

## About Venstar Exchange

**Venstar Exchange** represents individuals and businesses with currency exchange requirements. Venstar has formed relationships with highly credible exchange institutions all over the world. Because we remain independent from these institutions (and do not act as an agent for any entity) we are in a unique position to provide our clients with access to highly competitive exchange rates and services catered to their particular needs.

## Anti-Money Laundering, Compliance and Privacy Policy

In compliance with the 'Know Your Client' policies under the Bank Secrecy Act, U.S. Patriot Act and other U.S. and International Anti-Money Laundering statutes and regulations, we are required by law to collect and verify information about our clients.

This information must be provided to us in order to complete the registration process. No information received will be used for any purpose other than identifying and reporting activities involving terrorism or money laundering. We may also share your information with one or more money service businesses or financial institutions acting on your behalf with regard to the transfer of your funds. Under no circumstances will Venstar Exchange share client information with unaffiliated third parties unless required to by law or contractual obligation. Please see our attached 'Terms and Conditions' and 'Privacy Policy Notice'.

Please provide the name of your Venstar Exchange Account Specialist: \_\_\_\_\_

## Section 1 General Information

Legal Entity Name: \_\_\_\_\_

DBA: \_\_\_\_\_ EIN/Fed Taxpayer ID#: \_\_\_\_\_

Date of Formation/Incorporation: (yyyy/mm/dd) \_\_\_\_\_ Company Registration # (if applicable): \_\_\_\_\_

Where Formed/Incorporated: Country: \_\_\_\_\_ State/Province: \_\_\_\_\_

Address of Principal Executive Offices: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Main Company Phone #: +\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Main Fax #: +\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ Web Address: \_\_\_\_\_

Parent Company (if applicable): \_\_\_\_\_

Nature of Business: \_\_\_\_\_

## Section 2 Services You Require

Expected Date of Next Transaction: (yyyy/mm/dd) \_\_\_\_\_ and Amount (amount & currency) \_\_\_\_\_

Currency you are Selling: \_\_\_\_\_ Currency you are Buying: \_\_\_\_\_

Reason(s) for Exchange: (**Required** under the USA Patriot Act) \_\_\_\_\_

Forward Contracts (secure today's exchange rate, with a deposit, for a future exchange) Y  N

Same Day Exchange (a live 'spot rate' for immediate exchange) Y  N

Venstar Signature Market Reports (complimentary) Y  N

Anticipated Frequency of Exchange: \_\_\_\_\_ times per year  OR total

Anticipated Amount to be Exchanged: (amount and currency) \_\_\_\_\_ per transaction , per month , per year  OR in total

### Section 3 Corporate Information

**Type of Business** (Please check one and provide copies of requested documentation):

- Sole Proprietorship: Attach a copy of Business License, DBA and a copy of owner's identification or Tax ID Document
- Partnership: Attach a copy of Partnership Agreement, Certificate of Limited Partnership or Similar Document
- Limited Liability Co.: Attach a copy of Articles/Certificate of Formation, Membership Agreement or Similar Document (LLC-I)
- Corporation: Attach a copy of Articles/Certificate of Incorporation

Full Names and Titles of all current Directors/Officers/Members/Partners or other principals as the case may be:  
**Please attach separate sheet if necessary**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Owns 25 % or more of company: Y  N

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Owns 25 % or more of company: Y  N

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Owns 25 % or more of company: Y  N

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Owns 25 % or more of company: Y  N

### Section 4 Required Copies of ID

Venstar Exchange is required to obtain **two forms of identification** from; (a) at least one company owner, and (b) all owners holding a stake greater than 25% in the company (as indicated in Section 3 above). The forms of ID required are:

**1) A copy of a Valid Passport:** USA or Canadian citizens may provide a valid Driver's License if a Passport is not available, and

**2) A copy of proof of residential address:** A Utility Bill or/ Property Tax Bill or/ Bank Statement **less than 3 months old** and **matching the name and residential address** of those owners listed in Section 3 above holding more than 25% of the company.

### Section 5 Credit Card Details

In the event that a currency exchange transaction is booked (a request for our service is made by you, accepted and confirmed by us, as defined in Section 2 of 'Terms and Conditions') and no payment is received from you, any losses incurred from this transaction will be charged to this credit card. For more detailed information please read the 'Terms and Conditions', Sections 4 and 5.

You may opt out from providing credit card details. In this case, you will not be able to book an exchange rate prior to transferring your funds. Your funds will be converted at the exchange rate at the time they are received.

Name as it appears on Credit Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Province: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp. Date: (mm/yy) \_\_\_\_\_

3 Digit Security Code: \_\_\_\_\_ Type: Visa  MasterCard

### Section 6 Your Corporate Banking Information

Account Name: \_\_\_\_\_ Name of Financial Institution: \_\_\_\_\_

Location: (City, State/Province, Country) \_\_\_\_\_



## Section 7 How Did You Hear About Venstar Exchange?

- Yahoo! Search     Bing / Microsoft Search     Google Search     Partner Site     TV     Newspaper  
 Magazine     Radio     Referred by: \_\_\_\_\_  
 Other: \_\_\_\_\_

## Section 8 Authorized Transaction Representatives

The following persons are authorized to instruct Venstar Exchange to book foreign exchange transactions for the Company or Organization. Please attach a separate sheet with additional Authorized Representatives if necessary. (Names written as first name then family name).

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ DOB: (yyyy/mm/dd) \_\_\_\_\_

Phone: +\_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ E-mail: \* \_\_\_\_\_

Create a 4 digit Personal Identification Number (PIN): \_\_\_\_\_ (e.g. last 4 digits of individual's social security number)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ DOB: (yyyy/mm/dd) \_\_\_\_\_

Phone: +\_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ E-mail: \* \_\_\_\_\_

Create a 4 digit Personal Identification Number (PIN): \_\_\_\_\_ (e.g. last 4 digits of individual's social security number)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ DOB: (yyyy/mm/dd) \_\_\_\_\_

Phone: +\_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ E-mail: \* \_\_\_\_\_

Create a 4 digit Personal Identification Number (PIN): \_\_\_\_\_ (e.g. last 4 digits of individual's social security number)

\* Please check the email box if you do **not** want this email address to receive transaction emails (e.g. transaction confirmations)

## Section 9 Certification (must be one of the above listed Authorized Representatives)

I \_\_\_\_\_, (print name)

- 1) have (or have received) requisite authority to provide the information submitted with this Registration, and to bind the Organization to the Terms and Conditions of this Agreement;
- 2) have received, read and agreed to the Terms and Conditions and Privacy Policy Notice ;
- 3) certify that the information given in this Registration Form is true and accurate and complete to the best of my knowledge;
- 4) authorize Venstar Exchange to verify all information provided in this Registration including; banking references, identity of all individual contacts associated with this registration, and to check all information provided against government watch lists and other databases of high risk individuals and organizations.

Signature: (Written signature required\*) \_\_\_\_\_ Date: (yyyy/mm/dd) \_\_\_\_\_

\* This form must be printed and signed. Electronic signatures are not sufficient.

**For immediate processing please fax or email the completed Registration, including the copies of required identification and other documentation, using the contact details below. Please do not email your registration to your Account Specialist.** We will keep your information on file for reference for any and all future transactions. Registrations are typically approved or denied within a few hours of submission. You may lock rates and book transactions the moment your registration is approved.

**Facsimile (USA): +1.310.882.5585 Email: customerservice@venstar-exchange.com**

