iSXPay®

# **1. The Business**

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Type of entity:

Private Corporation	Public Limi	ted Company	Other (Please spe	cify)		
Registered corporate name		Company registrati	on number		Country o	fincorporation
Date of incorporation		Length of time in bu	n business		Business name	
Number of employees		Corporate website				
Registered address						
City	Postcode		Country			State
Phone number		Fax number			Email	
Business address (if different fr	om register	ed address)	Full address of	head	office / pri	ncipal trading offices
Regulated service: Re	gulator					
Licence type		Licence number			Jurisdictio	n
Is applying company owned by	a parent co	mpany?				
No Yes, please spec	ify the name	e of the parent comp	bany			
Is the company publicly listed o						
No Yes, please spec	ify the name	e of the stock exchar	nge			
Is the company a registered "no	ot for profit"	'organisation				
No Yes						
Billing details			Phone			
			FIIONE			
VAT number			Email			

## 2. Company structure

MAIN CONTACT			
First name	Last name	Job title	
Phone number	Email		
8. Business model and Econo	omic Profile		

Business description (include a description of the products/services you offer)

Please provide 6 months of most recent processing history below: (Clearly showing transaction, chargebacks and refunds per month)

Credit card processing history	Last month	2 months ago	3 months ago	4 months	ago	5 months ago	6 months ago
Number of transactions							
Transaction volume							
Number of refunds							
Refund volume							
Average value of individual cha	argeback		Average tota	al monthly	y aggreg	ate chargeback	S
€			€	-	,		
Monthly total processing volur	ne Maxi	mum transaction	amount / custor	mer A	werage t	ransaction amo	unt / customer
€	€				€		
% Total volume from outside E	EA Turr	nover last year					
Advertising methods (e.g. direct mail, internet, emai	l etc.)						
Do you currently have a merch	ant account? lf	yes, please speci	ify the acquiring	institutic	ons		
			, , ,				
No Yes (please speci	iy the acquiring in	istitutions)					
Reason for leaving previous ac	quiring instituti	on?					
Current / previous Payment Se	rvice Provider /	Gateway					

Reasons for applying for iSXPay products	or services?		
Expected origin of funds (including countr	ies of origin) to be	e credited to account	
Expected destination of sales (please prov	ide top 5 countrie	es with % of sales appor	rtioned between cardholder transactions)
Payment methods			
MasterCard VISA SOFORT Disc	over/Diners	JCB Trustly	American Express
	over/Diners	musuy	
Others? If yes please specify			
Do you store cardholder details? If yes, ple	ase attach your F	CLDSS certificate	
<b>Method of acceptance</b> (total should equal 100%)			
E-Commerce	Card present (p	ooint of sale)	M-Pos (Mobile POS)
M-Commerce (Mobile payments)	MOTO (Mail-orde	er/Telephone-order)	In-App Commerce
Payment frequency			
One-time payment	Recurring paym	ent (subscription)	
Do you offer / make use of affiliate progr	ams?		
No Yes, please provide details			
DBA/City field (second line of descriptor, Max	12 characters, for e	example: city or customer s	service phone number)
Will you use "Dynamic Descriptors"?			
Have you ever filed for bankruptcy?			
Have you previously accepted credit card	s?		
No Yes (for how long in months)			
Have you ever flagged or been in violation (e.g. Excessive Chargebacks, BRAM violation, Ac			
No Yes (Please provide details)			

### Security measure

Security measures								
Describe all security measures and fraud / chargeback handling (in detail)								
Would you like to apply for 3D Secure? (Mastercard Secure Code, Veryfied By Visa) No Yes, please specify what MPI* will be used								
Will you use CVC? (Card Verification Code; printed on credit card	()							
Would you like to apply for AVS (Address Verification) No Yes (Please note: number of countries AVS is limi	ted; e.g. UK, USA, Canada)							
*MPI= Merchant Plug In (Software required for processing 3D Secu	ire transactions)							
PRODUCTS AND SERVICES Websites and Mobile Applications Please list all URLs and mobile applications used by your company t	o promote it's business, sell products and accept payments							
Domain name	MCC (currently processing) Years in operation							
Billing descriptor* Merchant name ( <i>max. 22 characters</i> )	Merchant phone number (max. 13 characters)							
Beta website(s)	Login details							
Domain name	MCC (currently processing) Years in operation							
Billing descriptor* Merchant name (max. 22 characters)	Merchant phone number (max. 13 characters)							
Beta website(s)	Login details							
Domain name	MCC (currently processing) Years in operation							
Billing descriptor* Merchant name ( <i>max. 22 characters</i> )	Merchant phone number (max. 13 characters)							
Beta website(s)	Login details							

