

**BDO REMIT (UK) LTD***(Previously CBN London Ltd.)*

VIA GERMANICO 50

00192 ROME ITALY

TEL NO. 0693570123

FACE-TO-FACE: ☐NON FACE-TO-FACE: ☐

ID NO. _____

CLIENT INFORMATION SHEET

MODULO PER L'ACQUISIZIONE DI INFORMAZIONI SULLA CLIENTELA

PLEASE FILL IN ALL FIELDS AND WRITE IN CAPITAL BLOCK LETTERS

SI PREGA DI COMPILARE TUTTI I CAMPI IN STAMPATELLO

(IF INDIVIDUAL) LAST NAME COGNOME		FIRST NAME NOME		MIDDLE NAME SECONDO NOME	
(IF COMPANY) NAME OF COMPANY / LEGAL ENTITY NOME DELLA SOCIETÀ					
ADDRESS IN ITALY (WITH ZIP CODE) INDIRIZZO IN ITALIA (CON CAP)					
PHONE NUMBER N° DI TELEFONO		MOBILE NUMBER N° DI CELLULARE		EMAIL EMAIL	
GENDER SESSO	DATE OF BIRTH (MM/DD/YYYY) DATA DI NASCITA (MM/GG/AAAA)		PLACE OF BIRTH LUOGO DI NASCITA		CIVIL STATUS STATO CIVILE
NATIONALITY NAZIONALITÀ	PASSPORT/IDENTITY CARD PASSAPORTO/CARTA D'IDENTITÀ		DATE OF ISSUE (MM/DD/YYYY) DATA DI RILASCIO (MM/GG/AAAA)		DATE OF EXPIRY (MM/DD/YYYY) DATA DI SCADENZA (MM/GG/AAAA)
OCCUPATION OCCUPAZIONE		EMPLOYER'S NAME DATORE DI LAVORO		EMPLOYER'S TEL. NO. N° DI TELEFONO DEL DATORE DI LAVORO	
EMPLOYER'S ADDRESS INDIRIZZO DEL DATORE DI LAVORO					
MONTHLY SALARY RETRIBUZIONE MENSILE	PERMESSO DI SOGGIORNO PERMESSO DI SOGGIORNO		DATE OF EXPIRY DATA DI SCADENZA		CODICE FISCALE CODICE FISCALE

BENEFICIARY/RECIPIENT (FOR INDIVIDUALS)

BENEFICIARIO 1 (PERSONA FISICA)

LAST NAME COGNOME		FIRST NAME NOME		MIDDLE NAME SECONDO NOME		RELATION TO BENEFICIARY RAPPORTO COL BENEFICIARIO	
ADDRESS IN THE PHILIPPINES INDIRIZZO NELLE FILIPPINE						TELEPHONE/MOBILE NUMBER N° DI TELEFONO/CELLULARE	
DATE OF BIRTH (MM/DD/YYYY) DATA DI NASCITA (MM/GG/AAAA)		PLACE OF BIRTH LUOGO DI NASCITA		NATIONALITY NAZIONALITÀ		PURPOSE OF REMITTANCE CAUSALE	
BANK BANCA		BRANCH FILIALE				ACCOUNT NUMBER N° DI CONTO CORRENTE	

BENEFICIARY/RECIPIENT (FOR COMPANY / LEGAL ENTITY)

BENEFICIARIO 2 (PERSONA GIURIDICA)

NAME OF COMPANY NOME DELLA SOCIETÀ			
ADDRESS IN THE PHILIPPINES INDIRIZZO NELLE FILIPPINE			TELEPHONE/MOBILE NUMBER N° DI TELEFONO/CELLULARE
OTHER DETAILS ALTRI DETTAGLI			PURPOSE OF REMITTANCE CAUSALE
BANK BANCA	BRANCH FILIALE		ACCOUNT NUMBER N° DI CONTO CORRENTE

SECURITY PASSWORD: _____

(6 alpha numeric characters with lower caps and special characters)

I declare that all the information in this Customer Information Sheet has been completed to the best of my knowledge and belief.

Io sottoscritto certifico che le informazioni figuranti sul presente modulo sono veritiere, esatte e complete secondo scienza e coscienza.

I can also confirm that I have been provided a copy of this document and understand the Terms and Conditions indicated.

*Confermo inoltre di averne ricevuto copia e di aver letto e compreso il Regolamento in appresso*CLIENT'S SIGNATURE
FIRMA DEL CLIENTEIs the remitter a PEP? YES ☐ NO ☐

Risk Rating Score: _____

RECEIVED BY (NAME):	SIGNATURE:	DATE:
APPROVED BY (NAME):	SIGNATURE:	DATE:

Customer Information:

BDO Remit (UK) Ltd (Italian branch), *previously CBN London Ltd.*, is registered in the Registro delle Imprese di Milano with C.F. No : 11417211007 and registered in the Albo degli Istituti di Pagamento (Reference No 36022.2). It is part of our standard policies and procedures to conduct proper identification of our customers by collecting valid proof of identity (e.g. passport, full EU driver's license, national identity cards) their images, immigration status in the Italian Republic and proof of residence (e.g. utility bills, council tax, bank statements).

