



### **Conditions to be fulfilled for licensing Forx Bureau**

1. Suitable premises to operate a forex Bureau
2. Display of the name of the forex Bureaus
3. Necessary devise/ equipment to detect counterfeit
4. Application form for Purchase of Foreign Exchange for:-
  - 4.1 Holiday, Business Travel and Medical
  - 4.2 Education Fee, Correspondence Fee, Seminar, Symposium, Workshop, Conference and Training Transfers
5. Reporting formats
  - a) Daily purchase & sold
  - b) Weekly purchase & sold
6. Exchange rate display board

### **Conditions to be fulfilled to Accept payment In Cash Notes & Travllers cheques**

1. Valid and renewed license from ministry of trade and industry
2. Letter from the Ethiopian Tourism commission indicting its standard (For Hotels)

3. Necessary devise/ equipment to detect counterfeit
4. Exchange rate display board
5. Exchange rate display board
6. Availability of trained and reliable personnel who can handle the transaction
7. Availability of equipments such as:-
  - 7.1 Safe Custody
  - 7.2 Receiving tickets, vouchers
  - 7.3 Telephone, Computer

**Conditions to be fulfilled to Accept payment  
In Cash Notes & Travllers cheques**

1. Valid and renewed license from ministry of trade and industry
2. Exchange rate display board
3. trained and reliable personnel to examine authenticate and book credit card sales as well as lodge proper claim on the issues through the agent bank