



THE NATIONAL BANK OF ETHIOPIA
Application Format To collect Service in Credit Card

"To be filled in block letters by an applicant requesting for a credit card permit and submitted in a sealed envelope to the Foreign Exchange Monitoring and Reserve Management Directorate, The National Bank of Ethiopia."

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.

9. Full names and designations of the staff members in charge of credit card transactions:

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

10. Agency/Representative of credit Card Issuer (Name of Commercial Bank)

(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 credit card 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 of 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 _____

ESTABLISHMENT UNDERTAKING FOR ACCEPTING
CREDIT CARDS IN LIEU OF PAYMENTS FOR GOODS AND SERVICES

We, the undersigned have signed Agency Agreements with M/S _____ to accept credit cards in lieu for payment of goods and services, a copy of which is enclosed for your kind reference.

In effect to this, we have designated our banker _____ to process our credit card vouchers to be sent for collection to M/S _____. The _____ in turn, shall pay the Birr equivalent after the fund is credited to its account with correspondent Banks. In this connection, we have communicated same to M/S _____ to honor upon receipt of the credit card vouchers from _____ and pay the proceeds for the account of _____ maintained with Citibank, New York favoring ourselves.

Furthermore, we undertake to be liable in the event of failure to channel credit card vouchers to any Commercial Banks operating in Ethiopia in accordance with these Directives and other written laws and regulations governing the operation of foreign exchange in Ethiopia.

Name _____

Designation _____

Date _____