*merchant name*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*merchant city*: \_\_\_\_\_

*date agreement signed*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ITEM | Yes | No | | remarks |
|  |  |  | |  |
| 1. Original Agreement with Authorized Signature(s) and Company stamp on p.3,7 and 11 |  | |  |  |
| 1. Valid Trade License copy |  | |  |  |
| 1. Chamber of Commerce Registration Certificate copy.   *(Abu Dhabi merchants)* |  | |  |  |
| 1. Passport & Visa copies of All Partners & Authorized signatory(s). |  | |  |  |
| 1. Memorandum & Articles of Association   *(for Limited Liability Company).* |  | |  |  |
| 1. Signature Verification Document (Aitmaad Al Tauqiya or Labour Dept. Sign. Ver. Card). |  | |  |  |
| 1. Partnership deed or any other legal supporting documents (authenticated by Court).   *(For Partnership Company)* |  | |  |  |
| 1. In case of Professional license – Service Agents & De-facto owner’s Agreement copy. |  | |  |  |
| 1. Bank statements   *(3 to 6 months statement with clear IBAN and Account number)* |  | |  |  |
| 1. Risk assessment form |  | |  |  |
|  |  | |  |  |
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| --- |
| NBAD/ETISALAT REPRESENTATIVE - : …………………………………………………date : - ………….…… |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ITEM | **checked**  **yes/ no** | **signature** | **date** | **remarks** |
| **background check** (To be filled by Merchant Acquiring department) | | | | |
| 1. Passport/Emirates ID/ Proof of residence of the owners are obtained |  |  |  |  |
| 1. MATCH has been checked for   Company   1. Individual (Partners) |  |  |  |  |
| 1. WORLD-CHECK has been checked for   Company   1. Individual (Partners) |  |  |  |  |
| 1. Necessary approvals received for rates which are below the matrix |  |  |  |  |
| 1. Compliance Approval attached. |  |  |  |  |

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| --- |
| **REASON FOR DECLINE** |
|  |
| CHECKED BY: …………………………………………………………………… |