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## Application to Re-register Hawala Providers

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## Part I: Applicant details and background information

(a) Name of the institution

(b) Institution Certificate number

(c) Authorized signatory's contact details

(i) Full Name

(ii) Designation

(iii) Telephone number

(iv) E-mail

(v) Address

## Part II: Details of Hawala Provider Certificate

(a) Expiration date of the Certificate

## Part III: Any other information

(a) Additional information to notify



## Part IV: Applicant Undertakings

### I undertake:

- To manage my business personally and never assign such task to another person.
- Not to change my address, place of residence/ business, sponsor or commercial activity without obtaining the Central Bank's approval.
- To carry out my activity in suitable premises that enables the Central Bank's staff to visit and examine my record.
- To connect and upload electronically to the Central Bank the details of all transfers, remitters and beneficiaries in the Central Bank's prescribed systems on a daily basis.
- To receive all applications from money value transfers as per official vouchers for each transaction. Such vouchers should be appropriately stored.
- To verify identities of remitters beneficiaries using Emirates ID or Passports.
- To deposit funds received from my customers in the account designed for settlements.
- To submit to the Central Bank statements of my settlement account on a quarterly basis along with other required forms.
- To provide the Central Bank with any data, information or statistics it may require at any time and for any specific period. Such data and information shall be regarded as confidential and shall be treated accordingly. As a Register Hawala Provider I will not disclose such information except in accordance with the law.
- To exercise due diligence when approving an agent and provide the Central Bank a current list of agents and the countries in which they operate
- To submit to the Central Bank an application for renewal of the Hawala Provider Certificate within a period not less than two months from the date of expiry of the original certificate or any renewals thereof
- To abide with my customers and agents, by all UAE laws, including civil laws, Commercial Companies' Law, federal laws on AML/CFT, and Central Bank Regulation particularly with regard to notifying the competent authorities of any violation thereof.



**I undertake:**

- To amend the license provided by the relevant economic department to reflect Hawala activity within **one month** from receiving the renewed Hawala Provider certificate from the Central Bank.
- To open bank account that all the transactions must be settled through, and provide the details of the account to the Central Bank within **one month**.
- To abide with my customers and agents, by all UAE laws, including civil laws, Commercial Companies' Law, federal laws on AML/CFT, and Central Bank Regulation particularly with regard to notifying the competent authorities of any violation thereof.

## Part V: Application declaration

**I declare that:**

- I am authorized<sup>1</sup> to complete this application as the owner of the registered Hawala Provider
- The information provided is true, accurate and complete
- I understand the criminal or civil penalties that may be applicable should I have provided any false or misleading information, or failed to supply information
- I will keep the CBUAE informed should there be any material changes to the information provided above
- The date of expiry of the current license is no less than two months from the date of this application

\_\_\_\_\_  
Name    Signature

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date

<sup>1</sup> The owner of the Registered Hawala Provider



## Appendix – Checklist of supporting documents

<b>Required documents</b>	
<i>Select the documents submitted with this form. If the required document is not applicable, please clearly indicate by marking 'N/A'.</i>	
<b>Prior to in-principle confirmation</b>	
<b>(a)</b> A formal application letter signed by authorized signatory.	
<b>(b)</b> Duly completed Renewal Application Form.	
<b>(c)</b> Copy of the Registered Hawala Provider certificate issued by the Central Bank.	
<b>(d)</b> Statement of non-objection from the shareholders towards renewing the Central Bank Hawala Provider Certificate.	
<b>(e)</b> Copy of the commercial registration.	
<b>(f)</b> Copy of the tenancy agreement and the address of premises to carry out the business of Registered Hawala Provider.	
<b>(g)</b> Copy of the notarized Memorandum and Articles of Association.	
<b>(h)</b> Contact details (such as mobile number, phone number, fax number, email) for the main office and Manager in Charge.	
<b>(i)</b> Copy of the Registered Hawala Provider ID card and passport	
<b>(j)</b> Police clearance certificate for the Registered Hawala Provider	
<b>(k)</b> A personal photograph for the Registered Hawala Provider	
<b>(l)</b> Undertaking to amend the license provided by the relevant economic department to reflect the Hawala activity within (ONE month) from receiving the renewed Hawala Provider certificate from the Central Bank.	
<b>(m)</b> Undertaking to open bank account that all transactions must be settled through, and provide the details of the account to the Central Bank within (ONE month)	
<b>(n)</b> Completed Central Bank Information Form	
<b>(o)</b> Completed Introduction Form	