

WebMoney Transfer Passport issuance Regulations

These regulations determine order and rules of WebMoney Passport Service (further Service) partnership program participants in the matter of Personal and Initial WM-Passport issuance procedures, as well as Registrar WM-Passport issuance Service.

1. WM-Passport issuance procedure.

WM-identifier owner (further Applicant) contacts WebMoney Transfer system operator, represented by Service web-site <https://passport.wmtransfer.com/> with query to issue adequate WM-Passport within WebMoney transfer system.

Every action concerning personal data provision and input, WM-Passport application submission and WM-Passport application payment is conducted by Applicant only, via Service web-site.

Applicant confirms that his/her consent for personal data processing is not needed because personal data processing conducted under Agreement on Property Rights Transfer by Means Of Digital Units which has been already accepted by Applicant and it is used wholly for agreement execution and further agreement formation with Applicant (Personal data owner).

Applicant confirms that if during WebMoney Transfer system capability test he/she could not prove personal intention for WM-Passport and established that he/she applies on behalf of third parties, WM-Passport issuance fee will not be refunded to Applicant.

2. Registrar WM-Passport issuance procedure.

2.1 **Registrar WM-Passport** can be issued to WebMoney Transfer system user who already has Personal (or Merchant) WM-Passport and conducted Contract of Delegation in simple written form (on paper).

2.2 Service set following requirements for Registrar WM-Passport Applicants:

- Applicant's business level [BL] must be higher than 100.
- Registrar WM-Passport Applicant must have experience in Initial WM-Passport issuance (experience as an Issuing agent more than a year).
- Applicant's Personal WM-Passport must be issued more than 3 years ago.
- Applicant's age must be more than 25 years.
- Registrar WM-Passport Applicant must have an office space (property or rent), with free access for Applicants for documents submission.

2.3 In order to get Registrar WM-Passport Applicant has to contact via e-mail or internal WM-Mail to Service Administrator (further Administrator) about his/her intention to get Registrar WM-Passport. Service may refuse Applicant and inform Applicant via e-mail or internal WM-Mail.

2.4 In case of positive decision to issue Registrar WM-Passport made by Administrator, Applicant makes an application for Registrar WM-Passport at Service web-site and transfers digital units to Service account in total amount set by Service which is regarded as warranty fee. Further Registrar WM-Passport issuance procedure conduct is possible only after Service receives Digital units in specified amount.

2.5 In appointed by Administrator time, Applicant has to visit Service office and present document that can prove his/her identity. Applicant provides to Administrator:

- Application for WebMoney Verified Passport prepared in the prescribed form.
- Copies of the main passport pages (there is no need to certify them at notary's office).

Service may refuse in document acceptance due to incomplete set of documents or damaged documents, or documents non-compliance with the legal regulations, or local system standards. In this case, Applicant has to provide new set of documents during 5 working days after refusal.

2.6 Service conducts an interview with applicant in order to be sure, that Applicant has examined present Regulations and other local standards (Codex, Agreement on Property Rights Transfer by Means Of Digital Units) carefully and, after that, Contract of Delegation being executed.

2.7 After warranty fee transfer (provision 2.4 of the Regulations) from applicant in specified amount, regulated by Contract of Delegation, Service makes an entry in system electronic list of Registrars.

3. Personal WM-Passport issuance procedure

3.1 **Personal WM-Passport** can be issued to WebMoney Transfer system user who already has Alias, Formal or Initial WM-Passport and who indicated a will to get Personal WM-Passport from Service or one of the Registrar WM-Passport holders.

3.2 At the Service web-site Applicant chooses one of the following options of WM-Passport issuance procedure:

- Personal meeting with Registrar (closest to residence address of the Applicant)

- Personal WM-Passport issuance from Service or one of the Registrars, who is authorized to issue Personal WM-Passport via notarized documents.

Next, Applicant transfers to network credentials of Service WMZ digital units in amount, set by Service or Registrar, which is used as warranty fee. Further WM-Passport issuance procedure is possible after Service receives specified amount of digital units.

