

## VIABUY CORPORATE ACCOUNT APPLICATION

The VIABUY card programme is provided by PPRO Financial Ltd, 20 Balderton Street, London, W1K 6TL, UK, a principal VISA and Mastercard scheme member. As a UK-regulated financial institution, PPRO follows customer identification requirements under the supervision of the UK Financial Conduct Authority. Same as any other financial institution, we can only open payment accounts once we have a full understanding and documentation of your business.

Only complete applications which fulfil a professional standard of information and documentation can be successfully processed by our VIABUY corporate account management team.

We set these standards to ensure that applications are processed in a timely manner and to provide you, our valued customer, with a superior experience.

### Guidelines for corporate e-money accounts

Please read before you fill out the form

- The VIABUY corporate account is not suitable for receiving regular sales payments: Funds received from third parties are limited to five new third-party accounts per 90-day period. Third-party accounts will be verified 14 days after the first payment is received. During this time funds will be shown pending in your account. Further incoming payments will be available without delay.
- Your VIABUY corporate account may not replace a full business bank account. An existing full bank account in the name of the company is required and must be documented with this application.
- The VIABUY corporate account will be issued with an initial load limit of EUR 15,000 within a year. If you want to load more than this we will require further proof of the source of your revenue as well as business invoices prior to reaching this limit. You can provide this documentation whenever you want, but please be aware: once you have reached the EUR 15,000 limit without updating us on the source of your revenue, we will temporary block any incoming funds. Proof of your source of revenue must be certified or notarised by a notary or a lawyer based in the EU.

**For faster processing, please submit all documents in English.**

## Required application information

Please complete the document in English

### 1. Company details

Postal address where the company is officially registered.

1.1 Registered company name

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1.2 Street name and number

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1.3 Additional address info (optional)

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1.4 Additional address info (optional)

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1.5 City

---

1.6 Postal code

---

1.7 Country

---

1.8 Website

---

1.9 Phone number

---

1.10 Mobile number

---

1.11 Email address

---

Use my registered company address for shipping my cards:      Yes      No

### 2. Shipping address

2.1 Company and branch office name

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2.2 c/o

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2.3 Street name and number

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2.4 Additional address info (optional)

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2.5 City

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2.6 Postal code

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2.7 Country

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### 3. Contact person / project manager:

3.1 Salutation  Mr  Ms  Mrs  Dr

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3.2 First name

---

3.3 Last name

---

3.4 Phone number

---

3.5 Mobile number

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3.6 Email address

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### 4. Management

Name and position of all director/s of the company. We require a colour copy of a valid photo ID or passport of the director signing the application form.

4.1.1 First name

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4.1.2 Last name

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4.1.3 Date of birth

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4.1.4 Position

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4.1.5 Personal address

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4.2.1 First name

---

4.2.2 Last name

---

4.2.3 Date of birth

---

4.2.4 Position

---

4.2.5 Personal address

4.3.1 First name

---

4.3.2 Last name

---

4.3.3 Date of birth

---

4.3.4 Position

---

4.3.5 Personal address

## 5. Shareholders and beneficiaries

Please list all individuals who ultimately own or control 25% or more of the company shares/shareholder names.

5.1.1 First name

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5.1.2 Last name

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5.1.3 Date of birth

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5.1.4 Shares (in %)

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5.1.5 Personal address

5.2.1 First name

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5.2.2 Last name

---

5.2.3 Date of birth

---

5.2.4 Shares (in %)

---

5.2.5 Personal address

5.3.1 First name

---

5.3.2 Last name

---

5.3.3 Date of birth

---

5.3.4 Shares (in %)

---

5.3.5 Personal address

5.4.1 First name

---

5.4.2 Last name

---

5.4.3 Date of birth

---

5.4.4 Shares (in %)

---

5.4.5 Personal address

## 6. Company activity

6.1 Describe your business.

Products and services:

Number of employees:

6.2 What do you want to use the VIABUY corporate account for?

Travel expenses (e.g. hotel, flights, taxi, etc.)

Cash withdrawals

Online purchases

In-store purchases

Other

6.3 Who will be the card users associated with the VIABUY corporate account?

Employees

Partners

Customers

Other

6.4 How will the VIABUY corporate account be funded?

Corporate bank account

Shareholder bank account

Customer payments

Suppliers, contractors

Other

6.5 How many cards do you plan to order (within the upcoming 12 months) and what will be your estimated aggregated payment volume per year through the VIABUY corporate account?

## Information for your card order

Mastercard allows only Latin letters A-Z with no special letters, characters or punctuation marks.

a. Name as it should appear on your primary VIABUY corporate account card

Black card

Gold card

Up to 21 digits only. Either the card user or company name.

