

**QATAR FIRST BANK LLC (“QFB”)
BOARD OF DIRECTORS
CANDIDATE APPLICATION FORM
(CORPORATE Body Candidate)**

OPENING DATE: 31st March 2019

CLOSING DATE: 4th April 2019

Dated: _____

Qatar First Bank
Chairman of the Nomination, Remuneration,
and Corporate Governance Committee
Doha - Qatar

Number of QFB Shares as of Date of Application:

1. CORPORATE AND REPRESENTATIVE DECLARATION

We, _____, hereby nominate _____, as our representative to be considered for nomination for election to QFB Board of Directors for the next term of office (2019 till 2021).

We hereby declare that we meet all nomination requirements as follows:

1. We own _____ shares in QFB.
2. The company's representative is not less than 21 years of age and has full legal capacity.
3. We believe that the company's representative is qualified with sufficient knowledge of administrative matters and relevant experience to perform his/her duties effectively, and he/she declares to devote enough time to do his/her job with integrity and transparency to achieve QFB's interest, goals and objectives.
4. We and the company's representative have not been sentenced to criminal penalty, or a crime against honor or integrity, or any of the crimes stipulated in Article (40) of Law No. (8) Of 2012 concerning the Qatar Financial Markets Authority, and articles (334) and (335) of law No. (11) Of 2015 Promulgating Commercial Companies Law, or be prevented from practicing any work in the entities subject to the Authority's jurisdiction under Article (35 paragraph 12) of law No. (8) Of 2012 referred to, or have been bankrupted, unless been rehabilitated.
5. We and the company's representative have not been previously disqualified from being a director in the Qatar Financial Centre (QFC) or in any other place.
6. If successful, the company's representative will provide QFB with a Police Clearance Certificate, issued at least not more than six months prior, within two weeks of the election results.
7. The company's representative is not a member of the board of directors or senior management of a company engaged in business activities similar to those of the Bank or its affiliates.
8. The company's representative is not a member of the Boards of more than two Qatari shareholding companies.
9. The company's representative is not a Chairman or Vice Chairman of more than two Qatari companies.
10. We and our company's representative will take full responsibility of failure to observe the above nomination requirements or infringing the provisions of Qatar Financial Centre's Companies Regulations 2005, Qatar Financial Markets Authority's Governance Code for Companies and Legal Entities Listed on the Main Market and those provisions on the nomination to the membership of the Board of Directors provided for in QFB's Articles of Association.

Kind regards,

Company Name: _____

Name of Candidate: _____

Date: _____

Candidate Signature: _____

Company Seal:

2. INFORMATION FORM FOR NOMINATING COMPANY

Please read and complete carefully the Instruction for the candidate membership below indicated before completing this form

CONTACT AND MEMBERSHIP DETAILS

Applying for a non-independent or independent position? _____
(Refer to the definition of non-independent Board Member below)

COMPANY NAME _____

Country of Incorporation _____

Date of Incorporation _____

Commercial Registration Number _____

Summary of Company's Activities _____

Permanent Residence _____
(include full physical address rather than just PO):

Email Address _____

Phone number _____

Mobile number (if different) _____

A candidate shall be considered non-independent if he or she:

- Owns at least (1%) of shares of the Bank or any company of its group.
- Is a representative of a legal person that owns at least (5%) of shares of the Bank or any company of its group.
- Has been one of Senior Executive Management of the Bank or any company of its group during the Year preceding the election.
- Has a first-degree relative relation with any Board member or Senior Executive Management of the Bank, or any company of its group.

3. ADDITIONAL COMPANY INFORMATION

Please read and complete carefully before completing this form

- i. Name the companies in which the nominating company is directly or indirectly involved at the management level in the last past five years, mentioning the nature and period of the work relationship

- ii. List the names of Board Directors, Authorized Signatories and Executive Managers

- iii. List the names of Major Shareholders (Those with more than 20% ownership)

- iv. Does the nominating company maintain business relationships with QFB?