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Are all domains owned by the company?
Yes No
Do you have a mobile application that is used to sell services or goods?
Mobile application name
DELIVERY AND SHIPPING If you do not ship goods, please skip this section
When is the customer charged for the purchase?
When placing the order When order is shipped When order is received
What is the average delivery duration?
Days Hours
Do customers receive a tracking code on their order?
Yes No
Is the shipment insured?
Yes No Optional
Shipment methods
Registered post / Courier Other
Payment frequency
Do you offer/ make sure of affiliate programs?
No Yes (Name the affiliate program)

# SETTLEMENT DETAILS

The settlement bank account must be in the name of the merchant.

1	Settlement currency	Bank name		Bank country
	Beneficiary name		IBAN / Account numb	per
	SWIFT / Routing number / Transit number		Sort code (UK accounts only)	
2	Settlement currency	Bank name		Bank country
	Beneficiary name		IBAN / Account numb	per
	SWIFT / Routing number / Transit number		Sort code (UK accounts only)	
3	Settlement currency	Bank name		Bank country
	Beneficiary name		IBAN / Account numb	per
	SWIFT / Routing number / Transit number		Sort code (UK accounts only)	
4	Settlement currency	Bank name		Bank country
	Beneficiary name		IBAN / Account numb	per
	SWIFT / Routing number / Transit number		Sort code (UK accounts only)	

# CONTACTS

1	General contact (Primary)	
	First name	Last name
	E-mail address	*Telephone number
	*Fax number	
2	Technical contact	
9	First name	Last name
	E-mail address	*Telephone number
3	Financial contact	
	First name	Last name
	E-mail address	*Telephone number
4	Risk / chargeback contact	
	First name	Last name
	E-mail address	*Telephone number
	*Including international Country and	
	*Including international Country code	
	ADDITIONAL COMMENTS	

Please let us know if you have any further comments or information

Please ensure that your application form and additional documentation is complete and correct. Application requirements can be found in our separate "Merchant Application Checklist". By submitting this form, you confirm that all information provided is accurate, complete and truthful and you consent to credit and information verification checks being performed.

Completed applications can be submitted to: underwriting@isignthis.com For more information please contact: +357 22 015 740

## **DIRECTORS - INDIVIDUALS**

The information below is required for all company directors. AML Regulations require that directors details be verified by us.

1	First name		Last name		Time hold	ling the position
	Date of birth	Country of	birth	Passport/ID number		Nationality
	Social security number / TIN	Phone nun	nber	Email		
	Permanent residential address					
	City		Postcode		Country	
	This person (or any of the person public position (PEP*)	's relatives o	r close associates) ho	olds/has held a political c	or 💦	Yes No
2	First name		Last name		Time hold	ling the position
	Date of birth	Country of	birth	Passport/ID number		Nationality
	Social security number / TIN	Phone nun	hber	Email		
	Permanent residential address					
	City		Postcode		Country	
	This person (or any of the person public position (PEP*)	's relatives o	r close associates) hc	olds/has held a political c	or	Yes No
3	First name		Last name		Time hold	ling the position
	Date of birth	Country of	birth	Passport/ID number		Nationality
	Social security number / TIN	Phone nun	nber	Email		
	Permanent residential address					
	City		Postcode		Country	
	This person (or any of the person public position (PEP*)	's relatives o	r close associates) ho	olds/has held a political c	or	Yes No
Ambas Lackno	itically Exposed Person (PEP) is a natural pers ssadors, etc.) including his/her immediate fan owledge that subject to FATCA being applicab d, shall disclose my name as shown in this acc	ily members (s e to me, Isignth	oouse, partners, children, pa is shall be bound to report	arents) or persons known to be to the Internal Revenue Service	close associate (IRS) that l reta	s of such persons (e.g. business associates) in this account with Isignthis , and when

