



BCTL INSTRUCTION No 01/2013
ON THE LICENSING AND SUPERVISION OF MONEY TRANSFER OPERATORS

Taking into consideration the registration of Money Transfer Activities within Central Bank of Timor-Leste, under Article 28 of Law no. 17/2011 of December 28, on the Legal Regime to Prevent and Combat Money Laundering and the Financing of Terrorism, as amended.

Furthermore, taking into consideration that persons that specialize in providing Remittance Services require regulation that is specific to the risks associated with those services, specialize regulation for Money Transfer Operators will facilitate their business development and their ability to grow in a safe and sound manner which, in turn, will help to develop the national economy, specialize regulation for Money Transfer Operators helps protect the financial system against money laundering and other criminal activities and provides protection to their customers.

It is essential for promoting a sound and efficient growth of Remittance Services in the economy and reducing the risk of Money Transfer Operators in Timor-Leste becoming vehicles for/or victims of financial crime and suffering consequential damage.

Therefore, under the provisions of Articles 29 and 31 of Law no. 5/2011 of June 15 on Organic Law of Central Bank of Timor-Leste, the Governing Board of the Central Bank of Timor-Leste approves the follow Instruction:

Chapter I
General Provisions

Article 1
Definitions

In this Instruction, unless otherwise stated, the terms below shall have the following meaning:

- a) "Administrator" means any person who is an officer of a Money Transfer Operators and has the authority to enter into commitments for the account of the Money Transfer Operator;
- b) "Agent" means a legal or natural person who is authorized by a Money Transfer Operator to provide Remittance Services on behalf of that Money Transfer Operator;
- c) "Beneficiary" refers to natural person who is identified by the customer as the receiver of the requested money transfer;
- d) "BCTL" means the Banco Central de Timor-Leste established under Law no. 5/2011, of June 15;
- e) "Money Transfer Operator or MTO" means a legal or natural person that provides Remittance Services, and no other type of financial services, to persons in Timor-Leste;
- f) "Principal Shareholder" means any person who directly or indirectly owns ten percent or more of any class of shares or participation with voting rights of an MTO;
- g) "Remittance Service" means a service that enables members of the public to send and/or receive funds transfers;
- h) "Politically Exposed Person" or "PEP" means the same as defined in Law no. 17/2011 of December 28, as amended.

Article 2
Applicability

The Instruction shall apply to persons or business entities providing Remittance Services in Timor-Leste including Agents of an MTO, their Administrators and Principal Shareholders.

Article 3
Prohibitions and restrictions

1. No registered MTO shall engage in any financial activity other than providing Remittance Services to persons in Timor-Leste.
2. The BCTL may review the above provision from time to time.
3. An MTO shall keep the accounting and other corporate records of its remittance services activities separate from the records of its other commercial activities.

Chapter II
License process

Article 4
License application and decision

1. Persons who wish to establish or continue the business of a Money Transfer Operator in Timor-Leste shall apply in writing to the BCTL for a license using the form prescribed in Annex 1 of this Instruction and submit the information and materials as required in that form.
2. Money Transfer Operator that wishes to appoint an Agent shall apply in writing to the BCTL for a license for that Agent using the form prescribed in Annex 3 of this Instruction and submit the information and materials as required in that form.
3. Applications referred to in the previous paragraphs shall also be accompanied by the Declaration Form as provided in Annexes 2 and 4 of this Instruction.
4. The applicant submits shall be signed by an authorized person [s] and shall be submitted in one of the official languages of Timor-Leste and in English with one original and two copies.
5. The applicant shall authorize, in writing, a spokesperson to act on their behalf regarding the application process.
6. Any change in the spokesperson, including address and contact number shall be immediately informed to BCTL in written.
7. Within forty five (45) business days counted from the date of the receipt of the application and supplementary information the BCTL shall grant a preliminary approval, or deny, the application and notify the applicant of its decision in writing, provided that the application has been completed to the satisfaction of the BCTL.
8. The BCTL may request additional information as it deems necessary in order to assist in the application review process.
9. The decision to grant the preliminary approval of the application shall be based on the conditions that the Principal Shareholders and/or Administrators of the applicant fulfill the following requirements:
 - a) Have no evidence of financial fraud, tax avoidance, and default on indebtedness;
 - b) No evidence of any financial or administrative problems at his/her previous work;
 - c) No previous involvement in insolvent or bankrupt companies;
 - d) Free from criminal proceeding;
 - e) Never been convicted of a crime;

