



WPS REGISTRATION BOOKLET



Company Name:	
Membership Number:	
Company Code:	
MOHRE Number:	



الأنصاري للصرافة
AL ANSARI EXCHANGE



Dear Valued Customers,

Welcome to Al Ansari Exchange. We thank you for your kind patronage over the years. It's our pleasure to inform you that we have introduced wide-range of products and services, especially tailor-made to suit your requirements.

We also understand that your needs, expectations and preference are constantly evolving in light of changing market dynamics. This serves as a motivation for us to continuously explore, create and introduce innovative financial solutions that set new benchmarks in quality and excellence. Moreover, our business philosophy revolves around our commitment to customer satisfaction, and we are truly proud that this clearly reflects in our unique ability to diversify our financial services according to your present and future needs.

We are committed to cooperating and working closely with the Central Bank of the UAE and other international organizations to fight money laundering and suspicious funding activities. Keeping this in mind, we have installed state-of-the-art infrastructure and implemented best AML practices in the industry. Reinforcing our compliance in Know-Your-Customer (KYC) principle, we adhere to Central Bank of the UAE directives to obtain, verify and record information of all transactions.

We therefore solicit your participation in this endeavor by providing us all the necessary information. In case of any queries regarding the completion of your corporate booklet, please feel free to call our customer contact center or any of our branches. Our dedicated staff shall be happy to assist you with your queries.

Assuring you of our best service at all times.

Best regards,

Al Ansari Exchange



1. GUIDELINES

- 1.1. The following forms in the booklet are to be duly filled in and signed.
- Corporate (WPS) Customer Registration Form
 - Letter of Authorization
 - WPS Agreement
 - Letter of Indemnity for Wages Protection System (WPS)
 - Questionnaire – AML / CFT Laws and regulations
 - Online Portal user Authorization Form
 - Declaration Form
- 1.2. Documents to be enclosed:
- Certified copy of the valid Trade / Professional License including Partner(s) list / Shareholder(s) register.
 - Memorandum of Association, Board Resolution & Ownership structure as applicable.
 - Certified Emirates ID / Passport copy of the beneficial owner(s) and Authorized Signatories.
 - Certified valid Emirates ID / Passport with resident Visa page copy of the authorized Representatives.
 - Employee list from the Authority

Note:

- Furnish the complete/accurate information in the relevant field in the booklet.
- All the information should be filled in BLOCK LETTERS.
- All the relevant and supporting documents need to be enclosed along with the booklet.
- The booklet should be attested by the authorized signatory/signatories of the establishment duly affixing the company seal after cross verification of all the information filled in the respective fields.
- Avoid overwriting/strikes. If it occurs, then it needs to be authenticated by the authorized signatory.
- Completed booklet should be submitted for on boarding the company and to process complied & hassle-free transactions.
- All queries from Al Ansari Exchange related to the registration and processing of transactions should attend by the contact person of the company.
- For any assistance / inquiry regarding the completion of the booklet, please feel free to contact us:

Customer Care : 600 54 6000

WPS Hotline : 04 3772640

Email : wps.operations@alansari.ae

2. REGISTRATION FORM FOR WPS/ESA/DOMESTIC WORKERS

Corporate Customer Details: mark the appropriate box with () ✓																																																												
Type of the Entity	Sole Proprietorship										Partnership										Free Zone (FZE / FZCO)																																							
	LLC										PJSC & PSC										Association / Club / Society																																							
	Charitable Organization																																																											
	Others: (please specify)																																																											
Name of the Entity (as per the Trade / Professional License)																																																												
Core Business Activity																																																												
Labor Regulatory Authority / MOHRE Number																																																												
Trade / Professional License Details																									DD	MM	YY																																	
License No										Issue Date																																																		
Place of Issue										Expiry Date																																																		
Date of Incorporation																																																												
Registered Address																																																												
P.O. Box No										Telephone																																																		
Emirate										TRN																																																		
Email																																																												
Website																																																												
Physical Address																																																												
Door / Shop Number										Complex / Building Name																																																		
District / Area Name																																																												
Street Name										Emirate																																																		
Land Mark																																																												
Contact Person																																																												
Name																																																												
Designation																																																												
Email																																																												
Telephone										9	7	1																		Mobile										9	7	1	5																	
Names of Owner/Partner/Director/Shareholder																																																												
Name										Designation										Nationality										Mobile										ID Type										Percentage of Share										
Local Bank Account Details																																																												
IBAN Number										A	E																																																	
Bank Name																																																												
Bank Branch Name																																																												

Authorized Signatory Name:

Date:

Company Stamp:

3. LETTER OF AUTHORIZATION

Authorization for conducting WPS & Government related transaction.

