



## Application Process for CEZA FTSOVC License

# 01


### Step 1: Pre-Registration and Pre-Probity for the Issuance of the Pre-Registration Certificate and CEZA Indorsement

	1.1	<b>Submission of Letter of Intent and Receipt of Invoice</b>
	Applicant	<ul style="list-style-type: none"> <li>Files Letter of Intent with CEZA</li> </ul>
1 day	CEZA	<ul style="list-style-type: none"> <li>Receives LOI and forwards LOI with advice to send Invoice to Y-Fi.</li> <li>Sends <b>CEZA FinTech Instructions</b> and <b>CEZA Invoice</b> to Applicant for FTS/OVC Application Fee and FTS/OVC License Fee, within one (1) calendar day.</li> </ul>
1 day	Y-Fi	<ul style="list-style-type: none"> <li>Y-Fi issues <b>Y-Fi Invoice</b> to Applicant for payment of Y-Fi and i-Wave Processing Fee, Integration Fee, CEZA Annual Business Association Fee and Y-Fi One-Time Business Association Fee, within one (1) calendar day.</li> </ul>

	1.2	<b>Payment of Fees and Receipt of Documentary Requirements</b>
	Applicant	<ul style="list-style-type: none"> <li>Pays CEZA Fees to CEZA</li> <li>Pays Y-Fi Fees to Y-Fi</li> </ul>
2 days	CEZA	<ul style="list-style-type: none"> <li>Confirms payment to CEZA and issues CEZA Official Receipts to Applicant.</li> <li>Sends <b>CEZA FinTech Application Packet</b>, which includes, (a) List of Required Documents; and (b) Forms for (i) Probity,<sup>1</sup> and (ii) Application for CEZA Enterprise.</li> <li>Within two (2) calendar days from confirmation of payment.</li> </ul>
2 days	Y-Fi	<ul style="list-style-type: none"> <li>Confirms payment to Y-Fi and issues <b>Receipt of Payment and Notice to Submit Forms</b>, which includes forms for (i) Probity,<sup>2</sup> within two (2) calendar days from confirmation of payment.</li> </ul>


  


	1.3	<b>Submission of Pre-Registration and Pre-Probity Requirements</b>
	Applicant	<ul style="list-style-type: none"> <li>Must submit Pre-Registration Documents to CEZA and Pre-Probity Forms and Documents to CEZA and Y-Fi, within fifteen (15) days. ("<b>First Submission to CEZA or to Y-Fi, respectively</b>")</li> <li>If unable to comply within fifteen (15) days, please send a Letter of Explanation and Request for Extension to CEZA, otherwise, failure to do so may be considered as Applicant's lack of interest to proceed with the Application Process.</li> </ul>
15 days from receipt of forms		

<sup>1</sup> Same with Y-Fi Probity Forms.

<sup>2</sup> Same with CEZA Probity Forms.


3 days from receipt of Submission	CEZA	<ul style="list-style-type: none"> <li>• Checks First Submission for completeness.</li> <li>• If complete, CEZA shall send "Notice of Receipt of Complete Documents" to Applicant.</li> <li>• If incomplete, CEZA shall send "First Notice of Incomplete Documents" to Applicant.</li> </ul>
3 days from receipt of Submission	Y-Fi	<ul style="list-style-type: none"> <li>• Checks First Submission for completeness.</li> <li>• If complete, Y-Fi shall send "Notice of Receipt of Complete Documents" to Applicant.</li> <li>• If incomplete, Y-Fi shall send "First Notice of Incomplete Documents" to Applicant.</li> </ul>
5 days from receipt of Notice	Applicant	<ul style="list-style-type: none"> <li>• If Applicant receives CEZA or Y-Fi's <i>First Notice of Incomplete Documents</i>, Applicant must submit the lacking requirements to qualify for evaluation within five (5) calendar days of receipt of Notice. ("<b>Second Submission to CEZA or to Y-Fi</b>")</li> </ul>


	<b>1.4</b>	<b>Pre-Probity Check and Submission of Pre-Probity Report to CEZA</b>
10 days from Submission of Complete Documents	Y-Fi	<ul style="list-style-type: none"> <li>• If complete or if Second Submission remains incomplete, Y-Fi proceeds to the evaluation for the Pre-Probity Check of the Applicant, which must be completed within ten (10) calendar days.</li> <li>• Submits Pre-Probity Report and Recommendations to CEZA.</li> <li>• If <i>Second Submission</i> is incomplete, Y-Fi shall issue "<b>Second Notice of Incomplete Documents</b>" to Applicant.</li> </ul>