10. The decision of the BCTL to refuse a license shall be final and shall include an explanation of the grounds on which the license was refused.
11. If preliminary approval of an application for a license is granted, the applicant must fulfill the following conditions before final approval by the BCTL for a license for the MTO to commence those activities in which it is authorized to engage:
 - a) Has the Anti-Money Laundering and Combating Financing Terrorism procedures, as required by law or by BCTL in place;
 - b) Has the appropriate operations equipment and the establishment of operations systems, including risk measurement and controls and internal audit and controls;
 - c) Has the adequate premises to conduct the Remittance Services;
 - d) Hire and proper training of staff and Agent if applicable; and
 - e) Opened a separate bank account for MTO with amount balance of \$10,000 (ten thousand American dollars) in a licensed commercial bank in Timor-Leste.
12. If an MTO fails to comply within six (6) months with the conditions specified in the previous paragraph, the preliminary approval of the application for a license shall lapse.
13. The BCTL shall issue final approval of the MTO license based on the results of an on-site examination of the MTO premises and confirmation of satisfactory compliance with all conditions described in paragraph 10 of this Article.
14. A MTO that wishes to establish and/or close a branch office or appoint and/or terminate the contract of an Agent must obtain prior approval of the BCTL.

Article 5
Scope of license and fees

1. A license to provide Remittance Services shall be granted for an indefinite period of time, subject to Article 6, and shall not be transferable.
2. Applicants shall pay an administration fee of US\$250 (two hundred and fifty United States dollars) for a Money Transfer Operator and US\$50 (fifty dollar United States dollars) for an Agent.
3. This fee is non-refundable, including cases where the application is unsuccessful or the license of a Money Transfer Operator license or its Agent is subsequently revoked pursuant to Article 6.
4. BCTL may, by means of Instruction, establish, and revise, from time to time, fees applicable for the possession of a license.

Article 6
Revocation of a license

1. The BCTL may revoke the license of a Money Transfer Operator or its Agents under the following circumstances:
 - a) Upon the request of the Money Transfer Operator;
 - b) Following an infraction of the present Instruction; or any instructions/regulations issued by BCTL or any applicable law; or
 - c) On one or more of the following grounds:
 - i. the license was obtained on the basis of false information submitted by or concerning the applicant;
 - ii. the MTO has not commenced operations within sixty (60) business days after the receipt of the license without the applicant having given written notice to the BCTL;
 - iii. the owners of the MTO have decided to dissolve or to liquidate the MTO, or the MTO has ceased to exist as a legally or operationally independent entity;
 - iv. the MTO has intentionally or continually presented fraudulent reports or reports with false information to the BCTL;



- v. the licensee has been convicted due to engagement in illegal practices, false accounting practices, or fraudulent acts;
 - vi. the licensee, at any time fails to pay its liabilities or in the opinion of the BCTL the affairs of the MTO or the Agent are conducted in a manner detrimental to its customers or with a negative impact in the market;
 - vii. the licensee fails to pay the license fee.
2. The decision to revoke the license of an MTO shall automatically result in the revocation of the license of its Agents.
 3. A decision by the BCTL to revoke a license shall be communicated in writing to the MTO or the Agent concerned.
 4. The decision to revoke a license shall immediately be published in newspapers of wide circulation wherever the offices of the MTO concerned are located.

Chapter III Report and supervision

Article 7 Operations

1. A MTO shall, at all times, maintain a minimum balance of US\$10,000.00 (ten thousand United States dollars) or such other amount as the BCTL may determine in case by case basis, in a bank licensed to operate in Timor-Leste.
2. A MTO or its Agent(s) shall, at all times, produce a written receipt for each customer which shall indicate the names, date of birth, addresses and identification number of the customer and the beneficiary, the date of transfer takes place, the dollar amount and the fee charged, if applicable.
3. A MTO and its Agent(s) shall execute the transfers using the form prescribed in Annex 7 and Annex 8 of this Instruction.
4. The records shall be maintained by a MTO or its Agent(s) pursuant to Article 12.1 to 12.2.