We hereby authorize the below-named representative(s) (the "**Authorized Representative**") to act for and on behalf of _____ (the 'Company') and holding MOHRE No. / TL No. _____ in relation (including but not limited) to the Wages Protection System (WPS), Value Added Tax (VAT), General Pension and Social Security Authority (GPSSA), Federal Tax Authority (FTA), and any other governmental transactions or service requests, whether current or future submitted to Al Ansari Exchange LLC ("**Al Ansari**"). The authorized representative(s) shall be empowered to execute, endorse, and submit all requisite forms, applications, declarations, and transaction receipts necessary for the completion of such services. Said representative(s) shall present their valid original Emirates Identification Card or Passport, inclusive of the UAE residence visa page, at the time of conducting any transaction, as proof of identity and authorization.

The Company hereby assumes full and irrevocable responsibility for all actions, submissions, and transactions undertaken by the Authorized Representative(s) to Al Ansari pursuant to this authorization. Furthermore, the Company undertakes to furnish, upon request, all relevant documentation, including but not limited to evidence of the source of funds, supplementary information, and supporting records, as may be required to validate or substantiate any transaction conducted under this authority. This authorization shall remain in full force and effect until expressly revoked in writing by the Company.

No Liability:

The Company acknowledges that AL Ansari and its affiliates, directors, officers, employees, and agents shall not be liable for any direct, indirect, incidental, consequential, or special damages arising out of or in connection with the instructions of the Company of such Authorized Representative.

Indemnity:

The Company agrees to indemnify, defend, and hold harmless AL Ansari and its affiliates, directors, officers, employees, and agents from and against any and all claims, liabilities, damages, losses, costs, or expenses (including legal fees) arising out of or related to the instructions of the Company of such Authorized Representative

Name of Authorized Representative	Designation	ID No.	Contact No.	Signature

Further, we hereby confirm that the individual(s) authorized to execute transactions on behalf of our company are either bona fide employees or duly appointed representatives and are residents of the United Arab Emirates. In the event of any change to the identity or status of the authorized representative(s), we undertake to notify Al Ansari Exchange in writing without delay.

In case the representative (s) is /are employed under the sponsorship of another company other than our customer, the relationship details are as follows;

Name of Authorized Representative	Designation	Employment details (name of the company)	Relationship with the company where the rep. is employed	Reason for representation by the employee

Authorized Signatory Name:

Date:

Company Stamp:

4. WAGE PAYMENT AGREEMENT

This agreement is executed on / / 20 , between the following two parties for implementing salary disbursal services in accordance with the applicable regulatory requirements:

1. Al Ansari Exchange LLC, P.O Box 6176, Dubai, hereinafter will be referred to as the "First Party" or "Al Ansari") And
2. The "Second Party" or "Company")

Purpose of the Agreement:

This agreement is executed for disbursement of salaries of the employees of the Second Party by the First Party within the U.A.E., either under the Wages Protection System (WPS) regulated by Central Bank of the UAE and the Ministry of Human Resources & Emiratisation (MOHRE) or the respective Labour Regulatory Authority (LRA). The agreement is based on the following terms and conditions:

Terms and Conditions:

1. Applicable Charges:

Details	Amount (AED)
File Opening/ Set-up Charges (One Time):	
Number of Employees:	
Payplus Card Issuance Fee (One Time):	
Charges per Employee per Disbursal: (Payroll)	
Charges per Employee per Disbursal: (PayPlus)	
Charges per Employee per Disbursal: (Bank)	
Processing Charges Per File:	
If Annual fee opted - Amount for annual fee	
Number of SIFs as per Annual Plan	

MOHRE: Ministry of Human Resources & Emiratization - Registration details

Mohre Authorized Representative Name	Mohre Authorized representative EID	Mohre Authorized Mobile number

2. We, hereby grant consent for the registration of our Company with Ministry of Human Resources & Emiratization (MOHRE) using the Emirates ID of the employer/sponsor, or authorized representative to enable MOHRE overlay services. This consent authorizes Al Ansari to access employee and employer details, including salary information, from MOHRE for SIF validation and payroll processing under the WPS.

3. **Submission and Processing of Salary Information File (SIF):** The Second Party shall submit to the First Party a Salary Information File ("SIF") in the format prescribed by the Labour Regulatory Authority ("LRA"), through the designated submission channels of the First Party. Upon receipt of the SIF and the corresponding salary funds, the First Party shall process the SIF in accordance with the applicable guidelines issued by the LRA and the Central Bank of the United Arab Emirates ("CBUAE"), subject to the agreed charges payable by the Second Party.

