

CANDIDATE APPLICATION FORM FOR THE BOARD OF DIRECTORS OF QATAR FIRST BANK LLC (PUBLIC) (“QFB”) (Corporate Body Candidate)

OPENING DATE: 06 February 2022

CLOSING DATE: 10 February 2022

Dated : _____

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

Number of QFB shares owned as at the date of this application:

1. DECLARATION OF CORPORATE REPRESENTATIVE

We, _____, hereby nominate _____, as our representative to be considered to be nominated for election to the Board of Directors of QFB for the upcoming three years commencing on the day of election.

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

1. We own _____ shares in QFB.
2. The nominated representative is not less than 21 years of age and has full legal capacity.
3. In our reasonable opinion, the nominated representative has adequate expertise and sufficient knowledge, including of administrative matters, to properly and effectively perform their functions effectively, and will devote sufficient time to perform their duties with integrity and transparency to achieve QFB's interest, goals and objectives.
4. We confirm that the nominated representative has not been previously convicted of a felony, a crime against honour or a breach of trust or any of the crimes specified in articles (334) and (335) of the Commercial Companies Law, or any of the crimes stipulated in article 40 of Law No. 8 of 2012 concerning the Qatar Financial Markets Authority or been prevented from practising any work in accordance with the rules and regulations of the Qatar Financial Centre, Qatar Financial Centre Authority, Qatar Financial Centre Regulatory Authority, the Qatar Financial Markets Authority and any of the entities falling under article 35 paragraph 12 of Law No. 8 of 2012 mentioned hereabove or declared bankrupt unless they have been rehabilitated.
5. The nominated representative has not been disqualified from being a director in the Qatar Financial Centre or in any other place.
6. The nominated representative has provided at the time of submitting the nomination application a valid Good Conduct Certificate issued by the relevant authorities or an official certificate proving that their record is free from any misdemeanor or felony, either of which is dated no later than one month prior to the date of the application, which will be renewed on an annual basis no later than the end of January of each year.
7. The nominated representative is not a member of the board of directors or senior management of, or otherwise has an interest in, a company engaged in business activities similar to those of QFB or its affiliates whether directly or indirectly (or, where such membership or interest exists, approval for their nomination to the Board of Directors has been obtained from the Qatar Financial Centre Authority).
8. If appointed or selected to the Board of Directors, the nominated representative will not:
 - a. be a member of the boards of directors of more than three companies headquartered in the State of Qatar.
 - b. either in person or in capacity, be a board chairman or vice chairman for more than two companies headquartered in the State of Qatar.
 - c. manage director in more than one bank headquartered in the State of Qatar, nor combine two memberships of two companies exercising a homogenous activity.
9. We confirm that, at the time of filing this nomination application for membership of the Board of Directors, the nominated representative holds QFB shares in an amount which is not less than 3% of the total nominal value of QFB's shares and that they will continue to hold at a minimum such number of shares throughout the duration of their board membership.

10. We confirm that the minimum number of QFB shares required for membership of the Board of Directors of 3% of QFB's share capital shall be deposited with the Qatar Central Securities Depository within seven days (7) of our nominated representative being appointed or elected to the Board of Directors and that the same:
- a. shall be removed from trading and ineligible to be presented as collateral or mortgaged throughout the duration of the nominated representative's board membership.
 - b. shall be included and certified in the year-end financial statements of QFB.
 - c. shall be used, upon the nominated representative's appointment or election to the Board of Director, to cover their liability towards QFB, its shareholders, creditors, and concerned third parties for actions for which the Board of Directors is liable for.
 - d. shall constitute grounds for immediate dismissal of the board member if not provided.
11. The nominated representative satisfies all other requirements of the Qatar Financial Centre, Qatar Financial Centre Authority, Qatar Financial Centre Regulatory Authority and the Qatar Financial Markets Authority with respect to Board composition and eligibility of Board membership, if any, as well as satisfying any other requirements set out by QFB's Board of Directors and the Nomination, Remuneration and Corporate Governance Committee from time to time. We and our nominated representative will take full responsibility for any failure to observe the above nomination requirements or for infringing the provisions of the Qatar Financial Centre Companies Regulations 2005, the Qatar Financial Centre Financial Services Regulations, the Governance Code for Companies and Legal Entities Listed on the Main Market issued by the Qatar Financial Markets Authority and those provisions on the nomination to the membership of the Board of Directors contained 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 carefully read the instructions for the candidate membership set out below before completing this form:

CONTACT AND MEMBERSHIP DETAILS

Applying for a non-independent Board Member? _____

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) _____

3. ADDITIONAL COMPANY INFORMATION:

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

ii. List the names of the nominating company's board directors, authorized signatories and executive managers:

iii. List the names of the nominating company's major shareholders (i.e. shareholders with more than %20 ownership):

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

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

Name of Authorized Signatory: _____ Date: _____

Signature: _____ Company Seal: _____

4. INFORMATION FORM FOR NOMINATING COMPANY'S REPRESENTATIVE:

Please read and complete this form:

CONTACT DETAILS OF THE NOMINATING COMPANY'S REPRESENTATIVE

Full Name _____

Nationality _____

Date and place of birth _____

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

Current Address _____
(include full physical address rather than just PO)

Email Address _____

Phone number _____

Mobile number (if different) _____

i. Current positions held by the nominated representative:

ii. Summary of the nominated representatives' professional experience:

iii. The nominated representative's educational qualifications and degree:

iv. Name the companies in which the nominated representative has been directly or indirectly involved at management level in the past five years, mentioning the nature and period of the work relationship:

v. Name the companies in which the nominated representative is currently a board member or in which any of the companies referred to in the answers to question no. 9 is represented:

vi. Name the companies in which the nominated representative is currently a board chairman or vice chairman:

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

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

Name of Authorized Signatory: _____ Date: _____

Signature: _____

5. PLEASE READ AND CAREFULLY COMPLETE THE BELOW QUESTIONNAIRE:

Questionnaire		Yes	No
1.	Have you ever served on the board or management of a company which has been declined doing business, declared bankrupt or 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 or otherwise conflict with your ability to properly meet your obligations to QFB and its shareholders? (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. PLEASE ENSURE THAT THE BELOW DOCUMENTS ARE ATTACHED TO THIS FORM UPON SUBMISSION:

Please read and carefully complete this form:

Document		Circle the Correct Answer
1.	A copy of the commercial register of the nominating company.	Yes / No/ Not Applicable
2.	A letter from the nominating company's legal representative, stamped by the nominating company's seal, authorizing the nominated representative to take all the necessary steps regarding their nomination. Such letter shall be served to the Chairman of QFB's Nomination, Remuneration and Corporate Governance Committee.	Yes / No/ Not Applicable
3.	A copy of the nominated representative's most recent CV.	Yes / No/ Not Applicable
4.	A copy of the nominated representatives' certified Qatari ID (for Qatari representatives) or a copy of their certified passport (for non-Qatari representatives).	Yes / No/ Not Applicable
5.	A copy of the latest audited financial statements of the nominating company.	Yes / No/ Not Applicable
6.	A copy of the updated statement of share ownership issued by the 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.	A copy of the nominated representative's Good Conduct Certificate issued by the relevant authorities or a copy of an official certificate proving that their record is free from any misdemeanor or felony, (Must be dated no later than one month prior to the date of the application).	Yes / No/ Not Applicable