Article 8 Reports and inspection

1. A MTO is required to record all operations including the activities of its Agents that it carries out within the scope of its license activities.
2. A MTO shall submit a consolidated monthly report to the BCTL no later than ten (10) business days into the following month, pursuant to Annex 5 of this Instruction.
3. The BCTL may conduct inspections at any time on the premises of MTOs or any of its Agents.
4. The inspection shall include examine the books, records and other relevant documents and information.

Chapter IV Customer protection

Article 9 Disclosure requirements

1. A MTO and its Agent(s) shall clearly disclose the terms and conditions of the Remittance Services that it provides including all fees and charges imposed.
2. The notice in the previous paragraph and the MTO license shall be displayed in a prominent place easily accessible to the customer and must be written in an official language, without prejudice of the disclosure, simultaneously, of translations in foreign or local languages.

Article 10

Responsibilities and complaint management

1. A MTO and its Agent(s) shall be responsible for the outwards remittance and delivery of transferred funds to the intended beneficiary.
2. A MTO and its Agent(s) shall not be responsible for the delay or non-receipt of funds being transferred inwards unless a valid funds transfer instruction has been received from the remitting party.
3. In the event that an outward remittance is lost or unduly delayed in transit, the MTO shall reimburse its customer with the remittance amount and the fees paid, or re-send the remittance at no additional cost to the customer.
4. In the event that a customer believes that a MTO has failed to meet its obligations under this Article, the customer shall have the right to submit a complaint to the MTO:
 - a) The complaint shall be in writing;
 - b) The complaint shall set out all the relevant facts;
 - c) The complaint shall be supported by copies of all relevant documents, including a copy of the remittance receipt;
 - d) If appropriate, the complaint shall be supported by a statutory declaration from the intended beneficiary that the funds have not been received.
5. A MTO shall investigate each complaint received and shall respond to the customer in writing within ten (10) business days setting out a proposed remedy to the customer's complaint.
6. MTOs shall remit to BCTL copy of all the complaints received under the previous paragraph.

Chapter V

Customer identification, record keeping and transaction report

Article 11

Customer identification

1. A MTO and its Agent(s) are prohibited from dealing with unknown customers and shall cease to deal with customers who refuse to provide details as required in the following paragraphs.
2. A MTO and its Agent(s) shall conduct a formal customer identification and verification process to establish the identity of its customer before providing any Remittance Service.
3. A MTO and its Agent(s) shall conduct customer identification process for its customers based on the following:
 - a) Obtain the identification document of the customer and the beneficiary and register the full name, date of birth, address, and identification number of the customer and/or the beneficiary when the amount of the transaction is less than US\$500 (five hundred United States dollars);
 - b) For transactions equivalent or above US\$500 (five hundred United States dollars), copy of the identification of the customer is required;
 - c) For transactions equivalent or above US\$2,500 (two thousand and five hundred United States dollars), beside comply with requirements established on previous paragraphs, it also required to request information on source of fund and reason for conducting the transaction.
4. If a MTO and its Agent(s) have any doubt as to whether a customer specified in Article 11.3 above acts for his/her own account, the MTO and its Agent(s) shall take all reasonable measures to verify the identity of the person or persons on whose behalf the customer is acting.
5. If a staff member in a MTO and/or its Agent(s) identifies a customer as PEP, it is required to obtain information as described in Article 11.3 intends b) and c) and it shall obtain prior authorization from the highest level of the MTO's management before executing any remittance service.
6. A MTO and its Agent(s) are prohibited from acting as intermediaries in a chain of payments.
7. If a MTO and its Agent(s) receives money or value transfers that do not contain the complete originator information they shall take necessary measures to obtain and verify the missing information from the ordering institution or the beneficiary and, should those fail to release the information, they shall

refuse acceptance of the transfer and report it to the BCTL and the other competent authorities established by law.

