



Jersey Financial Services Commission

ELECTRONIC PERSONAL QUESTIONNAIRE: GUIDANCE ON “POSITIONS”

1 Positions

1.1 The Commission has provided at section 4.10 of the electronic Personal Questionnaire a drop down list of positions. This list has been provided to facilitate a standard use of descriptors in respect of Principal Person positions.

1.2 The following table provides guidance for each of the positions on the drop down list.

Position	Guidance
Key Person	
Compliance Officer	A person who is to be appointed, under a Code of Practice, by a Registered Person and having the function of monitoring whether the law of Jersey, and the relevant Codes of Practice, are being complied with in the conduct of the business in respect of which the Registered Person is registered.
Money Laundering Compliance Officer	A person who is to be appointed as “compliance officer” under Article 7 of the Money Laundering (Jersey) Order 2008.
Money Laundering Reporting Officer	A person who is to be appointed as “reporting officer” under Article 8 of the Money Laundering (Jersey) Order 2008.
Principal Person	
Director-Alternate	A person who is to be appointed to act on behalf of a Director of a Registered Person on a temporary basis, normally in times of absence.
Director-Executive	A person who is to be appointed to a Registered Person’s Board of Directors, other than a Managing Director, and is also employed by the Registered Person in an executive role.

Position	Guidance
Director- Influential	<p>A person in accordance with whose directions, whether given directly or indirectly, any director of the company, or director of any other company of which the company is subsidiary, is accustomed to act (but disregarding advice given in a professional capacity).</p> <p>For the purposes of the electronic Personal Questionnaire, this person is not a member of the Board of the Registered Person.</p>
Director- Managing	A person who occupies the position of a Managing Director or Chief Executive (or other similar position by whatever name called).
Director- Non- Executive	A person who is to be appointed to the Registered Person's Board of Directors and is not associated with the Registered Person in any other executive capacity.
Liquidator	<p>In relation to a Registered Person who has become bankrupt, any person that has been appointed as liquidator or administrator of the registered person's affairs.</p> <p>In any other circumstances, this position should only be selected following discussion with the Commission.</p>
Principal Manager (Banking Branches Only)	A person who is to be responsible for the overall control and administration of a Registered Person's branch office in Jersey.
Senior Officer (Banking Branches Only)	A person, based outside Jersey, who is to be appointed to fulfil a Registered Person's obligations under the Banking Business (Jersey) Law 1991.
Shareholder Controller	<p>A person who, either alone or with any associate or associates directly or indirectly holds a defined percentage* or more of the share capital issued by the company, is entitled to exercise or control the exercise of not less than a defined percentage of the voting power in general meeting of the company or of any other company of which it is a subsidiary, or has a holding in the company directly or indirectly which makes it possible to exercise significant influence over the management of the company.</p> <p>*Refer to the relevant Law for further information.</p>
Span of Control	<p>A person to be appointed, other than a Director or Shareholder Controller, who makes up, or is an influential part of, the overall management team of the Registered Person.</p> <p>N.B. this position should only be selected on an exceptional basis and not without prior discussion with the Commission.</p>