

## ANNEX IV

### Notification template for the exchange of information in relation to passport applications by e-money institutions using distributors

1)	Home Member State	
2)	Host Member State in which e-money services are to be provided	
3)	Name of the competent authority of the home Member State	
4)	Date of receipt by the competent authority of the home Member State of the complete and accurate application from the e-money institution	DD/MM/YY
5)	Type of application	<input type="checkbox"/> First application <input type="checkbox"/> Change to previous application <input type="checkbox"/> Additional distributors <input type="checkbox"/> Distributor deactivation
6)	Nature of the application (assessment of the competent authority of the home Member State)	<input type="checkbox"/> Right of establishment <input type="checkbox"/> Freedom to provide services, based on the following circumstances: ... ... ...
7)	Name of the e-money institution	
8)	Head office address of the e-money institution	
9)	Unique identification number of the e-money institution in the format of the home Member State as specified in Annex I (where applicable)	
10)	Legal Entity Identifier (LEI) of the e-money institution (where available)	
11)	Home Member State authorisation number of the e-money institution (where applicable)	
12)	Contact person within the e-money institution	
13)	Email of the contact person within the e-money institution	
14)	Telephone number of the contact person within the e-money institution	
15)	Distributor details: a.If legal person: i. Name	

	<ul style="list-style-type: none"> <li>ii. Registered Address(es)</li> <li>iii. Unique identification number in the format of the Member State where the distributor is located as specified in Annex I (where applicable)</li> <li>iv. Legal Entity Identifier (LEI) of the distributor (where available)</li> <li>v. Telephone number</li> <li>vi. Email</li> <li>vii. Name, place and date of birth of legal representatives</li> </ul> <p>b. If natural person:</p> <ul style="list-style-type: none"> <li>i. Name, date and place of birth</li> <li>ii. Registered Business address(es)</li> <li>iii. Unique identification number in the format of the Member State where the distributor is located as specified in Annex I (where applicable)</li> <li>iv. Telephone number</li> <li>v. Email</li> </ul>	
16)	Electronic money services to be provided by the distributor	<input type="checkbox"/> Distribution <input type="checkbox"/> Redemption of electronic money
17)	Description of the internal control mechanisms that will be used by the e-money institution/distributor in order to comply with the obligations in relation to the prevention of money laundering and terrorist financing under Directive (EU) 2015/849.	
18)	<p>In case of outsourcing of operational functions of e-money services:</p> <ul style="list-style-type: none"> <li>a. Name and address of the entity to which operational functions are to be outsourced</li> <li>b. Contact details (email and telephone number) of a contact person within the entity to which operational functions are to be outsourced</li> <li>c. Type and exhaustive description of the operational functions outsourced</li> </ul>	