

- Developing quantitative and qualitative targets for management of Credit Risk in accordance with guidelines and executing relevant strategies to ensure targets are achieved;
- Analyzing and evaluating credit proposals to assess credit risks and managing credit facilities with emphasis on selection, control, protection and recoverability;
- Determining profitable and competitive pricing to maintain targeted margins;
- reviewing the credit portfolio to ensure that all related terms and conditions are satisfied and securities perfected;
- Managing and administering efficient and effective Corporate and Retail Credit portfolios to minimize loss, reduce exposure and maximize customer retention and satisfaction;
- Managing the delinquent portfolio to ensure non-performing ratio is kept within international benchmark standards;
- Implementing procedures for Credit Risk Management to ensure efficiency, safety and profitability; and
- Establishing credit limitations on customer accounts and handles special credit arrangements and deviations from standard terms of payment

Education (degrees or other academic qualifications, schools attended, and dates):

- Master of Arts Degree in Business Administration, Leicester University, U.K.

Also a Director of the company ☐ Yes ☒ No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

Use additional sheets if necessary.

BIOGRAPHICAL DATA FORMS

EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: L. EVERETTE MARTIN Position: GENERAL MANAGER

Mailing Address: MAIN STREET
MAIN STREET
CHARLESTOWN, NEVIS

Telephone No.: (869) 469-5564

List jobs held during past five years (including names of employers and dates of employment).
Give brief description of **current** responsibilities.

The Bank of Nevis Limited: 2008 - Present

The General Manager's Core Functions include:

- Training, organizing, developing, directing and controlling employees to ensure smooth operation of the Bank, to achieve efficiency, productivity, profitability and security;
- Ensuring that operating units are within the scope of the law and regulations, thereby promoting good public image;
- Controlling and monitoring Bank lending within the limits and guidelines established by the regulators and the Board of Directors;
- Ensuring proper collection of all revenues and the effective management of expenditure; and
- Ensuring that the Bank's policies and objectives are effectively carried out.

Education (degrees or other academic qualifications, schools attended, and dates):

- Master of Arts Degree in International Banking and Financial Services - University of Southampton, UK, 1996
- Bachelor of Arts Degree in Business Administration (Summa Cum Laude) - Finance Concentration (Summa Cum Laude) - University of the Virgin Islands, USVI, 1991
- Bachelor of Arts Degree in Accounting (Summa Cum Laude) - University of the Virgin Islands, USVI, 1991

Also a Director of the company ☐ Yes ☒ No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

Use additional sheets if necessary.

**APPENDIX 1
BIOGRAPHICAL DATA FORMS**

EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: Petal Parry Position: Chief Financial Officer

Mailing Address: Colquhouns Estate, St. Thomas Parish, Nevis

Telephone No.: 869-469-5564 ext 329

List jobs held during past five years (including names of employers and dates of employment).
Give brief description of **current** responsibilities.

Present- Chief Financial Officer- The Bank of Nevis Limited.
2006 – November 2016 – Grant Thornton, St Kitts (Position of Manager II of the Assurance department held when demitted office)

Current responsibilities

- Oversight of the preparation of monthly management accounts and annual statutory financial statements.
- Prepare (or cause to be prepared) financial budgets and forecast, both Capital and Operating.
- Serve as financial comptroller for all Group Companies.
- Oversight of the preparation of filings with ECCB and all regulatory bodies.
- Liaise and co-ordinate with the external auditors to ensure that all financial matters of the Bank are carried out in accordance with accepted practice and that proper controls exist to monitor all transactions.
- Assist in the implementation of the policy and day to day administration of the affairs of the bank.
- Preservation of the integrity of financial information.
- Have oversight of group investments in accordance with Group investment policy guidelines.
- Preparation and submission of tax returns and ongoing liaison with Inland Revenue Department.

Education (degrees or other academic qualifications, schools attended, and dates):

2012- Master of Business Administration (MBA); Specialisation in Finance; Awarded Distinction; University of Edinburgh Business School

2011- Member of the Association of Chartered Certified Accountants (ACCA); United Kingdom

2006- Bachelor of Science (BSc); Economics (Major) and Accounting (Major); First Class Honours; Cavehill Campus, University of the West Indies, Barbados.

