



# INSTRUCTION GUIDE

## Completing the Personal History Disclosure Form – Form GGA 3

**Form GGA 3** must be completed by each Beneficial owner, Partner of a Partnership, Executive Officer, Director and all Shareholders with twenty-five (25%) percent or more ownership in the Business Entity, and is accompanied by a completed **Form GGA2**.

**Answer every question completely. Do not leave blank spaces.**

### 1. Details of Applicant:

**First and Last Name:** *Your legal first and last names, as they appear on your national ID document.*

**Former/Other names:** *Please fill in any name that you also may have been known by, for example your maiden name or aliases.*

**Marital Status and Gender:** *Select the appropriate options.*

**Date of Birth:** *Fill in the day, month and year of your birth.*

**Place of Birth:** *Fill in the village or town where you were born, for example, Georgetown.*

**Country of Birth:** *Fill in the country in which you were born*

2. **Passport and ID Details:** *Fill in the passport and ID card numbers as issued by the Issuing authorities, for example, Passport office of Guyana and Guyana Elections Commission.*

**Place of Issue:** *Fill in the village or town where your passport and ID card were issued.*

**Date of Issue/Expiration:** *Fill in the day, month and year when the passport was issued and will expire.*

3. **Physical Description:** *Fill in your current height and weight, colour of eyes, hair, complexion and any distinguishing marks. The information can be found on the back of the National ID card.*

4. **Residential Address:** *List all the addresses where you have lived for the last five (5) years, indicating the period you lived at each address, beginning with your present address (for example, Lot 000, ABC Street, Georgetown. From Jan/20XX to the present month and year, etc.).*



**Occupancy Status:** *Select the appropriate option*

**5. Details of your Spouse:** *If any, list the legal last and first names, place of birth, date of birth, country of birth and country of residence of your spouse. If not applicable, **DO NOT** leave blank, fill in "N/A".*

**Spouse Occupation:** *Give a description of your spouse's current occupation. If self-employed, please indicate.*

**Spouse Residential Address:** *The complete home address of your spouse.*

**6. Details of your Father:** *List the legal last and first names, place of birth, date of birth, country of birth and country of residence of your father.*

**7. Details of your Mother:** *List the legal last and first names, place of birth, date of birth, country of birth and country of residence of your mother.*

**8. Details of your Children:** *List the legal last and first names, place of birth, date of birth, country of birth and country of residence of your children including biological, adopted and step-children.*

**9. Details of your Siblings:** *List the legal last and first names, place of birth, date of birth, country of birth and country of residence of your brothers and sisters including half, step and adopted.*

**10. Employment History:** *List the name of the employers you worked for during the last five (5) years including the business listed in question **A1** of **Form GGA2**.*

**11. Termination of Employment:** *Give details in the prescribed format, of any termination from a job.*

**12. Declarations:** *Please answer each question truthfully. If you answer "yes" to question (1), please list each arrest and/or conviction on an attached sheet of paper. Include the month and year of each incident and the outcome. **NOTE:** Providing false or inaccurate information may result in denial of your application.*

**13. Source of Funds and Wealth:**

**Gross Annual Income:** *Fill in the amount of money you earned during the year.*



**Source of Income:** Fill in the source from which your income has derived, for example, salary from business, property income etc.

**Total Net Worth:** (i) Itemize all you own (personal property, vehicle, savings etc.), and estimate the value of each. (ii) Itemize all your liabilities including all debts, for example, utility bills, loans, credit card payment etc. To calculate your total net worth, subtract your total liabilities from your total assets. Please see an example below (for demonstration purposes only):

Assets	GY\$	Liabilities	GY\$
Property	15,000,000	Mortgage loan	5,000,000
Vehicle	5,000,000	Vehicle loan	300,000
Savings	140,000	Mthly utilities Bills	30,000
Business Assets	1,500,000	Credit card P/ment	10,000
<b>Total</b>	<b>21,640,000</b>		<b>5,340,000</b>

**Total Net Worth** = GY\$21,640,000 – GY\$5,340,000 = GY\$16,300,000

**14. Confirm source(s) of Funds and Wealth:** Check the appropriate box(es), indicating the origin of your wealth. For example, Source: Active business/company

Name of business: ABC Ltd.

Business activities: sports betting

Income earned: Profession: Business owner

Name of employer: ABC Ltd

**15. Details of Indebtedness:** Please list any sum of money that you owe to an individual, bank or business including the name and address of the person/institution, your obligation, the amount, interest rate and terms. For example, Name: Bank XYZ;

Address: 123 John Street, Georgetown, Guyana.

Obligation: Personal loan;

Amount: GY\$100,000;

Interest rate: 13%;

Terms: 12 – 60 months.

**Individual Release Authorization and Affidavit of Truth:** The forms **must** be completed for each applicant and **signed** before a Notary Public, Commissioner of Oath of Justice of Peace (JP).