Article 12
Record keeping

1. A MTO and its Agent(s) shall maintain records in an appropriate record keeping system from the information required in Article 11.1 to 11.6 above and other information required in this Instruction and ensures that the records and underlying information are readily available to the BCTL and other competent authorities established by law.
2. Unless a higher period is established by law, the records referred to in the previous paragraph shall be maintained for at least five years.

Article 13
Transactions report

1. A MTO and its Agent(s) that suspects or has reasonable grounds to suspect that funds are the proceeds of crime, or are related or linked to, or are to be used for the financing of terrorism, or that have knowledge of a fact or an activity that may be an indication of money laundering or financing of terrorism, is required to submit promptly a report setting forth its suspicions to the BCTL and the other competent authorities established by law, using the form prescribed in Annex 6 of this Instruction, even in the case of attempted transactions.
2. A MTO and its Agent(s) shall report all transactions equal to US\$2,500 (two thousand and five hundred United States dollars) to the BCTL and other competent authorities established by law using the form prescribed in Annex 6 of this Instruction.

Chapter VI
Final provisions

Article 14
Infraction, administrative penalties and remedial measures

1. The BCTL may take actions or impose the penalties set forth in this Article with respect to a MTO or an Agent if it determines that the MTO or the Agent or any of its Administrators or Principal Shareholders has committed an infraction consisting of:
 - a) The violation of a provision of the present Instruction or of any instruction, circular or order issued by the BCTL applicable to an MTO;
 - b) The violation of any condition, restriction, or provision of an authorization issued to an MTO or an Agent by the BCTL;
 - c) The violation of a provisions established in Law no. 17/2011 of 28 December on the Legal Regime to Prevent and Combat Money Laundering and the Financing of Terrorism.
2. Following a determination prescribed in paragraph above, the BCTL may take one or more of the following actions or impose the following penalties:
 - a). Issue written warnings;
 - b). Issue written orders to cease and desist from such infractions and to undertake remedial action;
 - c). Impose fines on the MTO or the Agent or any of its Administrators or Principal Shareholders as detailed below:
 - i. Amount US\$250 (two hundred and fifty United States dollars) to US\$1,000 (one thousand United States dollars) as total amount or per day for each of the following infractions:
 - (1). Fails to submit or submit incomplete or inaccurate information as required in Article 8.2;
 - (2). Fails to cooperate with the examiners of the BCTL appointed for the purpose of Article 8.3;
 - (3). Fails to comply with requirement established under Article 11.6.



- ii. Amount US\$500 (five hundred United States dollars) to US\$1,500 (one thousand and five hundred United States dollars) as total amount or per day for each of the following infractions if continued:
 - (1). Fails to comply with requirement established under Article 4.1 to 4.2;
 - (2). Fail to disclose the terms and conditions of the Remittance Services and other information as required in Article 9.1 and 9.2.
 - iii. Amount US\$5,000 (five thousand United States dollars) to US\$500,000 (five hundred thousand United States dollars) once or per day for each of the following infractions:
 - (1). Fails to identify the customers and maintain an appropriate record keeping system as required in Article 11.1 to 11.5 and 12.1 to 12.2;
 - (2). Fails to report the transaction as required in Article 13.1 to 13.2.
 - d). Taking into consideration the seriousness of the infraction committed and the level of responsibility of the MTO or its Agent(s), determine the application of the follow ancillary penalties:
 - i. Revocation of the license as per Article 6 of this Instruction;
 - ii. Suspension of the license;
 - iii. Suspension or banishment of any Administrator, Principal Shareholder or Agent from any financial or related activities in Timor-Leste;
 - iv. Communication of the infractions committed and the penalties applied to the foreign supervision authority if applicable.
3. The measures and penalties provided in Article 14.2 shall not preclude the application of other civil, criminal or administrative penalties as provided in other applicable laws or regulations.

Article 15
Entry into Force

- 1. In compliance with Article 66.1 of the Organic Law of the Central Bank, this Instruction shall be published in the *Jornal da República*.
- 2. This Instruction revokes and replaces Guidelines concerning the Licensing and Operations of Money Transfer Operator issued by BCTL on February 25 2013.
- 3. This Instruction shall enter into force on the publication day.

