

## QUICK GUIDE FOR ESTABLISHED MERCHANTS (NON-MACL)

### VEROTEL MERCHANTS COMPLIANCE PROCEDURE

Due to new Visa/MasterCard compliance requirements in 2013, established Verotel merchants must execute new processing agreements and - *depending on your location* - complete additional paperwork. Verotel has automated this process and you will not see any interruptions to your Verotel account! This guide is for Verotel merchants that are not established in a country on the Merchant Accepted Country List (MACL) – please verify at [www.verotel.com/macl](http://www.verotel.com/macl)

Verotel's Processing licenses with Visa/MasterCard require a presence in a country listed on the a new Verotel Processing MACL list. Verotel can establish an entity in the Netherlands **FREE OF CHARGE** to comply with all regulations.

**STEP 1** - A Verotel Account Specialist will email you the Verotel Merchant Application Form and the Verza Trust Service Agreement to complete and sign electronically. You will also receive instructions on how to send Verotel a legalized copy of your passport or US Driver's license and a copy of your utility bill.

**STEP 2** - Verotel will verify the information you have provided. Upon approval, Verotel will establish a legal entity in the Netherlands **FREE OF CHARGE**. When we have completed this process, a Verotel Account Specialist will send you (electronically) the Verotel Guarantor Agreement.

**STEP 3** - You sign the Verotel Guarantor Agreement electronically. Once completed you are fully compliant with the new compliance requirement

**PROCESS COMPLETE**