4. Disbursement Timeline and Payment Obligations: Upon receipt of the SIF, the equivalent salary amount, and the applicable charges (Clause No.1), the First Party shall release the salaries to the employees of the Second Party within one (1) working day, subject to the terms outlined herein. The Second Party shall pay all applicable charges in full and in advance of each salary disbursement. Failure to comply with the payment obligations entitles the First Party to suspend services under this agreement and pursue legal remedies as deemed necessary.

5. Force Majeure: The First Party shall not be held liable for any delay or failure in salary disbursement arising from force majeure events beyond its reasonable control. Such events include, but are not limited to, natural disasters, labour disputes, war, civil unrest, terrorism, explosions, malicious damage, or technical failures affecting offices, branches, or relevant computer systems.

6. Accuracy of Information and Rectification Efforts: The First Party shall not be responsible for any claims resulting from incorrect or inaccurate information provided by the Second Party, including but not limited to employee personal details, card/account information, salary periods, or salary amounts. While the First Party may, at its discretion, assist in rectifying such errors, no guarantee is provided regarding the success of such efforts.

7. The Second Party agrees to notify the First Party in writing of any claims related to non-payment of salaries within ten (10) calendar days from the date of the alleged incident. The First Party shall not be held liable for any claims raised beyond this notification period.

8. The Second Party agrees to utilize the official channels designated by the First Party to initiate the deactivation of any card issued to an employee who has resigned, been terminated, or is otherwise no longer associated with the Second Party. Such notification and deactivation request shall be submitted within seven (7) calendar days from the date of the relevant event.

9. This Agreement shall remain valid for a period of one (1) year from the date of execution and shall automatically renew for successive periods of equal duration under the same terms and conditions, unless either party provides written notice of termination to the other party at least thirty (30) days prior to the expiry of the then-current term. Notwithstanding the foregoing, the First Party reserves the right to terminate this Agreement with immediate effect in order to comply with any applicable Anti-Money Laundering (AML) regulations, internal policies, or other regulatory requirements.

10. The First Party shall process any refund of unpaid salaries to the Second Party strictly in accordance with the procedures and requirements established by the relevant Labour Regulatory Authority (LRA).

11. Confidentiality and Data Protection: Both parties agree to maintain the confidentiality of all information and terms contained in this Agreement and shall not disclose such information to any third party without the prior written consent of the other party, except where disclosure is required by a competent governmental or regulatory authority. Al Ansari Exchange LLC further undertakes to protect consumer data and ensure its confidentiality, whether held directly or through a third party. Such data shall be disclosed solely for the purpose of approving, facilitating, administering, or processing applications and transactions, or in response to lawful requests from relevant authorities within or outside the United Arab Emirates. In the event of any data breach, affected customers shall be notified through official communication channels.

12. Erroneous Credit Recovery Clause: In the event that any erroneous credit is made to the account of the employee or the Company due to (including but not limited to) unclear instructions of the Company to Al Ansari, system malfunction, technical error, or human oversight by the First Party, the Second Party shall irrevocably and unconditionally promptly, and without any delay fully refund the credited amount upon the request of the First Party. This includes, but is not limited to, authorizing necessary reversals, providing relevant documentation, and ensuring no undue delay in the correction process. Both parties shall act in good faith to resolve such discrepancies in a timely and transparent manner.

13. Governing Law and Jurisdiction: This Agreement shall be governed by and construed in accordance with the applicable Laws of the United Arab Emirates. Both parties hereby submit to the exclusive jurisdiction of the competent courts of Dubai, United Arab Emirates, for the resolution of any disputes arising out of or in connection with this Agreement.

14. Annual Plan Terms: In the event of Annual Plan is selected, the following terms shall apply:

- The Second Party shall be entitled to process up to the number of Salary Information Files ("SIF") as specified in Clause 1 of this Agreement, during the Contract period indicated in the annual fee payment receipt.
- Any Salary Information Files processed in excess of the annual file limit in Clause 1 of this Agreement shall be subject to an additional charge of AED 25 per file.
- The Annual Charges paid under this plan are strictly non-refundable under any circumstances, including partial or complete non-utilization.
- The Annual Plan shall remain valid for a period of one (1) year from the date of payment of the applicable annual fee and may be renewed upon mutual written consent of both parties.

15. Documentation Requirements: The Second Party shall furnish the First Party with copies of the following valid documents and details, as applicable, for the purpose of compliance, verification, and processing of transactions:

- Valid Trade License
- Chamber of Commerce Membership Certificate
- Ministry of Human Resources & Emiratisation (MOHRE) / Labour Regulatory Authority (LRA) Registration Number
- Official List of Employees issued by the Labour Regulatory Authority and/or valid Work Permits
- Employees' Bank Account Details, where salary credit to bank accounts is applicable
- Passport copies of Owners, Partners, and/or Authorized Signatories
- Power of Attorney or Board Resolution evidencing the authority of the Authorized Signatory
- Memorandum of Association
- Emirates ID copies of all employees.

