



A NetPay guide to...

# Application Requirements

Helping resellers understand the requirements surrounding merchant applications



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## About this guide

This guide has been created to help resellers understand the requirements surrounding merchant applications; what is required as identification and the WorldPay application process. The aim of the guide is to reduce the number of applications that are declined by WorldPay and to improve the time it takes to set up a merchant by ensuring all of the correct information is gathered first time negating the need for customer services to chase resellers for further information.

## 1. Overseas Public Sector Bodies

### 1.1 Legal Entity Description

- Education establishments
- Councils
- Government Agencies

### 1.2 Requirements Needed For Application

<b>ID/AV</b>	No ID required
<b>World Checks</b>	All shareholders connected to merchant
<b>Credit Checks</b>	No credit checks required
<b>Notes</b>	Obtain evidence that the company is listed on a government website

## 2. State Owned Enterprises

### 2.1 Legal Entity Description

- DVLA
- Car Tax
- RBS

### 2.2 Requirements Needed For Application

<b>ID/AV</b>	No ID required
<b>World Checks</b>	All shareholders connected to merchant
<b>Credit Checks</b>	No credit checks required
<b>Notes</b>	Obtain evidence that the company is listed on a government website

### 3. Regulated Firms (FCA Registered)

#### 3.1 Legal Entity Description

- Accountants
- Solicitors
- Any company listed on FCA register

#### 3.2 Requirements Needed For Application

<b>ID/AV</b>	Full ID for all shareholders owning or controlling 25% + of the applicant company.
<b>World Checks</b>	<ul style="list-style-type: none"><li>▪ All designated shareholders</li><li>▪ Business trading name</li><li>▪ Legal name</li></ul>
<b>Credit Checks</b>	No credit checks required
<b>Notes</b>	If shareholders are listed on the FCA register then this can be covered off as ID (you must send a print of this with the application). It is important to include a printout showing their FCA regulated status

## 4. Subsidiary Companies

### 4.1 Legal Entity Description

- Subsidiary Companies

### 4.2 Requirements Needed For Application

<b>ID/AV</b>	Full ID for all shareholders owning or controlling 25% + of the applicant company. If the PLC is the ultimate – refer to listed companies re: beneficial ownership requirements
<b>World Checks</b>	<ul style="list-style-type: none"><li>▪ All directors and any shareholder with 25% + ownership of the business</li><li>▪ Business trading name</li><li>▪ Legal name</li><li>▪ Primary contact (secretary/Manager, if mentioned on application)</li></ul>
<b>Credit Checks</b>	Any 2 directors or shareholders with 25% plus
<b>Notes</b>	Check company is not marked as dormant, dissolved or in liquidation (This can be obtained via Companies House or Gold Report)

## 5. Limited by Guarantee

### 5.1 Legal Entity Description

- Limited by Guarantee is an alternative type of corporation used primarily for non-profit organisations that require legal personality. A company limited by guarantee does not usually have a share capital or shareholders, but instead has members who act as guarantors

### 5.2 Requirements Needed For Application

<b>ID/AV</b>	Full ID for all shareholders owning or controlling 25% + of the applicant company. If the PLC is the ultimate – refer to listed companies re: beneficial ownership requirements
<b>World Checks</b>	<ul style="list-style-type: none"><li>▪ All directors and any shareholder with 25% + ownership of the business</li><li>▪ Business trading name</li><li>▪ Legal name</li><li>▪ Primary contact (Secretary/Manager, if mentioned on application)</li></ul>
<b>Credit Checks</b>	Any 2 directors or shareholders with 25% + share in the business
<b>Notes</b>	Check company is not marked as dormant, dissolved or in liquidation (This can be obtained via Companies House or Gold Report)

## 6. Limited Liability Partnership (LLP)

### 6.1 Legal Entity Description

- Limited Liability Partnership (LLP)