Approved on 27 September 2013

The Governor


Abraão de Vasconcelos

FICHA DE INSCRIÇÃO PARA SE TORNAR UM PRESTADOR DE SERVIÇOS DE TRANSFERÊNCIA DE FUNDOS (APPLICATION FORM TO BECOME A MONEY TRANSFER OPERATOR)¹

I. INFORMAÇÕES DO REQUERENTE (PARTICULARS OF THE APPLICANT)

1. Nome completo (Full name)
2. Morada completa (Full address)
3. Nome proposto do PSTF (Proposed name of the MTO)
4. Morada completa do local onde o negócio será conduzido (Full address of location where the business will be conducted)
5. Nome do banco em que o requerente tem uma conta e vai utilizar na prestação de Serviços de Remessa de Fundos (Name of the bank in which the applicant has an account and will use when providing Remittance Service)

II. CÓPIA DOS DOCUMENTOS A APRESENTAR (COPY OF DOCUMENTS TO BE SUBMITTED)²

1. Cartão de identificação. Os estrangeiros também devem apresentar a autorização de residência (Identification card. Foreigners are required to submit also the residency permit). Sim (Yes) Não (No)
2. Curriculum vitae dos Administradores e Acionistas propostos, o mais detalhado possível (Curriculum vitae of the proposed Administrators and Shareholders as *detailed as possible*). Sim (Yes) Não (No)
3. Registo de empresas, apenas para sociedades (Business registration for *business entities only*). Sim (Yes) Não (No)
4. Certificado de registo criminal que declare que a[s] pessoa[s] não foi/foram condenada[s] por nenhum crime nem está/estão em processo de ser[em] acusada[s] de um crime (Police clearance certificate stating that the person[s] has not been convicted of a crime nor is in the process of being prosecuted for a crime). Sim (Yes) Não (No)
5. Declaração das autoridades fiscais pertinentes que declare que o requerente cumpriu todas as obrigações fiscais, passadas e atuais (Statement from relevant tax authorities stating that the applicant has complied with all past and current tax obligations). Sim (Yes) Não (No)
6. Extracto bancário mais recente (Most recent bank statement). Sim (Yes) Não (No)

¹ O pedido deve ser apresentado pelo acionista principal ou por pessoa por ele designada (the application shall be presented by the principal shareholder or a person designated by said shareholder).

² É necessário apresentar todos os documentos para cada pessoa envolvida na aplicação (it is required to submit all the documents for each person involved in the application).



7. Declaração Pessoal, ver Anexo II (Personal Declaration, see Annex II) Sim (Yes) Não (No)
8. Taxa de processamento do pedido (Application processing fee). Sim (Yes) Não (No)

III. FINALIDADE DA CONSTITUIÇÃO DO PSTF (PURPOSE TO ESTABLISH THE MTO)

Por favor, forneça uma explicação narrativa até 500 palavras que descreva por que razão o[s] requerente[s] se candidata[m] a tornar[em]-se um Prestador de Serviços de Transferência de Fundos (Please provide a narrative explanation of not more than 500 words which outlines why the applicant[s] is applying to become a Money Transfer Operator)

Eu/Nós declaro/declaramos por este meio que as informações acima são verdadeiras. Eu/Nós estou/estamos conscientes de que a apresentação de informações falsas dará origem à recusa do meu/nosso pedido. (I/We hereby declare that the foregoing information is true. I/We are aware that submitting false information will lead to denial of my/our application).

Assinatura e data (Signature and date):



FORMULÁRIO DE DECLARAÇÃO PESSOAL (PERSONAL DECLARATION FORM)³

Eu/Nós comprometo-me/comprometemo-nos a cumprir e a ser regido(s) pela "Instrução n.º 01/ 2013 sobre o Licenciamento e Supervisão dos Prestadores de Serviços de Transferência de Fundos" emitida pelo Banco Central de Timor-Leste, bem como outras Normas, Instruções ou Despachos aplicáveis, emitidos por, ou que possam vir a ser emitidos pelo Banco Central de Timor-Leste (I/We hereby undertake to abide by and be governed by the " Instruction no. 001/2013 on the Licensing and Supervision of Money Transfer Operators " issued by the Banco Central de Timor-Leste, and such other applicable Rules, Instructions or Orders as issued by or may be issued by the Banco Central de Timor-Leste).

