

**PLEASE NOTE: See Terms and Conditions for detailed explanation. All Terms and Conditions shall apply. This Quick Reference guide is not intended to supersede, explain or supplement any of the Terms and Conditions. This is to be used only as a quick reference guide.**

### **How does the exchange process work?**

Venstar Exchange administers the entire transaction for the benefit and convenience of its clients. The Client's sending bank or financial institution is the sending money transmitter. Barclays Bank is the receiving money transmitter and sending money transmitter to the Client's beneficiaries. City Forex exchanges the currency.

### **About City Forex and Barclays Bank**

City Forex is a registered and licensed commercial foreign currency exchange company based in London, England. City Forex transactions exceeded \$100,000,000.00 in 2006. City Forex is one of the fastest growing and most respectable commercial foreign currency exchange companies worldwide. City Forex never speculates in the markets. City Forex only deals with clients that have a need for physical exchange and delivery of an alternate currency. City Forex makes profits from the differential between the wholesale rates they can obtain in the market and the rate offered to you. City Forex corporate clients include Credit Suisse First Boston, UBS, Mizuho Corporate Bank, Deutsche Bank, HypoVeriens Bank, Lloyds of London, Bank of Tokyo Mitsubishi, Fortis Bank, KBC Bank, British Bankers Association to name but a few. City Forex website: [www.cityforex.co.uk](http://www.cityforex.co.uk).

Barclays Bank is a worldwide financial services group with a large international presence in Europe, the USA, Africa and Asia. Its focus lies primarily in banking, investment banking and investment management. In terms of market capitalization, Barclays is one of the largest financial services companies in the world. It has been operating for more than 300 years with 25 million customers and 118,000 employees in over 60 countries. Barclays Bank website: [www.barclaysbank.com](http://www.barclaysbank.com).

### **Why London**

1. USA regulations prohibit holding of non-USA denominated funds in US banking institutions.
2. London is the currency exchange center of the world: 35% of all currency exchange transactions worldwide are conducted through London. Because of this, London has a very competitive exchange market and a well developed body of law to protect clients.
3. Venstar Exchange clients reside and do business in various locations all across the globe. London, England is the most central location for all Venstar Exchange clients.

### **How do I register with Venstar Exchange?**

Complete and return the registration form to Venstar Exchange via facsimile or email.

The forms should take you no more than 10 or 15 minutes to complete.

### **How do I know when my registration materials have been approved?**

Venstar Exchange will notify you via email as soon as your registration materials have been approved.

### **How long does it typically take for approval?**

Clients are typically notified within 24 hours of approval.

### **How do I get rate quotes?**

Telephone, email or fax Venstar Exchange for rate quotes at anytime.

### **How do I book a rate?**

As soon as Venstar Exchange gives you a rate quote, and should you wish to book that rate quoted to you, you must submit a Request to Book that Rate by telephoning, emailing or faxing Venstar Exchange. Venstar Exchange will respond to your Request to Book that rate with a written Transaction Confirmation by email or facsimile.

Please note, a Request to Book a Rate must be delivered to Venstar Exchange virtually immediately following any Rate Quote, this is due to the foreign exchange market's volatility.

### **Once my rate is booked what do I do?**

Wire funds from your financial institution to Barclays Bank. The Transaction Confirmation will provide the wiring instructions.

### **What happens once the funds are received by Barclays Bank?**

The funds are converted at the rate which you booked and wired to the beneficiary account you have specified in the Beneficiary Payment Form.