In cases such as, when a customer intends to send a money remittance total transaction value that is greater than Three Thousand Euros (€3.000,00) within a month and Fifteen Thousand Euros (€15.000,00) within calendar year, or an amount which is more than their stated monthly income, the customer is instructed to indicate the purpose of the remittance, proof for their source of funds (e.g. Three (3) month's pay slip or loan agreement). BDO Remit (UK) Ltd, *previously CBN London Ltd.* has the right to refuse or accept the transaction even after providing proof of source of funds.

We kindly remind our good customers that according to article 1, paragraph 1, letter b), number 6) of legislative decree no. 11/2010 the threshold for money remittance services is € 1.000 therefore you cannot send more than € 999,99 every 7 days due to these cash handling limits.

We also require all customers to inform us of any changes in their information such as, changes in their name, address and contact numbers to avoid delays and problems in processing their remittances. Amended proof of identification should be submitted to us as soon as it is available.

Terms and Conditions:

1. It is the customer's responsibility to provide the correct information of their remittance beneficiary in the Philippines. BDO Remit UK Ltd *previously CBN London Ltd.*, is not liable for delay due to incorrect details (e.g. invalid account numbers, incorrect account name, incomplete address), bank delays, or the absence of the person receiving the money (for door to door delivery).
2. If BDO Remit (UK) Ltd, *previously CBN London Ltd.*, cannot complete the remittance for any reason, such as but not limited to certain problems with the beneficiary's details, and the customer wishes to refund the remittance, we will only refund the remitted amount NET of Transactional Fees. For complaints, customers may contact our Customer Service Department or email to:

cbnottaviano@cbngrupo.net

Customers also have the right to raise their concerns to the Arbitro Bancario Finanziario (ABF) if unresolved after eight (8) weeks.

3. For Face-to-Face Customers/ Walk-In:

The customer acknowledges that he/she is responsible for and must take all reasonable care to ensure the accuracy of the information he/she supplies in relation to his/her transaction, and that is reflected in the receipt. BDO Remit (UK) Ltd *previously CBN London Ltd.*, shall accept no responsibility and liability for the accuracy of the information received from the customer and for any refund or retrieval of the money of the customer. We shall implement your transaction in accordance with such information.

4. For Phone-in Customers:

- a) It is the customer's responsibility to contact BDO Remit (UK) Ltd, *previously CBN London Ltd.*, and inform us of any deposit made to our account. We cannot send the money deposited in our bank account unless we are given instructions and complete information, including details of any beneficiary by the sender in relation to his/her remittance transaction.
- b) The exchange rate which will apply to the transaction, is the current rate at the time the customer instructs BDO Remit (UK) Ltd *previously CBN London Ltd.* to make the transaction, after lodgment of funds into our business bank account, and providing those funds have been cleared to our bank account.
- c) Due to bank cash handling fees for cash deposits, in the case when a customer gives instructions to cancel transactions whilst the remittance has not yet been sent to BDO Unibank, Inc., we shall refund the amount lodged less of any Transactional Fee.
- d) Transactional receipts shall only be sent upon customer request via post, email or mobile SMS.
- e) Customers will be asked security questions prior to the processing of transactions to ensure correct identification of the customer.

Signature

Cross Border Data Transfer Consent

In accordance with the GDPR –Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and placing a procedure on the movement of such data, we inform the customer that his/her personal data that has been provided shall be added onto a digital system that BDO Remit (UK) Ltd, *previously CBN London Ltd.*, has made into agreement with BDO Unibank Inc. to implement the procedure of such data to be transferred, controlled and stored, which function is to check the relations and the money remittance transfer. Under the Payments Regulation 2017, transfer of funds is accompanied with the customer's information to our payment service data processor, which is BDO Unibank Inc. in the Philippines. Customer information may also be disclosed to the proper authority when necessary.

The following information will be shared with BDO Unibank Inc in order to process your payment instruction:

Customer name, address, mobile no., phone no., passport no., beneficiary name, address, phone no., bank name, account no., bank branch.

Do you consent to the transfer of your data to BDO Unibank Inc. in the Philippines for processing, control and storing of your transactions?

Yes ☐ No ☐

Data Privacy

1. Using your personal information

Personal information which you provided us will be used for remittance purposes (where permitted).

Your information will also be accessible to the regulatory bodies of Italy, civil and criminal authorities who may be empowered by law to access such information. Your information may also be disclosed to the relevant authorities to comply with anti-money laundering legislation. You have the right to access, rectify, oppose and cancel any of this information by informing our office where allowed by law.

For further information on how your information is used, how we maintain the security of your information, and your rights to access information we hold on you, please contact:

BDO Remit (UK) Ltd
Via Germanico 50
00192 Rome Italy
Tel. no. 069 3570 123
cbnottaviano@cbngrupo.net

2. Right to be Forgotten

Upon request, customers have the right to obtain from BDO Remit (UK) Ltd (Italian Branch) the erasure of its personal data.

3. Data Retention

Customers with transactions of up to five (5) years are deemed as "Active" customers and shall be available in the system for accessible processing of transactions. As for "Inactive" customers with transactions that are older than five (5) years, a "archived" procedure for storing of customer data shall require clearance from the duty officer.

In any case, pursuant paragraph 32 (3) of Legislative Decree 90/2017 the documents, the data and the information acquired must be retained for a period of ten years following the performance of the transaction or the end of the continuous relationship with the customer.

Customer declaration

I declare that all the information in this Customer Information Sheet has been completed to the best of my knowledge and belief.

I can also confirm that I have been provided a copy of this document and understand the Terms and Conditions indicated.

Customer Name, Signature and Date