Eu/Nós também certifico/certificamos que todas as informações apresentadas em conexão com este pedido são verdadeiras e corretas, e autorizo/autorizamos o Banco Central de Timor-Leste a fazer as investigações que julgar apropriadas para verificar esta situação (I/We also certify that all information submitted in connection with this application is true and correct, and authorize the Banco Central de Timor-Leste to make such enquiries as it may deem appropriate to verify it).

Eu/Nós compreendo/compreendemos que qualquer informação enganosa ou imprecisa dará origem à recusa do pedido, ou, caso este já tenha sido aprovado, à revogação da licença de Prestador de Serviços de Transferência de Fundos (I/We understand that any misleading or inaccurate information will lead to the rejection of the application, or if already approved the cancellation of the Money Transfer Operator license).

Nome do PSTF (Name of MTO):

Nome do Acionista Principal (Name of Principal shareholder):

Função (Position):

Assinatura (Signature):

Data (Date):

³ A declaração deverá ser assinada pelo acionista principal da PSTF ou por pessoa designada pelo acionista principal (declaration shall be signed by the principal shareholder of the MTO or a person designated by said principal shareholder).

FORMULÁRIO PARA NOMEAÇÃO DE UM AGENTE (APPLICATION FORM TO APPOINT AN AGENT)⁴**I. INFORMAÇÕES DO REQUERENTE (PARTICULARS OF THE APPLICANT)**

1. Nome do PSTF (Name of the MTO)
2. Morada (Address)
3. Número da licença emitida pelo BCTL, se disponível (License number issued by BCTL, if provided)

II. INFORMAÇÕES DO AGENTE PROPOSTO (PARTICULARS OF THE PROPOSED AGENT)

1. Nome completo (Full name)
2. Morada completa (Full address)
3. Nome proposto do Agente, se aplicável (Proposed name of the Agent, if applicable)
4. Morada completa do local onde o negócio será conduzido, se diferente do supra mencionado (Full address of location where the business will be conducted, if different from above).
5. Nome do banco em que o requerente tem uma conta e vai utilizar na prestação de Serviços de Remessa de Fundos (Name of the bank in which the applicant has an account and will use when providing Remittance Services)

III. CÓPIA DOS DOCUMENTOS A APRESENTAR (COPY OF DOCUMENTS TO BE SUBMITTED)⁵

1. Cartão de identificação. Os estrangeiros também devem apresentar a autorização de residência (Identification card. Foreigners are required to submit also the residency permit). Sim (Yes) Não (No)
2. Curriculum vitae dos Administradores e Acionistas propostos, o mais detalhado possível (Curriculum vitae of the person[s] responsible for the Agent, as detailed as possible). Sim (Yes) Não (No)
3. Registo de empresas, apenas para sociedades (Business registration, for business entities only). Sim (Yes) Não (No)
4. Certificado de registo criminal que declare que a[s] pessoa[s] não foi/foram condenada[s] por nenhum crime, nem está/estão em processo de ser[em] acusada[s] de um crime (Police clearance certificate stating that the person[s] has not been convicted of a crime nor is in the process of being prosecuted for a crime). Sim (Yes) Não (No)
5. Declaração das autoridades fiscais pertinentes que declare que o requerente cumpriu todas as obrigações fiscais, passadas e atuais (Statement from relevant tax authorities stating that the applicant has complied with all past and Sim (Yes) Não (No)

⁴ O formulário de nomeação de Agente deverá ser assinado pelo acionista principal ou administrador da PSTF (application form to appoint an Agent, shall be signed by the principal shareholder or administrator of the MTO).

⁵ É necessário apresentar todos os documentos para cada pessoa envolvida na aplicação (it is required to submit all the documents for each person involved in the application).

current tax obligations).