Also a Director of the company ☐ Yes ☒ No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

Use additional sheets if necessary.

BIOGRAPHICAL DATA FORMS

EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: DIXON PHILLIPS Position: CHIEF INTERNAL AUDITOR

Mailing Address: #1 ON DRIVE VILLAS
#1 ON DRIVE VILLAS
STUART WILLIAMS DRIVE, HAMILTON, NEVIS

Telephone No.: (869)-662-3120

List jobs held during past five years (including names of employers and dates of employment).
Give brief description of **current** responsibilities.

JOBS HELD

- Chief Internal Auditor - The Bank of Nevis Ltd (2018 - present)
- Chief Internal Auditor - College of Science, Technology and Applied Arts of Trinidad & Tobago (2016 - 2017)
- Head of Internal Audit - Human Capital Development Facilitation Company Limited, Tobago (2015 -2016)
- Senior Internal Audit Officer - National Training Agency of Trinidad & Tobago (2011 - 2014)

CURRENT RESPONSIBILITIES

- Development of Audit Work plan
- Responsible for training and development of internal audit staff
- Ensures that the audit function operates within the mandate of the internal audit charter
- To ensure the audit function operations within the framework of the CIA's IPPF
- Act as the Bank's liaison with the external auditors
- Ensure that the internal audit activity is conducted using a risk based approach

Education (degrees or other academic qualifications, schools attended, and dates):

- Certified Internal Auditor (CIA), IIA Inc (2014)
- Associate of the Institute of Canadian Bankers (AICB) (2004)
- Bsc. Accounting (Honors) - University of The West Indies, Cave Hill Campus (1993)

Also a Director of the company ☐ Yes ☒ No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

Use additional sheets if necessary.

BIOGRAPHICAL DATA FORMS

EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: SONIA BOWEN-TUCKETT Position: OPERATIONS MANAGER

Mailing Address: GOVERNMENT ROAD
GOVERNMENT ROAD
CHARLESTOWN, NEVIS

Telephone No.: (869) 469-5564

List jobs held during past five years (including names of employers and dates of employment).
Give brief description of **current** responsibilities.

The Bank of Nevis Limited: 2002 - Present

The Operations Manager's Core Functions include:

- Ensuring the smooth functioning of the Operations Department;
- Monitoring internal controls and compliance with banking and other relevant legislation;
- Maintaining internal controls and ensuring maximum operational efficiency;
- Ensuring adherence to security procedures and statutory regulations;
- Acting as the primary interface with customers, and providing the highest level of banking services;
- Aggressive marketing of the Bank's products to ensure maximum product exposure and profitability and;
- Identifying new target markets and business opportunities for the Bank.

Education (degrees or other academic qualifications, schools attended, and dates):

- Master of Business Administration Degree - University of Leicester
- Diploma in Management Studies
- Diploma in Financial Services Management IFS

Also a Director of the company ☐ Yes ☒ No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

Use additional sheets if necessary.

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EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: Marva Walwyn

Position: Acting Risk & Compliance Manager

Mailing Address: The Bank of Nevis Limited, P.O Box 450, Charlestown, Nevis

Telephone No.: 869-469-5564

List jobs held during past five years (including names of employers and dates of employment). Give brief description of **current** responsibilities.

- July 2017 to present, Acting Risk & Compliance Manager, The Bank of Nevis Limited
- Jul 2016 – July 2017, Senior Supervisor, Operations Department, The Bank of Nevis Limited
- May 2016 – Jul 2016, Acting Compliance Officer, The Bank of Nevis Limited
- October 2014 – May 2016, Senior Supervisor, Operations Department, The Bank of Nevis Limited
- July 2014 – October 2014, Acting Operations Manager, The Bank of Nevis Limited
- Dec 2011 – July 2014, Senior Supervisor, Operations Department, The Bank of Nevis Limited

