

EMI Documents Checklist

1. Documents		Cross Reference	assigned resources	progress	finished	Not submitted
a.	The name, corporate status, and by-laws of the legal entity operating as an EMI.					
b.	A copy of the EMI's corporate registration certificate.					
c.	A list of the current and/or proposed shareholders possessing a qualifying holding of the EMI, and the percentage of shares owned or to be owned by each, currently and at the end of the next five calendar years.					
d.	The name and full contact information of the designated individual authorized to act as the representative of the EMI through the licensing process.					
e.	A list and Biographical information of: <ul style="list-style-type: none"> • The Board of Supervisor Members; • Executive Officers Such as CEO, COO, CFO, CCO and other senior officers; and • Chief Internal Auditor; 					
	Documents of senior officers mentioned in item "e": <ul style="list-style-type: none"> • Academic and provisional Certificate (If any); • ID or Passport; • Current and previous job certificate, if possible; 					
	Proposed standard contract: <ul style="list-style-type: none"> • Between the EMI and its Partners; • Between the EMI and its authorized agents; • Between the EMI and its customers; 					
h.	A three-years comprehensive Business Plan;					
i.	Current and projected balance sheets and profit and loss statements for the next three calendar years (should be in Afghani).					
j.	Name and other information of current and anticipated partners, merchants, and list of agents who are expected to be using the services.					
k.	Proposed policies and procedures on: <ul style="list-style-type: none"> • Operation; • Risk Management; • Accounting; • Liquidity Management; • Internal Audit; • Internal Controls; • Information Technology • AML/CFT; • Fraud Detection and Prevention 					
	• Proposed policies and mechanisms on resolution of disputes between the EMI and its authorized agents; between authorized agents and customers; and between the EMI and customers;					
	• Proposed policies on screening, selection, and ongoing supervision of the activities of authorized agents					
n	Filing fee prescribed by Regulation.					
2. Parent Company		Cross Reference	assigned resources	progress	finished	Not submitted
a.	Board of Supervisor and Management Board Members' Bio Data and their Passports;					
b.	Audited Financial Statements for the last three years;					
c.	A three-years comprehensive Business and strategic Plan;					
d.	Shareholders bio data and personal network;					