

## Global Privacy Notice

The Government of the Commonwealth of Dominica, Ministry of Finance, Citizenship by Investment Unit (“we” or “us”), which can be reached at 1st Floor, Financial Centre, Kennedy Avenue, Roseau, Commonwealth of Dominica, West Indies, has engaged Bishops Services LLC d/b/a Sterling Diligence (“Sterling Diligence”) to conduct background screening services before and during employment, volunteer, tenancy or other contractual relationships. You can find complete information about how Sterling Diligence handles and protects your personal information and how to contact Sterling Diligence [here](#).

Sterling Diligence’s services include verification of some or all of the following types of information, depending on the services we order:

- Address, contact information and address history
- Criminal, police or court records\*
- Driving records
- Education history
- Eligibility to work
- Employment or volunteering history, including fiduciary or directorship responsibilities
- Financial history, including credit history, bankruptcy and financial judgments\*
- Gap activities, including travel
- Health information, including drug tests\*
- Identity, including identifying numbers and identity documents\*
- Inclusion on watch or sanctions lists\*
- Membership, registration or disciplinary action with regulatory or professional bodies
- Mentions in online or print media
- Other people’s opinions about your performance or character
- Social media activity

**We may collect some personal information that is sensitive or subject to special protections** under the law where you reside. These are denoted with an asterisk (\*) in the list above. A complete list of the **types and sources of personal information** we and Sterling Diligence may collect to carry out these services are listed [here](#). Some of these checks can only be carried out for specific roles or in certain countries. To understand exactly which types of personal information will be collected in your case and how they will be used, contact us.

Your personal information is collected and processed based on one or more of the following:

- It is necessary for us to carry out obligations in our contract with you.
- It is necessary for us to comply with our obligations under employment or other laws.
- We have legitimate interests to do so, taking into consideration your rights. Our legitimate interests may include one or more of the following:
  - Ensuring the reliability of employees and contractors
  - Protection of our workers, property and reputation
  - Compliance with foreign laws
  - Compliance with contractual obligations
- We have your freely given, specific, informed and unambiguous consent.
- It is otherwise permitted by law.

Sterling Diligence may **share your personal information with third parties** to validate its accuracy or obtain specialized services, such as data storage or translation services. Information about how Sterling Diligence may share your personal information can be found [here](#).

Sterling Diligence will **retain your personal information** until we instruct them to delete it. Retention periods are determined based on applicable laws and our business requirements. To understand how long we and Sterling Diligence may retain your personal information, contact us.

Sterling Diligence **stores personal information in the United States**. Sterling Diligence **processes personal information in the United States, the United Kingdom, India and the Philippines**. Sterling Diligence may also share your personal information with third parties in other countries to collect or translate information, such as your educational qualifications

or employment history, from countries or regions where you have lived, worked or studied. Where there are legal restrictions on transfers of personal information, these transfers are done based on one or more of the following:

- Regulators have decided that personal information will be adequately protected in the country to which it is transferred. This is the case for personal information originating in the European Union (EU) and Switzerland that is transferred to Sterling Diligence in Canada, but not to the United States, India or the Philippines.
- We have signed contractual clauses with Sterling Diligence that are deemed by the relevant authority to ensure adequate protection of personal information.
- We have your consent for us to transfer your personal information outside of your country of residence.
- The transfers are otherwise permitted by law.

You can find more information about international transfers of personal information [here](#).

**You may have legal rights** concerning how we or Sterling Diligence handle your personal information, including rights to access, correct or delete your personal information, have it sent to another organization, restrict or object to its processing or complain to a regulator about how it is handled. You can find information about these rights [here](#). To exercise these rights, contact us or Sterling Diligence.

**Providing your information to Sterling Diligence is voluntary.** If your personal information is collected based on your consent, you may also withdraw that consent. If you choose not to provide your personal information, or if you withdraw consent, Sterling Diligence will not be able to complete services on our behalf. To understand the consequences of deciding not to provide your personal information, contact The Government of the Commonwealth of Dominica, Ministry of Finance, Citizenship by Investment Unit.

