

Schedule 1
FORM ECSRC – K
ANNUAL REPORT
PURSUANT TO SECTION 98(1) OF THE SECURITIES ACT, 2001

For the financial year ended

Issuer Registration number

(Exact name of reporting issuer as specified in its charter)

(Territory of incorporation)

(Address of principal office)

REPORTING ISSUER'S:

Telephone number (including area code): _____

Fax number: _____

Email address: _____

(Provide information stipulated in paragraphs 1 to 14 hereunder)

Indicate whether the reporting issuer has filed all reports required to be filed by section 98 of the Securities Act, 2001 during the preceding 12 months

Yes _____

No _____

Indicate the number of outstanding shares of each of the reporting issuer's classes of common stock, as of the date of completion of this report.

CLASS	NUMBER

SIGNATURES

A Director, the Chief Executive Officer and Chief Financial Officer of the company shall sign this Annual Report on behalf of the company. By so doing each certifies that he has made diligent efforts to verify the material accuracy and completeness of the information herein contained.

The Chief Financial Officer by signing this form is hereby certifying that the financial statements submitted fairly state the company's financial position and results of operations, or receipts and disbursements, as of the dates and period(s) indicated. The Chief Financial Officer further certifies that all financial statements submitted herewith are prepared in accordance with International Accounting Standards consistently applied (except as stated in the notes thereto) and (with respect to year-end figures) including all adjustments necessary for fair presentation under the circumstances.

Name of Chief Executive Officer:

Joanna Charles



Signature

Date

Name of Director:

Lorraine Raeburn



Signature

Date

Name of Chief Financial Officer:

Joyanne Byers



Signature

Date

INFORMATION TO BE INCLUDED IN FORM ECSRC-K

1. Business.

Provide a description of the developments in the main line of business including accomplishments and future plans. The discussion of the development of the reporting issuer's business need only include developments since the beginning of the financial year for which this report is filed.

2. Properties.

Provide a list of properties owned by the reporting entity, detailing the productive capacity and future prospects of the facilities. Identify properties acquired or disposed of since the beginning of the financial year for which this report is filed.

3. Legal Proceedings.

Furnish information on any proceedings that were commenced or were terminated during the current financial year. Information should include date of commencement or termination of proceedings. Also include a description of the disposition thereof with respect to the reporting issuer and its subsidiaries.

New matter- Antigua Aggregates Limited v. Antigua Commercial Bank - Notice of Application filed in the Eastern Caribbean Supreme Court on July 7, 2020.

Complaint: The Claimant alleges irregularity in respect of the sale of a securing property by Public Auction in accordance with Court order dated November 24, 2017. An application requesting an accounting of the proceeds of sale is before the Court.

Submissions have been filed. The matter is awaiting further Court hearing.

No existing litigation matter was terminated during the subject period.

4. Submission of Matters to a Vote of Security Holders.

If any matter was submitted to a vote of security holders through the solicitation of proxies or otherwise during the financial year covered by this report, furnish the following information:

- (a) The date of the meeting and whether it was an annual or special meeting.

- (b) If the meeting involved the election of directors, the name of each director elected at the meeting and the name of each other director whose term of office as a director continued after the meeting.

- (c) A brief description of each other matter voted upon at the meeting and a statement of the number of votes cast for or against as well as the number of abstentions as to each such matter, including a separate tabulation with respect to each nominee for office.

- (d) A description of the terms of any settlement between the registrant and any other participant.

- (e) Relevant details of any matter where a decision was taken otherwise than at a meeting of such security holders.

5. Market for Reporting issuer's Common Equity and Related Stockholder Matters.

Furnish information regarding all equity securities of the reporting issuer sold by the reporting issuer during the period covered by the report.

6. Financial Statements and Selected Financial Data.

Attach Audited Financial Statements, which comprise the following:

For the most recent financial year

- (i) Auditor's report; and
- (ii) Statement of Financial Position;

For the most recent financial year and for each of the two financial years preceding the date of the most recent audited Statement of Financial Position being filed

- (iii) Statement of Profit or Loss and other Comprehensive Income;
- (iv) Statement of Cash Flows;
- (v) Statement of Changes in Equity; and
- (vi) Notes to the Financial Statements.

7. Disclosure about Risk Factors.

Provide a discussion of the risk factors that may have an impact on the results from operations or on the financial conditions. Avoid generalised statements. Typical risk factors include untested products, cash flow and liquidity problems, dependence on a key supplier or customer, management inexperience, nature of business, absence of a trading market (specific to the securities of the reporting issuer), etc. Indicate if any risk factors have increased or decreased in the time interval between the previous and current filing.

8. Changes in Securities and Use of Proceeds.

- (a) Where the rights of the holders of any class of registered securities have been materially modified, give the title of the class of securities involved. State briefly the general effect of such modification upon the rights of holders of such securities.

- (b) Where the use of proceeds of a security issue is different from that which is stated in the registration statement, provide the following:

- Offer opening date (provide explanation if different from date disclosed in the registration statement)

- Offer closing date (provide explanation if different from date disclosed in the registration statement)

- Name and address of underwriter(s)

- Amount of expenses incurred in connection with the offer _____

- Net proceeds of the issue and a schedule of its use

- Payments to associated persons and the purpose for such payments

- (c) Report any working capital restrictions and other limitations upon the payment of dividends.

9. Defaults upon Senior Securities.

- (a) If there has been any material default in the payment of principal, interest, a sinking or purchase fund instalment, or any other material default not satisfied within 30 days, with respect to any indebtedness of the reporting issuer or any of its significant subsidiaries exceeding 5 per cent of the total assets of the reporting issuer and its consolidated subsidiaries, identify the indebtedness. Indicate the nature of the default. In the case of default in the payment of principal, interest, or a sinking or purchase fund instalment, state the amount of the default and the total arrears on the date of filing this report.

- (b) If any material arrears in the payment of dividends have occurred or if there has been any other material delinquency not satisfied within 30 days, give the title of the class and state the amount and nature of the arrears or delinquency.

10. Management's Discussion and Analysis of Financial Condition and Results of Operation.

Discuss the reporting issuer's financial condition covering aspects such as liquidity, capital resources, changes in financial condition and results of operations during the financial year of the filing. Discussions of liquidity and capital resources may be combined whenever the two topics are interrelated.

The Management's Discussion and Analysis should disclose sufficient information to enable investors to judge:

1. The quality of earnings;
2. The likelihood that past performance is indicative of future performance; and
3. The issuer's general financial condition and outlook.

It should disclose information over and above that which is provided in the management accounts and should not be merely a description of the movements in the financial statements in narrative form or an otherwise uninformative series of technical responses. It should provide management's perspective of the company that enables investors to view the business from the vantage point of management.

The discussion should focus on aspects such as liquidity; capital resources; changes in financial condition; results of operations; material trends and uncertainties and measures taken or to be taken to address unfavourable trends; key performance indicators; and non-financial indicators.

