



Corporate Registration Form

Customer Name: _____

Customer UID: _____

Money Exchange

Dear Customer,

Welcome to Al Dhahery Money Exchange established in 1982 and its registered head office is situated in Al Ain, UAE. We thank you for giving Al Dhahery Money Exchange the opportunity to serve you in the areas of FC Exchange.

As a financial institution, we understand that it is our responsibility to adhere to the rules & regulations set by the Central Bank of UAE(CBUAE). Therefore, we need to collect, verify and file information of all our customers.

This set of documents has been created to update the information, as required in line with CBUAE mandatory requirements, for on boarding corporate clients. We look forward for your valuable support in carrying out the Due Diligence and Know Your Customer (KYC) process in this regard and by completing all details required.

Should you require any assistance, please feel free to contact AL Dhahery Money Exchange Compliance Team. We look forward to a continuing business relationship.



**Yours Truly,
Sameera Khamis Mahdi Saeed Al Blooshi**

DOCUMENT CHECK – LIST

Document Enclosed (Please tick the appropriate box/boxes)

- Valid Trade / Commercial License with Partners Page
- Valid ID / Passport with visa page of the Owners / Partners / Directors and Top Management Executives.
- Memorandum of Association & LLC Agreement (If Applicable)
- Registration Documents of Parents / Subsidiary (If Applicable)
- Power of Attorney (If Applicable)
- Last year's Audit Financials
- VAT Registration Certificate
- Bank Statement for Last 3 Months (If Applicable)
- Utility bill (Telephone or Electricity bill of registered address is preferred)
- Tenancy Contract
- Org Chart/ Structure

For Authorized signatories

- Letter of Authorization for Signatories
- Passport with Valid Visa Page
- Emirates ID
- National ID, in case of UAE nationals

For Agents / Representatives

- Passport with Valid Visa Page
- Emirates ID

**(Emirates ID is mandatory if a resident of U. A. E)*

GUIDELINES

Tips for Filling in:

- All the columns should be filled up in BLOCK Letters.
- Provide accurate information in relevant columns.
- In case of overwriting / correction counter signature of authorized is required.
- All supporting documents to be valid.
- All relevant supporting documents need to be enclosed along with the booklet
- (attested photo copies to be attached)
- The booklet should be attested / signed by the authorized signatory of the
- Incorporation / establishment duly affixing the company stamp after proper
- verification of all the filled-up information.

Documents to be submitted:

Please provide **self-attested** copies of the documents that are requested. All documents must be in English or should be provided with a certified translation by an authorized professional agency. Certification of the translated document(s) cannot be provided by an individual of your own organization.

How to complete this questionnaire:

All of these questions should be completed by marking the appropriate box and / or providing the requested details. The Financial Institution Profile should return the completed questionnaires with requested documents within 10 days upon receipt of this booklet. If you require any further information or have any queries, please don't hesitate to contact us.

We thank you in advance for your cooperation with this request and we look forward to your earliest response.

Feel free to reach us for any assistance. We are happy to assist you in filling up the booklet.

Regards,

Compliance Officer

Telephone No: **+971-42213211** Fax No: **+971-43231632**

Email address: **compliance@aldhaheryexchange.com, aco@aldhaheryexchange.com.**

Website: www.aldhaheryexchange.com

Money Exchange

CUSTOMER PROFILE

Name of the Institution (as appearing in the registration document)

Trading Name (If different from registered name)

Legal Status: LLC Partnership Sole Establishment Other (Specify)

Incorporation/Establishment Details

License No. & Type: _____

Date of Incorporation: _____ Place of Incorporation: _____

Issuing Authority: _____

Date of Issue: _____ Date of Expiry: _____

VAT TRN: _____ (please attach VAT Certificate copy)

Regulatory Authority

Name of the Regulatory Authority: _____

License No: _____ Issue at: _____

Date of Issue: _____ Date of Expiry: _____

Approved Regulated Activity (s) _____

Number of Branches and Subsidiaries

Number of Domestic Branches: _____ (Please attach List and Contacts)

Number of International Branches: _____ (Please attach List and Contacts)

