



MAPePay

Corporate Onboarding and KYC Documentation Guide

Introduction

A smooth onboarding and KYC (Know Your Customer) process is crucial for getting your account approved and receiving your IBAN promptly. The MAPePay team has to follow specific requirements to carefully assess your information, review your application, and reach a final decision. Please keep in mind that MAPePay cannot establish a business relationship with entity who has not fulfilled the KYC requirements during the onboarding process.

Online Registration Form

When completing the online registration form, please ensure that you enter accurate and relevant information. Being meticulous about details such as contact information, business description, company management and ownership details will facilitate a quicker and more efficient onboarding process for your account.

ID Verification

Our ID verification system enables you to verify your identity, a crucial step in the onboarding and KYC process. This process requires you to take a live photo of yourself along with your international passport or EEA national ID card.

Please make sure to follow these guidelines when completing ID verification:

- Capture a photo that includes your face and shoulders.
- Use an acceptable document for verification (only an EEA national ID card or an international passport will be accepted).
- If you are using an ID card, take one photo of the front and another of the back.
- If you are using a passport, photograph the main page that contains your photo.
- Make sure all text on the document is clear and legible; if not, it will not be accepted.

Guidelines for Corporate Documentation

All documents submitted to MAPePay must be in English or Greek, or accompanied by an official translation, which should be indicated in the document.

Ensure that all parts of the documents are visible and legible; nothing should be obscured, redacted, or concealed. During the application process, upload the documents to the appropriate section, and any additional documents by replying to the MAPePay team's email request.

Below is a list of the corporate documentation requirements. We kindly ask you to provide any documents that are not publicly available. If the documents are not original, they should be certified by the company registrar, a lawyer, or a notary, depending on the jurisdiction.



For Cyprus and similar “English Law” entities:

1. **Certificate of Directors**
2. **Certificate of Shareholders**
3. **Certificate of Registered Office**
4. **Certificate of Incorporation**

The documents must be issued within three months of their submission to MAPePay. If the documents are between three and six months old, a recently issued **Certificate of Incumbency**, verified by a lawyer or notary (depending on the jurisdiction), is required. For companies incorporated in different jurisdictions, equivalent documents must be provided.

5. **Memorandum and Articles of Association:** A true copy of the original, recently certified by the Company Registrar or a lawyer.
6. **Latest Audited Financial Statements:** For the past 2 years. If a new entity, management accounts and/or tax returns are requested, along with additional financial data from UBOs (Ultimate Beneficial Owners).
7. **Board of Directors Resolution for Authorised Signatories:** Using the MAPePAY Template, duly signed by the Directors, Authorised Signatories, and verified by the Company Secretary.
8. **Copies of Non-Expired ID or Passport:** For all directors*, shareholders**, and Authorised Signatories.
9. **Source of Funds:** A company bank statement indicating where the funds will be remitted from.
10. **Source of Income/Wealth of the UBOs:** Evidence of annual income and statement of wealth (e.g., a personal bank statement showing salary, dividends, rents, etc., or audited financial statements of related corporate entities).

* In cases where a director or Company Secretary is a legal entity, it is necessary to obtain a certificate detailing the directors and shareholders of that legal entity, provided that all directors are individuals and not other legal entities.

** When the shareholder is a legal entity, it is necessary to provide the aforementioned corporate documents, extending to the level of the Ultimate Beneficial Owner (UBO), along with a current Group structure that is signed by a Director, which leads to the UBO.

Additionally, for regulated entities:

- Trade/Business License
- Proof of domain ownership
- Organizational structure, indicating functions (signed by the AMLCO or Compliance Officer)
- AML Manual / Sanctions Policy
- Client Acceptance Policy and/or Wolfsberg Questionnaire

Our AML team may require you to submit additional documentation, depending on your industry and the regulations applicable in your jurisdiction.