General Discussion and Analysis of Financial Condition

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Liquidity and Capital Resources

Provide a narrative explanation of the following (but not limited to):

- i) The reporting issuer's financial condition covering aspects such as liquidity, capital resources, changes in financial condition and results of operations.
- ii) Any known trends, demands, commitments, events or uncertainties that will result in, or that are reasonably likely to result in, the issuer's liquidity increasing or decreasing in any material way. If a deficiency is identified, indicate the course of action that the reporting issuer has taken or proposes to take to remedy the deficiency.
- iii) The issuer's internal and external sources of liquidity and any material unused sources of liquid assets.
- iv) Provisions contained in financial guarantees or commitments, debt or lease agreements or other arrangements that could trigger a requirement for an early payment, additional collateral support, changes in terms, acceleration of maturity, or the creation of an additional financial obligation such as adverse changes in the issuer's financial ratios, earnings, cash flows or stock price or changes in the value of underlying, linked or indexed assets.
- v) Circumstances that could impair the issuer's ability to continue to engage in transactions that have been integral to historical operations or are financially or operationally essential or that could render that activity commercially impracticable such as the inability to maintain a specified level of earnings, earnings per share, financial ratios or collateral.
- vi) Factors specific to the issuer and its markets that the issuer expects will affect its ability to raise short-term and long-term financing, guarantees of debt or other commitment to third parties, and written options on non-financial assets.
- vii) The relevant maturity grouping of assets and liabilities based on the remaining period at the balance sheet date to the contractual maturity date. Commentary should provide information about effective periods and the way the risks associated with different maturity and interest profiles are managed and controlled.
- viii) The issuer's material commitments for capital expenditures as of the end of the latest fiscal period, and indicate the general purposes of such commitments and the anticipated source of funds needed to fulfil such commitments.
- ix) Any known material trends, favorable or unfavorable, in the issuer's capital resources, including any expected material changes in the mix and relative cost of capital resources, considering changes between debt, equity and any off-balance sheet financing arrangements.

Discussion of Liquidity and Capital Resources

Off Balance Sheet Arrangements

Provide a narrative explanation of the following (but not limited to):

- i) Disclosures concerning transactions, arrangements and other relationships with unconsolidated entities or other persons that are reasonably likely to materially affect liquidity or the availability of, or requirements for capital resources.
- ii) The extent of the issuer's reliance on off-balance sheet arrangements should be described fully and clearly where those entities provide financing, liquidity, market or credit risk support, or expose the issuer to liability that is not reflected on the face of the financial statements.
- iii) Off-balance sheet arrangements such as their business purposes and activities, their economic substance, the key terms and conditions of any commitments, the initial on-going relationship with the issuer and its affiliates and the potential risk exposures resulting from its contractual or other commitments involving the off-balance sheet arrangements.
- iv) The effects on the issuer's business and financial condition of the entity's termination if it has a finite life or it is reasonably likely that the issuer's arrangements with the entity may be discontinued in the foreseeable future.

Results of Operations

In discussing results of operations, issuers should highlight the company's products and services, facilities and future direction. There should be a discussion of operating considerations and unusual events, which have influenced results for the reporting period. Additionally, any trends or uncertainties that might materially affect operating results in the future should be discussed.

Provide a narrative explanation of the following (but not limited to):

- i) Any unusual or infrequent events or transactions or any significant economic changes that materially affected the amount of reported income from continuing operations and, in each case, the extent to which income was so affected.
- ii) Significant components of revenues or expenses that should, in the company's judgment, be described in order to understand the issuer's results of operations.
- iii) Known trends or uncertainties that have had or that the issuer reasonably expects will have a material favorable or unfavorable impact on net sales or revenues or income from continuing operations.
- iv) Known events that will cause a material change in the relationship between costs and revenues (such as price increases, costs of labour or materials), and changes in relationships should be disclosed.
- v) The extent to which material increases in net sales or revenues are attributable to increases in prices or to increases in the volume or amount of goods or services being sold or to the introduction of new products or services.
- vi) Matters that will have an impact on future operations and have not had an impact in the past.
- vii) Matters that have had an impact on reported operations and are not expected to have an impact upon future operations
- viii) Off-balance sheet transactions, arrangements, obligations (including contingent obligations), and other relationships that have or are reasonably likely to have a current or future effect on the registrant's financial condition, changes in financial condition, revenues or expenses, results of operations, liquidity, capital expenditures or capital resources.
- ix) Performance goals, systems and, controls,

11. Changes in and Disagreements with Auditors on Accounting and Financial Disclosure.

Describe any changes in auditors or disagreements with auditors, if any, on financial disclosure.

12. Directors and Executive Officers of the Reporting Issuer. (*Complete Biographical Data Form attached in Appendix 1 and Appendix 1(a) for each director and executive officer*)

Furnish biographical information on directors and executive officers indicating the nature of their expertise.

13. Other Information.

The reporting issuer may, at its option, report under this item any information, not previously reported in a Form ECSRC – MC report provided that the material change occurred within seven days of the due date of the Form ECSRC – K report. If disclosure of such information is made under this item, it need not be repeated in a Form ECSRC – MC report which would otherwise be required to be filed with respect to such information.

14. List of Exhibits

List all exhibits, financial statements, and all other documents filed with this report.

A large, empty rectangular box with a thin black border, occupying the lower half of the page. It is intended for the user to list all exhibits, financial statements, and other documents filed with the report.

APPENDIX 1- BIOLOGICAL DATA FORMS

DIRECTORS OF THE COMPANY

Name: Lorraine Raeburn (formerly Headley)

Position __Chairman__

Age: __51 years_____

Mailing Address: __P.O. Box 1568, Belle View Estate, _____
_____St. John’s, Antigua _____

Telephone No.: 460-4683/764-2133

List jobs held during past five years (include names of employers and dates of employment).

- Director, Crystal Cay Ltd.
- Chairman- Antigua and Barbuda Tourism Authority
- Joint Owner of Keyonna Beach – All Inclusive – Johnson Point, Antigua – April 2008 - Present

Give brief description of **current** responsibilities

Chairman of the ACB Board

Director of the ACB Mortgage & Trust Company Limited's Board – appointed by ACB Board

Chairman of the following Board Sub-Committee:

- Governance and Executive Committee

Member of the following Board Sub-Committees:

- Human Resources & Compensation Committee

Note: Board Member - Caribbean Corporate Credit Card Corporation

Education (degrees or other academic qualifications, schools attended, and dates):

- Masters in Business Administration – University of the West Indies, Barbados – 1997
- Bachelor of Arts Degree – Mathematics & Economics, Cirton College, Cambridge University, England – 1990
- Accredited Director Certification – Institute of Chartered Secretaries Canada (ICSA) - 2013

Use additional sheets if necessary

APPENDIX 1- BIOLOGICAL DATA FORMS

DIRECTORS OF THE COMPANY:

Name: Sharon A. Matthew-Edwards Position: Vice-Chairman

Age: 49 years

Mailing Address: P.O. Box 2334, Royal Estate
St. John's, Antigua

Telephone No.: 764-5391/562-4222

List jobs held during past five years (include names of employers and dates of employment).

- Owner/Manager – Concord Business Associates, Chartered Accountants – 2010 – present

Give brief description of **current** responsibilities

Vice- Chairman of the ACB Board

Vice- Chairman- ACB Mortgage & Trust Company Limited's Board – appointed by ACB Board

Chairman of the following Board Sub-Committee:

- Audit & Risk Management Committee

Member of the following Board Sub-Committees:

- Governance & Executive Committee
- Credit Committee
- Board of Trustees- ACB Pension Scheme

Education (degrees or other academic qualifications, schools attended, and dates):

- Continuing Professional Development Courses – 1994 – Present
- International Financial Reporting Standards Train the Trainer Course – 2012
- Chartered Accountant Designation – The Atlantic School of Chartered Accountants – Nova Scotia, Canada – 1994
- Bachelor of Commerce Degree (cum laude) – Double Major in Accounting & Finance – St. Mary's University, Nova Scotia, Canada – 1992
- Accredited Director Certification – Institute of Chartered Secretaries Canada (ICSA) – 2016

Use additional sheets if necessary.

