

*Annex to the Minutes of
the Qualification Commission of
the National Bank of Ukraine
dated 18 January 2023*

APPROVED
by the decision of the
Qualification Commission of
the National Bank of Ukraine
on 23 December 2020
in line with NBU Board
Resolution No. 160 On Approval
of Rules of Operation of Banks of
Ukraine due to Imposing
Quarantine Regime and
Introducing Restricting
Countermeasures to Prevent the
Spread of the COVID-19
Infection and Amending Certain
Regulations of the National
Bank of Ukraine
(as amended by the decision of
the Qualification Commission
of the National Bank of Ukraine
(hereinafter referred to as the
“Commission”)
Dated 18 January 2023)

The procedure for holding a test as an interview with bank top-managers and candidates for managerial positions (including head of the internal audit function, financial monitoring officer of a nonbank financial institution, and other positions prescribed by the NBU regulations) (hereinafter referred to as “candidates”)

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5. The interview will be conducted during the videoconference.

6. The interview with the candidate present will be recorded by remote communication means and the candidate will be informed accordingly.

7. After the candidate joins the videoconference, before conducting the interview, the interviewer informs the candidate on the terms and conditions of the interview set out in paragraphs 5–17 hereof.

8. Questions and answer options will be displayed on the screen using remote communication means.

9. The total number of interview questions is 15.

If a candidate is responsible for financial monitoring and compliance or is applying for this position, the total number of questions will be 20, whereof 10 question intend to verify the candidate’s understanding of financial monitoring and 10 remaining questions – knowledge of compliance.

If a person is approved for the position of a chairman or a member of the supervisory board of the bank (as a candidate for such position) in case as provided for in paragraph 12, he/she may be given one interview question in addition to the total number of interview questions.

A question can have one or more correct answers. If a question has more than one correct answer, the number of correct answers will be mentioned in the question. The answer to such a question will be correct, if the candidate selects all correct answers. If only one correct answer is

selected or if one of the selected answers is incorrect, than the answer to such a question will not be scored as correct.

10. The time to pass the test is 25 minutes.

If a candidate does not speak the language in which the interview questions are written and the interview is accompanied by an interpreter, the time allotted for such candidate to pass the test is 35 minutes.

If a candidate is responsible for financial monitoring and compliance or is applying for this position, the time to pass the test is 30 minutes (**when the interview is accompanied by an interpreter, it shall take 40 minutes**), 15 minutes – to questions on financial monitoring (**when the interview is accompanied by an interpreter, it shall take 20 minutes**), 15 minutes – to questions on compliance (**when the interview is accompanied by an interpreter, it shall take 20 minutes**).

If a person is approved for the position of a chairman or a member of the supervisory board of the bank (as a candidate for such position) and is given one additional interview question to the previously set 15 in case as provided for in paragraph 12, then he/she has 1,5 minutes to answer this interview question (**when the interview is accompanied by an interpreter, it shall take 2,5 minutes**).

11. Each correct answer scores 1 point.

The maximum score for the test is 15 points.

If a candidate is responsible for financial monitoring and compliance or is applying for this position, the maximum score for the test is 20 points.

12. The test is considered to be passed if the candidate scores:

11 points or more (including, in case of conducting the interview with a candidate within the scope of monitoring by the National Bank of Ukraine of compliance with the requirements of the Ukrainian legislation in respect of a top-manager of the bank, a chief risk manager, a chief compliance manager, a head of an internal audit division of a bank, in respect of a supervisory board/a management board;

10 points (if a person is approved for the position of a chairman or a member of the supervisory board of the bank (as a candidate for such position) and if a candidate provides a correct answer to one additional interview question which is given to a candidate in addition to the previously set 15.

An additional interview question will be displayed to a candidate on the screen using remote communication means.

If a candidate is responsible for financial monitoring and compliance or is applying for this position, he/she is required to score for the test 14 points or more, including at least 7 correct answers to questions on financial monitoring and 7 correct answers to questions on compliance.

13. If the candidate fails the test, he/she has one more attempt to redo the test. If the candidate fails for the second time, he/she shall deem to not have passed the test.

13¹. In case of conducting the interview with a candidate within the scope of monitoring by the National Bank of Ukraine of compliance with the requirements of the Ukrainian legislation in respect of a top-manager of the bank, a chief risk manager, a chief compliance manager, a head of an internal audit division of a bank, in respect of a supervisory board/a management board:

the candidate is given one attempt to pass the test, accordingly, if the candidate did not score 11 points and more on the first attempt, he/she shall deem to not have passed the test;

the candidate who twice failed to appear for the test on the date and time notified to him by the National Bank of Ukraine shall deem to not have passed the test.

14. The candidate redoing the test will be provided with question different than at the first attempt.

15. When taking the test, the candidate shall comply with the following requirements:

to stay in a separate room without other persons present;

to avoid using any sources of information;

to refrain from speaking to other persons;

to refrain from passing on the questions to other persons;

to avoid using any means of recording and processing information.

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17. The Commission, upon finding proof that the candidate violated the requirements set out in paragraph 15, can decide to invite the candidate to pass the test at the premises of the NBU or to conduct an interview at the meeting of the Commission with members of the Commission present.

18. After completing the test, the scored points and the result of the test are announced to the candidate.