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4	First name		Last name		Time hold	ling the position
	Date of birth	Country of	birth	Passport/ID number		Nationality
	Social security number / TIN	Phone nun	hber	Email		
	Permanent residential address					
	City		Postcode		Country	
	This person (or any of the person public position (PEP*)	's relatives o	r close associates) ho	lds/has held a political c	or	Yes No
5	First name		Last name		Time hold	ling the position
	Date of birth	Country of	birth	Passport/ID number		Nationality
	Social security number / TIN	Phone nun	nber	Email		
	Permanent residential address					
	City		Postcode		Country	
	This person (or any of the person public position (PEP*)	's relatives o	r close associates) ho	lds/has held a political o	or 💦	Yes No
6	First name		Last name		Time hold	ling the position
	Date of birth	Country of	birth	Passport/ID number		Nationality
	Social security number / TIN	Phone nun	nber	Email		
	Permanent residential address					
					<i>c</i>	
	City		Postcode		Country	
	This person (or any of the person public position (PEP*)	's relatives o	r close associates) ho	lds/has held a political c	or	Yes No
Amba	litically Exposed Person (PEP) is a natural pers ssadors, etc.) including his/her immediate far	nily members (sp	oouse, partners, children, pa	rents) or persons known to be	close associate	s of such persons (e.g. business associates).
	owledge that subject to FATCA being applicab ed, shall disclose my name as shown in this ac					

iSignthis eMoney Ltd

# **Directors - Corporate**

Company registration name	Company registration number	Date of incorporation
Registered address		City
Postcode	Country	Phone number

## SHAREHOLDERS - INDIVIDUALS

The information below is required for all shareholders holding more than 10% of shares or voting rights, or those with a controlling interest. If the shareholders are corporations, further information for the holding company and the personal information of the shareholders are required. AML Regulations require that shareholder and ultimate beneficial owner details be verified by us.

1	First name	Last name	Nationality	% of shares		
	Date of birth	Country of birth	Passport/ID number	Expiry date		
	Social security number / TIN	Phone number		Time holding the position		
	Email	Permanent reside	ential address			
	City	Postcode		Country		
	This person (or any of the person's Does this shareholder act as a nor			oublic position (PEP*) Yes No		
2	First name	Last name	Nationality	% of shares		
	Date of birth	Country of birth	Passport/ID number	Expiry date		
	Social security number / TIN	Phone number		Time holding the position		
	Email	Permanent reside	ential address			
	City	Postcode		Country		
	This person (or any of the person's relatives or close associates) holds/has held a political or public position (PEP*) Yes No Does this shareholder act as a nominee on behalf of beneficial owner? Yes No					
*A politically Exposed Person (PEP) is a natural person who is or has been entrusted with a prominent public function (e.g. Head of State, Member of Parliament, Members of the Judiciary, Ambassadors, etc.) including his/her immediate family members (spouse, partners, children, parents) or persons known to be close associates of such persons (e.g. business associates). I acknowledge that subject to FATCA being applicable to me, Isignthis shall be bound to report to the Internal Revenue Service (IRS) that I retain this account with Isignthis , and when obliged, chall disclose my page as chown in this account. This addresses and any other persons in persons in prevalet to the regulations of FATCA.						

