

New merchant  
  Merchant Amendments  
  Additional Merchant Outlet  
  POS  
  New Outlet Owner  
  E-commerce / MOTO transactions

## MERCHANT DETAILS

**Merchant Category:**  
  Natural Person, Partnership  
  Company  
  Union, Society, Club & Charity  
 **Merchant Number:** \_\_\_\_\_  
 (for existing JCC merchants)

**Merchant Name** (exactly as it appears on the Bank system): \_\_\_\_\_

**Reg. No:** \_\_\_\_\_  
 **TIC:** \_\_\_\_\_  
 **VAT:** \_\_\_\_\_  
 Do you have an existing relationship with JCC?  
  YES  
  NO

**Address of Head Offices:** \_\_\_\_\_

**Town/Municipality/Village:** \_\_\_\_\_  
 **District:** \_\_\_\_\_  
 **Postal Code:** \_\_\_\_\_

**Tel. 1:** \_\_\_\_\_  
 **Tel. 2:** \_\_\_\_\_  
 **Fax:** \_\_\_\_\_  
 **P.O.Box:** \_\_\_\_\_  
 **Postal Code:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_@\_\_\_\_\_  
 **Web Address:** \_\_\_\_\_

## OUTLET DETAILS

**1. For physical shops (Face-to-Face transactions):**

**Outlet Name** (exactly as it appears on the outlet sign or customer receipt): \_\_\_\_\_

**Outlet Address:** \_\_\_\_\_  
 **Town/Municipality/Village:** \_\_\_\_\_

**District:** \_\_\_\_\_  
 **Postal Code:** \_\_\_\_\_  
 **Tel. 1:** \_\_\_\_\_  
 **Tel. 2:** \_\_\_\_\_  
 **Fax:** \_\_\_\_\_

**2. For internet shops (E-commerce):**

**Outlet Name** (as it appears on the website-billing descriptor): \_\_\_\_\_

**Web Address** (URL for transaction processing. If more than one, then send a list with all URLs): \_\_\_\_\_

## CORRESPONDENCE (For transaction statements, letters, etc)

**Preferred Language:**  
  Greek  
  English

**Email:** \_\_\_\_\_@\_\_\_\_\_

## GENERAL INFORMATION

**Type of Business:** \_\_\_\_\_

**Expected annual turnover with cards (€):** \_\_\_\_\_  
 **Average transaction value (€):** \_\_\_\_\_  
 **Years in Business:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

Owner (Ultimate Beneficial Owner)  
  Director  
  Signatory  
  Other. Please specify: \_\_\_\_\_

**Tel. 1:** \_\_\_\_\_  
  Personal  
  Business  
 **Tel. 2:** \_\_\_\_\_  
  Personal  
  Business

## NECESSARY DOCUMENTS FOR MERCHANT IDENTIFICATION

According to the Cyprus Law, regulations and instructions of the Central Bank of Cyprus, all applications must be accompanied by the necessary documents that identify the merchant. Details and description of all required documentation appear under the "Merchant Identification Documents" page (see next page).

I explicitly authorise JCC to proceed, for the period that I am a customer of JCC, with the collection of all documents titled in the present application "Merchant Identification Documents" from the Bank mentioned in the present application:  
  YES  
  NO

## AUTHORISATION / BANK ACCOUNT INFORMATION (current account is mandatory)

According to the provisions of the agreement signed between us and with reference to any amount payable from me/us to you and from you to me/us, I/we irrevocably authorise you to engage in such actions as to credit and/or debit the below Bank Account and the Bank stated below is authorised to accept such credits/debits.

**Bank Account Number:** \_\_\_\_\_  
**Bank Name:** \_\_\_\_\_  
 New merchant registrations carry an once-off registration fee of Seventeen Euro (17 Euro). This amount will automatically be charged to the abovementioned bank account.