In witness thereof the parties or the duly authorized representatives of the parties have executed this agreement as of the date stated above.

First Party (Al Ansari Exchange LLC)		Second Party	
Name:		Name:	
Designation:		Designation:	
Signature:		Signature:	
Stamp:		Stamp:	



4. WAGE PAYMENT AGREEMENT

(Customer Copy)

This agreement is executed on / / 20 , between the following two parties for implementing salary disbursal services in accordance with the applicable regulatory requirements:

1. Al Ansari Exchange LLC, P.O Box 6176, Dubai, hereinafter will be referred to as the "First Party" or "Al Ansari") And
2. The "Second Party" or "Company")

Purpose of the Agreement:

This agreement is executed for disbursement of salaries of the employees of the Second Party by the First Party within the U.A.E., either under the Wages Protection System (WPS) regulated by Central Bank of the UAE and the Ministry of Human Resources & Emiratization (MOHRE) or the respective Labour Regulatory Authority (LRA). The agreement is based on the following terms and conditions:

Terms and Conditions:

1. Applicable Charges:

Details	Amount (AED)
File Opening/ Set-up Charges (One Time):	
Number of Employees:	
Payplus Card Issuance Fee (One Time):	
Charges per Employee per Disbursal: (Payroll)	
Charges per Employee per Disbursal: (PayPlus)	
Charges per Employee per Disbursal: (Bank)	
Processing Charges Per File:	
If Annual fee opted - Amount for annual fee	
Number of SIFs as per Annual Plan	

MOHRE: Ministry of Human Resources & Emiratization - Registration details

Mohre Authorized Representative Name	Mohre Authorized representative EID	Mohre Authorized Mobile number

2. We, hereby grant consent for the registration of our Company with Ministry of Human Resources & Emiratization (MOHRE) using the Emirates ID of the employer/sponsor, or authorized representative to enable MOHRE overlay services. This consent authorizes Al Ansari to access employee and employer details, including salary information, from MOHRE for SIF validation and payroll processing under the WPS.

3. **Submission and Processing of Salary Information File (SIF):** The Second Party shall submit to the First Party a Salary Information File ("SIF") in the format prescribed by the Labour Regulatory Authority ("LRA"), through the designated submission channels of the First Party. Upon receipt of the SIF and the corresponding salary funds, the First Party shall process the SIF in accordance with the applicable guidelines issued by the LRA and the Central Bank of the United Arab Emirates ("CBAUE"), subject to the agreed charges payable by the Second Party.

4. **Disbursement Timeline and Payment Obligations:** Upon receipt of the SIF, the equivalent salary amount, and the applicable charges (Clause No.1), the First Party shall release the salaries to the employees of the Second Party within one (1) working day, subject to the terms outlined herein. The Second Party shall pay all applicable charges in full and in advance of each salary disbursement. Failure to comply with the payment obligations entitles the First Party to suspend services under this agreement and pursue legal remedies as deemed necessary.

5. **Force Majeure:** The First Party shall not be held liable for any delay or failure in salary disbursement arising from force majeure events beyond its reasonable control. Such events include, but are not limited to, natural disasters, labour disputes, war, civil unrest, terrorism, explosions, malicious damage, or technical failures affecting offices, branches, or relevant computer systems.

6. **Accuracy of Information and Rectification Efforts:** The First Party shall not be responsible for any claims resulting from incorrect or inaccurate information provided by the Second Party, including but not limited to employee personal details, card/account information, salary periods, or salary amounts. While the First Party may, at its discretion, assist in rectifying such errors, no guarantee is provided regarding the success of such efforts.

7. The Second Party agrees to notify the First Party in writing of any claims related to non-payment of salaries within ten (10) calendar days from the date of the alleged incident. The First Party shall not be held liable for any claims raised beyond this notification period.

8. The Second Party agrees to utilize the official channels designated by the First Party to initiate the deactivation of any card issued to an employee who has resigned, been terminated, or is otherwise no longer associated with the Second Party. Such notification and deactivation request shall be submitted within seven (7) calendar days from the date of the relevant event.

9. This Agreement shall remain valid for a period of one (1) year from the date of execution and shall automatically renew for successive periods of equal duration under the same terms and conditions, unless either party provides written notice of termination to the other party at least thirty (30) days prior to the expiry of the then-current term. Notwithstanding the foregoing, the First Party reserves the right to terminate this Agreement with immediate effect in order to comply with any applicable Anti-Money Laundering (AML) regulations, internal policies, or other regulatory requirements.

