



**Central Bank of Bahrain**  
Capital Markets Supervision Directorate

**Form:Ins/Mem-2**

**BSE MEMBERS’  
EMPLOYEE’S INFORMATION DECLARATION\***

- INITIAL BASIC INFORMATION DECLARATION**  
 **CHANGE IN BASIC INFORMATION DECLARATION**

**1. Insider’s Employer #**

Name	ATS/CDS Code**
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**2. PERSON(S) SUBJECT TO THE DISCLOSURE REQUIREMENT #**

1.Name and Address of Reporting Person				CPR/ IN (1)															
(1 <sup>st</sup> Name)	(Father’s Name)	(3 <sup>rd</sup> Name)	(Surname)																
(House/Flat)	(Building)	(Road)	(Block)																
(City)	(Country)	(e-mail)																	
Telephone Number(s)																			
Office	Ext(s)	Mobile	Residence																

Received by Member’s Person In-Charge: Name:----- Designation:----- Signature:----- Date:-----  The Company Stamp:
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**3. RELATIONSHIP OF REPORTING PERSON(S) TO THE MEMBER (2)**

<input type="checkbox"/> Board of Director	<input type="checkbox"/> Director	Starting Date	Ending Date	Reason
<input type="checkbox"/> Officer (Give title) -----	<input type="checkbox"/> Other (Specify) -----			

**4. PERSONS UNDER GUARDIANSHIP AND CONNECTED PERSON (3)**

CPR/IN (1)	Name	Address	Starting Date	Ending Date	Reason

**5. CONTROLLED CORPORATIONS (4)**

CPR/IN (1)	Name	Address	Starting Date	Ending Date	Reason

**6. CORPORATIONS IN WHICH THE PERSON EXERCISES INFLUENCE (5)**

CPR/IN (1)	Name	Address	Starting Date	Ending Date	Reason

**7. SIGNATURE**

Number of Attachments

I, the undersigned below certify that all the information mentioned above and the documents enclosed are proper. I also affirm that I shall abide by the rules and regulations of the CBB that are related to Disclosure Standards, and I acknowledge that the CBB has the right to verify the information in this form.

-----  
Signature

-----  
Name in block letters

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Date of declaration

**8. TO BE COMPLETED BY THE REGISTRAR**

Name of Registrar -----	Received by -----	Date of reception -----	Signature and Stamp
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\* This form should be completed by all the BSE's Members and employees or representatives upon the election, appointment, and employment or whenever any person assumes the responsibility of declaration as insider, and should be updated annually.

\*\* This code should be stated as the account type description in the ATS/CDS (Market control, and professional).

# The member itself as an independent entity should also complete this form as an Insider.

## ***INSTRUCTIONS***

The filing of a declaration of basic insider information is based on CBB's Circular ODG/407/03 on Disclosure Standards, according to which the declared basic insider information must be maintained in a form prescribed by the CBB. Provisions on how and when the declarations must be made are contained in the Disclosure Standards and the Guidelines on Insiders issued by the Central Bank of Bahrain - CMS Directorate. Some of these provisions are included in these instructions. The regulation contains provisions on who shall make a declaration, on what shall be declared, on how a connected person(s), and controlled and influenced corporation(s) is defined. The Disclosure Standards and the Guidelines on Insiders are also available on the CBB's website ([www.cbb.gov.bh](http://www.cbb.gov.bh)), and copies of the form may be obtained from the listed companies themselves.

Persons subject to the disclosure requirement must declare on this form their own basic insider holding and the holdings of persons under their guardianship and connected persons, and corporations controlled or influenced by them. The form must be filed with the listed company in which the person concerned is an insider. A declaration of basic insider information is made at the time the person assumes a duty subject to the declaration requirement. The disclosure requirement applies to shares, and securities carrying entitlement of shares. The declaration must be submitted to the company within **10 calendar days** of the date the person concerned assumed duties as an insider subject to the disclosure requirements.

Upon request made by a person subject to the disclosure requirement, the company is obliged to disclose to him/her the entries concerning him/her in the Insider Register. The company will inform the insider regarding the entity(s) or source of information from which the company obtained and verified the information concerned to him.

If the space provided in the form is insufficient, a note referring to further attachments must be made on the form. The attachments must provide corresponding information and they must be signed and dated. The initial basic data and changes therein must be declared using Form: Ins-2, Declaration on insider beneficial ownership Form: Ins-3, and change in declaration on insider beneficial ownership Form: Ins-4, which are available from the listed company.

### **PLEASE USE BLOCK LETTERS When completing the form.**

To help select the appropriate response, use the following instructions/ references:

- (1) CPR/IN Number: - For individual Bahraini and non-Bahraini residents, use the Central Population Registration number (CPR).
  - For non-resident non-Bahraini individuals use the unique number equivalent to the CPR.
  - For legal entities use the Commercial Registration with the Ministry of Industry & Commerce or equivalent for non-Bahraini entities.

Note: For all the abovementioned persons who already have an Investor Number (IN) in the Bahrain Stock Exchange's CDS database, the same should be used here.

**(2) THE BASIS OF WHICH THE PERSON IS SUBJECT TO THE DISCLOSURE REQUIREMENT**

- |  |  |
|--|--|
| 201 Chairman of the board of directors                             | 210 Trustee  |
| 202 Member of the board of directors                               | 211 Broker   |
| 203 Managing director  | 212 Brokers' employee who processes order                          |
| 204 CEO/ GM  | 213 Employee providing services related to the issue of securities |
| 205 Member of senior management (give title)                       | 214 Employee of the Securities regulator (CBB)                     |
| 206 Investment /Portfolio manager                                  | 215 Employees of the Exchange(s)                                   |
| 207 Auditor  | 216 Employees of the Clearing House and securities depository      |
| 208 Member of Audit team with the main responsibility for an audit | 217 Employee of Central Registry/Registrar                         |
| 209 Employee in the company classified as an Insider               | 218 Other to be specified  |

**(3) GUARDIANSHIP AND CONNECTED PERSONS**

- |  |   |
|--|---|
| 301 Minor under guardianship or control            | 303 Spouse / Husband                                    |
| 302 Person declared legally incompetent by a court | 304 Other connected persons under the insider's control |

**(4) CONTROLLED CORPORATIONS (controlling of 10% or more of the voting power)**

- 401 Controlling power exercised alone
- 402 Controlling power exercised together with a family member(s)
- 403 Controlling power exercised together with another person subject to the disclosure requirement
- 404 Other controlling power exercised directly or indirectly

**(5) CORPORATIONS IN WHICH THE PERSON EXERCISES INFLUENCE**

- |  |  |
|--|--|
| 501 Chairman of the board of directors             | 506 Partner in a general partnership                               |
| 502 Member of the board of directors               | 507 partner in a limited partnership                               |
| 503 CEO/GM   | 508 Auditor  |
| 504 Member of the company's Supervisory Committees | 509 Member of Audit team with the main responsibility for an audit |
| 505 Member of senior management                    | 510 Other criteria/ positions                                      |