

Regulation on the activity of non-bank payment service providers, approved by the Decision of the Executive Board of the NBM No 10 of 11 January 2024

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No 10 from January 11, 2024
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REGULATION on the activity of non-bank payment service providers

Chapter I

GENERAL PROVISIONS

1. The Regulation on the activity of non-bank payment service providers shall apply to payment institutions, postal service providers as payment service providers and/or electronic money issuers and electronic money institutions, regulating the payment service activity and/or the issuance of electronic money.

2. Terms and expressions used in this Regulation shall have the meanings set out in Law No 114/2012 on payment services and electronic money and the Regulation on licensing and registration of payment institutions, electronic money institutions and postal service providers as payment service providers and/or electronic money issuers.

3. The non-bank payment service provider shall notify the National Bank of Moldova of any change in the data contained in the documents annexed to the application for the issuance of the licence/registration request. The notification shall be submitted to the National Bank of Moldova within 10 working days of the amendments, together with the documents confirming the amendments in question. The documents shall be submitted in original or in copies, the originals being presented for verification, which shall subsequently be returned, as well as an informative note describing the changes made in the documents annexed to the application for the issuance of the licence/registration request.

4. Prior to the change of any data related to the governing bodies, their members and/or key personnel that have been assessed and approved by the National Bank of Moldova and/or prior to the appointment of new governing bodies, new members thereof and/or new key personnel, the non-bank payment service provider shall submit a request to the National Bank of Moldova to assess and approve the changes or new persons in accordance with the requirements set out in Article 15 paragraph (1) point 7) of Law No 114/2012 on payment services and electronic money annexing the documents and information specified in the Regulation on licensing and registration of payment

institutions, electronic money institutions and postal service providers as payment service providers and/or electronic money issuers.

Chapter II

CAPITAL REQUIREMENTS

5. The electronic money institution/postal service provider, in its capacity as an electronic money issuer, shall at all times during the course of its activity have a regulatory capital which shall not fall below the amount referred to in Article 82 or Article 83 paragraphs (2), (3) and (41) of Law No 114/2012 on payment services and electronic money, considering the higher amount.

6. The payment institution/postal service provider in its capacity as a payment service provider, except for the one/those providing only the payment service indicated in Article 4 paragraph (1) point (8) or point (9) of Law No 114/2012 on payment services and electronic money or both payment services, shall have at all times during the course of its activity a regulatory capital which shall not fall below the amount specified in Article 12 of Law No 114/2012 on payment services and electronic money or shall be at least equal to the result achieved in accordance with the calculation method laid down in Article 13 paragraph (2) of Law No 114/2012 on payment services and electronic money, considering the higher amount.

7. The payment institution, except for those providing only the payment service indicated in Article 4 paragraph (1) point (8) or point (9) of the Law No 114/2012 on payment services and electronic money or both payment services, the postal service provider in its capacity as payment service provider shall submit to the National Bank of Moldova, no later than 31 January of the year following the management year, the information on regulatory capital, in accordance with Annex No 1.

8. Electronic money institutions, the postal service provider, in its capacity as an electronic money issuer, shall submit to the National Bank of Moldova, no later than 31 January of the year following the management year, information on regulatory capital, calculated for each calendar month in accordance with Article 83 paragraph (3) of Law No 114/2012 on payment services and electronic money and in accordance with Annex No 2.

9. The non-bank payment service provider, with the exception of the payment service provider referred to in Article 4 paragraph (1) point (8) and point (9) of Law 114/2012 on payment services and electronic money or both payment services, shall assess on a quarterly basis, no later than the last working day of the month following the management quarter, all registered claims, with the exception of money placed as guarantee funds, those granted as advances under contract and credits related to the execution of payment transactions. If claims outstanding for more than 90 days from the due date stipulated in the contract are established, the non-bank payment service provider shall classify the claims according to the following categories and shall record the results in an evaluation and classification report, the content of which shall be established independently by the non-bank payment service provider:

- 1) category I - claims outstanding from 91 to 180 days inclusive,
- 2) category II – claims outstanding from 181 to 365 days inclusive,
- 3) category III – claims outstanding for more than 365 days.

10. For claims outstanding for more than 90 days from the due date stipulated in the contract, the non-bank payment service provider shall establish and take, independently, appropriate risk management measures for each category.

Chapter III

REGISTRATION AND REMOVAL OF BRANCHES, AGENTS, WORK POINTS/SECONDARY OFFICES

11. The non-bank payment service provider shall have the right to carry out activities for which it has obtained a licence directly, through the branch established in the Republic of Moldova, through the branch established in another state, through the work point / secondary office on the territory of the Republic of Moldova or through the payment agent in the Republic of Moldova and/or in another state.

12. A non-bank payment service provider intending to provide payment services through a branch established in the Republic of Moldova may start its activity only after its registration in the register referred to in Article 23 or 85 of Law No 114/2012 on payment services and electronic money in accordance with the procedure described in Chapter III Section 1 and after obtaining the authorised copy of the licence, as provided for in Article 19 of Law No 114/2012 on payment services and electronic money and the Regulation on licensing and registration of payment institutions, electronic money institutions and postal service providers in their capacity as payment service providers and/or electronic money issuers.