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 **Signatory Full Name:** \_\_\_\_\_  
**Merchant Signature and Stamp (mandatory)**  
 **Date**  
 Owner (Ultimate Beneficial Owner)  
 Director  
 Signatory

**ID / Passport Number:** \_\_\_\_\_

**Important Notes:**

- For the evaluation of your application and your enrolment to the International Card Schemes we might conduct further research that includes checks at existing or new databases or organisations or individuals related to you.
- For Personal Data Protection Issues please refer to our **Privacy Statement** and **Terms & Conditions** as found on our website [www.jcc.com.cy](http://www.jcc.com.cy).
- By signing this application the merchant acknowledges that he/she has read and agrees with the above.



## MERCHANT IDENTIFICATION DOCUMENTS

Along with the completed merchant application form please also submit true copies of all documents required as per the **category of your business**.

### CATEGORY OF BUSINESS: **NATURAL PERSON**

1. Copy of European ID/passport of the person that owns and/or manages the bank account.
2. Cyprus/European permit in case the merchant is a third country national residing in Cyprus or a European Union country.
3. Proof of permanent address of all persons above. You can provide a recent (up to six months) utility bill, bank statement, tax bill etc.
4. Proof of address of the head offices of the business and the address of each shop mentioned in the application. You can provide a recent (up to six months) utility bill, bank statement, tax bill etc.
5. Copy of the IBAN certificate of the account to be used.

### CATEGORY OF BUSINESS: **COMPANY**

1. Certificate of incorporation.
2. Certificate of registered office.
3. Certificate of registered shareholders of the company and of any other company that owns 25% or more within the company's structure.
4. Certificate of directors and secretary.
5. Memorandum and articles of association (signed by the director(s) at the time of incorporation).
6. A resolution\* of the Board of Directors of the company, certified by the secretary of the company what will authorise the account opening and the person(s) who will operate the account. Copy of European ID/passport of the person that owns and/or manages the bank account, the person signing the application, directors, partners and beneficial owners.
7. Copy of European ID/Passport of the person that owns and/or manages the bank account, the person signing the application, directors, partners and beneficial owners.
8. Cyprus/European permit in case the merchant is a third country national residing in Cyprus or a European Union country.
9. Proof of permanent address of all persons above. You can provide a recent (up to six months) utility bill, bank statement, tax bill etc.
10. Proof of address of the head offices of the business and the address of each shop mentioned in the application. You can provide a recent (up to six months) utility bill, bank statement, tax bill etc.
11. Extract from the register of Ultimate Beneficial Owners (UBO) outlining the beneficial owners of the company. The extract to be signed by an authorised person.
12. Copy of the IBAN certificate of the account to be used.

\* Board Resolution templates (per type of company) can be found at: <https://www.jcc.com.cy/resources/>



**LETTER FOR REQUEST FOR ACCESS TO JCC'S MERCHANT PORTAL**

(To be completed as applicable depending on whether the merchant is a legal entity OR a physical person)

We, (*Company Name*) .....with registration number ..... or

I, (*Physical person full name*) ..... with ID number: .....

and JCC merchant number: ..... (hereinafter referred to as "**the Merchant**" or "**we**"),

**HEREBY REQUEST JCC PAYMENT SYSTEMS LTD** (hereinafter referred to as "**JCC**") to provide us with the Merchant Portal service, which shall be provided in accordance with the TERMS AND CONDITIONS made available to us via the application's website (<https://portal.jcc.com.cy/>).

In respect of the Merchant Portal service, we HEREBY AUTHORISE JCC to provide **full administrative access** credentials for the JCC Merchant Portal to the following individual (hereinafter the "**Authorised Administrator**"):

Name and Surname	
Corporate Email address	
Mobile telephone number	

We hereby understand and acknowledge that:

- a) the Authorised Administrator shall have full access to the Merchant Portal and shall be solely responsible for the user management of the Merchant's Portal account, including user creation, review and revocation;
- b) the Merchant is solely responsible for any account activity performed by merchant's users;
- c) JCC shall bear no responsibility for actions purporting to originate from the Authorised Administrator and/or the Additional Users; and
- d) The undersigned is duly authorised to sign this on behalf of the Merchant.

The Merchant shall be solely responsible for informing JCC of any changes to the details of the Authorised Administrator, in writing.

**For and on behalf of the Merchant,**

.....  
(Merchant Signature and stamp mandatory)

Full Name: .....

ID number: .....

Capacity (Authorised Signatory): .....