

Suitability Assessment Questionnaire

Information on the current position

First name:	
Surname:	
Body and position:	
Name of position:	
Scope of responsibility:	
Subordinate organisational units:	

Reason for the assessment

Reason for the assessment:

Last suitability assessment

Date of the previous suitability assessment:

Type of the previous suitability assessment:

Reason for the previous secondary assessment of suitability:

The form is accompanied by a photocopy of the previous suitability assessment form, together with appendices.

Assessment summary

	Scoring:	Comments:
Professional qualifications – knowledge and experience		
Professional qualifications – competencies		
Professional qualifications – Polish language		
Professional qualifications – Audit Committee		
Professional qualifications – Appointment Committee		
Professional qualifications – Human Resources and Remuneration Committee		
Warranty – disciplinary record		
Warranty – reputation		
Warranty – independence of judgement – conflict of interest and financial situation		
Warranty – independence of judgement – behavioural characteristics		
Being Independent (Supervisory Board)		
Being Independent (Audit Committee)		
Dedicating time		
Combination of functions		

Recommended actions		
As a result of the assessment, the following is recommended.		
As regards identified aspects requiring improvement, the following corrective actions are recommended.		
	other:	

In the case of a Secondary Assessment of Suitability: According to the best knowledge possessed by the Bank, the data contained in the other Appendices not annexed to this form have not changed since the previous suitability assessment, and the declarations made there are still valid.	
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Educational requirements and initial assessment				
Item	Requirement	Requirement status	Scoring	
1	Tertiary education			
2	Orientation (please specify)			

Educational requirements – secondary assessment					
Item	Requirement	Source of requirement	Date of requirement	Achievement date	Achievement
1					
2					
3					
4					
5					

Professional experience requirements					
Item	Requirement	Value	Minimum in accordance with the suitability policy	Scoring	
1	Length of service				
2	Length of service in the financial sector				
3	Length of service in the banking sector				
4	Experience on managerial positions				
5	Experience on managerial positions in the financial sector				
6	Experience in managerial positions in the sector				

7	Experience in the risk management area				
8	Experience on academic or administrative positions or positions related to the control of financial institutions or other companies:				

Bank management competences					
Item	Competence	Initial/secondary assessment	Level of competence required by the Bank*	Assessment of the current level of competence*	Justification
1	Knowledge of the market				
2	Knowledge of legal requirements and regulatory framework				
3	Strategic planning (having management skills)				
4	Knowledge of the management system, including risk management				
5	Accounting and financial audit				
6	Supervision, control and internal audit				
7	Interpretation of financial information (financial and accounting skills)				
8	Command of the Polish language				
9	Other (please specify):				
Risk management competencies					
Item	Competence	Initial/secondary assessment	Level of competence required by the Bank*	Assessment of the current level of competence*	Justification
1	business risk				
2	strategic risk				
3	credit risk				

4	concentration risk				
5	risk of collective default of borrowers				
6	counterparty risk				
7	settlement/delivery risk				
8	foreign currency credit risk				
9	position risk				
10	currency risk				
11	commodity price risk				
12	risk of interest rate credit valuation adjustment				
13	risk of conducting business activities				
14	IT risk				
15	legal risk				
16	model risk				
17	AML risk				
18	liquidity risk				

19	market liquidity risk				
20	intra-day liquidity risk				
21	liquidity concentration risk				
22	financing risk				
23	excessive financial leverage risk				
24	insolvency risk				
25	non-compliance risk				
26	reputation risk				
27	reputation risk				
28	systemic risk				
29	contagion risk				
Competencies in the management of the main business areas/business lines					
Item	Competence	Initial/secondary assessment	Level of competence required by the Bank*	Assessment of the current level of competence*	Justification
1	CIB banking				
2	Retail and Business Banking				
3	SME and Corporate Banking				

4	Personal Finance Banking				
5	Finance				
6	New Technologies and Cyber Security				
7	Operations and Business Support				
8	Risk				
9	Transformation and Integration				
10	Bank Management and Strategy				
11	Human Resources Management				
Personal competences					
Item	Competence	Initial/secondary assessment	Level of competence required by the Bank*	Assessment of the current level of competence*	Justification
1	Authenticity				
2	Language				
3	Firmness				
4	Communication				
5	Judgment				
6	Customer care and high standards				