13. A non-bank payment service provider intending to provide payment services through a branch established in another country may start its activity only after registration of the branch in the register referred to in Article 23 or Article 85 of Law No 114/2012 on payment services and electronic money in accordance with the procedure described in Chapter III Section 1. All foreign branches of the non-bank payment service provider established in the Republic of Moldova which are founded in the same country shall be considered as a single branch within the meaning of Article 27 of Law No 114/2012 on payment services and electronic money.

14. The non-bank payment service provider intending to provide payment services through a payment agent from the Republic of Moldova and/or from another country, work point or secondary office may start its activity only after the registration of the payment agent/work point/secondary office in the register referred to in Article 23 or Article 85 of the Law No 114/2012 on payment services and electronic money, in accordance with the procedure described in Chapter III Section 2 and 3, respectively.

15. The applications referred to in Chapter III Sections 1-4, the documents and information attached thereto shall be submitted to the National Bank of Moldova in electronic form through the Information System of the National Bank of Moldova relating to licensing, authorisation and notification or on paper at the premises of the National Bank of Moldova.

16. The applications referred to in Chapter III, Sections 1-4, and the documents and information attached thereto, with the exception of those referred to in point 36 subpoints 2) and 6), shall be submitted to the National Bank of Moldova in Romanian language, in original or certified copies. In case of submission of paper originals at the premises of the National Bank of Moldova, the non-bank payment service provider shall annex to the originals the copies thereof, with the confirmation by signature of the governing body/member of the governing body the compliance of the copy with the original submitted. Upon request of the non-bank payment service provider, the paper originals shall be returned.

Section 1

Submission of applications for registration of branches

17. In order for the non-bank payment service provider to open a branch on the territory of another country, the following conditions shall be met:

- 1) the non-bank payment service provider has an appropriate management and financial situation in relation to the activity proposed to be carried out through the branch;
- 2) the legislative framework existing in the host country and/or the manner in which it is applied does not prevent the National Bank of Moldova from exercising its supervisory functions;
- 3) the non-bank payment service provider registers a corresponding evolution of activity indicators and is not in a position to fail to meet other capital requirements laid down in the Law No 114/2012 on payment services and electronic money or in the regulations issued in application thereof.

18. A non-bank payment service provider intending to provide payment services through branches in the Republic of Moldova shall submit to the National Bank of Moldova, for entry in the register, an application for registration in the Register of payment institutions/postal service providers or the Register of electronic money institutions in accordance with the template set out in Annex No 4, which shall contain, at least, information on: the name of the branch, its registered office/address, the name and surname of the person in charge of the branch, the list of services to be provided through the branch, the amount of payments expected to be made during a full calendar year.

19. A non-bank payment service provider intending to provide payment services through a branch established in another country shall submit the following documents and information to the National Bank of Moldova for entry in the register:

- 1) the application for registration in accordance with the template set out in Annex No 4, which shall contain, at least, information on: the name of the branch, its registered office/address, the name and surname of the person holding the position of head of the branch, the list of services to be provided through the branch, the amount of payments expected to be made during the course of a full calendar year and, where applicable, the endowment capital of the branch;

- 2) an extract from the minutes of the meeting of the governing body/members of the governing body at which the decision to open the branch on the territory of another country was taken;

- 3) information on the activities expected to be carried out by the branch;

- 4) the name, surname of the person appointed as the head of the branch on the territory of another country, the documents and information necessary for its assessment according to the Regulation on licensing and registration of payment institutions, electronic money institutions and postal service providers in the capacity of payment service providers and/or electronic money issuers;

- 5) the economic rationale for opening the branch on the territory of another country, which shall include, but not be limited to, the following information and data: the purpose and appropriateness of opening the branch on the territory of that country; the correlation of the expected indicators of the branch activity with the provisions of the business plan of the non-bank payment service provider, profitability;

- 6) a description of the legislative and institutional framework for the provision of payment services in that country, including at least information with regard to the competent authority responsible for the supervision of the branch, the prudential requirements submitted to the non-bank payment service provider by the regulatory authority of that country for granting access to the market it supervises, legislation in the field of prevention of money laundering and terrorist financing, including customer identification standards and any other information relevant to the conduct of activity.

20. The procedure for the assessment of branch managers on good reputation, knowledge and appropriate experience is laid down in Chapter V of the Regulation on the licensing and registration of payment institutions, electronic money institutions and postal service providers in their capacity as payment service providers and/or electronic money issuers.

21. Before changing any data related to branch managers that have been assessed and approved by the National Bank of Moldova and/or before appointing new branch managers, the non-bank payment service provider shall submit a request to the National Bank of Moldova to assess and approve the changes or new managers in accordance with the requirements set out in Article 15 paragraph (1) point 7) of Law No 114/2012 on payment services and electronic money with the attachment of the documents and information specified in the Regulation on licensing and registration of payment institutions, electronic money institutions and postal service providers in the capacity as payment service providers and/or electronic money issuers.

22. In case of opening by the non-bank payment service provider from the Republic of Moldova of other branches abroad on the territory of the same country, the application for registration of the branch(es) shall be prepared and examined in accordance with the conditions set out in point 19 and Chapter III Section 5.

23. The branch of the non-bank payment service provider established on the territory of another country may carry out some or all of the activities covered by the licence issued to the non-bank payment service provider within the limits of the powers granted by the non-bank payment service provider under the branch regulation and the legal provisions of that country.

24. The branch of the non-bank payment service provider in another country shall be opened within 1 year from the date of notification of the decision on registration. The National Bank of Moldova, at the request of the non-bank payment service provider, may extend this period, if necessary, by up to 6 months. If the branch concerned has not been opened within the aforementioned period, the National Bank of Moldova shall remove the branch concerned from the Register of payment institutions/postal service providers or the Register of electronic money institutions.