Number of Domestic Subsidiaries: _____ (Please attach List and Contacts)

Number of International Subsidiaries: _____ (Please attach List and Contacts)

Does your AML/CTF Policy require you to have a legal and regulatory compliance program that includes a designated Compliance Officer that is responsible for coordinating and overseeing the AML/CTF framework? YES NO Not Applicable

If Yes, please provide following information:

Name: _____

Designation: _____ Email: _____

Tel. No: _____ Mob. No: _____

Office Address: _____

Is your Compliance Officer (CO) approved by CBUAE? YES NO

OWNERSHIP AND MANAGEMENT STRUCTURE

Details of the Shareholders Holding Five Percent (5%) or more:

<u>Sr. No.</u>	<u>Name</u>	<u>Nationality</u>	<u>Ownership %</u>

Details of Board of Directors & Top Management officials:

<u>Sr. No.</u>	<u>Name</u>	<u>Designation</u>

Owners/Partners/Directors – Other Linked entity(s) Detail(s):

<u>Name</u>	<u>Other Linked Entity/ies Detail/s</u>

Details of the Local Bank Account:

<u>Bank Account Number</u>	<u>Bank Name</u>	<u>Branch</u>

- Please attach additional sheet for above boxes if required.
- Attach all the mentioned persons IDs.

Business Registered Address

Head Office Address: _____

Full Physical Address: _____

Office Phone No.: _____ Office Fax No.: _____

Contact Person: _____

Mobile No.: _____ Email: _____

Website: _____

Mailing Address (If Different from Head Office Address)

External Auditor Firm for AML Compliance: _____

Last Audited Date: _____

We, hereby certify that the details furnished above are true and correct and we assure you that the money we send / receive / exchange through Al Dhahery Money Exchange relates to our legitimate business interests only. In the future, any changes in above details will be immediately notified to your office in writing.

Authorized Signatory (s)

Signature: _____ Designation: _____

Name: _____

Company Seal:



DUE DILIGENCE ON FOREIGN CURRENCY EXCHANGE/REMITTANCE

Please provide purpose of currency dealings with Al Dhahery Money Exchange.

Proprietary On behalf of third party Buy Sale

Sources of Currencies

Imported Cash

Financial Institutions _____% Off-shore Entities _____% Non-resident Individuals _____%
Local Market _____%

How many percent of your total currency dealings comes from Imported Cash? _____%

	YES	NO
On the regulated threshold, do you require export declaration documents of the imported currencies issued at port of origin, if YES - kindly provide details and sample documents?	<input type="checkbox"/>	<input type="checkbox"/>

On the regulated threshold, do you require import declaration documents of the imported currencies issued by UAE customs?	<input type="checkbox"/>	<input type="checkbox"/>
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(For Financial Institution in UAE only)

For your Financial Institution customers, do they possess license issued by their respective regulators to export currencies?	<input type="checkbox"/>	<input type="checkbox"/>
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(For Financial Institution Outside UAE)

Do you possess license issued by your respective regulators to export currencies?	<input type="checkbox"/>	<input type="checkbox"/>
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Local Business

Bank _____% Exchange Houses _____% Trading Entities _____% Individuals _____%

Others _____% Details: _____

How many percent of your total currency dealings comes from your local business? _____%

TRANSACTION PROFILING

Expected Activity per Annum

Total Number of Transactions	Amount in AED

Average monthly value of transactions through us?

1. FC Sell _____
2. FC Purchase _____

Major Foreign Currency

- USD
- GBP
- EUR
- SAR
- OMR
- OTHER Specify _____

Certification Statement

I We hereby certify that the details furnished above are true and correct. We assure you that money we send / receive / Exchange through Al Dhahery Money Exchange relates from our legitimate Business interest only and free from any terrorist financing or money laundering. We abide by the AML / KYC policy guidelines issued by The Central Bank of UAE and other international regulators.

We also assure that we will not route any transactions from any entity that are owned, controlled or agent of customers in Iran, Sudan, North Korea and Cuba or any other entities / person / vessel under OFAC, UN, EU and Central Bank of UAE. Any deals / documents can be provided to you on demand in case of any query from your correspondent / regulators or by you.