APPENDIX 1- BIOLOGICAL DATA FORMS

DIRECTORS OF THE COMPANY:

Name: Sandra Derrick

Position: Vice-Chairman

Age: 54 years

Mailing Address: P.O. Box 359,

St. John's, Antigua

Telephone No.: 764-5361

List jobs held during past five years (include names of employers and dates of employment).

2019 to present- Financial Consultant

2017 to 2019 Chief Financial Officer (CFO) - Eastern Caribbean Asset Management Corporation (ECAMC)

2016- 2017- Financial Consultant;

Give brief description of **current** responsibilities

Vice- Chairman of the ACB Board

Director on the ACB Mortgage & Trust Company Limited's Board – appointed by ACB Board

Chairman of the following Board Sub-Committee:

- Technology Committee

Member of the following Board Sub-Committees:

- Human Resources & Compensation Committee
- Governance and Executive Committee
- Board of Trustees- ACB Pension Scheme

Education (degrees or other academic qualifications, schools attended, and dates):

- MBA Finance, Marketing & Decision Sciences – Kellogg School of Management – Northwestern University, Evanston, Illinois – 1993
- BSc. Industrial Engineering – Stanford University, Stanford, California – 1988
- Professional Certifications – CFA – Certified Financial Analyst - 1999
- Accredited Director Certification – Institute of Chartered Secretaries Canada (ICSA) – 2016

Use additional sheets if necessary.

APPENDIX 1- BIOLOGICAL DATA FORMS

DIRECTORS OF THE COMPANY:

Name: __Cassandra P. Simon__

Position: __Vice- Chairman__

Age: 53 years

Mailing Address: _____

Cane Drive , Jeffrey's Estate , Potters, Antigua Telephone No. 720-5155

List jobs held during past five years (include names of employers and dates of employment).

- Principal- Accounting Solutions- 1999 to present

Give brief description of **current** responsibilities

Principal- Accounting Solutions

Audit, Accounting, Tax, Payroll, Software Installation, Staff Training and Financial Advisor to Businesses and Individuals

Vice- Chairman of the ACB Board

Director of ACB Mortgage & Trust Company Limited's Board – appointed by ACB Board

Chairman of the following Board Sub-Committee:

- Credit Committee
- Board of Trustees- ACB Pension Scheme

Member of the following Board Sub-Committees:

- Audit & Risk Management Committee
- Governance and Executive Committee

Education (degrees or other academic qualifications, schools attended, and dates):

B.SC (Hons) Accounting 1991 –UWI, Cave Hill

ACCA, 1997 –Association of Certified Chartered Accountants;

Diploma, Computer Repair & networking 2001-Antigua & Barbuda Institute of Information Technology

Chartered Director - Caribbean Governance Institute- 2019

Use additional sheets if necessary.

APPENDIX 1 - BIOGRAPHICAL DATA FORMS

DIRECTORS OF THE COMPANY:

Name: C. Davidson Charles

Position: Director

Age: 56 years

Mailing Address: St. Clair's Heights, P.O. Box 3701, St. John's, Antigua

Telephone No.: 480-4104(w)/ 464-7115(m)

List jobs held during past five years (include names of employers and dates of employment).

-General Manager / Director- at Hutchinson Antigua – April 2016 to present;

-Managing Director – Cable & Wireless Lee wards, BVI and TCI between 2010 and 2012.

-General Manager Antigua -2002 through 2015.

Director of the ACB Board

Director of ACB Mortgage & Trust Company Limited's Board -appointed by ACB Board

Member of the following Board Sub-Committees:

- Governance & Executive Committee
- Technology Committee
- Scholarship Screening Committee

Give brief description of **current** responsibilities

-General Manager /Director at Hutchinson Antigua

- Oversee the daily operations;

Owner and manage audit practice at CD Charles Chartered Accountants

- auditing for private companies , public and non-profit organisations to statutory authority;
- auditing and business advisory role including companies involved in wide range industries;
- preparation of financial forecast ,cash flow projects, assistance to clients in establishing accounting policies ,preparation of corporate tax returns, tax planning and consultation and preparation of annual returns.

-Directorships

- Director Eastern Caribbean Amalgamated Bank –October 2015 to present;
- Director Antigua Lions Club –July 2016 to present;
- Director- Sagicor Life Insurance Inc.

Education (degrees or other academic qualifications, schools attended, and dates):

-Canadian Institute of Chartered Accountants –CA

- Institute of Chartered accountants of Eastern Caribbean (ICAEC)-CA -1986

Dual Degree of St. Mary's University – Halifax, Nova Scotia, Canada

- Bachelor of Commerce, B.Comm-Major in Accounting- St. Mary's University – 1984;
- Bachelor of Arts ,BA –Major in Economics -1984

Accredited Director Certification – Institute of Chartered Secretaries Canada (ICSA) – 2008

Use additional sheets if necessary.

APPENDIX 1 - BIOGRAPHICAL DATA FORMS

DIRECTORS OF THE COMPANY

Information concerning non-Executive Directors:

Name: C. Kevin Silston

Position: Director

Age: 45 years

Mailing Address: Old Popeshead Road, Mount Pleasant
St. John's, Antigua

Telephone No.: 764-6649(m), 5 6 1 -8381 (h)

List jobs held during past five years (include names of employers and dates of employment).

- Medical Benefits Scheme (MBS), Nevis Street, St. John's, Antigua.
Chief(Executive Officer- October 2017 to Present
- International Monetary Fund, Washington, D.C.. USA
Advisor to Executive Director for Canada, Ireland and the Caribbean -Sept. 2013 to Feb. 2017.

Give brief description of current responsibilities

- managing a Public Corporation primarily responsible for financing healthcare in Antigua and Barbuda with specific tasks including:-
 - managing 175 employees;
 - overseeing the operation of six pharmacies;
- managing the Antigua and Barbuda Central Procurement Unit (ABCPU).
Director of the ACB Board -Member of the following Board Sub-Committees: - Credit Committee; Human Resources and Compensation Committee (Chairman); Technology Committee; Board of Trustees- ACB Pension Scheme (Chairman)

Directorships:

- Mount St. John's Medical Centre Board of Directors

Education (degrees or other academic qualifications, schools attended, and dates):

- The University of the West Indies, Mona Campus, Kingston, Jamaica
Masters of Science in Economics (2002)- (UWI Fellowship)
- The University of the West Indies, Mona Campus, Kingston, Jamaica
Bachelor of Science in Economics and Accounting (1997)

Use additional sheets if necessary.

APPENDIX 1- BIOGRAPHICAL DATA FORMS

DIRECTORS OF THE COMPANY

Name: C. Kamilah Roberts

Position: Director

Age: 38 years

Mailing Address: # 12 Deep Bay Heights,
St. John's, Antigua

Telephone No.: 1-268-464-5265(m)

List jobs held during past five years (include names of employers and dates of employment).

Roberts & Co. - Attorneys-at-Law & Notaries Public -April, 2005 -present
Current position:Senior Partner

Give brief description of current responsibilities

- Actively participate in the management of the Law Firm and heads the Firm's Litigation Department and the Banking, Finance and Securities Department to include but not limited to:-
 - providing legal advice on a range of corporate and banking matters including lending and securities, disputes arising from the bank-customer relationship, contract law disputes, debt recovery challenges and a range of employment disputes;
 - acting on behalf of financial institutions in debt recovery matters, civil proceedings and in labour proceedings before the Industrial Court.
- Practicing Law in the following main areas :- Banking and Commercial Law; Civil Litigation; Real Estate Law; Employment Law; Family Law; Probate; Medical Negligence.

