

Checklist Application Agent

Name prospect	
Country	

Activity	Provided	Comments
Recent Copy Chamber of Commerce (< 3 months)		
Name and contact details (e-mail, phone number) contact person		
<u>Description business including:</u>		
- Business address (street, number, zipcode, city, country) , phonenumber, email		
- Description business activities and organizational structure (organogram if applicable)		
- clear photo of shop exterior		
- clear photo of shop interior		
- Opening hours shop / moneytransfer counter		
<u>Director information including</u>		
- Readable copy of a valid ID including date of birth and nationality		
- Private address including street, number, zipcode, city and country		
- Readable Certificate police (VOG) not older 3 months (if possible English)*		
- Curriculum Vitae (English)		
- Proof of expertise for the position (focus on AML)		Training will be provided by Caleen Financial Services
<u>Owner information including</u>		
- Readable copy of a valid ID including date of birth and nationality		
- Private address including street, number, zipcode, city and country		
- Readable Certificate police (VOG) not older 3 months (if possible English)*		
- Curriculum Vitae (English)		
- Proof of expertise for the position (focus on AML)		Training will be provided by Caleen Financial Services

Please make sure that:
- All documents are readable!
- The information of the chamber of commerce correspond with the information about the business, owners and directors
- The director information is present for ALL directors
- The owner information is present for ALL owners

Please be aware that our compliance department may request additional information!

* If a certificate of the police is not available in your country, please provide other documents published by the government of your country to support the integrity / reliability.