

YOU ARE WELL ON YOUR WAY TO BECOME A PROSPECTIVE DIRECTOR. PLEASE NOTE THESE SIMPLE STEPS.

PART A

1. Click to apply
2. For new applicants, you are required to first '**create a profile**' (*this is found at the top right-hand corner of the page*) by registering and completing the following:
 - a. Entering your TRN, name and address, an email address, a new or existing password. Submit.
 - b. You will receive an email requesting that you confirm the email address used, please check for a confirmation email, and click on the link which will take you back to the portal to log-in and complete your application.

Nb. Where the email is delayed for security reasons (i.e., firewall protection) you may reach out to the Unit at the Ministry of Finance and the Public Service to verify the registration by providing your email/TRN.

3. Pending or existing applicants - '**Forgot password?**'
 - a. Where you have completed item 'b' and is registered, where you have started the application, you logged out or just simply do not remember your password, *the password reset feature may be used.*

PART B

4. **Log in** to the application using the email address and password created, then complete the application form.
 - a. Page one (1) of the application requires that you accede to a "due diligence" check – please tick the box so you can progress in the application.
 - b. Please enter the employment history. Note that the competencies selected **must** match with the employment history/business of experience.
 - c. Please include the start and end dates on any Public Body board that you currently serve on.
Documents required:
 - d. Once you have completed the application, upload **any govt. issued ID** and submit.
 - e. You will receive an email as confirmation that the application was successfully completed.
5. Second email from the Secretariat Unit
 - a. AFTER YOUR APPLICATION IS SUBMITTED, you will receive an email between (3-7) business days to confirm that the due diligence process has been completed. *This means that you are now a prospective director, awaiting selection.*

Important points to note:

1. Your experience(s) must be aligned with your competencies selected.

2. Courses covered in a degree should not be selected as a competence
3. Board starts and end dates must be entered accurately.
4. Emails:
 - a. On completion of the application, you will receive an email to confirm.
 - b. Once the *due diligence* process is completed internally, you will receive an email. This is to confirm that you are now a Prospective Director and is awaiting board selection.
6. **Please note** that you cannot log into the application:
 - a. Unless you have registered
 - b. Unless your email is confirmed
 - c. You may not complete more than one application
 - d. If you have already submitted your application. Where you wish to amend your application, you may reach out to Secretariat Unit.
 - 1.

We trust that this information was useful, please let us know if there is anything else we can assist you with. You may contact the Technical Secretariat Unit in the Public Enterprises Division