Directorship Directorships

- Roberts & Co. Inc. - Director (company engaged in the provision of legal and related services)
 - CMT Corporate Services Ltd. -director (corporate management service provider)
 - CMT International Ltd. - director (corporate management service provider)
- Director of the ACB Board -Member of the following Board Sub-Committees:**
- Credit Committee; Human Resources and Compensation Committee; Audit & Risk Management Committee; Scholarship Screening Committee (Chairman)

Education (degrees or other academic qualifications, schools attended, and dates):

- Bachelor of Laws (Hons) –University of Leicester, UK, 2003
- Bar Vocational Course- BPP Law School, UK 2004
- Legal Education Certificate (LEC)- Norman Manley Law School, Jamaica, 2005
- Master of Laws- Kings College ,London (Intellectual Property), UK, 2012.
- Accredited Director Certification – Institute of Chartered Secretaries Canada (ICSA)- 2019

Use additional sheets if necessary.

APPENDIX 1-BIOGRAPHICAL DATA FORMS

DIRECTORS OF THE COMPANY

Name: Desiree A. Zachariah

Position: Director

Age: 57 years

Mailing Address: P.O. Box 2101, McKinnons,
St. John's, Antigua

Telephone No.: 736-7205 (m)

List jobs held during past five years (include names of employers and dates of employment).

Information Technology (IT) Consultant by profession

Give brief description of **current** responsibilities

- Project Management
- Business Analysis
- Software Design
- Lead the procurement process for the supply of the Cabinet Dashboard which will be used by the Cabinet of the Government of Antigua and Barbuda. Activities included gathering the user requirements, creating the software system specification, creating the associated request for proposal (RFP) and evaluating the proposals submitted by vendors in response to the RFP
- Director of the ACB Board -Member of the following Board Sub-Committees:
Credit Committee; Audit & Risk Management Committee; Technology Committee; Scholarship Screening Committee

Education (degrees or other academic qualifications, schools attended, and dates):

- Certificate in Project Management from the University of the West Indies, (2019)
- CVQ Certification from the Government of Grenada through the National Training Agency of Antigua and Barbuda (2015)
- Master of Arts in Contemporary Diplomacy with a concentration in Internet Governance (pass with merit) from the University of Malta (Diplo Foundation), Malta (2015)
- MBA courses in Human Resource Management, Management Information Systems, and Management Economics, Management Accounting from the University of the West Indies, Barbados
- BSc Computer Science (summa cum laude), Long Island University, New York
- Accredited Director Certification - Chartered Governance Institute of Canada - 2020.

Use additional sheets if necessary.

APPENDIX 1 - BIOGRAPHICAL DATA FORMS

DIRECTORS OF THE COMPANY

Name: Eric E. Joseph

Position: Director

Age: 56 years

Mailing Address: 13 Croton Lane, Fitches Creek

St. George's, Antigua

Telephone No.: 764-5647(m) ,462-7780 (h)

List jobs held during past five years (include names of employers and dates of employment).

May 2016 – Present -Technical Services Consultant-Ministry of Information, Broadcasting, Telecommunications and Information Technology

Give brief description of **current** responsibilities

- Provide policy advice to the Minister of Telecommunications on a range of Telecoms and ICT issues and participate in the development of a comprehensive regulatory framework for the ICT sector including the drafting of supporting telecoms regulations and standards.
- Spectrum Management, licensing, numbering and enforcement of related technical standards
- Maintenance of the Government's Emergency Radio network and the E911 Centre.
- Director of the ACB Board -Member of the following Board Sub-Committees:
Credit Committee; Audit & Risk Management Committee; Technology Committee and Scholarship Screening Committee

Education (degrees or other academic qualifications, schools attended, and dates):

- 2012- 2014 Master of Business Administration (Distinction) University of the West Indies (Cavehill)
- Aug- October 2014 Project Management Framework University of the West Indies (Cavehill)
- 2001 - 2004 Cisco Certified Networking Professional (CCNP) - Cisco Systems
- 2001 - 2004 Cisco Certified Design Professional (CCDP) - Cisco Systems
- 1993 - 1995 BTEC Higher National Diploma (HND) in Electronics and Communications Engineering
The Cable and Wireless College, Coventry Midlands England
Coventry University, Coventry Midlands England
- 1985 - 1988 BTEC National Diploma in Electronics and Communications Engineering
The Cable and Wireless College, Porthcurno, Cornwall, England

Use additional sheets if necessary.

APPENDIX 1 - BIOGRAPHICAL DATA FORMS

DIRECTORS OF THE COMPANY

Name: Dyna M. Harney - Barnes Position: Director

Age: 45 years

Mailing Address: P.O. Box W840, Scott's Hill
St. John's, Antigua

Telephone No.: 464-5311 (m) 462-1062 (w)

List jobs held during past five years (include names of employers and dates of employment).

2001- present General Manager -**Harney Motors Ltd. (HML) and Ace Enterprises Ltd. (ACE)**
and **Real Estate Property Manager**

Give brief description of **current** responsibilities

Harney Motors Ltd (HML) and Ace Enterprises Ltd (ACE)

- Manage daily operations and long-term strategic activities for HML (the oldest car dealership established in 1970 and the authorized distributor for Toyota, Kia, Ford, Lexus and Hino trucks.) Oversee the operations for ACE (established in 1985 and the authorized distributor for Mitsubishi, Mazda, SsangYong, Jeep, Mercedes Benz and Fuso trucks :) Continuous communication with all manufacturers ensuring compliance with their respective, targets, policies and vision.
- Create and execute marketing campaigns, including new product introductions and existing product development.
- Manage 70 employees with an effort to ensure full productivity while fostering teamwork.
- Monitor all financial aspects of the business included accounts payable, accounts receivables, the hire purchase portfolio, spare parts and vehicle inventory levels.
- Maintaining strong relationship with all stakeholder to include all fleet and retail customers, financial institutions, insurance companies, government and employees.

Real Estate Property Management

- Own and operate several commercial and residential real estate properties
- Manage all day-to-day activities involving tenants, subcontractors and staff.
- Conduct annual re-examination appointments and monthly housekeeping inspections and invoicing.
- Regular updates of leasing and property status.

Director of the ACB Board -Member of the following Board Sub-Committees:

- Human Resources and Compensation Committee
- Audit & Risk Management Committee
- Scholarship Screening Committee

Education (degrees or other academic qualifications, schools attended, and dates):

- Chartered Governance Institute of Canada – 2020
- 1997 -University of Miami ,Miami, FL. - Master of Business Administration –
MBA Concentration in Strategic Management
- 1996 -Florida International University ,Miami, FL.-
Bachelor of Arts in Finance and International Business
Graduated Magna Cum Laude
- 1992 Christ the King High School St.]ohn's, Antigua
High School diploma
Graduated Best National Debator
Recipient of the most Outstanding Student of the Year Excelsior Award

Use additional sheets if necessary.

APPENDIX 1 (a) - BIOGRAPHICAL DATA FORMS
EXECUTIVE OFFICERS AND KEY PERSONNEL OF THE COMPANY

Name: Joanna I. Charles Position: General Manager- Antigua Commercial Bank
Age:53 years

Mailing Address: Paradise View, Dickenson Bay ,Antigua

Telephone No.: (268) 481-4169/ 464-4169

List jobs held during past five years (including names of employers and dates of employment).
Give brief description of current responsibilities.

Previous Roles

1. Deputy Managing Director BOSL April 2017 to August, 2018; 2.Chief Operations Officer- GM Corporate Services ECFH - January 2015 to March 2017; 3. Assistant GM- BOSL- October 2006 to December, 2014

Current Role:

General Manager - Antigua Commercial Bank-responsible for the leading and directing operations of the Bank and driving the implementation of its strategic priorities- October 1, 2018 to present

Education (degrees or other academic qualifications, schools attended. and dates):

BSc Banking and Finance -University of Manchester 1996-1999
ACIB- (Associate Chartered Institute of Bankers)- IFS (institute of financial services UK)-1996 -1999
MBA Finance- Manchester Business School 2006,2007

Also a Director of the company [] Yes [] No

If retained on a part time basis. indicate amount of time to be spent dealing with company matters:

Not Applicable

Use additional sheets if necessary.