25. The non-bank payment service provider shall notify the National Bank of Moldova of the opening of the branch on the territory of another country within 2 working days from the day of the start of the activity.

26. The establishment and closure of a branch on the territory of another country by non-bank payment service providers from the Republic of Moldova shall also be subject to the legal provisions of that country.

Section 2

Submission of applications for registration of paying agents

27. Any natural or legal person providing payment services on behalf and for the account of the non-bank payment service provider, branches and payment agents shall be considered a payment agent within the meaning of Law No 114/2012 on payment services and electronic money.

28. In assessing the suitability of the agent's administrators, evidence that they are of good repute and have the appropriate knowledge and experience in the provision of payment services shall be considered.

29. The administrators of the agents are of good repute unless there is evidence to the contrary giving rise to reasonable doubts as to their reputation. The assessment of the reputation of the agents' administrators shall be carried out considering all official information confirming good faith, integrity and possession of other qualities and that this person will act in accordance with the law and will not act to jeopardise the safety and credibility of the non-bank payment service provider.

30. In assessing the person who manages the payment agent under the reputation criterion, at least the following situations or circumstances shall be considered, insofar as relevant:

1) the existence of evidence that the person has not been transparent, open and cooperative with financial sector supervisory authorities in the Republic of Moldova or abroad;

2) the person has been denied an authorisation (approval, permission, confirmation) by a supervisory authority of the financial sector in the Republic of Moldova or abroad;

3) the person has exercised, without the authorisation of the authority referred to in point 2), a function for which, according to the applicable legal provisions, it was mandatory to obtain such authorisation;

4) in the exercise of a management function within a legal entity, the person has failed to fulfil the responsibilities resulting from that function or has participated in the adoption and/or implementation of decisions relating to the activity of the legal entity which were aimed at satisfying individual or group interests which were detrimental to that legal entity;

5) the person is under criminal investigation or is a defendant/offender in a criminal/contravention process and/or the subject of proceedings relating to the application of fiscal or disciplinary sanctions, or sanctions for economic offences;

6) the legal entity within which the person is or has been a member of the board or executive body or over which the person exercises or has exercised control has and/or has exercised negative financial performance, considering in particular bankruptcy and winding-up proceedings;

7) the legal entity which is under the supervision of a supervisory authority of the financial sector in the Republic of Moldova or abroad, within which the person exercises or has exercised the function of member of the board and/or member of the executive body or in which the person has or has had a qualifying holding in the capital, is/was in one of the following situations:

a) is/was subject to sanctions and/or sanctions measures; and/or

b) resolution actions are/were applied by the resolution authority;

8) the existence of civil, criminal or contravention lawsuits, compromised investments or large exposures, withdrawn loans, overdue debts, if they have/have had a significant negative impact on the financial soundness of the person appointed as a director and/or the legal entities controlled by that person or in which the person is a party to a joint venture (in an associated entity) or the legal entity in which that person holds the position of member of the governing body;

9) the person was responsible for the occurrence of financial and administrative problems at previous places of employment, as documented by:

a) the application of disciplinary sanctions against that person, where the period of validity of those sanctions has not expired;

b) application by an authority of sanctions in the form of a fine or deprivation of the right to hold a certain position or to carry out a certain activity, or in the form of a contravention arrest, obligation to compensate the material damage;

10) the person has been liable for fraud and tax evasion;

11) the National Bank of Moldova or another supervisory authority of the financial sector in the Republic of Moldova and/or abroad has withdrawn the approval granted to the person to exercise the function of administrator;

12) other situations or circumstances that are relevant for the assessment of the reputation of the person.

31. The National Bank of Moldova shall consider the cumulative effects of several situations or circumstances which, examined separately, do not affect the reputation of the person, but taken together may have a significant impact on that reputation.

32. The requirements relating to appropriate knowledge and experience for managing the payment agent, where the value of payments made during the full calendar year exceeds the amount of MDL 5,000,000, shall be met if the person:

- 1) has higher education;
- 2) has work experience gained in an entity with a type of activity comparable to that of the payment service provider which the payment agent intends to carry out;
- 3) the National Bank of Moldova has evidence, including following a request for additional information, of knowledge and experience appropriate to perform the function in question.

33. The requirements regarding the knowledge and experience appropriate for the administration of the payment agent, where the value of payments made during the full calendar year does not exceed the amount of MDL 5,000,000, shall be met if, following the examination of the information submitted in accordance with the provisions of point 37, the National Bank of Moldova has evidence that the administrator has the knowledge and experience appropriate for the performance of the function.

34. Non-bank payment service providers shall ensure that the application for registration of the payment agent located in another country meets the following conditions:

- 1) the person is licensed/registered to provide that payment service in the third country and is supervised by a relevant competent authority in that third country,
- 2) there is an appropriate cooperation agreement, e.g. in the form of a memorandum of understanding or a collegial agreement, between the National Bank of Moldova and the supervisory authorities responsible for the supervision of the person concerned,
- 3) the cooperation agreement referred to in subpoint 2) shall ensure that the National Bank of Moldova has the power to at least:
 - a) obtain, upon request, the information necessary for the performance of its supervisory tasks under Law No 114/2012 on payment services and electronic money,
 - b) obtain access to any data, documents, premises or staff members in the third country that are relevant to the performance of supervisory powers,
 - c) receive, as soon as possible, information from the supervisory authority of the third country in order to investigate possible violations of the requirements of Law No 114/2012 on payment services and electronic money,
 - d) cooperate with the relevant supervisory authorities of the third country with regard to the application of sanctions and measures provided for by Law No 114/2012 on payment services and electronic money. Cooperation shall include, but not necessarily be limited to, receiving information from the supervisory authorities of the third country as soon as possible on possible breaches of applicable requirements arising from the regulation of the activity of providing payment services and/or issuing electronic money.

