JCC PAYMENT SYSTEMS
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MERCHANT APPLICATION FORM

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

MERCHANT DETAILS

Merchant Number: _____
(for existing JCC merchants)

Merchant Category: ☐ Natural Person ☐ Company/Legal Entity ☐ Other (Assoc., Club, Foundation)

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: _____ 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: _____

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 next page.

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.

Merchant Stamp (Mandatory)

Bank Account Number *

Name of Bank *

* Ensure that the above details correspond to the IBAN certificate to be provided.

New merchant registrations carry an once-off registration fee of **Seventeen Euro** (17 Euro). This amount will automatically be charged to the above bank account.

Signature

Authorised Signatory - Full Name

ID / Passport Number

Date

Where the Merchant is a company with a sole director, by signing this application, the undersigned confirms that they are the Merchant's sole director and, acting in that capacity and for and on behalf of the Merchant, hereby approves and authorises the opening and operation of the Merchant's account with JCC and confirms their authority to give instructions to JCC and to sign, execute and deliver all documentation required in connection with the Merchant's relationship with JCC.

☐ I confirm that I am the sole director of the Merchant and am signing this application in that capacity and for and on behalf of the Merchant.

Important Notes:

1. 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.
2. For Personal Data Protection Issues please refer to our **Privacy Statement** and **Terms & Conditions** as found on our website **www.jcc.com.cy**.
3. By signing this application the merchant acknowledges that he/she has read and agrees with the above.

CUSTOMER DUE DILIGENCE DOCUMENTATION REQUIREMENTS (KYC)

The following documentation, as applicable to your type of entity, must accompany the Merchant Application Form.

NATURAL PERSON

1. Valid Identity card or passport of the applicant.
2. Proof of permanent residential address* of the applicant.
3. CY/EU Permit if the merchant is a third country national residing in Cyprus or an EU country.
4. Proof of business/outlet address.
5. IBAN certificate of merchant's bank account.

COMPANY / LEGAL ENTITY

1. Certificate of incorporation.
2. Certificate of registered office.
3. Certificate of shareholders.
4. Certificate of directors and secretary.
5. Memorandum and articles of association certified by the Registrar of Companies.
6. Resolution of the Board of Directors of the Company authorising the account opening and the person(s) who will operate the account (authorised signatories) (Template available at www.jcc.com.cy/resources), except where this application is signed by the Company's sole director, acting in that capacity and for and on behalf of the Company.
7. Valid Identity Card or passport and proof of permanent residential address of the director(s), direct shareholder(s), authorised signatory/ies and individuals who ultimately control the entity '(Ultimate Beneficial Owner(s)').
8. CY/EU Permit of the above persons if they are third country nationals permanently residing in Cyprus or EU.
9. Latest and complete extract of the Beneficial Owners Register registration of the Company, signed by a Company director.
10. Certificate of registered shareholders for companies which participate in the ownership structure of the applicant and which hold directly or indirectly 25% or more of the share capital of the applicant.
11. Trust Deed(s) between the beneficial owner(s) and the registered shareholder(s) acting as nominees (where applicable).
12. Proof of business/outlet address.
13. IBAN certificate of merchant's bank account.

OTHER ORGANISATIONS (ASSOCIATION, CLUB, FOUNDATION)

1. Registration Certificate and Constitutional documents (including Articles of Association)
2. Valid list of the members of the board of directors or management committee
3. Decision of the Board or Committee regarding the opening of accounts and appointing the authorised signatories (Template available at www.jcc.com.cy/resources).
4. Valid Identity Card or passport and proof of permanent residential address of the members of the organisation's Management Board/Committee and all authorised signatories.
5. Proof of business/outlet address.
6. IBAN certificate of merchant's bank account.

GENERAL DOCUMENT REQUIREMENTS

* Proof of residential address must be up to 6 months old and may be a utility bill (e.g. electricity or water), municipal tax bill, or income tax document. Mobile phone bills are not accepted.
JCC reserves the right, in accordance with applicable laws, regulatory requirements and card scheme rules, to request any additional documentation or information it considers necessary in order to complete customer due diligence, ongoing monitoring and risk assessment.

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): ……