

GCC BDI Directors Register

Instructions

- GCC BDI will discuss with the organisation the skills, knowledge, experience required, and the time commitment expected from the candidate.
- The organisation will be required to fill in a form with description of Director in search for and agree to Terms & Conditions and Data Protection (Appendix A & B).
- Once the Terms & Conditions and form are provided, GCC BDI will then search its database of members who have given their consent and have registered through the Directors Register service
- GCC BDI will provide the organisation with a final list of candidates who match the criteria provided as closely as possible.
- The organisation will then select the candidates it would like to meet.
- The organisation will contact the candidates shortlisted directly, and see if the candidate is interested to proceed with an interview. During this process, GCC BDI will not get involved in the screening process.
- The organisation will interview the preferred candidates and decide who to appoint to its board.
- The organisation will inform GCC BDI if it appoints a candidate provided by GCC BDI.

Appendix A – Application Form

Mr / Mrs / Ms / H.H. / H.E. / Dr / Other: _____

Full Name: _____

Position | Title: _____

Organization Name: _____

Email address: _____

Contact Number: _____

Website: _____

Type of company:

- Family-Owned
- Joint Venture
- Limited Liability Partnership
- Non-Profit
- Pension Fund
- Private Enterprise
- Public Listed
- Sovereign Wealth Fund
- State Owned/Government

Details about vacancy

Organization Name: _____

Position: _____

Description of Role: _____

Provide information on the ideal candidate to search for:

Gender: Male Female

Nationality: _____

City: _____

Country: _____

Years of experience in business: _____

Years of experience as a Director: _____

Company Industry:

- | | |
|--|--|
| <input type="checkbox"/> Accountancy | <input type="checkbox"/> Logistics |
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Automotive | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Aviation | <input type="checkbox"/> Media |
| <input type="checkbox"/> Banking | <input type="checkbox"/> Mining |
| <input type="checkbox"/> Chemicals | <input type="checkbox"/> NGO |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Oil & Gas |
| <input type="checkbox"/> Consulting | <input type="checkbox"/> Pharmaceuticals |
| <input type="checkbox"/> Consumer Goods | <input type="checkbox"/> Professional Services |
| <input type="checkbox"/> Cosmetics | <input type="checkbox"/> Publishing |
| <input type="checkbox"/> Education | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Energy | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Retail Banking |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Security |
| <input type="checkbox"/> General Trading | <input type="checkbox"/> Shipping |
| <input type="checkbox"/> Government | <input type="checkbox"/> Telecom |
| <input type="checkbox"/> Healthcare | <input type="checkbox"/> Tourism & Hospitality |
| <input type="checkbox"/> Hospitality | <input type="checkbox"/> Transport |
| <input type="checkbox"/> HR | <input type="checkbox"/> Utilities |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Other |
| <input type="checkbox"/> IT | |
| <input type="checkbox"/> Law | |

Company industry (if other): _____

Field of expertise:

- | | |
|--|---|
| <input type="checkbox"/> Administration and general management | <input type="checkbox"/> Logistics and supply chain |
| <input type="checkbox"/> Banking | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Business Development | <input type="checkbox"/> Operations |
| <input type="checkbox"/> Compliance | <input type="checkbox"/> Procurement |
| <input type="checkbox"/> Customer Services | <input type="checkbox"/> PR and Communications |
| <input type="checkbox"/> Education | <input type="checkbox"/> Production |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Research and Development |
| <input type="checkbox"/> Finance and Accounting | <input type="checkbox"/> Risk management |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Strategy |
| <input type="checkbox"/> Information Technology | <input type="checkbox"/> Sustainability |
| <input type="checkbox"/> Legal | <input type="checkbox"/> Other |

Field of expertise (if other): _____

International Experience (Please write name of

Languages spoken: _____

Highest level of education:

PhD	Bachelor of Science Degree
Doctoral Degree	Higher National Diploma
Master's Degree	Other
Bachelor of Arts Degree	

Highest level of education (if other): _____

Declaration:

I hereby confirm I have read the Terms & Conditions which apply to this service. I declare that all of the information provided by me is true and correct.

Signature: _____

Date: _____

Company Stamp:

Appendix B – Terms & Conditions

- Consent will be required from the candidate prior to disclosing his/her information to any organisation.
- GCC BDI shall not make any evaluation of the CVs provided by the candidate
- GCC BDI shall not guarantee and takes no responsibility for the accuracy or validity of information provided by candidates nor will GCC BDI conduct any form of screening of candidates.
- GCC BDI will not get involved in any communication between the organisation and its members, once it has provided the Organisation with the profiles.
- The Organisation will liaise with the candidates directly. This includes, but is not limited to, contacting the candidates, screening process, and any written or verbal agreements between the Organisation and the candidate
- By providing organisations with profiles of potential candidates, this does not commit the Organisation or the candidates in any way.
- All decisions discussed and taken by the organisation is at the complete discretion of the organisation using the Directors Register service; GCC BDI shall not be held responsible for any decision taken by the Organisation.
- Appointment of candidates will be at the discretion of the organisation in search of Independent Directors to serve on their board. GCC BDI will not be involved in any way in, or take responsibility for, the appointment process.
- The organisation is required to notify GCC BDI of any successful placement of a GCC BDI member
- GCC BDI shall not be responsible, under any circumstances, for any loss of profit, loss of opportunity, loss of goodwill, loss of anticipated saving, loss of revenue and/or any other loss which happens as a side effect of any loss suffered by the organisation or any other loss which could or could not be contemplated by GCC BDI and the organisation.
- For the avoidance of doubt, this service being provided by GCC BDI is not, and is not intended to be, the carrying on of any recruitment or recruitment agency services or activities.
- GCC BDI is not responsible for the number of board opportunities for independent directors which may arise.
- GCC BDI cannot be held responsible for the failure of the search company to respond to any applications made or the failure of any candidate to accept a proposed position.
- All queries relating to the position for which the search is being conducted should be directed to the search company and it is their responsibility to advise candidates of the outcome of their applications.
- The search company is responsible for the accuracy and detail of information given.
- GCC BDI does not guarantee the quality or number of candidates submitted.
- GCC BDI does not guarantee the competence, suitability or integrity of any candidate proposed to or selected.

Data Protection

- GCC BDI and the organisation shall adhere to the current laws on Data Protection issued in the GCC and GCC BDI's Data Protection and Privacy Policies.
- Any processing of data will only take place once the candidate's consent has been freely given.
- The candidate may withdraw his/her consent at any time by advising GCC BDI in writing