

## **LICENSE APPLICATION FOR CURRENCY EXCHANGE BUREAU**

### **A. General Information Required:**

- 1. Application in writing and in official language of Timor-Leste or in English language.**
- 2. Original application and two copies together with a non-refundable application processing fee. (Download on Notification on fees)**
- 3. If the applicant is an individual person, application must be signed by the person. If the applicant is a business entity, the application must be signed by an authorized officer of the business entity.**
- 4. Applicant should authorize in writing a spokesperson to act on behalf of applicant Currency Exchanges Bureau (CEB), provide the name, address and telephone number.**
- 5. Any changes in information on item 4, BPA should be notified in writing.**

### **B. Content of Application:**

- 1. Detailed background information/CV, name, residential address, nationalities and specimen signature of the owners, principal officers and directors.**
- 2. Name of the proposed CEB, clear identification of the physical location, together with the postal address.**
- 3. A declaration that the applicant has never been declared bankrupt, free from any criminal proceeding, money laundering, tax evasion or any other act of dishonesty.**
- 4. Copy of registration as a business.**

**Note:** - Legal time frame for processing an application and for BPA's decision is within 6 (six) weeks.  
- Scope of the operation, minimum terms of a license and other detailed information is available on (Download CEB Regulation 2000/5 and Instructions).