35. Prior to the initiation of activity through payment agents, with the exception of payment agents referred to in item 39, non-bank payment service providers shall ensure the training of payment agent administrators in accordance with the minimum requirements set out in Annex No 3. The training of payment agent administrators shall be documented and all records on training shall be kept within the term set out in Article 32 of Law No 114/2012 on payment services and electronic money. Training of payment agent administrators shall include initial training (prior to the start of activity), according to the minimum requirements set out in Annex No 3, and ongoing - by providing payment agent administrators with periodicals, newsletters, information on useful websites, etc.

36. Non-bank payment service providers intending to provide payment services through a payment agent, for which the value of payments made during the full calendar year is expected to exceed MDL 5,000,000, shall submit the following documents and information to the National Bank of Moldova for entry in the Register:

- 1) application for registration in the Register of payment institutions/postal service providers or the Register of electronic money institutions according to Annex No 4, which shall contain, at least, information on: the name/first name and surname of the payment agent, its registered office/address, the name and surname of the person who is the

administrator of the agent, the list of services to be rendered through the agent, the amount of payments expected to be made during a full calendar year, the unique identification code or other identification number of the payment agent in the information system of the non-bank payment service provider;

2) copy of the identity card of the agent's administrator with confirmation by signature of the governing body/member of the governing body of the non-bank payment service provider of the compliance of the copy with the original,

3) the decision of the competent authority on the appointment of the nominee as administrator or another equivalent document,

4) the criminal record certificate of the payment agent's administrator or other equivalent document issued by the authorities of the country where the administrator is domiciled/established,

5) certificate of the absence of debts to the national public budget of the administrator of the agent, valid at the date of submission of the application - in the case of a resident of the Republic of Moldova, and in the case of a non-resident - the documents of the natural person on the absence of debts to the public budget of the country/countries of residence, issued by the competent authority of the respective countries, drawn up no later than 90 days prior to the date of submission of the application and legalised in accordance with the legislation in force,

6) a copy of the study diploma confirmed by the signature of the governing body/member of the governing body of the non-bank payment service provider that the copy complies with the original,

7) the extract from the State Register of Legal Entities, issued not later than one month before the date of submission of the application, in the case of payment agents who are legal entities,

8) a list of the payment services of the non-bank payment service provider for which the agent is mandated, a detailed description of the payment services to be provided through the payment agent, and a description of the scheme of the financial and information flow between the parties involved in the carrying out operations,

9) the questionnaire, the model of which is set out in Annex No 5,

10) a description of the internal control mechanisms to be used by the payment agent in order to comply with the requirements of legislation in the field of preventing and combating money laundering and terrorist financing,

11) a declaration by the administrator of the non-bank payment service provider in accordance with the template set out in Annex No 6 confirming that the administrator of the payment agent has been trained in the areas relevant to the activity it intends to carry out in accordance with the minimum requirements set out in Annex No 3,

12) the document confirming the person's power to sign (submit) the respective application - if the application for registration is signed (submitted) by a person other than the governing body/member of the governing body of the non-bank payment service provider.

37. Non-bank payment service providers intending to provide payment services through a payment agent, for which the value of payments made during the full calendar year is estimated not to exceed MDL 5,000,000, shall submit documents and information to the National Bank of Moldova for entry in the register in accordance with point 36 subpoints 1), 2), 3), 8), 9), 10), 11) and 12).

38. If, in the course of the activity, the estimated value of payments made during the full calendar year by a registered payment agent exceeds the value set out in point 37, the non-bank payment service provider shall notify the National Bank of Moldova within 15 working days, submitting the documents and information confirming the changes in question, as well as the documents specified in point 36 subpoints 4) - 7) and 9). The National Bank of Moldova shall examine the documents and information submitted within the

terms and conditions of this Regulation in order to confirm that the conditions for registration are met for paying agents where the value of payments made during the calendar year exceeds the amount specified in point 37.

39. Non-bank payment service providers intending to provide payment services through a payment agent licensed by the National Bank of Moldova (bank, payment institution/postal service provider/electronic money institution) shall submit to the National Bank of Moldova an application for registration of the agent in accordance with point 36 subpoint 1), together with an affidavit of the payment agent's administrator confirming that the information previously submitted to the National Bank of Moldova is up to date, accurate and complete.

Section 3

Registration of work points/secondary offices. Notification of electronic money distribution and/or redemption agents

40. Non-bank payment service providers intending to provide payment services through their work point/secondary office on the territory of the Republic of Moldova shall submit the following documents and information to the National Bank of Moldova for entry in the register:

1) application for registration in the Register of payment institutions/postal service providers or the Register of electronic money institutions according to Annex No 4, which shall contain, at least, information on: the name of the work point/secondary office, its registered office/address, the list of services to be provided through the work point/secondary office, the value of payments expected to be made during a full calendar year;

2) a list of the payment services of the non-bank payment service provider to be provided through the work point/secondary office and a description of the financial and information flow scheme between the parties involved in the carrying out operations;

3) a description of the internal control mechanisms to be used by the work point/secondary office in order to comply with the requirements of legislation in the field of preventing and combating money laundering and terrorist financing;

4) confirmation of the registration of the work point/secondary office by the tax authority.