Current Responsibilities

- Ensures that the Board of Directors, Management and employees are in compliance with the rules and regulations of the local regulatory and international agencies (ECCB, FSRC, FIU, FATF, CFATF) and that behavior in the organization meets the company's Standards of Conduct.
- Develop and administers the compliance monitoring plan to include but not limited to monitoring of Funds transfers, Deposit Services, Loans Operations, Credit Card Operations, Domestic and International Banking, KYC
- Report on compliance matters to the General Manager of the Bank and to the Audit Committee of the Board of Directors and to the full Board of Directors.
- Ensure coordination with other departments including the Legal Department, Internal Audit, Operations Department, Human Resources and Information Technology to ensure the development and implementation of the Compliance Programme.
- Coordinate with other departments involved with external reporting functions to ensure that the Bank is compliant with the reporting of its Prudential Returns to ECCB and reports to the local competent authority on FATCA.
- Investigate suspicious activity and report such activity to FIU where necessary.
- Act as liaison between the Bank's Regulators and auditors in matters relating to compliance to follow up on findings.
- Ensure that an effective system exists for communicating the compliance standards and guidelines, including training and other communications media to employees and Directors and work with the Human Resource Manager to develop an effective compliance training program, including appropriate introductory training for new employees.
- Ensure that each compliance risk area is identified and appropriately addressed and ensure an assessment occurs periodically.
- Plan, design and implement an Enterprise Risk Management Programme for The Bank of Nevis Group to ensure full compliance with all banking laws, rules, regulations, internal policies, procedures and processes.
- Conduct stress testing of the credit and investment portfolios and submit a report to the Risk Committee.
- Conduct risk assessments of the various departments of the Bank to include identifying, evaluating and measuring risk. Develop risk mitigation plans to manage the risks identified in accordance with regulatory compliance and audit requirements, approved risk tolerance and strategic plans approved by the Board.
- Develop a Risk and a Compliance Work Plan annually.

Education (degrees or other academic qualifications, schools attended, and dates):

- University of the West Indies (2000)
Bachelor of Science in Economics and Management
- University of Manchester (2008)
Masters – Business Administration
- Chartered Institute of Bankers in Scotland (2015)
Certificate in International Risk Management (JIFS)

Also a Director of the company ☐ Yes ☒ No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

Use additional sheets if necessary.

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EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: Monique Felecia Williams Position: Investment & Treasury Manager

Mailing Address: Braziers Estate, Charlestown, Nevis

Telephone No.: 869-469-5564 ext 236

List jobs held during past five years (including names of employers and dates of employment).
Give brief description of **current** responsibilities.

December 2016- Investment & Treasury Manager- The Bank of Nevis Limited.
June 2016- November 2016- Senior Account Manager- RBTT Bank (SKN) Ltd. (Subsidiary of Royal Bank of Canada)
May 2014-February 2016- Senior Investment Advisor/ Manager- Scotia Investments Jamaica Ltd (Subsidiary of the Scotiabank Group)
November 2011-May 2014- Client Relations Officer- NCB Capital Markets Ltd (Subsidiary of NCB Group Jamaica)
June 2010- October 2011- Client Care Officer- Jamaica Money Market Brokers (Jamaica)

Current responsibilities

- Responsible for managing the Investment and Treasury Portfolios of The Bank of Nevis Limited (BON) and Bank of Nevis International Limited (BONI) and ensure that procedures are followed in order to manage and control the risk and quality of investment securities.
- Recommend new investment securities/products, oversee the accounting cycle for the Group's Portfolios, and ensure compliance with International Financial Reporting Standards (IFRS).
- Manage the Group's treasury operations and serve as the Group's primary liaison officer to investment brokers and correspondent banks.
- Registered principal for BON's brokerage Unit and manage the operations, assist with the management of the Accounting and Investment Department- includes assisting with the management of the annual financial audit, and managing the Accounting and Investment Department in the absence of the CFO.

Education (degrees or other academic qualifications, schools attended, and dates):

2013- Master of Business Administration (MBA); Specialisation in Finance; University of Technology Jamaica

2010- Bachelor of Science (BSc) in Banking and Finance; University of the West Indies, Mona Campus, Jamaica.

Also a Director of the company ☐ Yes ☒ No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

Use additional sheets if necessary.