	<b>1.5</b>	<b>Issuance of Pre-Registration Certificate and CEZA Indorsement</b>
5 days from Submission of Complete Documents	CEZA	<ul style="list-style-type: none"> <li>• Receives and evaluates Y-Fi's Pre-Probity Report on the Applicant and the Pre-Registration Documentary Requirements submitted directly to CEZA, which must be completed within five (5) calendar days.</li> <li>• After evaluation, CEZA may: <ul style="list-style-type: none"> <li>(a) Approve the application and issue the <b>Pre-Registration Certificate and CEZA Indorsement to Applicant</b>;</li> <li>(b) Deny the application and issue a <b>Notice of Denial of Application</b>; or</li> <li>(c) Request for further evaluation from Y-Fi, the Applicant, or both, and issue a <b>Notice of Further Evaluation to Applicant, and/or Request for Supplemental Pre-Probity Report</b>.</li> </ul> </li> <li>• If action is unfavorable to the Applicant, after receipt of Applicant's Remedial Actions,<sup>3</sup> CEZA either approves the</li> </ul>

		application and <b>issues the Pre-Registration Certificate and CEZA Indorsement to Applicant, or denies the Application with finality.</b>
--	--	--------------------------------------------------------------------------------------------------------------------------------------------

## 02 **Step 2: Registration for the Issuance of the Provisional License**

	<b>2.1</b>	<b>Submission of Provisional License Requirements</b>
5 days from receipt of Pre-Registration Certificate	Applicant	<ul style="list-style-type: none"> <li>Upon receipt of its Pre-Registration Certificate, the Applicant shall submit its <i>Provisional License Documentary Requirements</i> with CEZA, if it has not yet previously submitted, within five (5) calendar days.</li> </ul>


	<b>2.2</b>	<b>Issuance of Provisional License</b>
5 days from receipt of Complete Submission of Provisional License Documentary Requirements	CEZA	<ul style="list-style-type: none"> <li>Checks completeness of <i>Provisional License Documentary Requirements</i> and shall immediately evaluate them, which must be completed within five (5) calendar days.</li> <li>After evaluation, CEZA takes the following actions:               <ol style="list-style-type: none"> <li>Approve the application and issue the <b>Provisional License</b>;</li> <li>Deny the application and issue <b>Notice of Denial of Application</b>.</li> <li>Request for further evaluation or submission of incomplete documents, and issue a <b>Notice of</b></li> </ol> </li> </ul>


<sup>3</sup> Applicant's **Remedial Actions** for unfavorable evaluations:

CEZA's Action	Applicant's Remedy	Y-Fi's Further Actions
Denial	If denied, the Applicant may file for a <b>Motion for Reconsideration</b> , within fifteen (15) calendar days from receipt of the Notice of Denial of Application.	
For Further Evaluation, <i>indicating questions, clarifications, or appropriate actions.</i>	Applicant shall comply with the actions required and answer clarificatory questions under the <i>Notice of Further Evaluation</i> or <i>Notice of Incomplete Documents</i> , within fifteen (15) calendar days from receipt of the Notice ( <b>Applicant's Compliance to Notice of Further Evaluation</b> )	Y-Fi shall re-evaluate and answer clarificatory questions, within five (5) calendar days from receipt of the Notice and submit <b>Y-Fi's Supplemental Pre-Probity or Probity Report</b> , as applicable, to CEZA.

		<p><b>Further Evaluation to Applicant or Notice of Incomplete Documents.</b></p> <ul style="list-style-type: none"> <li>If action is unfavorable to the Applicant, after receipt of Applicant's Remedial Actions,<sup>4</sup> CEZA either approves the application and <b>issues the Provisional License or denies the Application with finality.</b></li> </ul>
--	--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