10. The First Party shall process any refund of unpaid salaries to the Second Party strictly in accordance with the procedures and requirements established by the relevant Labour Regulatory Authority (LRA).

11. Confidentiality and Data Protection: Both parties agree to maintain the confidentiality of all information and terms contained in this Agreement and shall not disclose such information to any third party without the prior written consent of the other party, except where disclosure is required by a competent governmental or regulatory authority. Al Ansari Exchange LLC further undertakes to protect consumer data and ensure its confidentiality, whether held directly or through a third party. Such data shall be disclosed solely for the purpose of approving, facilitating, administering, or processing applications and transactions, or in response to lawful requests from relevant authorities within or outside the United Arab Emirates. In the event of any data breach, affected customers shall be notified through official communication channels.

12. Erroneous Credit Recovery Clause: In the event that any erroneous credit is made to the account of the employee or the Company due to (including but not limited to) unclear instructions of the Company to Al Ansari, system malfunction, technical error, or human oversight by the First Party, the Second Party shall irrevocably and unconditionally promptly, and without any delay fully refund the credited amount upon the request of the First Party. This includes, but is not limited to, authorizing necessary reversals, providing relevant documentation, and ensuring no undue delay in the correction process. Both parties shall act in good faith to resolve such discrepancies in a timely and transparent manner.

13. Governing Law and Jurisdiction: This Agreement shall be governed by and construed in accordance with the applicable Laws of the United Arab Emirates. Both parties hereby submit to the exclusive jurisdiction of the competent courts of Dubai, United Arab Emirates, for the resolution of any disputes arising out of or in connection with this Agreement.

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- The Second Party shall be entitled to process up to the number of Salary Information Files ("SIF") as specified in Clause 1 of this Agreement, during the Contract period indicated in the annual fee payment receipt.
- Any Salary Information Files processed in excess of the annual file limit in Clause 1 of this Agreement shall be subject to an additional charge of AED 25 per file.
- The Annual Charges paid under this plan are strictly non-refundable under any circumstances, including partial or complete non-utilization.
- The Annual Plan shall remain valid for a period of one (1) year from the date of payment of the applicable annual fee and may be renewed upon mutual written consent of both parties.

15. Documentation Requirements: The Second Party shall furnish the First Party with copies of the following valid documents and details, as applicable, for the purpose of compliance, verification, and processing of transactions:

- Valid Trade License
- Chamber of Commerce Membership Certificate
- Ministry of Human Resources & Emiratisation (MOHRE) / Labour Regulatory Authority (LRA) Registration Number
- Official List of Employees issued by the Labour Regulatory Authority and/or valid Work Permits
- Employees' Bank Account Details, where salary credit to bank accounts is applicable
- Passport copies of Owners, Partners, and/or Authorized Signatories
- Power of Attorney or Board Resolution evidencing the authority of the Authorized Signatory
- Memorandum of Association
- Emirates ID copies of all employees.

In witness thereof the parties or the duly authorized representatives of the parties have executed this agreement as of the date stated above.

First Party (Al Ansari Exchange LLC)		Second Party	
Name:		Name:	
Designation:		Designation:	
Signature:		Signature:	
Stamp:		Stamp:	

5. LETTER OF INDEMNITY FOR WAGES PROTECTION SYSTEM (WPS)

Date: _____

We, _____ (Name of Employer), having our registered office at

(hereinafter referred to as the "Company") and holding MOHRE No. / TL No. _____ agree to and hereby indemnify Al Ansari Exchange LLC (hereinafter referred to as Al Ansari) from and against all actions, suits and/or claims arising out of our participation in the Wages Protection System through the Al Ansari Exchange.

The Company acknowledges and confirms that:

I. Al Ansari Exchange shall accept and process transactions only upon receipt of the Salary Information File ("SIF") in the format specified by the Al Ansari and submitted through the authorized channels designated by it.

II. The SIF format provided by the Al Ansari Exchange shouldn't be altered, except with the Salary period and amount columns.

Al Ansari Exchange is not responsible for any loss / delay due to inconsistency of the submitted SIF and due to factors beyond the control of Al Ansari Exchange.

The Al Ansari Exchange shall accept and process Wages Protection System (WPS)-related requests exclusively when submitted through the authorized email address registered with the Al Ansari. Such requests shall include, but are not limited to: i) Addition of employees ii) Deletion of employees iii) Salary statements of employees iv) Salary reports pertaining to the employer or employees v) Salary Information File ("SIF") Refund requests vi) Any other WPS-related requests concerning the company. Authorized Email address is/are mentioned in the table below.