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	First name	Last name	Nationality	% of shares
	Date of birth	Country of birth	Passport/ID number	Expiry date
	Social security number / TIN	Phone numbe	er	Time holding the position
	Email	Permanent	residential address	
	City	Postcode		Country
	This person (or any of the person Does this shareholder act as a no			oublic position (PEP*) Yes No
	First name	Last name	Nationality	% of shares
	Date of birth	Country of birth	Passport/ID number	Expiry date
	Social security number / TIN	Phone numbe	er	Time holding the position
	Email	Permanent	residential address	
		Desterde		Country
	City	Postcode		Country
	This person (or any of the person		s) holds/has held a political or p	
		n's relatives or close associate		
	This person (or any of the person	n's relatives or close associate		
	This person (or any of the person Does this shareholder act as a no First name	n's relatives or close associate ominee on behalf of beneficia Last name	Nationality	bublic position (PEP*)       Yes       No         % of shares       %
	This person (or any of the person Does this shareholder act as a no	n's relatives or close associate	I owner? Yes No	public position (PEP*) Yes No
)	This person (or any of the person Does this shareholder act as a no First name	n's relatives or close associate ominee on behalf of beneficia Last name	Nationality Passport/ID number	bublic position (PEP*)       Yes       No         % of shares       %
•	This person (or any of the person Does this shareholder act as a nor First name Date of birth Social security number / TIN	n's relatives or close associate ominee on behalf of beneficia Last name Country of birth Phone numbe	Nationality Passport/ID number er	wblic position (PEP*) Yes No % of shares Expiry date
	This person (or any of the person Does this shareholder act as a no First name Date of birth	n's relatives or close associate ominee on behalf of beneficia Last name Country of birth Phone numbe	Nationality Passport/ID number	wblic position (PEP*) Yes No % of shares Expiry date
	This person (or any of the person Does this shareholder act as a nor First name Date of birth Social security number / TIN	n's relatives or close associate ominee on behalf of beneficia Last name Country of birth Phone numbe	Nationality Passport/ID number er	wblic position (PEP*) Yes No % of shares Expiry date
	This person (or any of the person Does this shareholder act as a no First name Date of birth Social security number / TIN Email	n's relatives or close associate ominee on behalf of beneficia Last name Country of birth Phone numbe Permanent	Nationality Passport/ID number er	public position (PEP*) Yes No % of shares Expiry date Time holding the position
	This person (or any of the person Does this shareholder act as a no First name Date of birth Social security number / TIN Email	n's relatives or close associate ominee on behalf of beneficia Last name Country of birth Phone numbe Permanent Postcode	Il owner? Yes No Nationality Passport/ID number er residential address	oublic position (PEP*) Yes No % of shares Expiry date Time holding the position

6	First name	Last name	Nationality	% of shares
	Date of birth	Country of birth	Passport/ID number	Expiry date
	Social security number / TIN	Phone number	т	ime holding the position
	Email	Permanent resid	dential address	
	City	Postcode	с	Country
		s' relatives or close associates) ho nominee on behalf of beneficial owr		blic position (PEP*) Yes No
7	First name	Last name	Nationality	% of shares
	Date of birth	Country of birth	Passport/ID number	Expiry date
		Dhana numhar		
	Social security number / TIN	Phone number		ime holding the position
	Email	Permanent resid	lential address	
	City	Postcode	C	Country
		n's relatives or close associates) ho ominee on behalf of beneficial owr		blic position (PEP*) Yes No
8				
0	First name	Last name	Nationality	% of shares
0	First name Date of birth	Last name Country of birth	Nationality Passport/ID number	% of shares Expiry date
			Passport/ID number	
	Date of birth	Country of birth	Passport/ID number	Expiry date
	Date of birth Social security number / TIN	Country of birth Phone number	Passport/ID number T dential address	Expiry date
	Date of birth Social security number / TIN Email City This person (or any of the person	Country of birth Phone number Permanent resid	Passport/ID number T dential address C ulds/has held a political or pul	Expiry date Time holding the position

9	First name	Last name	Nationality	% of shares
	Date of birth	Country of birth	Passport/ID number	Expiry date
	Social security number / TIN	Phone number		Time holding the position
	Email	Permanent reside	ential address	
	City	Postcode		Country
		s relatives or close associates) hold minee on behalf of beneficial owne		ublic position (PEP*) Yes No
10	First name	Last name	Nationality	% of shares
	Date of birth	Country of birth	Passport/ID number	Expiry date
	Social security number / TIN	Phone number		Time holding the position
	Email	Permanent reside	ential address	
	City	Postcode		Country
	This person (or any of the person'	s relatives or close associates) hold	ls/has held a political or p	ublic position (PEP*) Yes No
		minee on behalf of beneficial owne		

\*A politically Exposed Person (PEP) is a natural person who is or has been entrusted with a prominent public function (e.g. Head of State, Member of Parliament, Members of the Judiciary, Ambassadors, etc.) including his/her immediate family members (spouse, partners, children, parents) or persons known to be close associates of such persons (e.g. business associates). I acknowledge that subject to FATCA being applicable to me, Isignthis shall be bound to report to the Internal Revenue Service (IRS) that I retain this account with Isignthis , and when obliged, shall disclose my name as shown in this account, TIN's, addresses and any other necessary information pursuant to the regulations of FATCA