6. Extracto bancário mais recente (Most recent bank statement). Sim (Yes) Não (No)
7. Declaração Pessoal, ver Anexo IV, (Personal Declaration, see *Annex IV*) Sim (Yes) Não (No)
8. Taxa de processamento do pedido (Application processing fee). Sim (Yes) Não (No)

Eu/Nós declaro/declaramos por este meio que as informações acima são verdadeiras. Eu/Nós estou/estamos conscientes de que a apresentação de informações falsas dará origem à recusa do meu/nosso pedido (I/We hereby declare that the foregoing information is true. I/We are aware that submitting false information will lead to denial of my/our application).

Assinatura e data (Signature and date):



FORMULÁRIO DE DECLARAÇÃO PESSOAL (PERSONAL DECLARATION FORM)⁶

Eu/Nós comprometo-me/comprometemo-nos a cumprir e a ser regido(s) pela "Instrução n.º 01/ 2013 sobre o Licenciamento e Supervisão dos Prestadores de Serviços de Transferência de Fundos" emitida pelo Banco Central de Timor-Leste, bem como outras Normas, Instruções ou Despachos aplicáveis, emitidos por, ou que possam vir a ser emitidos pelo Banco Central de Timor-Leste. (I/We hereby undertake to abide by and be governed by the " Instruction no.01/2013 on the Licensing and Supervision of Money Transfer Operators " issued by the Banco Central de Timor-Leste, and such other applicable Rules, Instructions, or Orders as issued by or may be issued by the Banco Central de Timor-Leste).

Eu/Nós certifico/certificamos igualmente que todas as informações apresentadas relacionadas com este pedido são verdadeiras e corretas, e autorizo/autorizamos o Banco Central de Timor-Leste a fazer as investigações que julgar apropriadas para verificar esta situação (I/We also certify that all information submitted in connection with this application is true and correct, and authorize the Banco Central de Timor-Leste to make such enquiries as it may deem appropriate to verify it).

Eu/Nós compreendo/compreendemos que qualquer informação enganosa ou imprecisa dará origem à recusa do pedido, ou, se este tiver já sido aprovado, à revogação da licença de Prestador de Serviços de Transferência de Fundos (I/We understand that any misleading or inaccurate information will lead to the rejection of the application, or if already approved the cancellation of the Money Transfer Operator license.)

Eu/Nós aceito/aceitamos por este meio ser Agente de [Inserir nome do PSTF] (I/We hereby accept to be an Agent for) [Insert name of MTO].

Secção (Section) 1. PSTF (MTO)

Nome do PSTF (Name of MTO):

Nome do Acionista Principal (Name of Principal shareholder):

Função (Position):

Assinatura (Signature):

Data (Date):

Secção (Section) 2. Agente (Agent)

Nome do Agente (Name of Agent):

Nome do Administrador (Name of Administrator):

Função (Position):

Assinatura (Signature):

Data (Date):

⁶ Declaração para Agente deverá ser assinado pelo principal acionista da PSTF e a pessoa que nomeada como agente (Declaration for Agent shall be signed by both the Principal shareholder of the MTO and the persons to be appointed as Agent).

RELATÓRIO MENSAL CONSOLIDADO (CONSOLIDATED MONTHLY REPORT)⁷**NOME DO PSTF (NAME OF MTO): _____****Remessas por Sector (Remittances by Sector)**

Sector (Sector)	Saída (Outbound)		Entrada (Inward)	
	Número (Number)	Valor (Value)	Número (Number)	Valor (Value)
1. Sector público (Public sector)				
2. Empresas Privadas (Private business)				
3. Indivíduos (Individuals)				
4. ONG (NGO)				
5. Outros (Other)				

Remessas por Natureza (Remittances by Nature)

Sector (Sector)	Saída (Outbound)		Entrada (Inward)	
	Número (Number)	Valor (Value)	Número (Number)	Valor (Value)
1. Transferência para família (Transfer to family)				
2. Educação (Education)				
3. Investimento ou aquisição de negócios (Business investment or purchase)				
4. Poupança (Saving)				
5. Outros (Other)				

Remessas por Destino (Remittances by Destination)