SI#	Authorized Email Address
1	
2	
3	
4	

The Company shall promptly notify the Al Ansari Exchange of any changes to its authorized email address. In the event of such change, the Company must submit a new Letter of Indemnity at least one (1) week prior to the next scheduled salary processing, either in person at the Al Ansari Exchange or via email from the existing authorized email address to wps.operations@alansari.ae. If the Company wishes to remove an authorized email address from its records, it must submit a formal request on the Company's official letterhead, duly signed by an authorized Signatory or via an official email sent from the authorized email address.

The Al Ansari Exchange shall be fully indemnified and held harmless against any consequences, losses, or liabilities arising from the Company's decision to transmit Salary Information Files ("SIFs") without the use of passwords or secure communication channels, as recommended or provided by the Al Ansari Exchange.

We follow due diligence and care while conducting transaction by abiding all prevalent rules and regulations of the Govt. of UAE on Anti Money Laundering & Terrorist financing. Further, we ensure all transactions represent genuine and in line with usual lawful permitted business activity(s) only.

We also undertake the complete responsibility of all the transactions conducted through Al Ansari Exchange LLC and agree to provide you with necessary documentary evidence to substantiate transaction, if deemed necessary.

Authorized Signatory Name:

Date:

Company Stamp:



6. QUESTIONNAIRE - AML / CFT LAWS AND REGULATIONS

We undertake to comply with the UAE AML / CFT laws and regulations concerning Money Laundering and Terrorist Financing by answering to the following due diligence questionnaire.						
Questions					Answer	
					Yes	No
FPEP & DPEP (Foreign / Domestic Politically Exposed Person) Involvement: Is the owner(s) / Partner (s) / Shareholder(s) / Director(s) / Authorized Signatory is Minister in Foreign Government, Member of Parliament, legislatures, diplomatic or immediate family members of close associates of FPEP						
Permitted Activities of Business: Does your institution deal in any activities other than permitted in Trade License. If Yes, specify other activities: _____ _____ If General Trading, mention the specific activities: _____ _____						
Whether any branches / subsidiaries are located in Iran, North Korea or Cuba						
How would you transfer the funds to Al Ansari Exchange LLC for processing WPS: Cash <input type="checkbox"/> Bank Transfer <input type="checkbox"/> Cheque <input type="checkbox"/> All <input type="checkbox"/>						
Group of Companies: Does your company have any sister / parent / subsidiary company, if Yes: Locally <input type="checkbox"/> Internationally <input type="checkbox"/>						
Number of employee (s) processing through Al Ansari Exchange LLC: _____						
Aggregate monthly salary (AED) of all employee (s): _____						
Annual activity (Expected WPS amount to be utilized annually for salary disbursal)						
No. of Transaction	Up to 100K	101K – 500K	501K – 1M	1M – 1.5M	ABOVE 1.5M	

Authorized Signatory Name:	
Date:	Company Stamp:

7. ONLINE PORTAL USER AUTHORIZATION FORM

Company Name	Trade License	MOHRE No.

We hereby authorize the following representative(s) to operate and perform transactions on the online portal, provided by Al Ansari Exchange LLC, on behalf of our company.

SI	Preferred User Name	Authorized Users	Service		User Type		
			Remittance	WPS	Maker	Verifier	Super User
		Full Name: _____ Emirates ID: _____ Mobile: _____ Email: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Full Name: _____ Emirates ID: _____ Mobile: _____ Email: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Full Name: _____ Emirates ID: _____ Mobile: _____ Email: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Full Name: _____ Emirates ID: _____ Mobile: _____ Email: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Al Ansari Exchange Online Portal – User Authorization Form. We also undertake complete responsibility of these transactions and agree to provide you necessary evidence in respect of the source of funds, purpose and legality of beneficiary(s)/ sender(s) if warranted.

Further, we hereby confirm that the individual(s) authorized to execute transactions on behalf of our company are either bona fide employees or duly appointed representatives and are residents of the United Arab Emirates. In the event of any change to the identity or status of the authorized representative(s), we undertake to notify Al Ansari Exchange in writing without delay.

Name:

Designation:

Signature:

Company Stamp:

Note: For further information about Al Ansari Exchange online portal and registration procedures, please refer to www.alansariexchange.com



8. DECLARATION

I/We, _____ (name of the company / Employer) having our registered office at _____ (hereinafter referred to as the company) holding MOHRE No / Company Code _____ solemnly declare that the information provided in this corporate booklet is correct and latest to the best of my/our knowledge.

I have verified the details of the below mentioned forms/authorization/agreement and hereby authorize Al Ansari Exchange to update its records as per the information given in this booklet.

