



Captive Division, 89 Main Street, Montpelier, VT 05620 – 3101
 (p) 802-828-3304 | <http://www.dfr.vermont.gov/>

DEPARTMENT OF FINANCIAL REGULATION
CAPTIVE INSURANCE
VERMONT RESIDENT DIRECTOR BIOGRAPHICAL AFFIDAVIT
GENERAL INSTRUCTIONS

1. The *Vermont Resident Director Biographical Affidavit* is a new form for completion by Vermont Resident Directors. Only one (1) form needs to be submitted per Vermont Director to satisfy his/her captive appointments for current, as well as prospectively for new applications. Note: The Captive Insurance Biographical Affidavit form should continue to be used by all non-resident directors.
2. The **Vermont Resident Director Biographical Affidavit** is a "fillable" PDF Form which you should be able to open in any basic Adobe Acrobat Reader. You may (1) Print them out as blank form, or (2) You can fill out directly on your screen if you have full Adobe. Adobe Reader does not allow you to save. If completed by hand, please use **black** ink.
3. The affidavit form (8 pages) must be filled out in its entirety and attach additional pages if space provided is insufficient to fully answer any question. No incomplete affidavit will be accepted. Note: *If an affiant has any doubt about the accuracy of an answer, the question should be answered in the positive and an explanation provided.*
4. You must print out the completed forms, sign as needed, and submit by mail or as an unsecure PDF via e-mail to DFR.CaptiveMail@vermont.gov. Please note that zip files are not accepted.
5. If there is any significant update to the information as originally filed, please file a new form. (eg. Name, Vermont address, and/or employment).

For questions and guidance, please contact:

Rebecca J. Aitchison
Insurance Examiner - Captives
 Vermont Department of Financial Regulation
 89 Main Street
 Montpelier, Vermont 05620-3101
 [phone] 802-828-4862 Direct or 802-828-3304
 [email] Becky.Aitchison@vermont.gov



Submit electronically to: DFR.CaptiveMail@vermont.gov
Or mail to: DFR – Captive Division, 89 Main Street, Montpelier, VT 05620 – 3101
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**DEPARTMENT OF FINANCIAL REGULATION
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VERMONT RESIDENT DIRECTOR BIOGRAPHICAL AFFIDAVIT**

I herewith make representations and supply information about myself as hereinafter set forth.
[PLEASE ATTACH ADDITIONAL PAGES IF SPACE PROVIDED IS INSUFFICIENT TO FULLY ANSWER ANY QUESTION.]

1. Affiant’s Full Name (Initials not acceptable) _____
Maiden Name (if applicable) _____
Name of Spouse (if applicable) _____

2. Vermont Residence Street Address _____
City/State/Zip _____
Contact Email Work or Home _____

3. Date of Birth (MM/DD/YY) _____
Place of Birth (City, State/Province, Country) _____

4. Have you ever used any other name including nickname, maiden name or aliases? If yes, give the reasons and provide the full name(s) and date(s) used. Yes No

| Date(s) Used (MM/YY) | Name(s) | Reason(s) |
|----------------------|---------|-----------|
| _____ to _____ | _____ | _____ |
| _____ to _____ | _____ | _____ |

5. Are you a citizen of the United States? Yes No
Are you a citizen of another country(ies)? Yes No
If yes, identify the country(ies) _____



6. Education and Training:

| | | | |
|--------------------------|------------|----------------|-----------------|
| College/University | City/State | Dates Attended | Degree Obtained |
| _____ | _____ | _____ | _____ |
| Graduate or Professional | City/State | Dates Attended | Degree Obtained |
| _____ | _____ | _____ | _____ |
| Other Training/Education | City/State | Dates Attended | Degree Obtained |
| _____ | _____ | _____ | _____ |

If affiant attended a foreign school, please provide the full address and telephone number of the college/university and, if applicable, provide the foreign student Identification Number.

FSIN# _____

7. Affiant's present primary occupation or professional employment, including complete employment for the past **twenty (20)** years, whether compensated or otherwise (up to and including present jobs, positions, partnerships, owner of an entity, administrator, manager, operator, directorates or officer ships). Telephone numbers and supervisory information are necessary for only the past ten (10) years. **(Attach additional pages as needed.)**

Present Employment

Position or Title _____

Employer's Name _____

Beginning /Ending Date (MM/YY) _____ to _____

Address of Employer _____

Business Telephone _____ Work Email _____

Supervisor Name _____ Telephone Number _____

Supervisor Email _____

Previous Employment

Position or Title _____

Employer's Name _____

Beginning /Ending Date (MM/YY) _____ to _____

Address of Employer _____

Supervisor Name _____ Telephone Number _____

Supervisor E-mail _____

8. List any memberships in any professional societies and/or associations?

9. Have you ever been in a position which required a fidelity bond?

Yes No

Have there been any claims made on the bond?