BIOGRAPHICAL DATA FORMS

EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: REGIS WILTSHIRE Position: MIS MANAGER

Mailing Address: BRAZIER'S ESTATE
BRAZIER'S ESTATE
CHARLESTOWN, NEVIS

Telephone No.: (869) 469-5564

List jobs held during past five years (including names of employers and dates of employment).
Give brief description of **current** responsibilities.

2016 - present The Bank of Nevis Limited: MIS Manager

2002 - 2016 The Bank of Nevis Limited: Assistant MIS Officer

The MIS Manager's Core Functions include:

- Determining the software and hardware requirements of the Bank;
- Identifying and procuring hardware and software for the Bank's use;
- Maintaining and troubleshooting the Bank's network;
- Coordinating software installation and upgrades;
- Ensuring that backup for the Bank's systems are completed and stored offsite; and
- Training users in the use of the Bank's computers as well as software applications.

Education (degrees or other academic qualifications, schools attended, and dates):

- Bachelor of Science Degree in Computing and Management

Also a Director of the company ☐ Yes ☒ No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

Use additional sheets if necessary.

8. SUBSTANTIAL SHAREHOLDERS

- (a) Principal owners of the company (those who beneficially own more than 5% of the common and preferred shares presently outstanding whether directly or indirectly) starting with the largest common shareholder. Indicate by endnote any transaction where the consideration was not cash. State the nature of any such consideration.

SECURITIES NOW HELD:

Name: Address:	Class of Shares:	No. of Shares:	% of Total
St. Kitts & Nevis Social Security Board >>>RLB Building P.O. Box 79, Basseterre, St. Kitts<<<	Ordinary	4,000,000	22.1%
Nevis Island Administration >>>>>Main Street, Charlestown, Nevis<<<<<<	Ordinary	2,002,500	11.1%
David A. Straz, Jr. Foundation >>>>>Florida, United States of America<<<<<<	Ordinary	1,743,783	9.6%
Tiger Holdings >>>>Main Street, Charlestown, Nevis<<<<	Ordinary	1,053,540	5.8%
St. Kitts & Nevis Sugar Industry Diversification Fund	Ordinary	1,000,000	5.5%

- (b) Include all common shares issuable upon conversion of convertible securities and show conversion rate per share as if conversion has occurred.

UPON CONVERSION:

Name: Address:	Class of Shares:	Conversion Rate:	No. of Shares upon Conversion	% of Total*
N/A				

* Current holding of shares if conversion option were exercised.

9. Name and Address of Parent

Name:	Address:	Country of Incorporation:	Countries of Registration (where applicable)	Name of the Exchange(s) on which the company's securities are listed:
N/A				

10. Name(s) and Address(es) of Subsidiary(ies)

Name:	Address:	Percentage Ownership:	Name of the Exchange(s) on which the company's securities are listed:
BANK OF NEVIS INTERNATIONAL LIMITED	MAIN STREET, CHARLESTOWN, NEVIS	100%	N/A
BANK OF NEVIS MUTUAL FUND LIMITED	MAIN STREET, CHARLESTOWN, NEVIS	100%	N/A
BANK OF NEVIS FUND MANAGERS LIMITED	MAIN STREET, CHARLESTOWN, NEVIS	100%	N/A
BANK OF NEVIS INTERNATIONAL FUND LIMITED	MAIN STREET, CHARLESTOWN, NEVIS	100%	N/A
BANK OF NEVIS INTERNATIONAL FUND MANAGERS LIMITED	MAIN STREET, CHARLESTOWN, NEVIS	100%	N/A

11. Name(s) and Address(es) of Affiliate(s)

Name:	Address:	Name of the Exchange(s) on which the company's securities are listed:

SIGNATURES

A Director, the Chief Executive and Corporate Secretary shall sign this Registration Statement on behalf of the company. By so doing each certifies that he has made diligent efforts to verify the material accuracy and completeness of the information herein contained.

Name of Chief Executive Officer:

L. EVERETTE MARTIN

SIGNED AND CERTIFIED

Signature

Date

6/12/18

Name of Director:

LAURIE LAWRENCE

SIGNED AND CERTIFIED

Signature

Date

7/12/2018

Name of Corporate Secretary:

CINDY HERBERT

SIGNED AND CERTIFIED

Signature

Date

7/12/2018