BIOGRAPHICAL DATA FORMS

EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: Narcisse Moise

Position: Senior Manager - Credit

Age: 47

Mailing Address: Friars Hill, St. John's, Antigua

Telephone No: (268) 481- 4234; 464 4234

List jobs held during past five years (including names of employers and dates of employment).
Give brief description of **current** responsibilities.

Corporate Manager – CIBC FirstCaribbean International Bank (February 2006 to January 2019)

Responsibilities:

- Ensure that financial objectives are achieved by agreed timeline
- Ensure that all credit submissions are of the highest quality with all identified risks mitigated
- Visit customer's place of business at least twice annually
- Maintain credit conversion pipeline above 80%
- Ensure that total portfolio delinquency does not exceed 5%
- Consistently deliver exceptional customer experience
- Ensure that all customer complaints are addressed within 48 hours
- Ensure that all required documentation, security and risk management are in place to ensure satisfactory audit rating

Senior Manager – Credit – Antigua Commercial Bank (February 2019)

Current Responsibilities:

- Contribute positively to ensure that all business targets are achieved
- Ensure that Corporate, Commercial, Consumer, Credit Card and Recoveries portfolios are profitably managed within established risk parameters
- Ensure that total delinquency does not exceed 5% of portfolio
- Ensure that all required documentation, security and risk management systems are in place to ensure satisfactory audit rating
- Ensure that all operational goals are achieved within agreed timelines
- Ensure that all risk managements goals are achieved within agreed timelines
- Responsible for the institutionalization and implementation of exceptional customer service standards
- Engender the spirit of team work and a results-driven culture, equity in the distribution of tasks,

Education (degrees or other academic qualifications, schools attended, and dates):

Bsc Management & Sociology – University of the West Indies (1997 – 2000)

Msc Finance – Leicester University (2004 -2010)

Also a Director of the company Yes No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

Use additional sheets if necessary.

BIOGRAPHICAL DATA FORMS

EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: Peter N. Ashe

Position: Manager- ACB Mortgage & Trust Company Limited

Age: 56 years

Mailing Address: Friars Hill Road, St. John's ,Antigua

Telephone No.: (268) 481-4311/764-4315

List jobs held during past five years (including names of employers and dates of employment).
Give brief description of **current** responsibilities.

Manager, ACB Mortgage and Trust Company Limited- June 2006 to present

Provide strong support to the Board of Directors by spearheading the planning and establishing of the goals and targets of the Company to ensure the profitable and effective management, control and/or growth of the assets of the Company; Responsible for the operations of the Company.

Education (degrees or other academic qualifications, schools attended, and dates):

Bachelor's in Accounting – State University ,

Diploma in International Trust Management (ITM), TEP

Also a Director of the company Yes No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

Not Applicable

Use additional sheets if necessary.

BIOGRAPHICAL DATA FORMS

EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: Joyanne Byers

Position: Chief Financial Officer

Age: 40 years

Mailing Address: Gunthropes, P.O. Box W844, St. Peters, Antigua

Telephone No.: (268) 481-4284; 764-0060

List jobs held during past five years (including names of employers and dates of employment).
Give brief description of **current** responsibilities.

Chief Financial Officer (position title change from – Antigua Commercial Bank – 2009 to present
To provide strong support to the General Manager in the provision of accurate and comprehensive financial accounts and management reports, profitable and effective cash management and the overall efficient administration of the Finance, Accounting and Customer Support operation.

Education (degrees or other academic qualifications, schools attended, and dates):

Antigua Girls' High School – 1992 to 1997
Antigua State College – 1997-1999
BSc in Accounting – University of the West Indies, Cave Hill Campus – 1999 – 2002
Certified Public Accountant – July 2013

Also a Director of the company Yes No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

Not Applicable

Use additional sheets if necessary.

BIOGRAPHICAL DATA FORMS

EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: Rhodette F.C. Paige Position: Legal Counsel /Corporate Secretary

Age: 39 years

Mailing Address: #2 Belmont Estate ,St. John's ,Antigua

Telephone No.: (268) 481-4330 /764-4330

List jobs held during past five years (including names of employers and dates of employment).
Give brief description of **current** responsibilities.

Legal Counsel/ Corporate Secretary at Antigua Commercial Bank– October, 2008 to present

- providing legal and secretarial support to the Board of Directors and Management;
- Manager of the Legal/ Secretariat Department

Education (degrees or other academic qualifications, schools attended, and dates):

- Bachelor of Laws with First Class Honors- University of the West Indies, Cave Hill Campus, Barbados (1999 to 2002)
- Legal Education Certificate of Merit- Norman Manley Law School, Jamaica (2004 to 2006)
- Accredited Director Certification – Institute of Chartered Secretaries Canada (ICSA) - 2010

Also a Director of the company [] Yes [X] No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

Not Applicable

Use additional sheets if necessary.

BIOGRAPHICAL DATA FORMS

EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: Austen S. Gittens Position: Chief Internal Auditor

Age: 50 years

Mailing Address: American Road ,St. John's ,Antigua

Telephone No.: (268) 481-4233/764-4233

List jobs held during past five years (including names of employers and dates of employment).
Give brief description of **current** responsibilities.

Chief Internal Auditor at Antigua Commercial Bank- August 2006 to present. Responsibilities are as follows:

- Manage the Internal Audit Department for the ACB Group.
- Evaluate and provide assurance on the adequacy and application of the system of internal controls for the operations within the ACB Group. Ensuring that proper systems, procedures and internal controls are in place and followed.
- Make recommendations and offer advice on how to minimize and manage risk as well as ensuring compliance with systems, policies and relevant regulations with a view to improving the Group's performance.
- Conduct investigations when required.
- Ensuring that relevant training is provided to the Internal Audit staff.

Education (degrees or other academic qualifications, schools attended, and dates):

November 2011 – The Chartered Institute of Bankers in Scotland

- Certified International Risk Manager (CIRM)

March 2009 – Florida International Bankers Association & Florida International University

- Anti-Money Laundering Certification (AML/CA)

July 2001 – University of Manchester, Great Britain

- Master of Business Administration (MBA), Finance

May 1993 – Barry University, Miami, Florida

- Bachelor of Science (BSc), Finance & Economics (Major)
- Associates Degree (ASc), Computer Science

Also a Director of the company Yes No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

Not Applicable

Use additional sheets if necessary.

2003	October	University of The West Indies, Cave Hill, Barbados
		▪ MBA, General Management
2001	November	Florida Atlantic University
		▪ Certificate of Achievement – Debt Collection & Customer service techniques
1999	October	University of The West Indies, Cave Hill, Barbados
		▪ Diploma in Management

Also a Director of the company Yes No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

Not Applicable

Use additional sheets if necessary.

BIOGRAPHICAL DATA FORMS

EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: Helen J. Looby

Position: Operations and Accounting Officer-ACB Mortgage & Trust Company Limited

Age: 56 years

Mailing Address: Pares Village, Antigua

Telephone No.: (268) 764-4312/481-4312

List jobs held during past five years (including names of employers and dates of employment).
Give brief description of **current** responsibilities.