03	Step 3: Probity Check
----	-----------------------


	3.1	Submission of Probity Requirements
15 days before lapse of 5-month period to comply	Y-Fi	<ul style="list-style-type: none"> <li>At least fifteen (15) days before the lapse of the five-month period to comply, Y-Fi will issue a <b>Notice to Comply with Probity</b> to the Provisional Licensee that the five (5)-month period to comply shall lapse and shall begin to evaluate the Provisional Licensee's compliance.</li> </ul>
5-months from issuance of Provisional License	Provisional Licensee	<ul style="list-style-type: none"> <li>Without need for notice, Provisional Licensee shall complete all Probity Requirements and Post-Probity CEZA Requirements, within five (5) months from the issuance of the <i>Provisional License</i>.</li> </ul>
5 days from lapse of 5-month period to comply	Y-Fi	<ul style="list-style-type: none"> <li>After the lapse of the five-month period to comply, Y-Fi checks Provisional Licensee's Submission for completeness, which must be completed within five (5) calendar days.</li> <li>If complete, Y-Fi shall send "Notice of Receipt of Complete Documents" to Provisional Licensee.</li> <li>If incomplete, Y-Fi shall send "Notice of Incomplete Documents" to Provisional Licensee.</li> </ul>
5 days from receipt of Notice of Incomplete Documents	Provisional Licensee	<ul style="list-style-type: none"> <li>If Provisional Licensee receives Y-Fi's <i>First Notice of Incomplete Documents</i>, Applicant must submit the lacking requirements to qualify for evaluation within five (5) calendar days of receipt of Notice. ("<b>Second Submission to Y-Fi</b>")</li> </ul>


	3.2	Probity Check
15 days from receipt of Complete Documents or expiry of period to	Y-Fi	<ul style="list-style-type: none"> <li>If Provisional Licensee's Submission is complete, Y-Fi proceeds to the evaluation for the Probity Check of the Provisional Licensee, which must be completed within fifteen (15) calendar days.</li> <li>Submits <b>Probity Report</b> to CEZA.</li> <li>If <i>Second Submission</i> is incomplete, Y-Fi shall issue "<b>Second Notice of Incomplete Documents</b>" to Applicant.</li> </ul>


<sup>4</sup> Id.

comply with Second Notice of Incomplete Documents		
---------------------------------------------------	--	--

**04 Step 4: Review of Probity and Integration with Y-Fi and i-Wave for Central Audit System for the Issuance of CEZA FTSOVC “Certificate of Good Standing” (CGS)**


	<b>4.1</b>	<b>Integration with Y-Fi for Anti-Money Laundering, Data Privacy, and Counter-Terrorism Financing, Know-Your-Customer, and Cybersecurity Requirements</b>
5 months from issuance of PL	Provisional Licensee	<ul style="list-style-type: none"> <li>• Within five (5) months after the issuance of the Provisional License, the Provisional Licensee shall work with Y-Fi to integrate their system and AML/CTF, KYC, Data Privacy, and Cybersecurity Plans to the Y-Fi System.</li> </ul>
6 months after the issuance of the PL	Y-Fi	<ul style="list-style-type: none"> <li>• If compliant, Y-Fi shall issue “<b>Y-Fi Certificate of Integration</b>” for each of the following: <ul style="list-style-type: none"> <li>a. Anti-Money Laundering and Counter-Terrorism Financing</li> <li>b. Know-Your-Customer</li> <li>c. Data Privacy</li> <li>d. Cybersecurity</li> </ul> </li> <li>• If not compliant, Y-Fi shall issue “Report of Non-Compliance with Y-Fi Integration” to both the Provisional Licensee and to CEZA.</li> <li>• The Certificate or the Report must be completed within six (6) months after the Issuance of the Provisional License.</li> </ul>


	<b>4.2</b>	<b>Integration with i-Wave for Central Audit System</b>
5 months from issuance of PL	Provisional Licensee	<ul style="list-style-type: none"> <li>• Within five (5) months after the issuance of the Provisional License, the Provisional Licensee shall work with i-Wave to integrate their system to the CEZA Central Audit System.”</li> </ul>
6 months after the issuance of the PL	i-Wave	<ul style="list-style-type: none"> <li>• If compliant, i-Wave shall issue “<b>i-Wave Certificate of Integration with Central Audit System.</b>”</li> <li>• If not compliant, Y-Fi shall issue “Report of Non-Compliance with ‘Central Audit System’ Integration” to both the Provisional Licensee and to CEZA.</li> <li>• The Certificate or the Report must be completed within six (6) months after the Issuance of the Provisional License.</li> </ul>

	<b>4.3</b>	<b>CEZA Reviews Integration and Issues Certificate of Good Standing</b>
-------------------------------------------------------------------------------------	------------	-------------------------------------------------------------------------


