

## QUESTIONNAIRE FOR BUSINESS PARTNERS

Please send the completed questionnaire to [acquiring@unicreditgroup.cz](mailto:acquiring@unicreditgroup.cz). If you have any questions, please contact your Relationship Manager, or write to us at [acquiring@unicreditgroup.cz](mailto:acquiring@unicreditgroup.cz).

Fields marked with ! are mandatory.

<b>MCC:</b> (For office use)	<b>Name of Relationship Manager:</b>	<b>Relationship Manager tel. no.:</b>
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### ! 1. Company information:

<b>Company name:</b>			
<b>Company ID no.:</b>			
<b>Registered office:</b>	<b>Street:</b>	<b>City:</b>	<b>Postcode:</b>
<b>Foreign shareholding:</b>	under 50%	over 50%	

Actual owner(s):

	Complete name and family name	Birth date	Permanent home / residence address
<b>Actual owner 1</b>			
<b>Actual owner 2</b>			
<b>Actual owner 3</b>			

### ! 2. Contact persons:

<b>Contact for settlement:</b>	Name:	Tel.:	E-mail:
<b>Contact for tech. purposes:</b>	Name:	Tel.:	E-mail:
<b>Statutory representative:</b>	Name:	Tel.:	E-mail:

### ! 3. Settlement and correspondence delivery:

<b>Bank account (CZK):</b>	Account number:	Date of establishment:	
<b>Correspondence address:</b>	The same as company registered office Street:	The same as company registered office City:	Postcode:
<b>E-mail for sending electronic account statements:</b>	<b>Statement format:</b> XLS TXT CSV <b>E-mail</b> 1. 2. 3. <b>Statement frequency:</b> daily weekly monthly		

### 4. Current situation / History of payment card acceptance:

<b>We share cardholder data with service providers (hereinafter referred to as the Agent, payment gateways, web-hosting companies, call centers, air ticket and hotel booking agents, car rental companies, etc.):</b>	
No	Yes Please, specify:
<b>Agent name:</b>	
The Agent is registered at <a href="http://www.visamerchantagentslist.com">www.visamerchantagentslist.com</a> : YES NO	
<b>How do you contact your clients (e-mail, direct mail, phone, etc.)?:</b>	
<b>Please fill in your web address:</b>	

Reference (suppliers, clients, landlord space etc.)

Company	Address	Relationship	Name	Phone



## 5. Point of Sale:

A payment terminal will be installed at the point of sale indicated by you.

In the event of multiple points of sale, please fill out the section below.

<b>POS name:</b> (max. 25 characters)	!		
<b>Address:</b>	! Street:	City:	Postcode:
<b>Goods / services offered:</b>	!		
<b>Authorised representative:</b>	Name:		
<b>Contact information:</b>	! Tel.:	Mobile:	
	E-mail:		
<b>Opening hours*:</b>	! From:	to:	Date of opening:
<b>POS turnover (in CZK):</b>	! Cash turnover in previous calendar year:		
	! Actual turnover through payment cards per calendar year:		
	New company - estimated cash turnover per calendar year:		
	! Average amount per transaction:		

\* It serves for the setting of automatic closure of payment terminal

### ! Type and number of payment terminals:

STATIONARY TERMINAL		MOBILE TERMINAL	
TCP/IP	Quantity:	GPRS*	Quantity:
		WiFi	Quantity:
TCP/IP (Internet line)		SoftPOS**	Quantity:

### \* SIM card (only for GPRS connection type):

own through the service provider supplying the operation of payment terminals for UCB

### \*\* SoftPOS – payment application on mobile phone

Foreign-currency terminal EUR USD

Having a terminal for accepting EUR and USD is preconditioned by having a payment terminal for accepting CZK.

<b>Foreign-currency bank account:</b>	EUR – account number:	/2700
	USD – account number:	/2700

**Cash Back:** YES NO (cash withdrawal in connection with a card payment)

## 6. E-commerce – Please fill in the box below ONLY if you are interested in accepting payment cards over the Internet:

Provision of EUR and USD payment gateway is preconditioned by having a CZK gateway.

<b>Website name:</b>	!		
<b>Goods / services offered:</b>	!		
<b>I am interested in a gateway in:</b>	EUR – account number:	/2700	
	USD – account number:	/2700	
<b>E-shop turnover (CZK):</b>	! E-shop turnover in previous calendar year:		
	! Actual turnover through payment cards per calendar year:		
	New company - estimated turnover per calendar year:		
	! Average amount per transaction:		

We declare that all the information provided above is true and complete. We grant express consent to UniCredit Bank Czech Republic and Slovakia, a.s. to verify this information.

Name of the statutory representative: .....

Date filled out: .....

Stamp, signature:.....

## **Requirements of the Bank on Point of Sale preparedness for terminal installation**

### **TCP/IP Payment Terminal (communication over an Internet line)**

- a) Functional power outlet (220 V) within 1.4 meters from the EFT/POS place of use
- b) UTP – Patch cable (“network cable”) feeding to a place of the payment terminal’s use (counter, cash register, etc.) or an outlet with Internet connection within the max. 3m reach (modem, switch, router, etc.) - our technicians are equipped with a cable with a length of max.3m
- c) Enabled outgoing communication for the EFT POS terminal, to target addresses: 194.228.123.36, 194.228.123.45, 195.146.142.82, 195.146.142.98
- d) The terminal supports DHCP (dynamically assigned) or static IP addresses
- e) The terminal does not require any ports for incoming communication
- f) Appropriately fit out point of sale to enable the terminal installation (sales counter, bar, cash register, etc.)
- g) The servicing company staff must be allowed access to the point of sale at the time of installation.

### **GPRS Payment Terminal**

- a) Sufficient signal strength of the respective telecommunication operator at the place of installation
- b) Confirm to the Bank the manner of acquiring the SIM card
  - From the Service organization SoNet based on a Contract on Provision of a SIM card, or
  - Arranged by the Contractual Partner on its own
- c) If an own-arranged SIM card is used the data services (GPRS data) must be activated and the SIM card put into flat-rate operation
- d) Appropriately fit out point of sale to enable the terminal installation (sales counter, bar, cash register, etc.)
- e) The servicing company staff must be allowed access to the point of sale at the time of installation.

### **WiFi Payment Terminal**

- a) Sufficient WiFi coverage at the place of card acceptance
- b) WiFi network for the payment terminal must always be secured (WPA-TKIP-PSK or WPA2-AES-PSK)
- c) WiFi name and password may not contain a gap. For the WiFi name and password, we only permit capital and small letters and digits. The network name and password may not be longer than 26 characters.
- d) The terminal supports DHCP (dynamically assigned) or static IP addresses
- e) Enabled outgoing communication for the EFT POS terminal, to target addresses: 194.228.123.36, 194.228.123.45, 195.146.142.82, 195.146.142.98
- f) The terminal does not require any ports for incoming communication
- g) Appropriately fit out point of sale to enable the terminal installation (sales counter, bar, cash register, etc.)
- h) The servicing company staff must be allowed access to the point of sale at the time of installation.

### **UniCredit Bank SoftPOS**

- a) SW application for mobile phones
- b) Requested operational system Android 5.0 and higher
- c) Mobile phone must have activated NFC