



For Official Use

Agent Ref	
Date rec'd	
Date Approved	
By: Name & Sign	

Send4me International Money Transfer Agent Application

We are currently recruiting agents from the UK only at this stage. Other regions will be advertised and covered in due course on this website.

Completing the application form is the first step in the process to becoming a Send4me International Money Transfer (**SIMT**) Agent. Please use the following guidelines to complete the application form.

- Answer all questions as fully and accurately as you possibly can.
- Do not leave any question unanswered or any space blank. If it does not apply to you please mark "N/A"
- If you require more space to answer a question or to provide information, please attach a separate piece of paper, ensuring that you write down the corresponding Section and question number on it.
- If you have any questions or queries please contact Gabriel Rwamba at info@send4me.net or telephone **0870 350 2064** or **07881788308**
- Please return the completed application pack, cheque for £60 payable to "**HM Customs and Excise**", MLR Application Form and required documents (as listed on page 2) to

FAO Gabriel Rwamba
 Send4me International Money Transfer
 Eulink House
 247 Bolton Road
 Salford
 Manchester
 M6 7HP

Once we receive the completed application form we can then complete the necessary administration work before we issue contracts.

If you do not have a Money Laundering Regulation (MLR) ref. number, then we require that you make an application to HM Customs and Excise, Banking Group, using their attached Application form.

Thank you for your interest in **SIMT** and we look forward to working with you in the future.

In order to process your application to become an agent, **SIMT** require the following documents. Please ensure you have sent us everything required by ticking the documents you have enclosed and returning this page with them. Photocopies are acceptable. If for any reason you cannot supply any of the documents please give details in the comments space.



<input type="checkbox"/>	<p>Contact Sheet Please complete the contact sheet we have provided at the back of the application form by giving the relevant contact details.</p> <p>Comments:</p>
<input type="checkbox"/>	<p>Identification Please provide a photocopy of photograph ID for all directors/ owners who own more than 10% of the business. The following ID are acceptable: Passport Photo Drivers License National ID card Government Issued ID</p> <p>Comments:</p>
<input type="checkbox"/>	<p>Proof of address In all cases please provide proof of the business address. Sole Traders and new businesses please also provide proof of personal address. This can be in the form of utilities bills.</p> <p>Comments</p>
<input type="checkbox"/>	<p>Bank Statements In all cases please provide business bank statements for the past 3 months. Sole traders and new businesses please also provide personal bank statements for the past 3 months.</p> <p>Comments:</p>
<input type="checkbox"/>	<p>Accounts If the business has been running for more than 18 months please provide business accounts for the past year.</p> <p>Comments:</p>



Section A

Please provide details of your business:

a Business Legal Name: _____
Registered Business Address: _____

Postcode: _____

b Business Trading Name: _____
Business Trading Address: _____

Postcode: _____

Which of the above is your mailing address? _____

Business Tel: _____ Fax: _____
Business Mobile: _____ Email: _____

Organisation Type: Ltd Company Sole Trader Other (Please give details) _____

Type of Business: _____

If a Sole Trader, How long have you been in business? _____ YEARS

If a Limited company, When was the date of incorporation? _____ / _____ / _____

MLR Ref Number _____
Company Tax Number (e.g. VAT) _____
Company Registration Number: _____

How many locations do you have that you would like to become **SIMT** agents? _____

Does your business have its own computer with Internet Access? _____

For direct access to the **SIMT** Server we recommend that your PC has the Operating System Windows 2000 (or better) or Windows XP.
Which Windows Operating System does you PC operate on? _____

Has the Agent or any owner, officer, director or general partner of the Agent ever had a prior business relationship with **SIMT**?
If yes, please give details:

Are all of the Owners UK or EU citizen/s?
If no, please give details:



Has the Agent or any owner, officer, director or general partner of the Agent ever been a Money Transmitter or agent of a Money Transmitter?
If yes, please give details:

SECTION B

Please provide details of ALL Owners who own more than 10% of the business. If there is more than 1 owner please provide ALL details on the reverse of this page. Use a separate piece of blank paper and attach it to the back of the application form if necessary. Please note that if details of all owners are not given this will delay the application process.

% of business ownership: _____
 Full Name: _____
 Current Home Address: _____

 Postcode _____

Home Tel: _____ Mobile: _____

Are you a: Home owner Tennant Other (Please give details)

How Long have you lived at this address?
 _____ Years

If less than 3 years, please provide previous address details for last 3 years:
 (Use a separate sheet of paper if necessary) _____
 Postcode _____

SECTION C

Please provide financial details, 1 bank reference and 2 trade references:

Bank Name: Branch Name: Sort Code: Account Number:	Contact Name: Telephone:	Bank Address:
Trade reference 1*	Contact Name:	Telephone:
Trade reference 2*	Contact Name:	Telephone:

* Please note that utility companies are not acceptable for either Trade Reference 1 or 2



DECLARATION

I/ we declare that all of the above information provided is correct and up to date. I/ we confirm that **SIMT** may check the information provided and use it to perform a credit check on the company and its owners. We acknowledge and certify that we are aware of and comply with all anti-money laundering regulations and requirements in our country/ countries of operation. We are further aware that **SIMT** is required to comply with the anti-money laundering requirements of the United Kingdom and therefore agree to its Training programmes.

Signature: _____ Date: _____ / _____ / _____

Signature: _____ Date: _____ / _____ / _____