**Introduction**

This declaration is required to be answered by Company Director, Senior Manager, Authorised Officer, Legal Representative or Nominated Officer as applicable.

1. **Entity & Ownership**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Details | Attach | Response |
| 1.1 | **Legal Name** |  |  |
| 1.2 | **Trade Name** |  |  |
| 1.3 | **Type of Legal Entity** |  |  |
| 1.4 | **Country of incorporation** |  |  |
| 1.5 | **Date of incorporation** |  |  |
| 1.6 | **Registered Address** |  |  |
| 1.7 | **Website** |  |  |
| 1.8 | **Name of PSP/MSB that has appointed you as agent** |  |  |
| 1.9 | **Confirmation Letter of appointment as agent** | ~~image of Unicode Character 'PAPERCLIP' (U+1F4CE)~~ |  |

1. **Authorised Officer Details**

|  |  |  |
| --- | --- | --- |
|  | Details | Response |
| 2.1 | **Name of person completing this questionnaire** |  |
| 2.2 | **Position** |  |
| 2.3 | **Residential address** |  |
| 2.4 | **Nationality** |  |
| 2.5 | **Date of Birth** |  |
| 2.6 | **Contact Number** |  |
| 2.7 | **Email address** |  |

1. **Locations**

|  |  |  |  |
| --- | --- | --- | --- |
|  | 3.a. Location (complete as appropriate): | 3.b. Address (keep and complete as appropriate) | 3.c Services Requested by Viva Wallet (keep the ones applicable) |
|  | *(Eg. London)* | *(Eg, Trafalgar Square, Charing Cross, London WC2N 5DN)* | *Acquiring (card present ONLY) / Fund Transfers / Debit Card Issuing* |
| 3.1 |  |  |  |
| 3.2 |  |  |  |
| 3.3 |  |  |  |

1. **Nominated Officer Questions**

|  |  |  |
| --- | --- | --- |
|  | Question | Response |
| 4.1 | Please indicate banking institutions in which the entity holds bank accounts |  |
| 4.2 | Does your company abide by an AML/CTF policy in place? |  |
| 4.3 | What limits are imposed on transactions under your AML program? |  |
| 4.4 | Does the company have processes to detect and report suspicious activity? Please provide brief outline. |  |
| 4.5 | Do new and existing employees in your company receive AML training? If this is provided by a third-party, please detail here. |  |

1. **Questionnaire**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Question | Yes | No |
| 7.1 | Has any company director, senior manager, authorised officer, legal representative or Nominated Officer of the establishment ever been charged or convicted of any offence including but not limited to: |[ ] [ ]
| 7.1.1 | *•* | Aiding and abetting tax evasion, fraud, dishonesty, breach of trust or tax offences, in any country, including any conviction relating to financial crime? |[ ] [ ]
| 7.1.2 | *•* | been declared bankrupt, or entered into any compromise with creditors or liquidators (voluntary or involuntary) related to bankruptcy or insolvency or are you, a director or manager currently the subject of bankruptcy proceedings actual, pending or threatened? |[ ] [ ]
| 7.1.3 | *•* | failed to satisfy a judgment debt under a Court Order made in any country within one year of the order being enforced? |[ ] [ ]
| 7.1.4 | *•* | disqualified, restricted or sanctioned, in any country, by a Court, from acting in the capacity of a director of a company, a member of management of a company or conducting in the affairs of any limited company or other legal entity? |[ ] [ ]
| 7.2 | Has any company director, senior manager, authorised officer, legal representative or Nominated Officer for the establishment previously violated any laws regarding issues like Bribery, Terrorism Fraud etc.? |[ ] [ ]

*If the answer is “Yes”, to any of the questions above, please provide a detailed explanation below and if necessary, on a separate sheet and attach to this form.*

|  |
| --- |
| Explanation |
|  |

**PERSONAL DATA PRIVACY NOTICE**

The personal data that you have provided, and that of your company, will be recorded, stored and used in accordance with the requirements of the respective local *Data Protection Regulation* and used in accordance with section 8 of the [VivaWallet Terms and Conditions](https://www.vivawallet.com/gb_en/terms-and-conditions-gb).

**DECLARATION STATEMENT**

I, the undersigned Company Director/Senior Manager/Authorised officer/Legal Representative/Nominated Officer certify that I have read and understood this declaration, that the answers provided are complete and correct to my honest belief, truthfully and accurately all the questions in this questionnaire. I attest that all documentation and information provided to VivaWallet is truthful and accurate. I understand that, VivaWallet may verify the information that I have provided, and I consent to VivaWallet making enquiries relating to the answers I have provided. This may include the use of third parties and external sources and searches to verify. I further understand that any inaccuracies or misrepresentations may impact the continuing relationship between VivaWallet and our Company. I undertake that we will promptly notify VivaWallet of any changes in the information provided. I certify that I am authorized to execute this declaration on behalf of the Company.

|  |  |  |
| --- | --- | --- |
| **Name of Individual:** | *<Insert Name>* |  |
| **Position:** | *<Insert Position>* |  |
| **Phone Number**: | *<Insert Number>* | **Email Address:** | *<Insert Email Address>* |
| **Date:** |  |  |  |
| **Signature:** |  |  |  |
|  |  |  |  |
|  |  |  |  |