	SHAREHOLDERS - CORPORAT	E		
1	Type of entity: Trust Private corporation Company registration name	Public listed company	Other (Please Company registration	
	Country of incorporation		% of shares	
	Registered address			City
	Postcode	Country		Phone number
	Does this shareholder act as a nominee on beh	nalf of beneficial owner?	? Yes No	
2	Type of entity: Trust Private corporation	Public listed company	Other (Please) Other (Please)	
	Country of incorporation		% of shares	
	Registered address			City
	Postcode	Country		Phone number
	Does this shareholder act as a nominee on beh	nalf of beneficial owner?	? Yes No	
3	Type of entity: Trust Private corporation Company registration name	Public listed company	Other (Please) Company registration	
	Country of incorporation		% of shares	
	Registered address			City
	Postcode	Country		Phone number
	Does this shareholder act as a nominee on beh	nalf of beneficial owner?	Yes No	

4	Type of entity:         Trust       Private corporation         Public listed company       Other (Please specify)			
	Company registration name		Company registratio	n number
	Country of incorporation		% of shares	
	Registered address			City
	Postcode	Country		Phone number
	Does this shareholder act as a nominee on be	half of beneficial owner	? Yes No	
5	Type of entity:	Public listed compan	y Other (Please	specify)
	Company registration name		Company registratio	
	Country of incorporation		% of shares	
	Registered address			City
	Postcode	Country		Phone number
	Does this shareholder act as a nominee on be	half of beneficial owner	? Yes No	
6	Type of entity:			
	Company registration name	Public listed company	y Other (Please Company registratio	
	Country of incorporation		% of shares	
	Registered address			City
	Postcode	Country		Phone number
	Does this shareholder act as a nominee on be	half of beneficial owner	? Yes No	

## **Required documentation**

Please provide all the supporting documentation as requested below. iSignthis eMoney Ltd reserves the right to request additional information/documentation in order to fulfil regulatory requirements related to Prevention of Money Laundering and Combating the Financing of Terrorism. iSignthis eMoney Ltd (HE348009) is an EU authorized electronic money institution by the Central Bank of Cyprus, license number 115.1.3.17.

- 1. Memorandum and Articles of Association
- 2. Certificate of Incorporation

3. Certificate of Directors and Secretary, Certificate of Shareholders, Certificate of registered address 4. Legal ownership structure leading to the beneficial owner and certified by UBO or senior director 5. Trust deed(s) between the beneficial owner(s) and the registered shareholder(s) acting as nominees (if applicable)

6. Certificate of registered shareholders, Certificate of incorporation, Certificate of registered address and Certificate of directors for every company participating in the ownership structure of the customer and which holds directly or indirectly 10% or more of the shares 7. Proof of identity verification through iSignthis online process or ID/passport and proof of permanent resident address (e.g. utility bill) of registered shareholders, directors, beneficial owners and authorized signatories

8. Bank letter confirming ownership of the settlement bank account

- 9. Financial Accounts (ISX rep to advise requirements)
- 10. PCI DSS AoC Certificate or completed SAQ-A

11. Copy of official authorization or license if required for certain Businesses (e.g. gambling)

Documents must not be older than six months. In case of utility bills, they should be no more than three months old.

AML Regulations require that directors and ultimate beneficial owner details be verified by us. We verify the identity of individual directors and beneficial owners listed on the merchant application form online with our Paydentity solution using their email address. A convenience fee of € 10 to use the remote onboarding system will be charged directly to the individuals. Please notify them in advance that they will receive an email request from us.

If any individual person does not want to proceed with our Paydentity solution to verify their identity, each individual will need to provide a certified copy of ID/passport and a recent utility bill.

## **Privacy Notice**

iSignthis eMoney Ltd acts as the "Controller" of all the personal data of natural persons connected to the applicant (as they may be appointed as directors, secretary, beneficial owners, shareholders, authorized signatories/representatives) and thus collected under this application form and any other related personal data which will be obtained independently of this application.

