

## APPLICATION TO SELL/PURCHASED FOREIGN CURRENCY

New Customer  Regular Customer  Date: \_\_\_\_\_

### CUSTOMER INFORMATION:

Client/Customer Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Person In Charge \_\_\_\_\_ Position \_\_\_\_\_

ID / ID No. / Validity \_\_\_\_\_ Nationality \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Telephone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

CURRENCY SOLD/PURCHASE (Specify currency) from \_\_\_\_\_ to \_\_\_\_\_

AMOUNT SOLD/PURCHASE Exchange Rate \_\_\_\_\_

\_\_\_\_\_ In Figures \_\_\_\_\_

\_\_\_\_\_ In Words \_\_\_\_\_

PURPOSE OF PAYMENT : (i.e trading, remittance, personal etc.) \_\_\_\_\_

### SOURCE OF FOREIGN CURRENCY:

\_\_\_\_\_ BUSINESS \_\_\_\_\_ OFW/Balibayan/Returning Resident

\_\_\_\_\_ Tourist \_\_\_\_\_ Expatriate based in the Philippines

\_\_\_\_\_ Foreign Currency Deposit Account Holder

\_\_\_\_\_ Domestic Resident - Excess Travel Funds

\_\_\_\_\_ Others (please specify) \_\_\_\_\_

***For Transactions Above USD 10,000.00 or equivalent in any currency PLEASE PROVIDE PROOF OF OWNERSHIP OF FUND: (i.e. Invoice, receipts etc)***

\_\_\_\_\_

By signing this trading agreement, the client is fully aware that Worldwide Elite Express CO. Ltd. shall not be held liable for any transaction(s) he/she made with third parties, business dealings with other traders and/or persons whom the fund came from. The client shall have the full responsibility to conduct proper Due Diligence for all his/her customers. All transactions specified in this form are solely in between the client and Worldwide Elite Express CO. Ltd.

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**PRINTED NAME OVER SIGNATURE/DATE**

**BENEFICIARY'S INFORMATION:**

Clients Name/BANK \_\_\_\_\_

Account Number \_\_\_\_\_

Address / Branch \_\_\_\_\_

Country of Residence \_\_\_\_\_

Telephone No. \_\_\_\_\_

Email Address \_\_\_\_\_

*(Revised on November 2016)*

**REQUIREMENTS FOR BUYING AND SELLING FOREIGN CURRENCY**

**1. PERSONAL CLIENTS**

- a. Identity documents
  - Passport
  - Birth Certificate
  - Driver's License
  - Company Identification Card
  - Health Card
  - Alien Certificate
  - Other Government Issued ID
- b. The identifying documents shall provide the following:
  - Evidence of True Name (s)
  - With Permanent Address

- Date of Birth
  - Nationality
  - Office Address
- c. There should be **at least one bearing a photograph** and be **pre-signed**.

## 2. CORPORATE CLIENTS

- a. Proof of Business
- Business Permits and Certificate of Registrations
  - Licenses and Permit to Operate as Remittance Agent and Foreign Exchange Dealers and or equivalent. These documents should be certified as true copies from the issuing government agencies. ( Consularized/ Authenticated by the Consul)
  - Special authorizations for representatives, which must be duly notarized.
  - Other pertinent and reasonable documents as may be deemed necessary under the prevailing circumstances.