



**APPLICATION FORM FOR ACCEPTANCE OF PAYMENTS IN  
CASH NOTES AND T/CHECKS**

To be filled in block letters by an applicant requesting for acceptance of cash notes and travelers checks and submitted in a sealed envelope to the National Bank of Ethiopia Foreign Exchange Monitoring and Reserve Management Directorate.

1. Full name of applicant \_\_\_\_\_
2. Line of business \_\_\_\_\_
3. Location Business  
Region \_\_\_\_\_ City \_\_\_\_\_ Woreda \_\_\_\_\_ Kebele \_\_\_\_\_ H. No. \_\_\_\_\_  
Tel. \_\_\_\_\_ P.O.Box. \_\_\_\_\_ Fax. No. \_\_\_\_\_
4. License No. \_\_\_\_\_ Date of Issue \_\_\_\_\_ Issued by \_\_\_\_\_
5. Date operation started \_\_\_\_\_
6. Total capital of the establishment \_\_\_\_\_
7. Number of employees:
  - a) Managerial \_\_\_\_\_
  - b) Clerical \_\_\_\_\_
  - c) Others \_\_\_\_\_
8. Accounting set-up and records:
  - a) When was your latest financial statement prepared?  
\_\_\_\_\_
  - b) How do you keep your records? Briefly state the method adopted in retrieving accounting information of past records.

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9. Full names and designations of the staff members in charge of accepting cash notes and Travelers Checks.

	Name	Designation	Academic Qualification (Highest)	Experience
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

(Note: [We hereby undertake to inform the National Bank of Ethiopia of any changes of the above staff members.](#))

**DECLARATIONS**

I, the undersigned hereby declare that the above statements are true and correct. I fully agree to accept cash notes and Travelers checks payments in lieu of goods and services in accordance with the National Bank Directive No. FXD/21/2003 and any other laws governing the operation of foreign exchange in Ethiopia. Moreover, I further declare that I am not a discharged bankrupt and have never been convicted of fraud or embezzlement. I understand that any false or misleading information that I provide will make me liable to the full extent of the law of Ethiopia.

Full name \_\_\_\_\_

Designation \_\_\_\_\_

Signature \_\_\_\_\_