The collection and processing of the personal data is necessary for the purposes of compliance with legal obligations imposed by laws, regulations and/or card schemes as well as for the achievement of the legitimate interests of the Company and particularly:

- · for the provision of our services;
- for compliance with our due diligence procedures, risk assessment and analysis;
- for the detection and prevention of fraud and any other criminal activity which iSignthis eMoney Ltd is bound to report to competent authorities;

Personal data will be kept in our records for the duration of the provision of our services and as long as required under any relevant regulations.

Safeguarding the security and confidentiality of collected personal data is a priority for iSignthis eMoney Ltd. The Company has taken all the necessary measures to maintain the security of the data.

Further details as to collection, processing and protection of personal information are available under Company's Privacy Notice, accessible from

https://www.isignthis.com/legal-and-privacy-notice/ and as updated from time to time.

Name		
Date		
	Date	

#### MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE COMPANY

DATED \_\_\_\_\_ FOR OPENING A MERCHANT ACCOUNT

**To:** iSignthis eMoney Ltd. **Address:** 26 Athalassas Avenue, 3rd floor, Strovolos, Nicosia 2018, Cyprus

At the meeting of the Board of Directors of		("hereinafter referred to as "Company")
duly convened and held at	on	the following resolutions were duly passed:

#### 1. That Mr/Mrs\_

is appointed Chairman for the purposes of the present meeting.

2. That the Company opens a Merchant account with iSignthis eMoney Ltd. ("hereinafter referred to as "ISXPay") with a purpose of ISXPay Acquiring and Payment Facilitation Services.

3. That the mandate for opening of merchant account by the Company and/or any other document that may be required by ISXPay regarding the opening of (merchant) account as provided herein be signed on behalf of the Company by

#### ("hereinafter referred to as "the Authorised Signatories").

4. That the signatures set in the "List of Authorised Signatories and Specimen Signatures" herein attached are those of the Authorised Signatories of the Company authorized to sign, that such signatures are the genuine signatures of such persons and that such signatures operate at the specimen signatures of each such persons.

5. That the above mentioned Authorised Signatories or any one of the Directors of the Company as provided and/or required by the Laws of \_\_\_\_\_

and/or by the incorporating documents of the Company or any special resolution amending the appointed Directors, be authorized and by the present are authorized at any time and from time to time to open and/or close Company account/accounts with ISXPay and in this regard to sign any document and/or agreement and/or application and/or any other document that may be required by ISXPay for the purposes of providing Services to the Company. 6. To give ISXPay a copy of the Memorandum and Articles of Association of the Company and to furnish ISXPay with any copies of any special resolutions amending the same which shall be passed from time to time.

7. To give ISXPay a list of the names of the members of the Board of Directors, of the Secretary and of other officers of the Company and to authorize ISXPay to act based on any information provided to ISXPay by any Director or the Secretary of the Company in respect of any changes to such list.

8. That all correspondence and statements in connection with Account(s) held with ISXPay shall be sent to

*(please specify email address)* unless ISXPay is otherwise instructed in writing by the Authorised Signatories of the Company.

9. That ISXPay will be provided with the following documents:

- Memorandum and Articles of Association of the Company
- Certificate of incorporation
- Certificate of shareholders
- Certificate of Directors and Secretary
- Certificate of the Company's Registered Office

10. To notify these resolutions to ISXPay which shall remain in effect until a resolution has been passed amending the same by the Directors of the Company and a copy thereof certified by any of the Directors or by the Secretary is notified to ISXPay It is certified that the above resolutions have been unanimously passed by the Board of Directors of the Company in quorum in accordance with the Articles of Association of the Company which has been signed by the Chairman and duly entered in the Minute Book of the Company.

# Chairman Name Signature Secretary Name Signature Directors Name Signature Name Signature Name Signature Name Signature Name Signature

### Date

Seal

# List of Authorized Signatories and Specimen Signatures

Company Name:

Merchant Account:

## Authorized to sign on behalf of the Merchant:

SIGNATORIES	SPECIMEN SIGNATURES	DATE

## We hereby confirm the signatures of the above authorized persons to sign on behalf of the Merchant.

## Signed by the directors of the company:

Name in print	Signature
Name in print	Signature
Name in print	Signature
Name in print	Signature
Name in print	Signature
Date	
Seal	