- 1) Registration form for WPS / ESA / Domestic Workers (Page No. 2)
- 2) Letter of Authorization (Page No. 3)
- 3) Wage Payment Agreement, two copies (Page No. 4, 5, 6 & 7)
- 4) Letter of Indemnity for Wages Protection System (WPS) (Page No. 8)
- 5) Questionnaire - AML / CFT Laws and Regulations (Page No. 9)
- 6) Online portal user authorization form (Page No. 10)

Name of Authorized Signatory:
Designation:
Signature:
Date:
Stamp:



9. IMPORTANT INFORMATION

Notes:

- Upon registration, Al Ansari Exchange will issue unique identification number (Membership Number) to the company for conducting the transactions.
- Original / self-attested Licenses /permission should be submitted for verification purpose.
- Original / self-attested identification of Ultimate Beneficial Owners (UBO) and authorized signatory must be submitted for verification and certification purpose.
- Authorized representative should be the bona fide employee of the company and resident in UAE and his name should properly described under authorization letter.
- Authorized representative can conduct WPS related transaction by using the unique identification number (membership number/Company Code/MOHRE Number) from any branch of Al Ansari Exchange, by producing their original Emirates ID.
- Advice to settle the transactions amount either by cheque or via bank transfer.
- Ultimate Beneficial Owners (UBO) includes owners / partners / shareholders / Board of Directors etc.
- Post registration, upon renewal of the Trade license, the copy of the trade license affix with company stamp should be submitted at the Al Ansari Exchange branches or sent via email to wps.documents@alansari.ae.
- The WPS profile will be temporarily inactivated if there are no transactions for the last 6 months or more.

10. OUR PRODUCT AND SERVICES

(10.1) Al Ansari Exchange Mobile App

Send money online in a few seconds!

With Al Ansari Exchange App, you can send money online anytime and anywhere in a simple, faster and more secure way than ever before. You can choose from multiple payment options and benefit from our best exchange rates for transferring money along with many other advanced features such as Quick Send, Currency Calculator, Rate Locking, Branch Locator and many more.

Main Features:

- Get the best exchange rate on every transaction.
- Send money easily to your loved ones anytime, anywhere.
- Pay through multiple options using online bank transfer or cash at the branch.
- Find all of your saved beneficiaries instantly, no setup required.
- Send to your frequent recipients with the "Quick Send" option.
- Pay your credit card bills and set up a reminder.
- Get notified on your preferred rate with the "Rate Alert".

(10.2) Remittance

We take pride in being close to our corporate and retail customers by offering them fast, secure and cost-effective money transfer services around the world through our various advanced and efficient remittance services, to help them transfer money for business or to their families and friends whenever and wherever they are, such as:

- Global Funds Transfer
- Domestic Transfer
- Cash Express
- Western Union

(10.3) Foreign Currency Exchange

We provide our customer with competitive foreign exchange rates than banks for their various needs arising out of, travels. We also offer instant availability of all major currencies.

(10.4) Payroll Solution (WPS)

Corporate payroll solution launched in the UAE by Al Ansari Exchange to improve the salary disbursal process, in compliance with the directives of the UAE Ministry of Human Resources & Emiratisation (MOHRE) under Wages Protection System (WPS). Al Ansari Exchange is issuing two type of cards for the salary payments. The employers can opt either Payplus or payroll card for the withdrawal of the salary.

Payplus is an in-house Visa card issued by Al Ansari Exchange where salaries can be withdrawn from Banks ATM's (Charges Applicable) and AAE Branches.

PayRoll Card is a tailor made in-house product for our valuable WPS customers. It is a closed loop card for WPS customers wherein the salaries can be processed to these cards and withdrawn from any Al Ansari Exchange branch.

Benefits of PayPlus Card:

- Unlimited Withdrawal through Al Ansari Exchange branches.
- Global Acceptance.
- ATM Access.
- Enhanced Access through AAE Mobile App.
- Card Replacement and Lost Card Reporting through Mobile App.
- Card Limit/Usage management through Mobile App.
- Free Cash withdrawals at Al Ansari Exchange branches throughout the UAE.
- No Cash withdrawal Limit through Al Ansari Exchange branches.
- Cash withdrawals from any ATM displaying VISA logo within UAE or worldwide (charges apply).
- Money transfer at Al Ansari Exchange branches.
- No minimum account balance required.
- Pay for your purchases at any outlet/store globally displaying VISA logo.
- Secure cash withdrawal using your PIN code.
- Dedicated 24/7 call center support for card related enquiries.
- Enhanced Access for card management through AAE Mobile App.

Benefits of PayRoll Card:

- No withdrawal Limit.
- Wide acceptance in any Al Ansari Exchange Branch in UAE.
- Enhanced security features including Chip and OTP.
- Dedicated support team.
- No issuance fee.

