

**Annex A**

**Name of Applicant/Entity:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Tel. No.** \_\_\_\_\_ **Fax No.** \_\_\_\_\_ **TIN:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Bangko Sentral ng Pilipinas  
A. Mabini St., Malate, Manila

Gentlemen:

We hereby apply for registration as:

**Foreign Exchange Dealer/Money Changer**     **Remittance Agent**

We have been in this business since \_\_\_\_\_ (if applicable).

In support of this application, we submit the following documents:

- Incorporations papers duly authenticated by the Securities Exchange Commission (for corporation and partnership)/CDA Registration (for Cooperative) (Activity applied for should be indicated/added in the purpose clause);
- Copy of certificate of Registration duly authenticated by the Department of Trade and Industry (for single proprietorship);
- Copy of business license/permit from the city or municipality having territorial jurisdiction over the place of establishment and operation (Activity applied for should be indicated/added in the kind of business and original copy should be presented);
- List of stockholders/partners/proprietor/directors/principal officers as the case may be; (Name, Designation, Contact No. and Address);
- Notarized Deed of Undertaking (Annex B) to strictly comply with the requirements of all relevant laws, rules and regulations, signed either by the owner, partner, president or officer of equivalent rank;
- Two (2) copies passport size pictures and Xerox copy of one (1) valid ID with picture and signature of the proprietor or the officer duly authorized by the Board of Directors or Partners;
- For Remittance Agent (RA) Only – notarized document on tie-up agreement with a remittance company (REMCO)/Remittance Service Provider (RSP).
  - a. For any REMCO/RSP or counterparty based abroad, proof that the REMCO/RSP or counterparty is licensed by the regulatory authority to engage in the remittance business and is subject to the anti-money laundering laws of the country;
  - b. For an entity acting as local agent of a REMCO/RSP, a copy of agreement between the local agent and the REMCO/RSP;
  - c. For an entity that is a sub-agent or sub-representative of a local agent, copy of tie-up agreement between sub agent/sub-representative and local agent;
- Attendance in the Anti-Money Laundering Law Seminar (also, for branch staff); and
- Any additional documents which the BSP may require from time to time.

Very truly yours,

\_\_\_\_\_  
Signature over printed name of  
(Owner or President or officer of  
Equivalent Rank)

\_\_\_\_\_  
Designation

Name of Applicant/Entity: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ TIN : \_\_\_\_\_

**DEED OF UNDERTAKING**

I, \_\_\_\_\_ (name and designation), of legal age and under oath, declare the following:

1. That I have been duly authorized by \_\_\_\_\_ (name of institution) and its Board of Directors/Partners/Owners to bind \_\_\_\_\_ (name of institution) to strictly comply with all the requirements, rules and regulations of the Bangko Sentral ng Pilipinas regarding the registration and operations of foreign exchange dealers/ money changers/ remittance agents as well as the provisions of the Anti-Money Laundering Act of 2001 (R.A. No. 9160, as amended by R.A. No. 9194) and its implementing rules and regulations;
2. That I certify that \_\_\_\_\_ (name of institution) undertakes to strictly comply with all the requirements, rules and regulations of the Bangko Sentral ng Pilipinas regarding the licensing and operations of foreign exchange dealers/money changers/remittance agents as well as with all the provisions of the Anti-Money Laundering Act of 2001 (R.A. No. 9160) and its implementing rules and regulations;
3. That I certify that \_\_\_\_\_ (name of institution) through and with full knowledge and agreement of its Board of Directors/Partners/Owners, understands and accepts that in case of violations of any of the aforementioned laws, rules and regulations. \_\_\_\_\_ (name of institution) and its Board of Directors/Partners/Owners/Stockholders/Officers/employees responsible for such violation/s shall be subject to sanction prescribed under Section 36 of R.A. No. 7653, otherwise known as the "New Central Bank Act" and other applicable laws, rules and regulations.
4. I/we shall attend the seminar on Anti-Money Laundering Law before commencement of actual operations. Attendance to these seminars shall also be required for officers and staff in-charge of branch operations

\_\_\_\_\_  
(Signature over printed name)

\_\_\_\_\_  
(Designation)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, affiant exhibiting to me his/her Community Tax Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

NOTARY PUBLIC