Note: If you wish to order additional cards that share the balance of your VIABUY corporate account, you can order up to **three** partner cards in the login area, after setting up your account.

b. Order more cards with **separate accounts**. Please visit the pricing page on [viabuy.com](https://viabuy.com) for conditions and fees:

Up to 21 digits only.

Black card

Gold card

Black card

Gold card

Black card

Gold card

Black card

Gold card

Black card

Gold card

## Confirmation of details

By signing below you warrant that the information you have provided to us in the application form for a VIABUY corporate account is true and accurate. You further warrant that you have read and understood the terms and conditions of the card programme and that you are authorised to sign and conclude this application on behalf of the company.

Name

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Position

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Date

Signature

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## Required documents for your company

In addition to the fully completed and signed application for a company card by an authorised representative, we need the following documents for your company depending on the country where your company is registered. These documents are mandatory:

### Current certificate of incorporation

 **UK:** Copy from company register.

 **Germany:** Handelsregisterauszug bzw. Gewerbeauskunft (mit aktueller Liste der Gesellschafter).

 **France:** Extrait Kbis.

 **Italy:** Visura camerale emessa dalla camera di commercio.

 **Rest of EU:** Copy from official company registration office.

### Bank account statement in the name of the company from an authorised credit institution located in the EU (not older than 4 months)

 **UK:** Bank account statement.


 **Germany:** Kontoauszug.


 **France:** Relevé de compte bancaire.


 **Italy:** Estratto conto bancario.


 **Rest of EU:** Bank account statement.


### Valid management ID verification of the director who signs the application form and one shareholder who owns at least 25% (not older than 4 months)

 **UK:** High-resolution colour copy of a government-issued photo identification document (e.g. front and back of a government-issued driver's license or a UK passport).

 **Germany:** Farbkopie der Vorder- und Rückseite von einem behördlich ausgestellt Lichtbildausweis (z.B. Vorder- und Rückseite eines deutschen Personalausweises oder Datenseite eines internationalen Reisepasses).

 **France:** Copie couleur d'un document officiel d'identification: recto et verso d'une pièce d'identité avec photo délivrée par un gouvernement ou passeport international par exemple.

 **Italy:** Copia a colori di un documento d'identità rilasciato da un ente pubblico (ad esempio fronte e retro di carta d'identità rilasciata dal governo oppure passaporto internazionale).

 **Rest of EU:** High-resolution colour copy of a photo identification document issued by a public entity (i.e. front and back of a government issued photographic ID document or of an international passport).



## Management address verification of the director who signs the application and of one shareholder who owns at least 25% (not older than 4 months)



**UK:** If the identification document makes no reference to the respective current address of the individual (i.e. passport) we require a copy of a paper-based statement received by traditional mail for an account with a power supplier or telecommunication company, bank or public authority as proof of current address.



**Germany:** Falls auf dem Lichtbildausweis die jeweilige aktuelle Anschrift nicht ersichtlich ist (z.B. bei einem Reisepass), benötigen wir eine auf dem Postweg zugesandte Kopie einer Papier-Rechnung von einem Versorgungsunternehmen (z.B. Strom, Wasser, Gas, Internet oder Telefonanschluss), oder einen Papierkontoauszug, oder eine Bestätigung einer offiziellen Behörde oder Gemeinde, als Wohnsitznachweis.



**France:** Si le document d'identification n'indique pas l'adresse actuelle de la personne en question, nous exigeons un justificatif de domicile sous forme papier : facture d'une entreprise de services publics comme un fournisseur d'électricité ou une entreprise de télécommunication, relevé de compte bancaire ou attestation officielle émanant d'une autorité publique.



**Italy:** Se il documento d'identità non riporta l'indirizzo attuale (come nel caso del passaporto), richiediamo una copia di una bolletta cartacea emessa recentemente da una società elettrica o di telecomunicazioni, oppure un estratto conto bancario, o un certificato di residenza emesso da un'autorità address pubblica come prova dell'indirizzo attuale.



**Rest of EU:** If the identification document makes no reference to the respective current address of the individual (i.e. passport) we require a copy of a paper-based statement received by traditional mail for an account with power supplier or telecommunication company, bank or public authority as proof of current address.

## Submit your application

Please send the copy/scan of your fully completed company card account application hand signed by the director who submitted his ID and required documents to [sales@viabuy.com](mailto:sales@viabuy.com).

We will review the provided documents as soon as possible and send you a notification as soon as we ship your new card. We will also inform you if we require further information. In case your application cannot be processed it will be sent back with no further comments.

We will invoice your company with the agreed fees according to our terms and conditions.