Operations & Accounting Officer (ACB Mortgage & Trust Company Limited) May 2011 to present

All Operations and Accounting related duties

Education (degrees or other academic qualifications, schools attended, and dates):

Antigua State College – Diploma 1984

UWI – Executive Diploma in Management Studies 2003

Also a Director of the company Yes No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

Not Applicable

Use additional sheets if necessary.

BIOGRAPHICAL DATA FORMS

EXECUTIVE OFFICERS AND KEY PERSONNEL OF THE COMPANY

Name: Maria Abraham

Position: Audit Officer

Age: 50 years

Mailing Address: Villa Area, St. John's, Antigua

Telephone No.: (268) 481-4251/ 484-4251

List jobs held during past five years (including names of employers and dates of employment).
Give brief description of **current** responsibilities.

Audit Officer – Antigua Commercial Bank – January 2010 to present

- Review policies and procedures for compliance with Anti-Money Laundering
- Assists with the management of the department's workflow
- Assists with the accurate and timely preparation of reports to the Board
- Make sound recommendation to reduce risk, improve controls and operations
- Work closely with External Auditors, and Management providing assistance as required
- Supervises 3 staff auditors
- Assist in recommending and conducting training for staff

Education (degrees or other academic qualifications, schools attended, and dates):

- BA – University of the Virgin Islands – 1994-1998
- MBA in Accounting – Bowling Green State University – 2002-2003
- Certified Internal Auditor – Institute of Internal Auditors - 2008

Also a Director of the company Yes No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

Not Applicable

Use additional sheets if necessary.

BIOGRAPHICAL DATA FORMS

EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: Sidlow Frank Position: Manager - Information Systems

Age: 45 years

Mailing Address: P.O. Box 3650 , Herbert's Estate, St. John's, Antigua

Telephone No.: (268)764-4371 /481-4371

List jobs held during past five years (including names of employers and dates of employment).
Give brief description of **current** responsibilities.

Manager - Information Systems	Antigua Commercial Bank	June 2016 to Present
Network Administrator/LAN Analyst	Antigua Commercial Bank	January 2006 to May 2016
- responsible for communications and technology systems and projects; network and systems support		

Education (degrees or other academic qualifications, schools attended, and dates):

BSc Computer Information Systems - Andrews University Berrien Springs, MI (1998 – 2002)

Also a Director of the company Yes No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

Not Applicable

Use additional sheets if necessary.

BIOGRAPHICAL DATA FORMS

EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: Heidi Weste

Position: Manager- Eqr qtcvg'Dcpnki

Age: 40

Mailing Address: P.O. Box W1762, Scott's Hill, St. John's, Antigua

Telephone No. 268-481-4160/764-7401

List jobs held during past five years (including names of employers and dates of employment).
Give brief description of **current** responsibilities.

May 2019 to present- **Manager- Corporate Banking-** Manages the Corporate Loans Portfolio and Corporate Banking Department

Experience **Manager- Retail Lending & Recoveries**

August 2018-
April, 2019

- To provide strong support to the Senior Manager Credit by managing the Consumer Lending, Securities and Maintenance and Recoveries Units profitably and effectively

April 2013- July **Corporate Accounts Executive**
2018

Education (degrees or other academic qualifications, schools attended, and dates):

August 2011	Certified Risk and Compliance Management Professional (CRCMP) International Association of Risk and Compliance Professionals
May 2011	Credit Analysis and Lending Eastern Caribbean Institute of Banking & Financial Services
September 2010	Professional in Human Resources (PHR) HR Certification Institute
August 2007- June 2008	Master of Business Administration Inter American University of Puerto Rico, San Juan PR
August 2004- May 2007	Bachelor Degree in Psychology (Magna Cum Laude) University of the Virgin Islands #2 John Brewer's Bay, St. Thomas 00802

Also a Director of the company Yes No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

Use additional sheets if necessary.

BIOGRAPHICAL DATA FORMS

EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: Jonathan Lindsay

Position: Manager- Customer Relations and Service

Quality

Age: 49 years

Mailing Address: Cedar Hill, P.O. Box 3456, St. John's ,Antigua

Telephone No.: (268) 481-4205 /764-4205

List jobs held during past five years (including names of employers and dates of employment).
Give brief description of **current** responsibilities.

Manager – Customer Relations and Service Quality at Antigua Commercial Bank – June 2007 to present

Duties:

- In charge of Customer Relations operations for the ACB Head Office which includes treasury operations, remote agencies, Debit Card, new accounts, wire transfers and night deposit activity.
- Also project manager for several projects, such as the installation of the Alchemy Payment Processing Suite which handles automation of wire transfers and drafts, ECACH project (ongoing), installation of two ATMs at remote locations

Education (degrees or other academic qualifications, schools attended, and dates):

Master of Science (MS) – Management - University of Maryland Eastern Shore 1993 - 1995

Bachelor of Science (BS) - Accounting - University of Maryland Eastern Shore 1989 - 1993

St. Joseph's Academy 1982 - 1988

Also a Director of the company [] Yes [X] No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

Not Applicable

Use additional sheets if necessary.

BIOGRAPHICAL DATA FORMS

EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: Sharon Nathaniel

Position: Operative/Technical Representative

Age: 54 years

Mailing Address: Mount Pleasant, St. John's, Antigua

Telephone No.: (268) 464-4181 /481-4250

List jobs held during past five years (including names of employers and dates of employment).
Give brief description of **current** responsibilities.

Manager- Risk & Compliance- December 2019 to present

- Manages the Risk & Compliance Department and exercises oversight over the Bank's Enterprise Risk Management Programme

Acting Manager- Risk & Compliance- May 2019 to November 2019

Corporate Accounts Executive - July 2010 to April, 2019

Education (degrees or other academic qualifications, schools attended, and dates):

- The University of Leicester - Masters in Business Administration – Finance (2009)
- The University of the West Indies - Diploma in Management (Distinction) (2001)
- The University of the West Indies – Administrative (Professional) Secretaries Certificate (2000)
- Chartered Institute of Bankers Banking Certificate (1999)

Also a Director of the company Yes No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

Not Applicable

Use additional sheets if necessary.

BIOGRAPHICAL DATA FORMS

EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: Sherene Bird

Position: Human Resources Executive

Age: 53 years

Mailing Address: Friar's Hill, P.O. Box 2735, S t. John's ,Antigua

Telephone No.: (268) 464-4240/481-4240

List jobs held during past five years (including names of employers and dates of employment).
Give brief description of **current** responsibilities.

- **Human Resources Executive- Antigua Commercial Bank - August, 2015 to present**
 - manages the HR Department and is mainly responsible for dealing with HR and premises related issues for the Group

- **Training and Development Manager- Sandals Grande Resort – 2001 to July 2015**
 - develop and deliver training programs; supervise internship Programs and Hospitality Training Programs

Education (degrees or other academic qualifications, schools attended, and dates):

MSc -Research and Development Studies –University of the West Indies Jamaica

BSc-Government –University of the West Indies –St. Augustine

Also a Director of the company [] Yes [X] No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

Not Applicable

Use additional sheets if necessary.

BIOGRAPHICAL DATA FORMS

EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: Alan Byron Scholl

Position: Project Manager

Age: 53 years

Mailing Address: P.O. Box 2397, Sunset Lane ,Mc Kinnon's ,John's, Antigua

Telephone No.: off 481-4378 /mob 464-1350/ h 561-4026

List jobs held during past five years (including names of employers and dates of employment).
Give brief description of **current** responsibilities.

Antigua Commercial Bank- Project Manager –March 1, 2017 to present

Responsible for ensuring the Bank's projects are managed within time and budget and that process adhere to acceptable project management methodologies such as PRINCE2 or PMI.

