

Requirements

In order for Earthport to process an application to use the epDirect solution, we require you to provide us with:

- **Company contact information – the ‘Basic Information’**
- **Details of how you wish to use the Earthport network – the ‘Service Requirements’**
- **Information to understand your business better – the ‘Business Information’**
- **Authorised Signatories**
- **Standard Settlement Instructions**
- **The signed Contract**
- **Information Earthport requires in order to fulfil its Anti-Money Laundering (AML) and Customer Due Diligence (CDD) obligations – the ‘Company Information’, ‘Personal Information’, ‘Shareholders’ and ‘Compliance Information’**

Use Check List 

To make this process easier, a Check List should have been provided to you (Form 101A -Cx).
 If you did not receive the Check List, contact us immediately.
 Please follow the Check List to make sure all the needed documents are included with your Application.

Certified Copies

Please see the Check List for a description of who you may use to certify your copies.

Save time and cost

The Check List also specifies how you may send documents electronically for a preliminary check by our Compliance staff. This is to prevent that documents will have to be shipped to us by post or courier several times, which both involves time and cost.

Process description

- Complete all necessary forms and collect required documents (*read carefully the descriptions on the forms*).
- Scan all forms and documents and send by e-mail to us (for preliminary check by our Compliance staff).
- If there are any outstanding items, this will be notified to you, and asked to be scanned and sent.
- When all is found to be in order, you will be told which documents you will need to provide Certified Copies of.
 - The epDirect Account will be set up, and you will receive the login credentials.
 - The account may at this time be funded.
- Send all documents to us by post or courier (preferred).
- Final approval by our Compliance staff
 - The account is now opened for payments.

If you have any questions on the form, please contact your local account manager, and where necessary, you can contact the appropriate contact below:

Sales	Project Team
Matt O'Donnell Earthport PLC matt.odonnell@earthport.com +44 (0) 20 7220 9728	Jean-Benoit Mafa Earthport PLC jb.mafa@earthport.com +44 (0) 20 7220 9770