3.3 In case of personal meeting with Registrar, Applicant contacts him in order to clarify special aspects of Personal WM-Passport issuance procedure and set up a meeting. Before meeting with Registrar, Applicant has to prepare:

- Application for WebMoney Verified Passport prepared in the prescribed form.
- Copies of the main passport pages (there is no need to certify them at notary's office).

During the meeting, Applicant must present original document that can prove his/her identity, also provide Registrar with copies of main document pages.

During personal meeting Registrar has to make sure that:

- Every action made in the system, starting from registration, and out to Personal WM-Passport application is made by Applicant only, not by a request from third parties.

- Applicant has a clear understanding of purpose for Personal WM-Passport issuance procedure.

Applicant signs the application form with his/her own hand in front of the Registrar.

Registrar MAY refuse in WM-Passport issuance with no reason declared.

Registrar MUST refuse in document acceptance due to incomplete set of documents or damaged documents, or documents non-compliance with the legal regulations, or local system standards. In this case, Applicant has to provide new set of documents during 5 working days after refusal.

Registrar must immediately warn Administrator about the issue via internal WM-Mail.

Registrar MUST provide adequate safety of Applicant's personal data and prevent its public disclosure.

Registrar (if not authorized by Service) SHALL NOT issue WM-Passport without personal meeting with Applicant even in case of availability of notarized documents. List of Registrars, authorized by Service for Personal WM-Passport issuance via notarized documents located on this address

<https://passport.wmtransfer.com/asp/Reglist.asp?rettid=0>

3.4 In case when Applicant cannot meet Registrar in person, Applicant may mail via regular (not e-mail) post to Service's address (or Registrar's address, which is authorized by Service) a complete set of documents for Personal WM-Passport issuance:

- Notarized application for a WebMoney Transfer Verified Passport. Notary has to certify only the authenticity of the signature on the application form.
- Copies of the main passport pages (there is no need to certify them at notary's office).
- Notary's contact information containing: Name, phone number and address, needed for certification fact check.

Authorized Registrar, who can issue Personal WM-Passport without meeting with Applicant, must check the certification fact on the Application form.

3.5 After Personal WM-Passport is issued Registrar has to send every collected and validated application form on a periodic basis, at least once in three months to Service. Responsibilities and risks concerning documents delivery (postal or express services) rest on Registrar.

3.6 After documents received by Service, they are checked in accordance with legal regulations and local system standards for further processing, when check is concluded, 75% of digital units Applicant paid to network credentials of Service, become available to transfer for Registrar who issued Personal WM-Passport.

4. Initial WM-Passport issuance procedure.

4.1 **Initial WM-Passport** can be issued to WebMoney Transfer system user who already has Alias, Formal WM-Passport and who indicated a will to get Initial WM-Passport from Service or one of the Personal WM-Passport holders, who participate in partnership program (further in this provision Issuing Agent).

4.2 At the Service web-site Applicant chooses one of the following options of WM-Passport issuance procedure:

- Personal meeting with Issuing agent (closest to residence address of the Applicant)
- Initial WM-Passport issuance from Service or one of the Issuing agents, who is authorized to issue Initial WM-Passport via notarized documents.

Next, Applicant transfers to network credentials of Service WMZ digital units in amount, set by Service or Issuing agent, which is used as warranty fee. Further WM-Passport issuance procedure is possible after Service receives specified amount of digital units.

4.3 In case of personal meeting with Issuing agent, Applicant contacts him in order to clarify special aspects of Initial WM-Passport issuance procedure and set up a meeting. Before meeting with Issuing agent, Applicant has to prepare:

- Application for WebMoney Verified Passport prepared in the prescribed form.
- Copies of the main passport pages (there is no need to certify them at notary's office).

During the meeting, Applicant must present original document that can prove his/her identity, also provide Issuing agent with copies of main document pages.

During personal meeting Issuing agent has to make sure that:

- Every action made in the system, starting from registration, and out to Initial WM-Passport application is made by Applicant only, not by a request from third parties.
- Applicant has clear purpose understanding of Initial WM-Passport issuance procedure.

Applicant signs the application form with his/her own hand in front of the Issuing agent.