LIAT (1974 Ltd-January 6, 2014 to February 24, 2017- Network Administrator

LIME/CW Jan 2009 to October 31, 2013- Regional Project Manager

Education (degrees or other academic qualifications, schools attended, and dates):

Bachelor of Science Degree-Computer Engineering –Florida Institute of Technology graduated June 1990 PRINCE2 Foundation –November 2013

Also a Director of the company [] Yes [] No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

Not Applicable

Use additional sheets if necessary.

BIOGRAPHICAL DATA FORMS

EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: **LOIS TEAGUE**

Position: **ASSISTANT MANAGER – CUSTOMER**

RELATIONS & SERVICE QUALITY

Age: **50 YEARS**

Mailing Address: **CROSBIES, ST. JOHN'S, ANTIGUA**

Telephone No.: **(268) 461-4197/ 464-4197**

List jobs held during past five years (including names of employers and dates of employment).
Give brief description of current responsibilities.

- **ASSISTANT MANAGER- CUSTOMER RELATIONS & SERVICE QUALITY- December, 2016 to present**
 - 1. TO MANAGE ALL ASPECTS OF RETAIL BANKING AT THE VILLAGE WALK BRANCH;**
 - 2. TO BE THE “BANKER” OF THE BUSINESS PROCESS RE-ENGINEERING TEAM- RESPONSIBLE FOR REVIEWING ALL CURRENT PROCESSES TO IMPROVE OVERALL EFFICIENCY.**

- **CUSTOMER SERVICE SUPERVISOR – ANTIGUA COMMERCIAL BANK- 2007 TO 2016 – Teller Supervisor**

Education (degrees or other academic qualifications, schools attended, and dates):

POST GRADUATE DIPLOMA IN BANKING & FINANCIAL SERVICES FROM THE UNIVERSITY OF LEICESTER. ENGLAND.

Also a Director of the company Yes No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

NOT APPLICABLE

Use additional sheets if necessary.

BIOGRAPHICAL DATA FORMS

EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: O ctkc'Ncwtgpy Position: Marketing & Corporate Communications Manager

Age: 48

Mailing Address: Flagstaff Crosbies, Crosbies, Antigua

Telephone No.: 1(268)481-4290/ 464-4290

List jobs held during past five years (including names of employers and dates of employment).
Give brief description of **current** responsibilities.

Education (degrees or other academic qualifications, schools attended, and dates):

Also a Director of the company Yes No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

Use additional sheets if necessary.

BIOGRAPHICAL DATA FORMS

EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: Trevor Smith (Jr)

Position: Finance & Accounting Officer

Age: 28

Mailing Address: Gray's Hill

St. John's

Antigua

Telephone No.: (268) 481-4241/(268) 464-4241

List jobs held during past five years (including names of employers and dates of employment).
Give brief description of **current** responsibilities.

1. Aug 2014 – Dec 2018 Grant Thornton Antigua LLP – External Auditor
2. Jan 2019 – Nov 2019 Grant Thornton UK LLP – External Auditor
3. Nov 2019 – Current Antigua Commercial Bank – Finance & Accounting Officer

Current Responsibilities

1. Assist in monitoring the Company performance monthly and quarterly as required
2. Prepare management accounts on a monthly basis, conducting variance analysis, reviewing results and making recommendations before submission to the board.
3. Accurate and timely preparation and submission of financial reports for review by the Auditors/ECCB.
4. Closely monitoring and ensuring timely and profitable management of the bank's domestic and foreign cash resources and investments.
5. Ensure that the department's registers and logs are updated with all required information in accordance with the Bank's procedures and on a timely basis.
6. Monitor the efficient and effective use of the Bank's 4Sight system and ensure that all vouchers are filed.

Education (degrees or other academic qualifications, schools attended, and dates):

Degrees and Academic Qualifications

1. Association of Chartered Certified Accountant (ACCA) – Jan 2018
2. BSc. Accounting and Finance (First Class Honors) – May 2014
3. Antigua State College Certificate – 2011
4. CAPE Certificate – 8 CAPE Subjects
5. CXC Certificate – 8 CSEC Subjects

Schools Attended

1. University of the West Indies (Cavehill Campus) – 2011 – 2014
2. Antigua State College – 2009 – 2011
3. Antigua Grammar School – 2004 - 2009

Also a Director of the company Yes No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:
N/a

Use additional sheets if necessary.

BIOGRAPHICAL DATA FORMS

EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: PATRICIA C. FARRELL

Position: ASSISTANT MANAGER - RECOVERIES

Age: 49 YEARS

Mailing Address: P. O. BOX 922

ST. JOHN'S,

ANTIGUA

Telephone No.: 268-764-4267

List jobs held during past five years (including names of employers and dates of employment).
Give brief description of **current** responsibilities.

ANTIGUA COMMERCIAL BANK –

June 01, 2012 – January 31, 2019: Supervisor – Securities & Maintenance ACB

- Audit securities relative to newly booked loans, detecting and ensuring correction of loan security omissions and irregularities, and following for perfection in order to ensure that all documents are in place prior to disbursement.
- Function as the primary custodian of all security documents, ensuring that dual custody is maintained at all times in accordance with the Bank's policy and procedures.
- Ensure that loans are properly disbursed/processed to Customers' accounts in an accurate and timely manner once the pledged security is in place.
- Ensure that all insurance premiums are paid on a timely basis to minimize risk and loss, and to protect the Bank's interest should it become necessary.
- Assist the Recoveries Department with realization of securities.

February 01, 2019 to present – Assistant Manager – Recoveries ACB

- Manage a collection strategy ensuring that routine credit operations inclusive of calls, visits, collecting payments, refinancing loans, taking new collateral, legal action, compiling and providing statistical reports etc. are carried out.
- Ensure that the unsatisfactory account portfolio is managed profitably to reduce the ratio of unsatisfactory accounts and minimize any potential loss.
- Ensure that all required documentation and security relative to unsatisfactory accounts are in place, and that any legal action taken is properly executed in order that ACB does not suffer any financial loss or negative exposure.
- Prepares Applications for Restoration of Non-Performing Accounts, where applicable.
- Prepares a history of each account with requests for Notices to Pay Off for accounts approved for foreclosure.

Education (degrees or other academic qualifications, schools attended, and dates):

Certificate of Achievement – The University of the West Indies Open Campus – Supervisory Management:
July 2016
Associate to the Institute of Canadian Bankers: June 2003
Certificate of Achievement – Florida Atlantic University – Debt Collection and Customer Service Techniques:
November 2001
Advanced Level Accounting – University of London/General Certificate of Education: June 1994
Graduate High School Diploma – Princess Margaret Secondary: 1981-1987

Also a Director of the company Yes No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:
N/A

Use additional sheets if necessary.

BIOGRAPHICAL DATA FORMS

EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: Ishawn James	Position: Compliance Specialist
	Age: <u>41 years</u>
Mailing Address: P.O. Box W139, Bellevue Estate, St. Peter's, Antigua	
Telephone No.: <u>1-268-481-4252/464-4252</u>	

List jobs held during past five years (including names of employers and dates of employment).
Give brief description of **current** responsibilities.

Antigua Commercial Bank- Compliance Specialist- July 2020 to present

- Co-ordinate the compliance monitoring program;
- Formulate and amend AML Policies and procedures;
- Conduct compliance reviews;
- Monitor trends and transactions to detect irregular activity

Eastern Caribbean Central Bank – June 2012 – June 2020

Examiner: Anti Money Laundering Unit – Bank Supervision Department

- Monitored emerging AML/CFT risk;
- Developed and implemented a risk based AML/CFT supervisory framework;
- Developed guidelines for the risk management framework;
- Assessed and monitored risk and risk management practices

Education (degrees or other academic qualifications, schools attended, and dates):

Baruch College - Zicklin School of Business – January 2001 – May 2005

Bachelors of Business Administration Accounting

Global Association of Risk Professionals Certificate – Financial Risk and Regulation – December 2017

Association of Certified Anti Money Laundering Specialist – Certified Anti- Money Laundering Specialist (CAMS)– September 2018

Also a Director of the company Yes No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

Use additional sheets if necessary.

