



Thank you for choosing GoDirectPay. We're excited to welcome you to the platform! GoDirectPay is committed to maintaining comprehensive and risk-based Customer Due Diligence policies and procedures. To this aim we require certain information and documentation to be submitted for review. We appreciate your cooperation and understanding in this process.

I. Contact Information	
1. Customer's Legal Name	
2. DBA Name	
3. Registered Address	
4. Contact Name	
5. Contact email	
6. Contact Phone	

ii. Company Background	
1. Type of Company	
2. Services Offered	
3. Markets it will use GoDirectPay	
4. Is Company subject to Financial Regulation in any markets	
5. Does the Company facilitate activity on behalf of other financial institutions? If yes, explain	
6. What types of clients does Company Serve?	

III. Expected Activity	
1. Please indicate how Company intends to use its account with GoDirectPay	
2. Estimated Monthly Volume	

IV. Authorized Users	
For each Authorized user provide:	
Name	
Role	
Email	
Phone	
Address	

_____ Signature
_____ Title/Role in Company

_____ Print Name
_____ Date



Documents to Provide:

1. Entity Formation. A legal document relating to the formation of an entity. This is generally issued by a local governmental agency.
2. Shareholders/Members Registry/List. A record of the individuals who own the company and the details of the shares they hold. This document should include the following information: legal entity name, incorporation details for each shareholder: full name, number of shares, nominal value per share. Acceptable documents include: extracts from government registrars, Certificate of Incumbency, Articles or Constitution of the legal entity.
3. Directors Register. A Directors Register is a list of the directors elected by the shareholders of the company. Please provide a record of the active directors of your entity. You should ensure that the directors register includes the following information: **legal entity name, incorporation details (country/state of incorporation and registration number or similar), start date of the director and their position**. Acceptable forms of documentation include: extracts from government registrars, certificate of incumbency, articles or the constitution of the entity.
4. Tax Document (W8 or W9)
5. Identification of the Authorized Applicant. This is a person who is authorized to complete and submit the application on behalf of the applying entity.
6. Identification of all Control Persons. Control Persons are individuals with significant responsibility to control, manage, or direct affairs of the company/entity, such as a CEO, President, Head of Treasury, General Partner, or any other individual who regularly performs similar functions.
7. Identification of all Beneficial Owners. 25% or greater owners.
8. Identification of each Authorized User.