

SCHEDULE 4
FORM ECSRC - MC
Disclosure of Material Information

Date of Report October 30, 2018

Republic Bank (Grenada) Limited
(Exact name of reporting issuer as specified in its charter)

Territory and date of Incorporation Grenada, October 12, 1979

Issuer Registration Number NCB 12101979 GR

P.O. Box 857, Republic House, Grand Anse, St. George, Grenada

(Address of principal office)

Reporting issuer's:

Telephone number (including area code): 473-444-2265

Fax number: 473-444-5501

Email address: info@republicgrenada.com

(Former name or former address, if changed since last report)


Set out all relevant information relating to material change(s) in the company.

Mrs. Kimberly Erriah-Ali resigned as Corporate Secretary of Republic Bank (Grenada) Limited effective October 29, 2018. Consequently, the Board of Directors appointed Mrs. Melissa Jankie LL.B of Republic Bank Limited, Trinidad, to replace Mrs. Erriah-Ali as Corporate Secretary with effect from October 29, 2018. A copy of Mrs. Jankie's profile is enclosed.

SIGNATURES

Name of Chief Executive Officer:


KEITH A. JOHNSON

Signature 

Date: October 30, 2018

Name of Director:

LEON D. CHARLES

Signature 

Date: October 30, 2018

BIOGRAPHICAL DATA FORMS

EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: Melissa Jankie Position: Corporate Secretary

Age: 35

Mailing Address: 9-17 Park Street, Port-of-Spain, Trinidad

Telephone No.: 868-754-5845

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

Manager, Legal Services Republic Bank Limited - 1st November, 2016 to present
Current duties include but are not limited to providing advice to the branches and executive management as needed, reviewing and drafting contracts as needed for the various departments.

Senior Associate Attorney at Law, Ashmead Ali & Company, #36 Edward Street, Port-of-Spain

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

Bsc Economics with International Relations Minor, University of the West Indies

LLB - University of Birmingham UK

Legal Practice Course - University of Law, Birmingham UK

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.

MELISSA JANKIE

#50 Crossbay Court, Crossbay Drive East, Westmoorings, Trinidad, West Indies

Phone 868-496-9797/868-754-5845

E-mail meljankie@gmail.com

EXPERIENCE

**Manager, Legal and Corporate Services,
Republic Bank Limited, Trinidad, West Indies**

November, 2017-present

- Reviewing Loan Facility documents including all related transaction documents e.g. loan agreements, syndicated loan agreements, participation agreements, paying agent agreements and trust deeds;
- Research and preparation of papers on company law issues including transfer of shares, rights of shareholders, shareholder meetings, board meetings, drafting of articles of incorporation and by-laws (Note-the Companies Act of Trinidad and Tobago is modelled on the Canadian Business Corporation Act);
- Reviewing and amending standard terms and conditions related to credit card products, electronic banking services and the bank's mandate with its customers;
- Drafting, reviewing and amending the bank's privacy policy to reflect the implementation of the European Union's General Data Protection Rules;
- Drafting, reviewing and amending service contracts including IT suppliers and hospitality suppliers.
- Drafting, reviewing and amending non-disclosure agreements relevant to the bank's operations and transactions;
- Researching, advising and following up on regulatory compliance issues which included becoming familiar with the Securities Act, the Insurance Act and the Financial Institutions Act of Trinidad and Tobago;
- Drafting, reviewing and amending guides to good corporate governance;
- Research and preparation of papers on various banking issues including lending limits, lending to the sovereign and offsetting debts;
- Advising the various branches of the bank on legal issues including issues related to powers of attorney, wills and probate, contracts and offsetting debts;
- Acting as corporate secretary for regional subsidiaries of the bank (Suriname and Grenada). This role includes, preparation of minutes, review of corporate governance issues and other legal issues as they arose, review and drafting of governance policies and overseeing organisation of the meeting;

Corporate/Commercial

- Preparing and drafting corporate legal documents including company incorporation documents including articles of incorporation with various classes of shares and by-laws, annual returns, notice of directors, notice of secretary and articles of amendment, shareholders' resolutions, notices of annual and special meetings, proxy forms;
- Carrying out extensive research and preparing legal opinions on issues related to the conduct of corporate meetings, the duties of directors and other officers, the rights of shareholders resulting in a working knowledge of the Companies Act Chapter 81.01;
- Attending annual and special meetings of companies as legal counsel on behalf of clients;
- Carrying out extensive research on voluntary liquidation and receivership, preparing the necessary documents and notices for filing;
- Drafting and reviewing commercial leases and carrying out extensive research on commercial leasing
- Drafting and reviewing employment contracts, service and supply contracts including the supply of security services;
- Drafting unanimous shareholders agreements;
- Drafting licence agreements;
- Drafting confidentiality agreements;
- Drafting management agreements;
- Preparing trade mark applications;
- Drafting engineering and construction contracts including amendments to the FIDIC form of construction and consultancy contracts (both long and short form);
- Drafting memoranda of understanding and letters of intent;
- Drafting requests for proposals and conducting extensive research in the area of procurement;
- Attending negotiations with my senior partner in various corporate matters including commercial leasing;
- Acting as corporate secretary on behalf of various corporate clients;

Conveyance/Estates

- Drafting deeds of conveyance and overseeing entire conveyance transactions including checking searches;
- Drafting and reviewing deeds of gift, deeds of mortgage and deeds of release;
- Preparing wills and overseeing estate matters;
- Drafting and reviewing residential leases.

EDUCATION

Admission to the Trinidad and Tobago Bar

February, 2009

**University of Law
Birmingham, UK**
Legal Practice Course

September 2007- June 2008

**University of Birmingham,
Birmingham, UK**
LLB
(Second Class Honours – Upper Division)

September 2005- June 2007

**The University of the West Indies
St. Augustine, Trinidad**
B.Sc Economics with International Relations Minor
(Second Class Honours- Lower Division)

September 2001- May 2004

COMPUTER SKILLS

Proficient with:-

- Microsoft Word, Excel and Power Point
- Westlaw
- LexisNexis