41. Electronic money institutions distributing and redeeming electronic money through electronic money distribution and/or redemption agents in accordance with Article 90 paragraph (2) of Law No 114 /2012 on payment services and electronic money, shall notify the National Bank of Moldova within 10 working days about the initiation of the respective activity, providing information about them: first name and surname/name, legal entity identification number (IDNO), their registered office/address, name/name of the agent's administrator, state identification number (IDNP) of the agent's administrator, type of activity carried out: distribution and/or redemption of electronic money. Notification shall also be required where the electronic money institution's agent is a payment agent registered in the Register of electronic money institutions. In case of termination of the activity of distribution and/or redemption of electronic money through the agent or change of the previously submitted data for the respective agent, the electronic money institution shall notify the National Bank of Moldova within the terms and conditions specified in Article 21 of the Law No 114/2012 on payment services and electronic money. The notifications referred to in this point shall be submitted by the governing body/member of the governing body of the electronic money institution.

Section 4

Notifications with regard to modification of the information submitted for registration of branches/paying agents/work points/secondary offices

42. Non-bank payment service providers shall ensure compliance with the requirements for payment agent administrators set out in Chapter III, Section 2 throughout their period of operation. In this respect, non-bank payment service providers shall establish internal mechanisms and procedures to enable the updating of the information they hold on those administrators, including by establishing their obligation to provide the non-bank payment service provider with relevant and up-to-date information and documents.

43. Non-bank payment service providers shall notify the National Bank of Moldova within 15 working days from the date of the occurrence of the changes of any change in the data in the documents and information submitted for the registration of the branch, payment agent, work point/secondary office, submitting the documents and information confirming those changes. The non-bank payment service provider shall submit the originals of the documents and information and copies thereof, confirmed by the signature of the governing body/member of the governing body that the copies correspond to the originals submitted. Originals submitted on paper shall be returned upon request of the non-bank payment service provider.

44. In the case of a change of the administrator of the agent, the non-bank payment service provider shall submit, as appropriate, the documents and information specified in point 36 or 37 for each newly appointed administrator. In the case of a change of the registered agent administrator pursuant to point 39, a notification shall be submitted to the National Bank of Moldova specifying the newly appointed administrator.

Section 5

Examination of applications for registration. Removal

45. The National Bank of Moldova shall examine the documents and information specified in Chapter III Section 1-4 and communicate the decision on the registration in the Register of payment institutions/postal service providers or in the Register of electronic money issuers within 30 working days of their receipt.

46. If the documents or information submitted are insufficient to ensure that the conditions for registration are met or that the documents and information received are up-to-date, accurate and complete, the National Bank of Moldova may take additional measures to verify that the conditions for registration and/or the documents and information are met, as well as may conduct additional investigations, consult public authorities and other legal persons.

47. Upon request by the National Bank of Moldova of additional information from the non-bank payment service provider, it shall submit the information within the term requested by the National Bank of Moldova, during which the assessment period referred to in point 45 shall be suspended.

48. If the non-bank payment service provider fails to submit the requested documents and information within the deadline set out in point 47, the National Bank of Moldova may establish tacit waiver of the non-bank payment service provider's request if there are no grounds for suspending the examination or for the deadline to be extended and shall notify the non-bank payment service provider thereof.

49. The National Bank of Moldova shall register the branch, payment agent, work point/secondary office in the Register of payment institutions/postal service providers or in the Register of electronic money institutions in accordance with Article 27 of the Law No 114/2012 on payment services and electronic money and this Regulation, if the requirements set out in Law No 114/2012 on payment services and electronic money and this Regulation are met and if the National Bank of Moldova is satisfied that the documents and information received are up to date, true and complete.

50. The non-bank payment service provider shall apply for the removal of the branch, work point/secondary office, payment agent from the Register of payment

institutions/postal service providers or the Register of electronic money institutions on the basis of an application submitted no later than 3 days after the date of cessation of the activity of providing payment services through the branch, work point/secondary office or payment agent.

51. In the case of closure of the branch on the territory of another country, the non-bank payment service provider shall submit the following documents and information together with the application for removal referred to in point 50:

- 1) the decision of the governing body/member of the governing body of the non-bank payment service provider on the closure of the branch on the territory of another country;
- 2) information on the results of the process of performance of the obligations assumed by the respective branch.

Section 6

Peculiarities of submitting applications in electronic form

52. In order to submit applications and/or the required set of documents and information under Chapter III Section 1-4 in electronic form, the non-bank payment service provider shall use the Information System of the National Bank of Moldova on licensing, authorisation and notification (hereinafter - the System), in accordance with the procedures set out in the User Guides of that System (which can be accessed on the official website of the National Bank of Moldova).