## Global Authorization

By signing or otherwise making a mark below, you authorize The Government of the Commonwealth of Dominica, Ministry of Finance, Citizenship by Investment Unit (“us”), Sterling Diligence and Sterling Diligence’s service providers to do the following:

- Collect and process your personal information as described above and [here](#), including collection and processing of sensitive personal information.
- Share your personal information with, and obtain information from, the following third parties as necessary to carry out the requested services: police, courts, suppliers of court and police information, employers, employment agencies, educational institutions, credit and consumer reporting agencies, government agencies and other public bodies, regulatory or professional bodies, references you provide, other organizations with which you have been associated, and other publicly available print or online sources. You understand that these third parties may be located in countries or regions other than your country of residence, including places where you have previously lived, studied or worked.
- Where necessary, act as your agent to share or obtain your personal information when carrying out the services.

You declare that the information you provide to us and to Sterling Diligence is complete and accurate to the best of your knowledge. You understand that we will rely on the information you have provided when making a decision about your relationship with us, and a false statement or omission of facts may disqualify you from, or otherwise affect, your relationship with us.

This authorization is valid for the duration of your relationship with us, to the extent permitted by law.

<b>Name</b> ( <i>PRINTED IN CAPITAL LETTERS</i> ):	
<b>Date:</b>	
<b>Signature:</b>	

**NAME** (Please PRINT all information, and continue on a separate sheet of paper if necessary)

Surname:		Title: Mr/Mrs/Miss/Ms:
Surname at Birth:		Date of Change (dd/mm/yyyy):
Reason for Change:		
All Forename(s):	Mother's Maiden Name [required for criminal search purposes]:	
Other Names Used (Nicknames, Aliases, Etc.):	Years Used:	

**IDENTIFICATION**

Town & Country of Birth [required for criminal search purposes]:		Date of Birth (dd/mm/yyyy):
Social Security Number/National Insurance Number/National Identification Number:		Nationality:
Passport Number:	Passport Issue Date (dd/mm/yyyy):	
Driving License Number and State of Issuance:	License Valid From:	

**CURRENT ADDRESS/CONTACT INFORMATION**

Complete Permanent Address:		
Dates Resident at this Address (dd/mm/yyyy)	From:	To: PRESENT
Daytime Telephone Number:	Mobile Telephone Number:	
Evening Telephone Number:	Email Address:	

**PREVIOUS ADDRESS(ES)** (Please provide ALL addresses from the PAST TEN (10) YEARS)

Complete Previous Address:		
Dates Resident at this Address (dd/mm/yyyy)	From:	To:

Complete Previous Address:		
Dates Resident at this Address (dd/mm/yyyy)	From:	To:

Complete Previous Address:		
Dates Resident at this Address (dd/mm/yyyy)	From:	To:

**EMPLOYMENT HISTORY** (Please provide a COMPLETE employment history (use additional pages if necessary))

Company Name and Location:		
Position/Title:	Name of Supervisor:	Dates of Employment (mm/yyyy- mm/yyyy):

Company Name and Location:		
Position/Title:	Name of Supervisor:	Dates of Employment (mm/yyyy- mm/yyyy):

Company Name and Location:		
Position/Title:	Name of Supervisor:	Dates of Employment (mm/yyyy- mm/yyyy):

Company Name and Location:		
Position/Title:	Name of Supervisor:	Dates of Employment (mm/yyyy- mm/yyyy):

**BUSINESS AFFILIATIONS**

Please provide a listing of any business entities for which you are or have been an officer, director, general partner, member, trustee or fiduciary of any active or inactive business entities, whether profit making or non-profit making (identify each entity, your position, and dates of association with the same):

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**EDUCATIONAL CREDENTIALS**

Name of Institution and Location:		
Dates of Attendance (mm/yyyy- mm/yyyy):	Degree Awarded/Major:	Graduation Date (mm/yyyy):

Name of Institution and Location:		
Dates of Attendance (mm/yyyy- mm/yyyy):	Degree Awarded/Major:	Graduation Date (mm/yyyy):

Name of Institution and Location:		
Dates of Attendance (mm/yyyy- mm/yyyy):	Degree Awarded/Major:	Graduation Date (mm/yyyy):

**PROFESSIONAL LICENSURE**

Type of License/Organization:		
State of Issuance:	Date of Issuance (mm/yyyy):	License Number:

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I hereby affirm that the information contained herein is true and correct to the best of my knowledge, and authorize the verification of information described in this Questionnaire and any related documents.

Signature:	Date:
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