



The Treasury
Custom & Excise Division

MSB Application Form

Money Service Businesses Application for Registration

When you have filled in and signed this form, please send it to:

Isle of Man Customs and Excise
PO Box 6
Custom House
North Quay
Douglas
Isle of Man
IM99 1AG

For Official Use only
Date of receipt

MSB Application Form

MONEY SERVICE BUSINESSES

APPLICATION FOR REGISTRATION

1. Please give the name and address of the money service business operator

Postcode	
Phone	Fax
Email	

2. Please provide any trading name used by the business

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3. What is the legal structure/status of the business? *(please tick)*

Limited company

<input type="checkbox"/>	Certificate number
<input type="checkbox"/>	Date

Sole proprietor

<input type="checkbox"/>	
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LLC

<input type="checkbox"/>	Certificate number
<input type="checkbox"/>	Date

Partnership
(Complete Annex A)

<input type="checkbox"/>	
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Unincorporated body
(e.g. club or association)

<input type="checkbox"/>	Type
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4. What type of money service business do you operate?
(if more than one complete Annex B)

<input type="checkbox"/>	Bureau de change
<input type="checkbox"/>	Money transmitter
<input type="checkbox"/>	Cheque casher

5. Premises from which money service business is undertaken
(if more than one premises, complete Annex C. Do not include the details of any agents' premises)

Postcode	
Phone	Fax

6. Do you have any agents operating a money service business on your behalf?
(If "yes", complete Annex D)

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

DECLARATION

I,

[Redacted Name Field]

declare that the information given in this application form is true and complete.

Signature	Date
Status Proprietor / Director / Partner / Company Secretary / Trustee / LLC Registered Agent / Other	
<i>If "other", please state</i>	
	<i>(Delete as appropriate)</i>

Have you received and read the guidance issued by Customs and Excise about your responsibilities under the relevant legislation?

Yes

No

Have you completed any of the following -

Annex A *Partnership details*

Annex B *Types of MSB operated*

Annex C *Details of additional premises*

Annex D *Agents' details*

Annex E *Questionnaire*

PLEASE COMPLETE THE QUESTIONNAIRE AT ANNEX E

DATA PROTECTION ACT 2002

The Customs & Excise Division of the Treasury collects information in order to administer the taxes for which it is responsible (such as VAT, excise duties, air passenger duty), and for detecting and preventing crime.

Where the law permits it may also get information from third parties, or provide information to them, for example in order to check the accuracy of information, prevent or detect crime or protect public funds in other ways. Such third parties can include the police and other Government departments and agencies.

APPEALS

You have the right to ask for a review of a decision made by Customs & Excise in connection with your application to register as a money service operator. Section 83 of the Value Added Tax Act 1996 also provides for appeals to be lodged with the VAT and Duties Tribunal. Please ask the Advice Centre at Custom House for further details.

FURTHER INFORMATION AND ENQUIRIES

If you require further information about the requirement to be registered as a money service operator you should contact Customs & Excise on tel (01624) 648114 or fax (01624) 648117 or email customs@gov.im.

If you require further copies of any Notice or application forms, or have a query concerning your application to register you can contact us on tel (01624) 648114 or fax (01624) 648117 or email customs@gov.im.

ANNEX A

PARTNERSHIP DETAILS

1. Full name of partner

Home address

Signature

Date

	Postcode
Phone	Fax
Email	

2. Full name of partner

Home address

Signature

Date

	Postcode
Phone	Fax
Email	

3. Full name of partner

Home address

Signature

Date

	Postcode
Phone	Fax
Email	

4. Full name of partner

Home address

Signature

Date

Postcode	
Phone	Fax
Email	

5. Full name of partner

Home address

Signature

Date

Postcode	
Phone	Fax
Email	

6. Full name of partner

Home address

Signature

Date

Postcode	
Phone	Fax
Email	

ANNEX B

TYPES OF MONEY SERVICE BUSINESSES OPERATED

1. Type of money service business

Bureau de change

Money transmitter

Cheque casher

Please give the name and address

Postcode	
Phone	Fax
Email	

Please provide any trading name used by the business

2. Type of money service business

Bureau de change

Money transmitter

Cheque casher

Please give the name and address

Postcode	
Phone	Fax
Email	

Please provide any trading name used by the business

ANNEX C

DETAILS OF ADDITIONAL PREMISES

1. Type of money service business

- Bureau de change
- Money transmitter
- Cheque casher

Please give the name and address

Phone	Fax
Email	

Please provide any trading name used by the business

2. Type of money service business

- Bureau de change
- Money transmitter
- Cheque casher

Please give the name and address

Phone	Fax
Email	

Please provide any trading name used by the business

3. Type of money service business

- Bureau de change
- Money transmitter
- Cheque casher

Please give the name and address

Phone	Fax
Email	

Please provide any trading name used by the business

ANNEX D

DETAILS OF AGENTS

1. Type of money service business

Bureau de change

Money transmitter

Cheque casher

Please give the name and address

Postcode	
Phone	Fax
Email	

Please provide any trading name used by the business

2. Type of money service business

Bureau de change

Money transmitter

Cheque casher

Please give the name and address

Postcode	
Phone	Fax
Email	

Please provide any trading name used by the business

3. Type of money service business

Bureau de change

Money transmitter

Cheque casher

Please give the name and address

Postcode	
Phone	Fax
Email	

Please provide any trading name used by the business

ANNEX E

QUESTIONNAIRE

1. How many people are directly employed in MSB activities in the Island?
(excluding any agents)

2. Do you supply any of the following with sterling and foreign exchange?

<input type="checkbox"/>	Banks
<input type="checkbox"/>	Building Societies
<input type="checkbox"/>	Retailers
<input type="checkbox"/>	Others

3. As a principal, what was the average value over the last 12 months of individual transactions?

Bureau de change	£
Money transmission	£
Cheque casher	£

4. What percentage of individual transactions exceed £10,000?

 %

5. What is the value of money changed (as a bureau de change), or transmitted out of the Island in the last 12 months?

 £

What percentage of this was in cash?

 %

What are the 3 main currencies you change or transmit in exchange for sterling?

6. Do you have any anti-money laundering procedures in place?

 YES / NO

7. Do you have a training programme for your staff?

 YES / NO

8. Do you report suspicious transactions?

 YES / NO

9. Do you keep records of all your transactions for 5 years?

 YES / NO

If there is any other information you would like to provide, in order to help Customs & Excise understand your business, or if there are any questions you wish to ask, please use a separate piece of paper