

As part of the Commission's vetting process, an individual who must be vetted in connection with a licence application must complete, and submit for the Commission's consideration, a personal and bankers' questionnaire ("PQ" and "BQ"). (Click here for: [Personal Questionnaire](#); [Bankers' Questionnaire](#).)

The Commission will endeavour to complete its "fit and proper" person checks within 28 days of receipt of the PQ and BQ. However, this service standard can only be met if the individual concerned provides all relevant information required on submission of his PQ and BQ, and the relevant third parties respond in a timely manner to a request from the Commission for references and confirmations. The Commission cannot be held responsible for delays arising from the submission of incomplete or inaccurate forms or for the failure of third parties to respond to requests.

Where an individual has been vetted by the Commission in respect of another key persons' position within the last five years, the individual is not required to submit another full PQ and BQ. If the individual has been vetted between two and five years ago they can submit a [Personal Declaration Form](#), a short form which encompasses any material changes to the individual's circumstances since the original vetting was undertaken. If the individual has been vetted by the Commission within the last two years they may, instead, make a written declaration updating any previously submitted information and confirming that there have been no material changes to their circumstances. When individuals have previously been vetted, it is likely that the Commission will exceed the 28 day service standard.

Where, for any reason, there are delays in completing the "fit and proper" checks within the 28 day period, a licence applicant may permit an individual to take up a key person position, making it clear that such appointment is, however, **subject to** confirmation from the Commission that the individual is suitable for the role proposed.