15 days from receipt of Y-Fi and i-Wave certificates or reports, including Probity Report, whichever is <u>later</u> .	CEZA	<ul style="list-style-type: none"> <li>• Upon receipt of Y-Fi and i-Wave's certifications or reports, as applicable, CEZA reviews and evaluates within fifteen (15) days from receipt.</li> <li>• After evaluation, CEZA takes the following actions: <ul style="list-style-type: none"> <li>(a) Issue the <b>Certificate of Good Standing</b>;</li> <li>(b) Revoke the Provisional License and issue a <b>Notice of Revocation of Provisional License</b>;</li> <li>(c) Request for further evaluation or submission of incomplete documents, and issue a <b>Notice of Further Evaluation to Provisional Licensee</b>.</li> </ul> </li> <li>• If action is unfavorable to the Provisional Licensee, after receipt of Provisional Licensee's Remedial Actions,<sup>5</sup> CEZA either issues the <b>Certificate of Good Standing</b> or <b>revokes the Provisional License, with finality</b>.</li> </ul>
------------------------------------------------------------------------------------------------------------------------	------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## 05 Step 5: Periodic Review by CEZA

	<b>5.1</b>	<b>Provisional Licensee transfers business office to CEZA FinTech Hub</b>
21 months from issuance of PL	Provisional Licensee	<ul style="list-style-type: none"> <li>• Within twenty-one (21) months after the issuance of the Provisional License, the Provisional License must transfer its business office to the CEZA FinTech Hub and submit Proof of Transfer to CEZA.</li> </ul>
5 days from receipt of Proof of Transfer	CEZA	<ul style="list-style-type: none"> <li>• Reviews Proof of Transfer and confirms actual transfer of the Provisional Licensee within five (5) days of receipt of Proof of Transfer</li> </ul>


	<b>5.2</b>	<b>CEZA requests submissions from the Provisional Licensee</b>
Periodically	CEZA	<ul style="list-style-type: none"> <li>• CEZA requests submissions from the Provisional Licensee, periodically.</li> </ul>
Periodically	Provisional Licensee	<ul style="list-style-type: none"> <li>• Provisional Licensee complies with periodic documentary submissions and review of CEZA.</li> </ul>

## 06 Step 6: Issuance of the CEZA FTSOVC License

	<b>6.1</b>	<b>CEZA's final review for issuance of Final License</b>
-------------------------------------------------------------------------------------	------------	----------------------------------------------------------

<sup>5</sup> Id.

Periodically	CEZA	<ul style="list-style-type: none"> <li>CEZA reviews and evaluates periodic submissions of the Provisional Licensee.</li> </ul>
1 month before the lapse of the 23 months period from issuance of PL	CEZA	<ul style="list-style-type: none"> <li>At least (1) month before the lapse of the twenty-three (23) months from the issuance of the Provisional License (i.e., twenty-two months after the issuance of the Provisional License), CEZA will issue a <b>Notice to Comply with Provisional License for the Issuance of the Final License</b>, based on the period evaluations and the Terms and Conditions of the Provisional License.</li> </ul>
15 days from receipt of Notice	Provisional Licensee	<ul style="list-style-type: none"> <li>Within fifteen (15) days from receipt of CEZA's Notice, Provisional Licensee must submit or comply with requirements in the Notice. (<b>Compliance with Provisional License for the Issuance of the Final License</b>)</li> </ul>
		<ul style="list-style-type: none"> <li></li> </ul>

	<b>6.2</b>	<b>Issuance of the CEZA FTSOVC License</b>
15 days from lapse of period to comply	CEZA	<ul style="list-style-type: none"> <li>After the lapse of the fifteen (15)-day period to comply, CEZA shall evaluate and complete evaluation within fifteen (15) days and shall CEZA take the following actions: <ul style="list-style-type: none"> <li>(a) Issue the <b>Certificate of Good Standing and issue Final License</b>.</li> <li>(b) Revoke the Provisional License and issue a <b>Notice of Revocation of Provisional License</b>;</li> <li>(c) Request for further evaluation or submission of incomplete documents, and issue a <b>Notice of Further Evaluation to Provisional Licensee</b>.</li> </ul> </li> <li>If action is unfavorable to the Provisional Licensee, after receipt of Provisional Licensee's Remedial Actions,<sup>6</sup> CEZA either issues the <b>Certificate of Good Standing</b> or <b>revokes the Provisional License, with finality</b>.</li> </ul>

<sup>6</sup> *Id.*