BIOGRAPHICAL DATA FORMS

EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: Stacey Cheneau Forde

Position: Assistant HR Manager – Training & Development

Age: 38

Mailing Address: # 36 Rio Seco Drive, Real Spring, Valsayn, Trinidad, W.I.

Telephone No.: 1-868-761-9327

List jobs held during past five years (including names of employers and dates of employment).
Give brief description of **current** responsibilities.

Antigua Commercial Bank – St. John's, Antigua W.I.

Assistant Human Resource Manager – Training and Development May 1, 2020 – Present

Responsible for ensuring that the organisation's strategic objectives are achieved by developing and delivering an effective training & development and talent management programme to build intellectual capacity and skill building for all employees.

Duties:

- 1.1 Designs and delivers training programmes
- 1.2 Prepares training audit for review by 30 May each year
- 1.3 Liaises with Unit Managers and Department Heads to update training needs and ensures input is received from all departments on a timely basis.
- 1.4 Prepares Training Plan and submits for approval by 30 June annually.
- 1.5 Prepares Training Catalogue and Training Schedule as part of Training Plan submission
- 1.6 Co-ordinates all training schedules – including cross training, designs, customizes and conducts in-house training programmes.
- 1.7 Prepares and updates the Bank's Customer Service Charter
- 1.8 Maintains training library and equipment.
- 1.9 Recommends and evaluates external trainers, training programmes and the transfer of learning.
- 1.10 Reviews Performance Appraisals quarterly to ensure that training and development needs identified are addressed in an effective and timely manner.
- 1.11 Evaluates all requests for staff, checking against approved complement. Advertising and evaluating applications, interviewing applicants, checking references, recommending and confirming approval to hire. Making all necessary arrangements for salary payments in accordance with Recruitment Policy.
- 1.12 Liaises with Schools, Tertiary and other institutions of higher learning to ensure an excellent selection of candidates for selection/recruitment.
- 1.13 Updates Bank's Orientation Programme and ensures that all new employees are properly socialised into the organisation.
- 1.14 Prepares up-to-date vacancy matrix and prepares monthly staff-movement report.

Eastern Credit Union Cooperative Society Limited – La Joya

Human Resource Officer – Training and Development Jun 8, 2015 – Mar 27, 2020

Responsible for the selection, design and implementation of all the Credit Union's Training and Development activities in an effort to enhance employee Performance Management at all levels.

Maritime Preservation Limited – Port of Spain

Human Resource Manager Apr 7, 2014 – Jun 5, 2015

Responsible for managing all the company's Human Resources singlehandedly.

Education (degrees or other academic qualifications, schools attended, and dates):

Post Graduate

Heriot-Watt University, Edinburgh Business School

MSc Human Resource Management Jun 2015

Post Graduate Diploma Human Resource Management Jan 2014

Post Graduate Certificate Human Resource Management Jun 2013

Graduate

University of the West Indies, St. Augustine

BSc Public Sector Management (Second Class Honours) Jun 2006

Technical

John S. Donaldson Technical Institute

NEC Technician Diploma Telecommunications Engineering Jun 2004

Soft Skills

Employers Solution Center – Employers Consultative Association

Certificate of Labour Laws in Trinidad and Tobago Dec 2018

Certificate of Industrial Relations Management Jun 2018

CaribDE (Caribbean Development Educator) Oct 22, 2016 – Oct 29, 2016

Villa Santa Maria, Castries, St. Lucia

Also a Director of the company Yes No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

As much as the company requires and more where possible.

Use additional sheets if necessary.

BIOGRAPHICAL DATA FORMS

EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: Lenroy McAnuff Position: Information Security Officer

Age: 40

Mailing Address: Lot 115
Palm Circle, Magil Palm
Spanish Town, St. Catherine
Jamaica

Telephone No.: 18765899675

List jobs held during past five years (including names of employers and dates of employment).
Give brief description of **current** responsibilities.

Name of Employer: Antigua Commercial Bank

Dates of employment: July 2020 - Present

Position: Information Security Officer

The Information Security Officer provides support to the Manager Information Systems (MIS) by overseeing camera surveillance monitoring; implementing the recommendations of internal and external auditors; ensuring and maintaining the Bank's PCI DSS compliance status; and identifying and reporting all IT Operational Risk matters to both the MIS and Manager - Risk and Compliance (MRC).

Name of Employer: Registrar General's Department

Dates of employment: February 2012 – July 2020

Position: Information Systems Manager

The Information Systems Manager is required to manage all IT service operations, processes and procedures, to ensure that support, maintenance and upgrade activities are delivered effectively and in line with SLAs. The role also ensures that controls are in place to protect the Registrar General's Department from cyber-attacks and internal information security risks which includes data leak, system availability and system integrity. The role ensures security operational compliance to all appropriate standards and applicable regulations.

Education (degrees or other academic qualifications, schools attended, and dates):

Isabel I University/European Business School of Barcelona

Pending- MSc. Big Data and Business Intelligence
[2019 -current]

Excelsior Community College

BSc. Management Information Systems
[2006 -2010]

Diploma in Science Electronic Engineering
[1999-2003]

National Council on Technical and Vocational Educational and Training

Diploma: Business Management
[December 2016]

(ISC)²

Certified Information System Security Professional (CISSP)
[August 2019]

Microsoft

Microsoft Certified Solutions Expert (MCSE)
[August 2017]

Microsoft Certified Solutions Associate (MCSA)
[July 2017]

Microsoft Certified Professional (MCP)
[April 2017]

Fortinet

Fortinet Network Security Professional (NSE-4)
[March 2018]

Also a Director of the company Yes No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

Use additional sheets if necessary.

BIOGRAPHICAL DATA FORMS

EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: ANIKA L HENRY _____.

Position: Assistant Manager Banking Operations

Age: 42 years

Mailing Address: P O Box W844 Upper Fort Road, St. John's Antigua

Telephone No.: 268 723 0151

List jobs held during past five years (including names of employers and dates of employment).
Give brief description of **current** responsibilities.

Antigua Commercial Bank – Assistant Manager – Banking Operations – August 2020 to present
Currently, the main responsibilities include:

- i. Manages the execution of ACB strategies for Back Office Operations and Electronic Banking;
- ii. Leads the Banking Operations team to create and maintain a seamless integrated operating model across services and operating centres within the Bank
- iii. Acts as internal point of escalation across Back Office Operations related to Treasury & Cash Management, Digital Banking, and Branch Support & Verification.
- iv. Ensures that the regulatory framework of the functions in Banking Operations meets all regulatory requirements.
- v. Drives the implementation of technology in Banking Operations
- vi. reviews and prepares reports within Banking Operations
- vii. Supports the execution of the operations strategy of the Bank
- viii. Ensures that the regulatory framework, policies and circulars are complied with in Banking Operations

Antigua Commercial Bank-Supervisor/Assistant Accountant – January 2011 – July 2020

Education (degrees or other academic qualifications, schools attended, and dates):

Association of Chartered Certified Accountants (ACCA)
– CAT - Certified accounting Technician – 2009
ACCA – Knowledge & Professional Module completed

Also a Director of the company Yes No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

Use additional sheets if necessary.