53. When submitting the application and the set of documents and information according to point 52, the person(s) authorised by the non-bank payment service provider shall confirm the compliance of the documents included in the System by applying the qualified electronic signature in accordance with Law No 124/2022 on electronic identification and trust services. Authorised person means the natural person (employee of the non-bank payment service provider) who is empowered by an internal document of the non-bank payment service provider to submit the application and the required set of documents and information in electronic format. The person(s) authorised by the non-bank payment service provider shall be responsible for the correspondence of the data/information completed in the System with the set of documents and information held by the non-bank payment service provider. The original, where applicable, copies of the documents specified in Chapter III Section 1-4 shall be kept permanently with the non-bank payment service provider.

54. Without prejudice to point 52, the non-bank payment service provider shall submit the following additional documents in paper form no later than 5 working days after the date of submission of the application:

- 1) In case of applications for registration of branches established in another state - the documents and information referred to in point 19, sub-points 2)-6) in cases when it is not possible to sign them in electronic form with the application of qualified electronic signature according to Law No 124/2022 on electronic identification and trust services by the governing body/member of the governing body of the non-bank payment service provider;
- 2) In the case of applications for registration of paying agents, for which the value of payments made during the full calendar year is expected to exceed the amount of MDL 5,000,000 - the documents referred to in point 36, sub-points 3)-5), 7), 9) and 11). The documents referred to in point 36 subpoints 3)-5) shall be submitted in paper form only if they are not issued by the competent authorities in electronic form with the application of the qualified electronic signature according to the Law No 124/2022 on electronic identification and trust services. The documents referred to in point 36 subpoints 3), 9) and 11) shall be submitted in paper form only in cases where they are not issued in electronic

form with the application of the qualified electronic signature in accordance with Law No 124/2022 on electronic identification and trust services;

3) In the case of applications for registration of payment agents, for which the value of payments made during the full calendar year is estimated not to exceed the amount of MDL 5,000,000 - the documents referred to in point 36, sub-points 3), 9) and 11) shall be submitted on paper only if they are not issued in electronic form with the application of qualified electronic signature in accordance with the Law No 124/2022 on electronic identification and trust services;

4) In the case of applications for registration of agents holding the licence of the National Bank of Moldova - the affidavit of the agent's administrator if it is not issued in electronic form with the application of the qualified electronic signature in accordance with the Law No 124/2022 on electronic identification and trust services of the agent's administrator.

55. In the case of a technical incident of unavailability of the System, communicated to the non-bank payment service providers by the National Bank of Moldova via available technical means, which cannot be remedied in due time, the submission of applications and sets of documents shall be made on paper.

56. The documents signed and submitted through the System or, where applicable, on paper, shall be kept at the National Bank of Moldova in electronic form or, where applicable, on paper.

Chapter IV

ASPECTS OF THE ACTIVITY OF NON-BANK PAYMENT SERVICE PROVIDERS

Section 1

Management, accounting and record keeping requirements

57. Non-bank payment service providers shall submit to the National Bank of Moldova separate accounting information and other required information, as well as annual financial reports to be audited, in accordance with Article 30 paragraph (1) of Law No 114/2012 on payment services and electronic money.

58. Non-bank payment service providers shall report to the National Bank of Moldova quarterly, at the latest on the last working day of the month following the management quarter, the accounting information referred to in Article 29 paragraph (2) and Article 91 paragraph (2) of Law No 114/2012 on payment services and electronic money and additional information in accordance with Annex No 7 and Annex No 8.

59. Non-bank payment service providers shall ensure the submission to the National Bank of Moldova of information on the audit of the activity of payment service providers and/or issuers of electronic money by the internal auditor, audit entity or auditor carrying out the audit of the payment service provider within 120 days from the last day of the management period, as provided for in Article 30 paragraph (3) of the Law No 114/2012 on payment services and electronic money.

60. Non-bank payment service providers shall keep all records, documents and other information relating to payment services provided and activities carried out for at least 5 years. Such documents and information shall include at least: date/time of creation of the payment account, IP address(es) from which the payment account was created/managed, data on the equipment from which the payment account was created, identification data of the person managing the payment account, turnovers, currency, payment instruments annexed to the payment account, data on operations performed.

Section 2

Use of payment account and funds safeguarding

61. A non-bank payment service provider shall, when opening and managing a payment account, comply with the requirements laid down in the normative acts applicable to its activity, including in the field of preventing and combating money laundering and terrorist financing.

62. Upon execution by non-bank payment service providers of payment operations referred to in Article 4 paragraph (1) point (3) letters (a) - (c), point (5) and (8) of Law No 114/2012 on payment services and electronic money, the final settlement of funds shall be carried out through payment accounts opened in banks licenced in the Republic of Moldova, unless they are participants in the Automated Internal Payment System (AIPS).

63. The non-bank payment service provider shall safeguard the funds of its users received for the provision of payment services/issuance of electronic money in accordance with Article 26 and Article 89 of Law No 114/2012 on payment services and electronic money.

64. The account opened with the bank and/or the National Bank of Moldova by the non-bank payment service provider in which the funds received from users are deposited (registered) may not be used for holding funds belonging to the non-bank payment service provider, as well as for depositing other funds or assets.

65. For the purposes of Article 26 paragraph 2 of Law No 114/2012 on payment services and electronic money, safe, liquid and low-risk assets are considered state securities in the form of treasury bills and government bonds.

66. The non-bank payment service provider shall separate the funds received from each payment service user/electronic money holder from all other funds it holds. The separation of funds shall be carried out as soon as the funds have been received.

Chapter V

INTERNAL CONTROL SYSTEMS

67. Non-bank payment service providers shall establish, maintain and develop sound and effective internal control systems that ensure the responsible management of the non-bank payment service provider. Those systems shall be proportionate to the nature, purpose and complexity of the services provided by the non-bank payment service provider.

