

APPLICATION FORM

Dear client,

We kindly ask you to complete the Application Form so we can process your request. Please complete **all** the fields below.

Looking forwards to working together.

Regards,

The Edelweisscard team

1. Company Details

Type of Account	Merchant <input type="checkbox"/>	Reseller <input type="checkbox"/>
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Corporate Company Details	
Trading Name:	
Company URL:	
Full address:	
Telephone:	
E-mail:	
Incorporation Date:	
Incorporation No.:	
CEO's Details	
First Name:	
Last Name:	
Passport number:	
Street:	
City:	
State:	
Country, zip code:	
Phone:	
Mobile:	
Email address:	
Company Owner's Details	
First Name:	
Last Name:	
Passport number:	
Street:	

City:
State:
Country, zip code:
Email address:
Authorized Signatory
First Name:
Last Name:
Passport number:
Street:
City:
State:
Telephone:
Mobile:
Email address:

2. Website Details

Websites / URLs				
URL	Industry	Product/ Service Description	Descriptor*	Login/password

If needed in order to access the website, please provide a **login** and **password** (to be used only by Edelweisscard)

*descriptor is the name of the company as it will appear in the card-holder's credit card statement.

3. Processing Information

Processing Information	
Expected monthly volume (amount):	
Expected monthly number of transactions:	
Average transaction price:	
Min. and Max. ticket:	
Type of cards process:	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Diners <input type="checkbox"/> Amex <input type="checkbox"/> JCB <input type="checkbox"/> other
Transaction currencies:	<input type="checkbox"/> USD <input type="checkbox"/> Euro <input type="checkbox"/> GBP <input type="checkbox"/> YEN <input type="checkbox"/> other
Settlement currency:	<input type="checkbox"/> USD <input type="checkbox"/> Euro <input type="checkbox"/> GBP <input type="checkbox"/> YEN <input type="checkbox"/> other
Current/Former	

processor:	
Reason for leaving:	
Have you ever had a merchant account terminated? If yes, please specify reasons	
How long have you been in business for?	
Other payment methods used:	
Do you have your own fraud tools/risk management (Please describe):	

Processing History

Please provide processing reports of the last 6 months from your former or current processor divided by credit card companies (Visa, Mastercard, Amex, etc).

4. Risk Management Information

Risk Management Questionnaire	
Do you own all the website in the above list?	
Do you provide services to websites that are not fully owned by you?	
What types of products are available in the website?	
Do you offer more than one account/membership per card holder?	
Do you have an appropriate privacy policy for your customers?	
Do you have appropriate disclaimer (adult)	
Does the descriptor appear in your payment page?	
Do you have Affiliates programmes? Are they involved in your processing?	
Do you provide customer support? Provide contact email/phone	
Are email receipts sent upon purchase?	
Do you ask the user for documentation from your clients?	
Please specify the major countries your clients are coming from.	
Are there any countries which you block?	
What is the delivery fulfilment time (tangible goods)	
How do you proof delivery?	
What delivery companies you use?	
Does the delivery company issue a tracking	

number?	
Do you check upon client receiving the product? Follow up?	
Does your company store CC data?	
Do you offer recurring fees? Please explain	

Website / URL requirements		
The company is identifiable at anytime by the cardholder?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The address of the company is presented on the website?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The cardholder is asked for his address and phone number?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
All products comply with the same MCC code?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the CVV2 compulsory?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the transaction currency appear on the website?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a return policy stated on the website?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Security methods, SSL	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Descriptor on payments page	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Logos of the credit card companies	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Prices of the products	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shipping policy	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Note about the law in each jurisdiction under the card holder responsibility	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are goods/services based on order forms signed by customers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

By providing my/our signature(s) herewith, I/We, as authorized signatory (ies), confirm that all information, data and documents detailing my/our Company as well as all personal data provided with this application form are true and correct. I/We agree to bear full responsibility for the entire content of the application form that I/we give with my/our full consent to Edelweiss Card in order to obtain from Edelweiss Card, processing services for credit card payment for my/our Company.

 Full name and position

 Signature and date