7	Leadership abilities				
8	Loyalty				
9	External awareness				
10	Negotiations				
11	Persuasion				
12	Team work				
13	Strategic skills				
14	Stress resistance				
15	Feeling of responsibility				
16	Chairing the meetings				

*Score scale

Very high	Always exhibits described behaviours, can easily give examples of situations and people when/with whom he exercised such level of the competence.☑
High	Almost always exhibits described behaviours, can easily give examples of situations and people when/with whom he exercised such level of the competence.☑
Average	Usually exhibits described behaviours.☑
Basic	Makes efforts and as a result sometimes exhibits described behaviours.☑
NA	Rarely or never exhibits described behaviours.☑

Requirements for the Audit Committee					
Item	Requirements	Initial/secondary assessment	Level of competence required by the Bank*	Assessment of the current level of competence*	Justification
1	Accounting knowledge				
2	Accounting skills				
3	Knowledge of financial statements auditing				
4	Skills in financial statements auditing				
5	Knowledge of banking				
6	Banking skills				

*Score scale

Very high	Always exhibits described behaviours, can easily give examples of situations and people when/with whom he exercised such level of the competence.
High	Almost always exhibits described behaviours, can easily give examples of situations and people when/with whom he exercised such level of the competence.
Average	Usually exhibits described behaviours.
Basic	Makes efforts and as a result sometimes exhibits described behaviours.
NA	Rarely or never exhibits described behaviours.

Requirements for the Appointment Committee					
Item	Requirements	Initial/secondary assessment	Level of competence required by the Bank*	Assessment of the current level of competence*	Justification
1	Knowledge of and experience in the Bank's operations				
2	Knowledge and skills in relation to the selection process and qualification requirements				

*Score scale

Very high	Always exhibits described behaviours, can easily give examples of situations and people when/with whom he exercised such level of the competence.
High	Almost always exhibits described behaviours, can easily give examples of situations and people when/with whom he exercised such level of the competence.
Average	Usually exhibits described behaviours.
Basic	Makes efforts and as a result sometimes exhibits described behaviours.
NA	Rarely or never exhibits described behaviours.

Requirements for the Remuneration Committee					
Item	Requirements	Initial/secondary assessment	Level of competence required by the Bank*	Assessment of the current level of competence*	Justification
1	Knowledge and experience in the field of remuneration policy and practice				
2	Knowledge and experience related to remuneration with respect to risk management and risk control (i.e., with respect to the use of the mechanism to adjust the remuneration structure to the Bank's risk profile and capital)				

*Score scale

Very high	Always exhibits described behaviours, can easily give examples of situations and people when/with whom he exercised such level of the competence.
High	Almost always exhibits described behaviours, can easily give examples of situations and people when/with whom he exercised such level of the competence.
Average	Usually exhibits described behaviours.
Basic	Makes efforts and as a result sometimes exhibits described behaviours.
NA	Rarely or never exhibits described behaviours.

Requirements for the Risk Committee					
Item	Requirements	Initial/secondary assessment	Level of competence required by the Bank*	Assessment of the current level of competence*	Justification
1	Knowledge and skills in relation to the risk management practices and control mechanisms				

*Score scale

Very high	Always exhibits described behaviours, can easily give examples of situations and people when/with whom he exercised such level of the competence.
High	Almost always exhibits described behaviours, can easily give examples of situations and people when/with whom he exercised such level of the competence.
Average	Usually exhibits described behaviours.
Basic	Makes efforts and as a result sometimes exhibits described behaviours.
NA	Rarely or never exhibits described behaviours.

Summary of the assessment carried out by the Bank

The information provided by the candidate in this form has an adverse effect on the assessment of his clean disciplinary record in terms of suitability for appointment as a member of the body of the supervised entity (initial assessment).

The information provided by the member of the Bank's body in this form has an adverse effect on the assessment of his clean disciplinary record in terms of suitability to hold the function (secondary assessment).