68. Internal control systems shall be considered reliable, effective and comprehensive if they enable the non-bank payment service provider to manage the risks to which it is or may be exposed in the course of its activity of providing payment services and/or issuing electronic money.

69. The non-bank payment service provider shall establish procedures to evaluate and review the internal control systems, acts, actions and procedures developed and implemented in this respect and shall periodically assess whether these systems are appropriate, effective and proportionate to the nature, extent and complexity of the services provided by the non-bank payment service provider and shall adjust/adjust them as appropriate.

70. The non-bank payment service provider shall, in accordance with the legal form in which it operates and the activity it carries out, establish an organisational structure which ensures a clear allocation of tasks and responsibilities between its governing bodies and/or its members, the person who directly manages the business of the non-bank payment service provider and other employees, in a manner which ensures a clear line of responsibility, prevents conflicts of interest and ensures an adequate system of internal control and effective monitoring of the risks to which the non-bank payment service provider may be exposed.

71. The non-bank payment service provider shall ensure the following:

1) the tasks and responsibilities of employees are clearly identified in internal procedures

2) the tasks, duties and responsibilities of employees are made known to them,
3) effective communication and cooperation at all organisational levels, as well as the provision of timely and reliable information necessary for decision-making by the governing bodies of the non-bank payment service provider,

4) the decision-making and implementation process is accurate, documented and based on the principles of a sound and reliable governance system of the provider.

72. In accordance with its activity, the non-bank payment service provider shall develop and implement a human resources management policy based on principles that ensure the employment of staff with relevant professional knowledge and experience.

73. The non-bank payment service provider shall ensure that the members of its governing bodies have permanent access to all data and information relevant to its operation, in particular:

1) data and information on the liquidity, equity value, liabilities and claims of the non-bank payment service provider;

2) information related to the compliance of the activity of the non-bank payment service provider with the normative acts and internal procedures, including infringements found during the controls carried out by the National Bank of Moldova.

Annex No 1
to the Regulation on the activity
of non-bank payment service providers

**Calculation of the regulatory capital of the payment institution/postal service provider
in its capacity as payment service provider**

No of row	Indicator	Reference	Value, MDL
A	B	C	1
1.	Total amount of payments	Total amount of payment operations executed in the previous year	
2.	Payment value (PV)	1/12 of the total amount of payment transactions executed in the previous year (according to Article 13 of Law*), row 1/12	
3.	4% of the PV tranche up to MDL 87.5 million	“a”	
4.	2.5% of the PV tranche over MDL 87.5 million and up to MDL 175 million	“b”	
5.	1% of the PV tranche over MDL 175 million and up to MDL 1,750 million	“c”	
6.	0.5% of the PV tranche over MDL 1,750 million and up to MDL 4,375 million	“d”	

7.	0.25% of the PV tranche over MDL 4,375 million	“e”	
8.	“k”	according to Article 13 of Law No 114/2012 on payment services and electronic money: 0.5 - if the payment institution provides only the payment service referred to in Article 4 paragraph (1) point 6) of Law No 114/2012 on payment services and electronic money 0.8 - if the payment institution provides only the payment service referred to in Article 4 paragraph (1) point (7) of Law No 114/2012 on payment services and electronic money 1 - if the payment institution provides any of the payment services referred to in Article 4 paragraph (1) points (1)-(3), (5) or all the services which the payment institution is entitled to provide under Article 7 paragraph (4) of Law No 114/2012 on payment services and electronic money	
9.	Regulatory capital	(row 3 + row 4 + row 5 + row 6 + row 7) x row 8	

How to prepare the Report on the calculation of regulatory capital by the payment institution/postal service provider in its capacity as payment service provider

1. The Report is intended to reflect information on the required value of the regulatory capital of the payment institution/postal service provider in its capacity as payment service provider.

2. Column 1 shall indicate the value for each indicator. If the payment institution/postal service provider in its capacity as payment service provider has nothing to report for a given indicator, the value 0 (zero) shall be reported.

1) Row 1 shall indicate the total amount of payment transactions executed in the previous year,

2) Row 2 shall indicate the payment value,

3) Row 3 shall indicate the value for which 'a' has been taken as reference,

4) Row 4 shall indicate the value for which 'b' has been taken as reference,

5) Row 5 shall indicate the value for which 'c' has been taken as reference,

6) Row 6 shall indicate the value for which 'd' has been taken as reference,

- 7) Row 7 shall indicate the value for which 'e' has been taken as the reference,
- 8) Row 8 shall indicate the value of the coefficient 'k' selected in determining regulatory capital,
- 9) Row 9 shall indicate the result of the calculation of regulatory capital.