Issuing agent MAY refuse in WM-Passport issuance with no reason declared.

Issuing agent MUST refuse in document acceptance due to incomplete set of documents or damaged documents, or documents non-compliance with legal regulations, or local system standards. In this case, Applicant has to provide new set of documents during 5 working days after refusal.

Issuing agent must immediately warn Administrator about the issue via internal WM-Mail.

Issuing agent MUST provide adequate safety of Applicant's personal data and prevent its public disclosure.

Issuing agent (if not authorized by Service) SHALL NOT issue WM-Passport without personal meeting with Applicant even in case of availability of notarized documents. List of Issuing agent, authorized by Service for Initial WM-Passport issuance via notarized documents is located on this address <https://passport.wmtransfer.com/asp/Reglist.asp?rettid=0>

4.4 In case when Applicant cannot meet Issuing agent in person, Applicant may mail via regular (not e-mail) post to Service's address (or Registrar's address, which is authorized by Service) complete set of documents for Initial WM-Passport issuance:

- Notarized application for a WebMoney Transfer Verified Passport. Notary has to certify only the authenticity of the signature on the application form.

- Copies of the main passport pages (there is no need to certify them at notary's office).
- Notary's contact information containing: Name, phone number and address, needed for certification fact check.

Authorized Registrar, who can issue Initial WM-Passport without meeting with Applicant, must check the certification fact on the Application form.

4.5 After Initial WM-Passport is issued Issuing agent has to send every collected and validated application form on a periodic basis, at least once a month to Service or to Registrar (the one who issued a Personal WM-Passport to Issuing agent or to closest one). Responsibilities and risks concerning documents delivery (postal or express services) rest on Issuing agent.

4.6 After documents received by Service, they are checked in accordance with legal regulations and local system standards for further processing, when check is concluded, 50% of digital units Applicant paid to network credentials of Service, become available to transfer for Issuing agent who issued Initial WM-Passport. And the rest 25% of these digital units become available to Registrar (or Service) who conducted documents validation in accordance with provision 4.3.

5. Contract of Delegation termination

5.1 Reason for Contract of Delegation termination, formed between Registrar (Issuing agent) and Service may be claim for termination from Registrar or technically confirmed by the system Registrar's non-compliance (misconduct) terms of this Contract terms.

5.2 In order to terminate Contract of Delegation by Registrar's initiative, he/she must submit adequate application form to Administrator via internal WM-Mail. Application is being processed during 3 working days since it is received. Service may refuse Registrar (issuing agent) to terminate Contract and demand Registrar (Issuing agent) to fulfill incomplete terms of the Contract within determined amount of time. Registrar will be notified by internal WM-Mail about it. In case of Contract termination from Service part, Registrar (Issuing agent) will get message by internal WM-Mail.

5.3 Registrar (Issuing agent) MUST provide full documents set to Service during one calendar month after the date of posting documents received during his participation in partnership program.

5.4 Service conducts proper validation of the documents received from Registrar (Issuing agent).

5.5 Information about Contract termination and Registrar (Issuing agent) status withdrawal, put into electronic list of Registrars by Service and being properly displayed at Service web-site. From this point, Registrar WM-Passport downgraded to Personal WM-Passport.

5.6 In case of proper Registrar (Issuing agent) adherence of Contract specifications, Service may refund warranty fee.

6. Personal, Initial, Registrar WM-Passport revocation procedure.

6.1 WM-Passport may be revoked in case of:

- WM-identifier user has been refused in service.
- WM-identifier user conduct illegal, unlawful or unethical activities using network credentials, thus violating Agreement on Property Rights Transfer by Means Of Digital Units.
 - Detected violation of the WM-Passport issuance procedure (eg. WM-Passport has been issued with false passport data, etc.) or Agreement on Property Rights Transfer by Means Of Digital Units.
 - Personal data update and WM-Identified user did not confirm new data during established by Service period of time.
 - Document confirming personal data has been expired and WM-Identifier user did not provide and confirm new data in established by Service period of time.

6.2 Information about WM-Passport revocation put into electronic list of Registrars by Service and being properly displayed at Service web-site.