



CENTRAL BANK OF
TRINIDAD & TOBAGO

PART A - Instructions for Completing the E-MONEY ISSUER APPLICATION FORM

Entities wishing to be registered with the Central Bank as an E-Money Issuer (“EMI”) pursuant to the E-Money Issuer Order, 2020 (“the Order”) are required to submit the requisite information as detailed in the form below and application letter (see attached form and sample letter) to innohubTT@central-bank.org.tt.

1. Payment Service Provider (“PSP”) currently registered with the Central Bank

This entity/applicant must submit:

- i. All documents as required by the Order, inclusive of details.
- ii. An accompanying application letter which indicates that the applicant has been previously registered as a PSP by the Central Bank and is now seeking to be registered as an EMI pursuant to the Order.
- iii. However, where the entity may have registered with the Central Bank as a PSP less than six (6 months) prior to this application and no significant changes have occurred in this area, the Central Bank will confirm which documents will be required and/or need to be updated.
- iv. Where the information requested has been previously submitted, written confirmation that there have been no changes in their contents would be required in the accompanying application letter.

2. New Entity/Applicant

Where a **new entity (including a subsidiary of an existing PSP)** is applying to be registered as an EMI, Clause 5(1) of the Order clarifies that the EMI applicant will also need to be registered separately as a PSP to conduct payment service activities. In such a scenario, please note that Clause 5(2) of the Order permits such applications to be made simultaneously. As such, the applicant must:

- i. indicate, via the accompanying application letter, that the application is being made for a PSP as well as an EMI; and
- ii. complete and submit the EMI Form in its entirety along with all supporting documents.

Applicants are advised that all documents/information requested by the Central Bank must be submitted in support of their applications. Applications will be considered as incomplete if all required information is not received by the Central Bank.



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PART B - E-MONEY ISSUER (EMI) Application Form for Registration Pursuant to the E-Money Issuer Order (2020)

Date of Submission: Name of Contact Person: Position of Contact person:	Enclosed
GENERAL DETAILS	
Email Address:	
Institution Website:	
Notification of the statute under which the entity is incorporated/established. For example, Companies Act etc.	
Applicants wishing to be registered pursuant to the E-Money Issuer Order, 2020 as a EMI must complete the form in its entirety.	