We undertake to intimate Al Dhahery Money Exchange of any changes in the above furnished details.

Authorized Signatory

Company Seal:

Signature: _____

Name: _____

Designation: _____

Date: _____



LETTER OF REPRESENTATIVE AUTHORIZATION

To: The Manager
Al Dhahery Money Exchange
Head Office

Date: _____

Dear Sir:

Subject: Authorized Representative(s)

We, hereby authorize the following employees of our company, to sign on behalf of our company for all business transaction(s) and corresponding documents, if any in your exchange house, including exchange of currencies and remittances. Individual identity documents original for verification purposes will be presented by each one of our representatives at your counters whenever requested.

Name of the Employee	Employee's ID Details	Specimen Signature

(Please attach additional sheet if required)

Any change in the status of the above representative(s) will be intimated in writing to your office. We hereby agree to abide by all standard terms and conditions of Al Dhahery Money Exchange applicable for the remittance transactions/Foreign Currency Exchanges processed by us through your company.

Thanking you.

Yours truly,

Authorized Signatory:

Company Seal:

Signature: _____

Name: _____

Designation: _____

Date: _____



LETTER OF AML COMPLIANCE UNDERTAKING

**To: Compliance Officer
Al Dhahery Money Exchange
Head Office**

Date: _____

We, _____, represent and undertake to Al Dhahery Money Exchange that:

1. We or any of our partners are free from any legal proceedings or investigations for any types of violations from the authority or Governmental Entity related to: any Economic Sanctions Law or any applicable anti-money laundering or anti-terrorist financing law or regulation of any country;
2. We do not co-operate directly or indirectly ML/FT dealing (sending, receiving, buying or selling foreign currency) with any person or entity which is listed on Sanction List or located in a Sanctioned Country unless otherwise approved by Central Bank of UAE;
3. We confirm that we don't have any dealing directly or indirectly relation with UN, OFAC Embargoed countries in the World, such as Iran, Syria, North Korea, Sudan, Myanmar, CRIMEA Region and Cuba.
4. We assure that our policies and procedures are abiding the current FATF Recommendations, international and local sanction restrictions;
5. Further, our policies, procedures and controls are formulated to: (i) identify the ultimate source and purpose of any funds of all our transactions; and (ii) mitigate the risks assessed associated from the business operation, partners/correspondents, and customers, base and their related transactions;
6. Hereby we confirm that all our transactions are purely related to business activities mentioned in our trade license and as permissible under our contract. Relevant documents connected to any of our transaction – current and historical will be provided to support & validate our transactions as required. Any material changes will be informed to the management.

Thanking you.

Yours truly,

Authorized Signatory:

Signature: _____

Name: _____

Designation: _____

Company Seal:



Money Exchange

DISCLAIMER

1. The terms and conditions, including the rates and charges enlisted in the proposal submitted on behalf of Al Dhahery Exchange are subject to changes in relation to the market fluctuations.
2. Further, the transaction executed by Al Dhahery Exchange is subject to the condition that it will not be held liable for delay/ nonpayment / under-payment or non-delivery, due to reasons beyond its control and /or disruption of communication systems.
3. Al Dhahery Exchange shall not be held responsible for any inadequacy or inaccuracy of the information provided by the customer.
4. Al Dhahery Exchange reserves the rights to close any account which, in its opinion is not satisfactorily operated, or for any other reason whatsoever.

(For Office Use)

Documents verified by _____ **Sign** _____

Site visit conducted by _____ **on** _____

Notes:

Money Exchange

Documents verified by Compliance Department

Verified By:	
Designation:	
Comments:	
Signature	

Reviewed and Approved by General Manager

Approved By:	
Designation:	
Comments:	
Signature	

Approval from the Owner if PEP or FPEP is Part of the Company

Name	Signature
Samira Khamis Mahdi Saeed Alblooshi	

Money Exchange

Follow-up "Visit Report" Summary

Customer Name:

Card No:

Re – Visited on	Visited By	Signature

Comments on Revisit Report

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