(10.5) Al Ansari Wallet

Al Ansari Wallet offers a user-friendly platform that enables you to receive salaries conveniently, remit money domestically and internationally with ease, manage your finances, and access a variety of digital services, all within the wallet. Designed for accessibility, Al Ansari Wallet puts the power of banking in your hands. It's user-friendly for everyone, making financial management a breeze.



(10.6) Corporate Cash Collections

We offer convenient, secure and reliable cash collection facilities to our corporate clients. Our solution allows companies to deposit their daily cash collections at any of our branches for hassle free credit to their bank account.

(10.7) Bill Payments

Pay your bills in minutes at Al Ansari Exchange using fast, secure and hassle- free bill payment solutions. Simply visit any of our conveniently located branches and make cash payments for the following:

- Credit Card
- Air Ticket Payment
- Etisalat
- Du
- Noqodi (Top-Up, RDC, Mollak)
- RTA eWallet
- Trakhees
- Empower
- Dubai Municipality
- TAQA Distribution
- Sharjah Electricity and Water Authority (SEWA)
- Etihad Water and Electricity (Bill Payment and Cash Payment)
- Ajman Sewerage
- Lootah BC Gas
- Dubai Tourism (DTCM)
- Federal TAX Authority (VAT and Excise TAX payments)
- Tahseel – Sharjah Finance Department.
- Corporate Tax Collection
- Department of Economic Development, Dubai (DED)
- Abu Dhabi Police - Fines payment
- Dubai Police - Fines payment

(10.8) Mobile Top Ups

You can easily top up your mobile in your home country through our partner products.

(10.9) Al Ansari Exchange Platinum TravelCard

Travel the world with Al Ansari Exchange Platinum Travel Card

Introducing Al Ansari Exchange Travel Card, the smart and most convenient way to travel. The reloadable multi-currency prepaid Card is every traveler's dream with the ability to lock-in favorable exchange rates before travel, and make payments in multiple currencies everywhere Visa Cards are accepted around the world.



Al Ansari Exchange TravelCard... Load & Go!

Load and manage multiple currencies on a single card:

USD	US Dollar	CAD	Canadian Dollar
AUD	Australian Dollar	THB	Thai Baht
CHF	Swiss Franc	INR	Indian Rupee
OMR	Omani Rial	AED	UAE Dirham
EUR	Euro	TRY	Turkish Lira
SAR	Saudi Riyal	EGP	Egyptian Pound
JPY	Japanese Yen	MYR	Malaysian Ringgit
BHD	Bahraini Dinar	ZAR	South African Rand
GBP	British Pound	LKR	Sri Lankan Rupee
HKD	Hong Kong Dollar	PKR	Pakistani Rupee
SGD	Singapore Dollar	PHP	Philippine Peso
QAR	Qatari Riyal		

Smart

- Advanced 'Chip' technology with contactless feature for 'Tap and Go'.
- Lock-In rates before travel and avoid currency fluctuations.
- Dedicated website and mobile app to manage your money on the go.

Secure

- Get great exchange rates as you spend in any foreign currency.
- Chip and PIN protected.
- 3D secure – OTP for E-commerce transaction.
- Access your money safely when travelling.
- Replacement Card is provided in case the Primary Card is lost or stolen.
- No need to carry large amounts of cash.

Convenient

- Accepted at tens of millions merchant outlets globally.
- Use unspent funds for your next trip or cash out your Card.
- Reload your Travel Card with ease from any Al Ansari Exchange branches across the UAE.
- Use it online, in store or to withdraw local currency from ATMs anywhere you see the Visa Acceptance mark.
- Wide range of offers, experiences and discounts exclusive for Visa Platinum Cardholders on www.visamiddleeast.com

Terms and Conditions apply. For more information, please visit www.alansariexchange.com

Call Center: 600 54 6000

WPS Section: 04 377 2640

Website: www.alansariexchange.com

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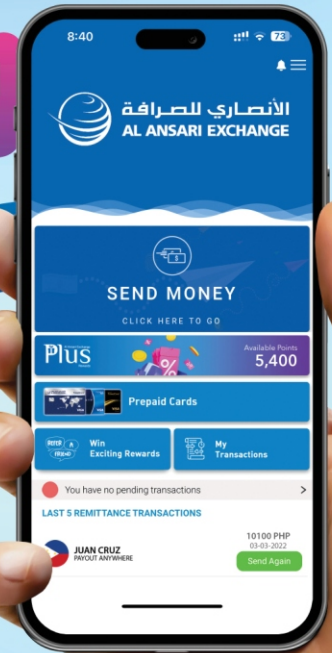
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- Benefit from attractive exchange rates
- Get exclusive offers and rewards

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