### 6.2 Requirements Needed For Application

<b>ID/AV</b>	Full ID for all shareholders owning or controlling 25% + of the applicant company
<b>World Checks</b>	<ul style="list-style-type: none"><li>▪ All designated shareholders</li><li>▪ Business trading name</li><li>▪ Legal name</li></ul>
<b>Credit Checks</b>	Any 2 directors or shareholders with 25% + share in the business
<b>Notes</b>	Do not need to look at non designated members

## 7. Registered Charities

### 7.1 Legal Entity Description

- Must have a registered Charity Number

### 7.2 Requirements Needed For Application

<b>ID/AV</b>	No ID required
<b>World Checks</b>	<ul style="list-style-type: none"><li>▪ All Trustees</li><li>▪ Charity Name</li><li>▪ Trading Name</li></ul>
<b>Credit Checks</b>	No credit checks required
<b>Notes</b>	<p>Obtain evidence that the company is listed on the Charity Commissions website.</p> <p>Ensure that the charity doesn't operate in a high risk country, if it does refer to compliance.</p>



## 8. Unincorporated Associations

### 8.1 Legal Entity Description

- Un-registered charity
- Clubs
- Associations
- Societies

### 8.2 Requirements Needed For Application

<b>ID/AV</b>	Full ID for all shareholders owning or controlling 25%+ of all applicant company
<b>World Checks</b>	<ul style="list-style-type: none"><li>▪ All Trustees/Officers/Committee Members</li><li>▪ Business Trading Name</li></ul>
<b>Credit Checks</b>	Any 2 Trustees/ Officers/ Committee Members
<b>Notes</b>	Trustees/ Officers/ Committee members can be confirmed by using copies of the monthly minutes (if this cannot be confirmed merchants confirmation can be used)

## 9. Trusts

### 9.1 Legal Entity Description

- Trusts

### 9.2 Requirements Needed For Application

<b>ID/AV</b>	Full ID for all shareholders owning or controlling 25% + ownership of the business
<b>World Checks</b>	<ul style="list-style-type: none"><li>▪ All Trustees</li><li>▪ Anyone owning or controlling 25% + share in the business (i.e. named beneficiaries)</li><li>▪ Business trading name</li></ul>
<b>Credit Checks</b>	Any 2 trustees
<b>Notes</b>	Trustee details can be found by Letter of Wishes or Trust Deeds (No requirement to obtain a copy, Seller responsible to ensure we have correct Trustee details). Ensure country of establishment is detailed on application form.

## 10. Industrial and Providence

### 10.1 Legal Entity Description

- Industrial & Providence

### 10.2 Requirements Needed For Application

<b>ID/AV</b>	No ID required
<b>World Checks</b>	<ul style="list-style-type: none"><li>▪ All directors</li><li>▪ Business Trading Name</li><li>▪ Legal Trading Name</li><li>▪ Primary Contact (Secretary/Manager, if mentioned on application) N.B If ultimate parent company is a PLC then you will need to obtain director info of the PLC to carry out World checks</li></ul>
<b>Credit Checks</b>	Ltd Company Only
<b>Notes</b>	Check that the company is not marked as dormant, dissolved or in liquidation. (This can be obtained via Companies House or Gold Report)

# 11. Credit Unions

## 11.1 Legal Entity Description

- Trusts

## 11.2 Requirements Needed For Application

<b>ID/AV</b>	Full ID for all shareholders owning or controlling 25% + of the applicant company
<b>World Checks</b>	<ul style="list-style-type: none"><li>▪ All designated members</li><li>▪ Business trading name</li><li>▪ Legal Name</li></ul>
<b>Credit Checks</b>	Ltd Company Only
<b>Notes</b>	If shareholder is listed on FCA register this can be covered off as ID. Please include a print of the document. Also include a print showing the FCA regulated status

## 12. Notes

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## NetPay Merchant Services

### Ireland

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NetPay are the first payment processor in Ireland to offer 'green payments'