

# Merchant Application Form

All information in this document is required for registration  
(Please write in Block capitals)



## 1. Corporate Identity

1.1 Corporate name:

1.2 Activity of the company:

1.3 Headquarters / Billing Address (No postal Boxes):

1.4 Registration

1.4.1 Jurisdiction and Company Registration Number:

1.4.2 Country / Province / State / City registered:



## 2. Merchant's WEB-site

### 2.1 Web Information

2.1.1 Name of the Merchant:

2.1.2 URL:

2.1.3 Name and Address of the Host company:

2.1.4 Host contact information

- Name and position:
- Email Address:
- Phone:

2.1.5 Type of Server used: NT / Unix Sparc Solaris / Linux / other (specify): (\*)

2.1.5 Type of Front Store used:

(\*) Please surround the correct answer

### 2.2 Product Information:

2.2.1 Nature of products: Hard goods / Intangible goods (\*)

2.2.2 Type of products: (Surround)

- Alimentation
- Culture
- Equipment
- Software
- Professional
- Services
- Tourism
- Gifts
- Computer Hardware
- Information
- Online Games and Hobbies
- Beauty and Care
- Sports
- OTHER

Details of products sold:

(\*) Please surround the correct answer

### 3. Financial Information

#### 3.1 Bank Information

3.1.1 Bank's name:

3.1.2 Address:

3.1.3 Branch/Sort Code:

3.1.4 Account number:

3.1.5 Currency Settlement : USD / FRF / EURO / GBP (\*)

3.1.6 Currency payments to Bank account :

*Transfer of monies will be processed according to the contractual agreement*

(\*) Please surround the correct answer

#### 3.2 Reception format for financial reports

3.2.1  floppy disk

**OR**

3.2.2  E-mail :

Name:

E-mail :

**OR**

3.2.3  EDI

EDI Server :

Translator :

System :

Version :

*Calling number :*

*E-mail :*

**3.3 Tax scheme:**

**3.3.1** VAT liability:      Yes      /      No      **(\*)**

**3.3.2** If yes, VAT identification number:

*VAT application rates are the Merchant's responsibility*

**4. Documents to provide**

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- Signed Merchant application
- Certificate of incorporation
- Voided Check
- Copy of Passport or Drivers License of 51% ownership, proving signatures
- All Web Sites URLs and Domain Names, Copies of all web Pages
- Credit report (personal and/or business)
- Business Plan for the next twelve months and/or
- Bank statements of the last year

**\* Additional Information to support your application**

## 5. Credit Card Acceptance History:

Acquirer name(s), processor/bank:	
Period(s) of co-operation:	
Period in Visa chargeback program	
Period in Master chargeback. program	
Received termination of credit card acceptance agreement ?	
Settlement currencies in the past:	

Visa	Last month	2 months ago	3 months ago	4 months ago	5 months ago	6 months ago
<b>Volume, sales</b>						
<b>Transactions</b>						
<b>Charge backs % of volume</b>						
<b>Charge backs % of transactions</b>						
<b>Refund % of volume</b>						
<b>Refund % of transactions</b>						

Master Card	Last month	2 months ago	3 months ago	4 month ago	5 month ago	6 month ago
<b>Volume, sales</b>						
<b>Transactions</b>						
<b>Charge backs % of volume</b>						
<b>Charge backs % of transactions</b>						
<b>Refund % of volume</b>						
<b>Refund % of transactions</b>						

### 5.1 Estimate of future sales / credit card acceptance:

<b>Average sales per month volume:</b>	
<b>Number of transactions per month:</b>	
<b>Sales, Visa % of total volume:</b>	
<b>Sales, Master Card % of total vol.:</b>	
<b>5 main transaction currencies:</b>	
<b>Recurring payments? (e.g. monthly)</b>	

#### Merchant descriptor: (max 12 c)

To print on cardholders statement:	
Location description, if any (city):	
Telephone number or email	

Initialed by \_\_\_\_\_ [.....]

Initialed by the DMS [.....]

## 6. Merchant Service Charge

Payment by VISA, MASTERCARD :



Merchant Service Charge \_\_\_\_%

### Payment by Cash Purse

Selling price (€)	<0.5	0.5 to 4	4 to 10	10 to 15	15 to 80
Selling price to be transferred to the Merchant	____%	____%	____%	____%	____%

## 7. Declaration

I, \_\_\_\_\_ the undersigned.....  
 Representative of the company called  
 \_\_\_\_\_, certify that all information in  
 this document is correct.

Signed in....., this ..... day of ....., 200.....

Signature:

Company Stamp:

Name:

DMS's Signature: \_\_\_\_\_

DMS STAMP :

Please send Completed Application Form and Due Diligence Documentation to :

**DIRECT MERCHANT SERVICES LTD,**  
**AUMec House,**  
**6a Basset Court,**  
**Loake Close,**  
**Grange Park,**  
**Northampton,**  
**NN4 5EZ,**  
**UNITED KINGDOM.**

Initialed by \_\_\_\_\_ [.....]

Initialed by the DMS [.....]