Yes No N/A

If yes, provide details _____

Have you ever been denied an individual or position schedule fidelity bond, or had a bond canceled or revoked?

Yes No N/A

If yes, provide details _____

10. Do you presently hold or have held in the past any professional, occupational and vocational licenses issued by any public or governmental licensing agency or regulatory authority or licensing authority (including licenses to sell securities)?

Yes No

If yes, for any non-insurance regulatory issuer, identify and provide the name, address and telephone number of the licensing authority or regulatory body having jurisdiction over the license(s) issued. (**Attach additional pages as needed.**)

Organization/Issuer of License _____

Address _____

City, State/Province, Country _____

Phone Number (if known) _____

License Type _____ License # _____

Date Issued (MM/YY) _____ Date Expired (MM/YY) _____

Reason for Termination _____

Note: If an affiant has any doubt about the accuracy of an answer, the question should be answered in the positive and an explanation provided.

11. In responding to the following, if the record has been sealed or expunged, and the affiant has personally verified that the record was sealed or expunged, an affiant may respond "NO" to the question.

Note: If the response to any question is answered "Yes", please provide details including dates, locations, disposition, etc. Attach a copy of the complaint and filed adjudication or settlement as appropriate.

Have you ever:

a. Been refused an occupational, professional or vocational license or permit by any regulatory authority, or any public administrative, regulatory, or governmental licensing agency?

Yes No

b. Had any occupational, professional, or vocational license or permit you hold or have held, been subject to any judicial, administrative, regulatory or disciplinary action?

Yes No

c. Been placed on probation or had a fine levied against you or your occupational, professional, or vocational license or permit in any judicial, administrative, regulatory or disciplinary action?

Yes No

d. Been charged with, or indicted for, any criminal offense(s) other than civil traffic offenses?

Yes No

e. Pled guilty, or nolo contendere, or been convicted of any criminal offense(s) other than civil traffic offenses?

Yes No

f. Had adjudication of guilt withheld, had a sentence imposed or suspended, had pronouncement of a sentence suspended, or been pardoned, fined, or placed on probation, for any criminal offense(s) other than civil traffic offenses?

Yes No

g. Been subject to a cease and desist letter or order, or enjoined, either temporarily or permanently, in any judicial, administrative, regulatory, or disciplinary action, from violating any federal, state law or law of another country regulating the business of insurance, securities or banking, or from carrying out any particular practice or practices in the course of the business of insurance, securities or banking?

Yes No

h. Been, within the last ten (10) years, a party to any civil action involving dishonesty, breach of trust, or a financial dispute?

Yes No

i. Had a finding made by the Comptroller of any state or the Federal Government that you have violated any provisions of small loan laws, banking or trust company laws, or credit union laws, or that you have violated any rule or regulation lawfully made by the Comptroller of any state or the Federal Government?

Yes No

j. Had a lien or foreclosure action filed against you or any entity while you were associated with that entity?

Yes No

12. Do you control, directly or indirectly, any entity subject to regulation by an insurance regulatory authority?

The term "control" (including the terms "controlling", "controlled by" and "under common control with") means the possession, direct or indirect, of the power to direct or cause the direction of the management and policies of a person, whether through the ownership of voting securities, by contract other than a commercial contract for goods or non-management services, or otherwise, unless the power is the result of an official position with or corporate office held by the person. Control shall be presumed to exist if any person, directly or indirectly, owns, controls, holds with the power to vote, or holds proxies representing, ten percent (10%) or more of the voting securities of any other person.

Yes No

If yes, identify the entity or entities. _____

b. Had its permit, license, or certificate of authority suspended, revoked, canceled, non-renewed, or subjected to any judicial, administrative, regulatory, or disciplinary action (including rehabilitation, liquidation, receivership, conservatorship, federal bankruptcy proceeding, state insolvency, supervision or any other similar proceeding)?

Yes

No

c. Been placed on probation or had a fine levied against it or against its permit, license, or certificate of authority in any civil, criminal, administrative, regulatory, or disciplinary action?

Yes

No

AFFIANT:

Dated and signed this _____ day of _____, 20____, at _____. I hereby certify under penalty of perjury that I am acting on my own behalf and that the foregoing statements are true and correct to the best of my knowledge and belief.

Signature of Affiant
[Please sign using black ink]

Printed Name of Affiant

NOTARY:

State of _____ County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____

By _____, and who is personally known to me, or who produced the following identification _____

[Seal]

Signature of Notary Public
[Please sign using black ink]

Printed Notary Name
Notary Public authorized by the laws of the State of _____ to administer oaths.
My commission expires on _____.

To the extent permitted by law, this affidavit will be kept confidential by the state insurance regulatory authority.