☒ Irregularities related to the scope of duties of the Person Subject to Suitability Assessment detected as a result of the control	
Designation of the controlling body	
Date of carrying out the control	
Date of the control	
Scope of the control	
Scope of responsibility of the Person as of the date of the control	
Identified irregularities	
Scope of duties which the irregularities concerned	
Activities of the Person related to removing the irregularities	

☒ Irregularities related to the scope of duties identified as a result of supervisory activities carried out by the supervisory body	
Type of the supervisory activity:	
Date of the supervisory activity:	
Date covered by the supervisory activity:	
Scope of the supervisory activity:	

The scope of the candidate's responsibility as of the date of the supervisory activity:	
Identified irregularities	
Scope of duties which the irregularities concerned	
Activities of the Person related to removing the irregularities	

<input type="checkbox"/> Fulfillment of the duties assigned by the member of the Body	
Comment	

<input type="checkbox"/> Committees membership	
The Person is a member of a committee acting within the Bank	
Duties within the committee	
The Person fulfils his obligations within the above-mentioned committee	

Description and comment to be evaluated	
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 ⓘ Summary of the assessment carried out by the Bank	
The information provided in this form has an adverse effect on the assessment of the warranty in terms of suitability to hold the function of a member of the Bank's body.	

☒ Solutions adopted to manage the identified conflicts of interest

Item	Identified irregularity:	Management solutions adopted:	Is the solution effective?
1			
2			
3			
4			
5			
6			

☒ Summary of the assessment carried out by the Bank

The information submitted by the Candidate/Member of the Bank's Statutory Body in this form has an adverse effect on the assessment of his independence of judgement in terms of risk related to the conflict of interest with regard to suitability of appointment to the position/holding the function in the Body.

Behavioural characteristics (in the case of Secondary Assessment of Suitability)	
<p>Please describe (and, where possible, document) the actions of the member of the body in the period from the last assessment, which reflects the behavioural characteristics affecting the independence of judgement, together with their evaluation. In particular, account should be taken of the following:</p> <ol style="list-style-type: none">1) consistent or inconsistent with the vote of the majority on potentially controversial issues at meetings of the body;2) exercising or refraining from exercising the right of veto;3) questions asked in writing or included in the minutes, addressed to other members of the entity's body.	

Summary of the assessment carried out by the Bank	
<p>The information provided in this form has an adverse effect on the assessment of the independence of judgement in terms of suitability to hold the function of a member of the Bank's Statutory Body.</p>	

Being independent – Supervisory Board

The information provided by the person
assessed in this form enables considering
him to be independent.

Being independent – Audit Committee

The information provided by the person assessed in this form enables considering him to be independent.

Summary of the assessment carried out by the entity	
The information provided in this form has an adverse effect on the assessment of the independence of judgement in terms of suitability for holding the function of a member of the Bank's Body.	
The person assessed meets the Suitability Requirements with regard to combining functions.	

Preparation for duties related to the position to be entrusted to the Candidate	
Needs to undergo training	
Scope of training	
Duration of training	
Expected date of training	
Need of induction	
Expected date	
Expected duration	

Requirements regarding the amount of time spent to perform duties	
number of Body's planned meetings	
estimated number of unplanned meetings	

Remote work	
The Bank uses solutions enabling remote work	

Long-term absence from work	
The Bank has developed a substitution strategy in case of absence from work, which is compliant with legal regulations and allows employees to devote sufficient time to perform their current duties as well as those resulting from the need for substitution, and which ensures the continuity and no disruption of business.	

Summary of the assessment carried out by the Bank

The Bank has assumed that the minimum time required for performing duties related to the function is (please indicate the number of hours per month and the number of days per year).	
The information provided by the Person Subject to Assessment of Suitability has an adverse effect on the assessment of his ability to devote sufficient time in terms of suitability of holding/appointment to the position of a member of the Body.	

Assessment of the achievement of the Body's assumptions and expectations	
Participation in meetings	
total number	present
Long-term absence from work	
cause	number of days
Substitution in the case of absence of another Body member	
function/position	number of days
Assessment of preparation and involvement in the meetings of the body	

Summary of the assessment carried out by the Bank

The information provided in this form has an adverse effect on the assessment of the ability to devote sufficient time in terms of suitability to hold the function/occupy the position in the Body.