We, the undersigned, hereby declare that all the information provided above are complete and accurate and I undertake to notify QFB as soon as I am aware of any change or amendment to this information.

Name of Authorized Signatory: _____

Signature: _____

Date: _____

Company Seal:

4. INFORMATION FORM FOR COMPANY'S REPRESENTATIVE

Please read and complete this form

CONTACT DETAILS OF COMPANY'S REPRESENTATIVE

Full Name _____

Nationality _____

Date and place of birth _____

Permanent Residence _____
(include full physical address rather than just PO)

Address, City/Town _____

Email Address _____

Phone number _____

Mobile number (if different) _____

i. Current Positions

ii. Summary of Professional Experience

iii. Educational Qualifications and Degree

iv. Name the companies in which you are directly or indirectly involved at the management level in the last past five years, mentioning the nature and period of the work relationship

v. Name the companies in which you are currently Board member or in which any of the companies referred to in answers to question no. 9 is represented

vi. Name the companies in which you are currently Board Chairman or Vice Chairman

vii. Does any of the companies listed above maintain business relationships with QFB?

I, the undersigned, hereby declare that all the information provided above are complete and accurate and I undertake to notify QFB as soon as I am aware of any change or amendment to this information.

REPRESENTATIVE Full Name: _____

Date: _____

Signature: _____

5. Kindly Complete the Below Questionnaire:

Please read and complete this form

Questionnaire		Yes	No
1.	Have you ever served on the Board or the Management of a company which has been declined doing business, declared bankrupt or has gone into liquidation or dissolution? (if yes, please provide details)		
2.	Have you ever been declared bankrupt or failed to honor, your debts or entered into any arrangements with your creditors? (if yes, please provide details)		
3.	Is your nomination for the Board of Directors or your performance of your obligations as Board member (when elected) under the direction or instruction of any other person? (if yes, please provide details)		
4.	Do you have any other personal or professional obligations that may limit or impede your ability to properly meet your obligations to the Company and its shareholders or conflict with? (if yes, please provide details)		
5.	Does your nomination result in any direct or indirect conflict of interest with QFB and any of its affiliates? (if yes, please provide details)		

6. Kindly Ensure that the below documents are attached to this Form upon Submission

Please read and complete this form

Document		Circle the Correct Answer
1.	A copy of the commercial register	Yes / No / Not Applicable
2.	A letter from the company's legal representative, stamped by company's seal, authorizing the candidate to take all the necessary steps for the nomination. Such letter shall be served to the Chairman of QFB's Nomination, Remuneration and Corporate Governance Committee.	Yes / No / Not Applicable
3.	Most recent Resume/CV for the representative of the candidate company	Yes / No / Not Applicable
4.	A copy of a certified Qatari ID (for Qatari representatives) or a copy of a certified passport (for Non - Qatari representatives) of the candidate as a representative of the company.	Yes / No / Not Applicable
5.	Latest Audited Financial Statements	Yes / No / Not Applicable
6.	A copy of the shares ownership updated statement issued from Qatar Central Securities Depository not exceeding one week from the date of issuance. (Required for candidates applying for a non-independent membership only)	Yes / No / Not Applicable

7. CONSIDERATION OF APPLICATION

Candidates wishing to apply for nomination will need to fill this form completely and submit it along with the required documents by hand to QFB's Company Secretary at Doha, Al Sadd, Suhaim Bin Hamad Street, Qatar First Bank Building, 6th Floor.

Submissions shall be received during the working hours (8:00 am - 3:00 pm) starting Sunday 31/03/2019 until the end of working hours on Thursday 04/04/2019.

Received submissions will be reviewed by the Bank's Numerations, Remunerations and Corporate Governance Committee to determine if the candidacy eligibility and requirements are met.

Applications submitted after the date specified above or not meeting the requirements shall be disregarded.

The election process will take place on April 22, during QFB's Annual General Assembly In accordance with the Bank's Articles of Association and Qatar Financial Market Authority's (QFMA) Governance Code for Companies and Legal Entities Listed on the Main Market,