Sector (Sector)	Saída (Outbound)		Entrada (Inward)	
	Número (Number)	Valor (Value)	Número (Number)	Valor (Value)
1. Nacional (Domestic)				
a. Aileu				
b. Ainaro				
c. Baucau				
d. Bobonaro				
e. Covalima				
f. Dili				
g. Ermera				
h. Lautém				
i. Liquiça				
j. Manatuto				
k. Manufahi				
l. Oecussi				
m. Viqueque				
2. Ásia-Pacífico (Asia-Pacific)				
a. Indonésia (Indonesia)				
b. Malásia (Malaysia)				
c. Filipinas (Philippine)				
d. Tailândia (Thailand)				
e. Singapura (Singapore)				
f. Fiji (Fiji)				
g. Papua Nova-Guiné (Papua New Guinea)				
h. Coreia do Sul (South Korea)				

⁷ Relatório consolidado mensal, incluindo informações do agente deve ser assinado pelo Administrador (Monthly consolidated report including information from Agent must be signed by Administrator).

7. Para/de (To/From)

8. Motivo da atividade suspeita, se assinalou a opção "Trans. Suspeita", por favor faça uma exposição da razão que o leva a crer que se trata de uma atividade suspeita. Reason of Suspicious Activity, please provide a narrative explanation of why suspicious activity information when ticked suspicious transactions)

9. Assinatura e data (Signature and Date):



Formulário de Entrada (Inward Form)

Por favor complete o formulário (Please complete the form)			
MTCN	Nome do PSTF (Name of MTO)	Número Licença (License number)	
Destino (Destination)	Date Date, ____/____/____	Hora/Time: _____	
Valor por extenso (Amount in words)			
Receptador (Receiver)			
Nome completo (Full name)	Montante (amount)		
Data de nascimento (Date of birth)	Taxa (Fee)		
Morada Completa (Full address)	Taxa de câmbio (Exchange rate)		
Tipo de identificação (Type of Identification)	Montante total recebido pelo Receptador (Total amount received by receiver)		
Número de identificação (Identification Number)	Cópia da identificação do cliente para as transações de valores equivalentes ou superiores a USD 500 (Copy of the identification of the customer for transactions equivalent or above US\$500)		
Data de Emissão (date of issue)		Sim (yes) <input type="checkbox"/>	
Valido até (date of expiry)		Não (no) <input type="checkbox"/>	
Número de contacto (Contact number)			
Origem dos Fundos (Source of Funds)			
Objectivo da transação (Purpose of Transaction)			
Remetente (Sender)			
Nome completo (Full name)			
Data de nascimento (Date of birth)			
Tipo de identificação (Type of Identification)			
Número de identificação (Identification Number)			
Morada Completa (Full address)			
Número de contacto (Contact number)			
Assinatura do Receptador (Receiver signature)	Assinatura PSTF (Signature of MTO)		

Formulário de Saída (Outward Form)

Por favor complete o formulário (Please complete the form)			
MTCN	Nome do PSTF (Name of MTO)	Número Licença (License number)	
Destino (Destination)	Date Date, ____/____/____	Hora/Time: _____	
Valor por extenso (Amount in words)			
Remetente (Sender)			
Nome completo (Full name)	Montante (amount)		
Data de nascimento (Date of birth)	Taxa (Fee)		
Morada Completa (Full address)	Taxa de câmbio (Exchange rate)		
Tipo de identificação (Type of Identification)	Montante total recebido pelo Receptador (Total amount received by receiver)		
Número de identificação (Identification Number)	Cópia da identificação do cliente para as transações de valores equivalentes ou superiores a USD 500 (Copy of the identification of the customer for transactions equivalent or above US\$500)		
Data de Emissão (date of issue)		Sim (yes) <input type="checkbox"/>	
Válido até (date of expiry)		Não (no) <input type="checkbox"/>	
Número de contacto (Contact number)			
Origem dos Fundos (Source of Funds)			
Objectivo transação (Purpose of Transaction)			
Receptador (Receiver)			
Nome completo (Full name)			
Data de nascimento (Date of birth)			
Tipo de identificação (Type of Identification)			
Número de identificação (Identification Number)			
Morada Completa (Full address)			
Número de contacto (Contact number)			
Mensagem a enviar (Message to be sent)			
Assinatura do Remetente (Sender signature)	Assinatura do PSTF (Signature of MTO)		