



**CUSTOMER DUE DILIGENCE** *Information on beneficial ownership of a client that is a Corporate or Juridical Entity (to be accomplished by the person transacting for the entity):*

**1. Type of entity**

**a. Corporation**

**Name and occupation of all directors of the corporation and shareholders who own 2% or more of the corporation**

Name	Occupation	Address	Director	Shareholder	Percentage of Ownership
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**b. Entity other than a Corporation (sole proprietorship or partnership)**

Name	Occupation	Address	Director	Shareholder	Percentage of Ownership
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**c. Entity that is a not-for-profit organization**

Registered charity for income tax purposes  If not a registered charity, does the organization solicit charitable financial donations from the public?

**2. Minimum documents submitted as required for corporate and juridical entities:**

- Articles of Incorporation / Partnership
- By-Laws
- List of Directors / Partners / Principal Officers
- Authority of the Third Party purporting to act on behalf of the beneficial owner-remitter (attach duly accomplished Third Party Information Form)

**CUSTOMER DUE DILIGENCE** *Additional Identification Information (to be accomplished by the iRemit employee or Agent processing the transaction of a new client.)*

**1. How was the client identified?**

- Face-to-face interview by iRemit Processing Officer/Staff
- Agent's Face-to-Face interview
- Others \_\_\_\_\_

**IMPORTANT**

- a. The Teller or Agent must review the RIF and ensure that all fields are accomplished by the new client.
- b. At the end of the day, the Teller must also accomplish the Risk Assessment Checklist together with the RIF if required by local AML / CFT regulations.
- c. Branch Managers must monitor and ensure compliance with these requirements.
- d. RIF is an accountable form. This should be issued sequentially. Complete set of cancelled RIF should be retained on file.

**PRIVACY GUIDELINES**

The following guidelines and principles represent I-Remit, Inc. ("iRemit") undertaking to preserve and maintain the privacy, security and confidential information of its customers.

**Security of Information**

One of our most important responsibilities is to keep the information provided by our customers secure and confidential. Thus, our employees handle all information you provide with utmost prudence and care and access information about you when needed to maintain or update your accounts or otherwise meet your particular needs. We may also access information about you when exercising our rights under the law or any agreement with you.

We safeguard information according to established industry security standards and procedures, and we continually assess new technology for protecting and preserving information. Our employees are trained to understand and comply with these information principles.

**Sharing Of Information**

As part of our overall efforts to improve our services and enable our customers to maximize the benefit from utilizing iRemit's services, it is our policy to share information with our affiliates, subsidiaries and partners.

Through the sharing of information, we can serve our customers more efficiently. The prudent sharing of information with our strategic partners will likewise enable such companies to offer you certain products and services which may be of great use and benefit. Rest assured, the companies with whom we share information are committed to keeping such information strictly confidential. iRemit is committed to ensuring that your "padala" is safe and secure. With our own security infrastructure in place, we are confident that access to your accounts is private and secure.

If we receive a subpoena, summons or similar legal process demanding release of any information about you, we will generally attempt to notify you (unless we believe we are prohibited from doing so). Except as required by law or as described above, we do not share information with other parties, including government agencies.

It is iRemit's policy not to share any customer information with third party marketers offering their products and services. While we may continue to offer products and services from third party marketers, iRemit and the companies that work for us will control the customer information used to make the offers.

**Updating Information**

Keeping your account information accurate, current and updated is very important. If you discover that your account information is incomplete, inaccurate or not current, please call, write or e-mail us at the contact details provided in the website to enable us to correct any wrong information as quickly as possible.

**Continuing Authority**

By signing this document and depositing to an accredited bank of iRemit the funds to be remitted, I hereby authorize iRemit or any of its authorized officers to fill up and sign on my behalf the Remitter Application Form (RAF) based on the information that I will supply. In absence of contrary instruction, iRemit is hereby authorized to fill in such information in the RAF as is available to it.

I hereby certify that I have read and understood the privacy guidelines stated herein. Further, I hereby agree to all the terms and conditions as stated in the Continuing Authority; and lastly, iRemit shall retain the right to refuse any transaction it deems as unlawful and/or in violation of any anti-money laundering regulations."

Processed by: \_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Remitter's Signature over Printed Name

\_\_\_\_\_  
Date