Annex No 2
to the Regulation on the activity
of non-bank payment service providers

Calculation of the regulatory capital of the electronic money institution

No of row	Indicator	Reference	Value, MDL
A	B	C	1
1.	Regulatory capital (RC) value for the activity of electronic money issuance		
1.1.	Average value of electronic money in circulation	according to Article 83 paragraph (3) of Law No 114/2012 on payment services and electronic money	
1.2.	RC	rd.1.1 x 2%	
2.	RC value for non-electronic money activities		
2.1.	Total amount of payments	Total amount of payment operations executed in the previous year	
2.2.	Payment value (PV)	1/12 of the total amount of payment operations executed in the previous year (according to Article 13 of the Law No 114/2012 on payment services and electronic money)	
2.3.	4% of the PV tranche up to MDL 87.5 million	“a”	
2.4.	2.5% of the PV tranche over MDL 87.5 million and up to MDL 175 million	“b”	
2.5.	1% of the PV tranche over MDL 175 million and up to MDL 1,750 million	“c”	
2.6.	0.5% of the PV tranche over MDL 1,750 million and up to MDL 4,375 million	“d”	
2.7.	0.25% of the PV tranche over MDL 4,375 million	“e”	

2.8.	“k”	according to Article 13 of Law No 114/2012 on payment services and electronic money: 0.5 – if the payment institution provides only the payment service referred to in Article 4 paragraph (1) point 6) of Law No 114/2012 on payment services and electronic money 0.8 – if the payment institution provides only the payment service referred to in Article 4 paragraph (1) point (7) of Law No 114/2012 on payment services and electronic money 1 – if the payment institution provides any of the payment services referred to in Article 4 paragraph (1) points (1)-(3), (5) or all the services which the payment institution is entitled to provide under Article 7 paragraph (4) of Law No 114/2012 on payment services and electronic money	
2.9.	CR	(row 2.3 + row 2.4 + row 2.5 + row 2.6 + row 2.7) x row 2.8	
3.	Total amount of the RC	row 1.2 + row 2.9	

Instruction on drafting the Report on the Calculation of Regulatory Capital by the electronic money institution

The Report is intended to reflect information relating to the required value of the regulatory capital of the electronic money institution.

1. Column 1 shall indicate the value for each indicator. If the electronic money institution has nothing to report for a particular indicator, the value 0 (zero) shall be reported.

- 1) Row 1.1 shall indicate the average value of electronic money in circulation,
- 2) Row 1.2 shall indicate the amount of regulatory capital for the activity of electronic money issuance,
- 3) Row 2.1 shall indicate the total value of payment operations executed in the previous year,
- 4) Row 2.2 shall indicate the value of payments,
- 5) Row 2.3 shall indicate the amount for which 'a' has been taken as the reference,
- 6) Row 2.4 shall indicate the amount for which 'b' has been taken as reference,

- 7) Row 2.5 shall indicate the value for which 'c' has been taken as reference,
- 8) Row 2.6 shall indicate the value for which 'd' has been taken as the reference,
- 9) Row 2.7 shall indicate the value for which 'e' has been taken as reference,
- 10) Row 2.8 shall indicate the value of the coefficient 'k' selected in determining regulatory capital,
- 11) Row 2.9 shall indicate the result of the calculation of regulatory capital for activities not related to electronic money,
- 12) Row 3 shall indicate the total amount of regulatory capital.

Annex No 3
to the Regulation on the activity
of non-bank payment service providers

Minimum requirements for the training of paying agents

Non-bank payment service providers shall provide training to payment agent administrators, as referred to in point 35, at least in the following areas:

- 1) Regulations in the field of payment service provision: initiation of payment transactions, information requirements, confirmation of operations, etc.,
- 2) Regulations on the protection of personal data: instructions on data protection, informing the subject of personal data, obtaining consent, etc.,
- 3) Regulations on preventing and combating money laundering and terrorist financing - customer identification, identification of suspicious operations and instructions for management, etc.

Annex No 4
to the Regulation on the activity
of non-bank payment service providers

APPLICATION FOR REGISTRATION

I, the undersigned, _____,
(name and surname of the governing body/member of the governing body/its authorised person)

apply for registration _____ as
(name of secondary office/work point/agent/branch)

_____ with registered office/address:

_____,
administrator/manager _____.
(name and surname of the administrator of the agent/branch manager)

List of payment services:

_____.
(list of services to be provided through the secondary office/work point/agent/branch)

Value of payments expected to be made during a full calendar year:

MDL _____.

Unique identification code/other identification number of the payment agent in the
information system of the non-bank payment service provider: _____.
(to be indicated/completed only in applications for registration of agents)

For the purpose of examining the application I hereby annex the following documents
and information:

1. _____
2. _____
- n. _____

Date _____

Name/surname and signature

(name, surname and signature of the governing body/member of the governing body of the non-bank payment service provider or its
authorised person)

QUESTIONNAIRE

**for the administrators of the non-bank payment service providers/branches/payment
agents for reputation, knowledge and experience assessment**

1. Name, location of paying agent and state identification number (IDNO)

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(For the natural person, please provide your full name, address/residence, state
identification number (IDNP))

2. Payment agent administrator identifiers

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(Please provide your full name, address/residence, state identification number (IDNP))

3. The function you will perform within the paying agent. A description of its duties
and responsibilities shall also be provided

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4. Education of the paying agent administrator

4.1. Educational institution graduated. Year of graduation. Details of the diploma (please indicate the highest level of degree, including series and/or number and date of issue of the confirmatory document)

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(The series, number and date of issue of the confirmatory document shall not be completed by the paying agent administrators with a value of payments expected to be made during a full calendar year that is less than that set out in point 32.)

4.2. Work experience

(it shall be indicated the position held, specifying the period of employment, duties and responsibilities)

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5. In carrying out your duties will you follow the instructions of another natural person or legal entity outside the branch/payment agent? If yes, please provide full details

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6. Have you been assessed in terms of your reputation as a person responsible for the management and administration of the activity of an entity or a person owning a qualifying holding in an entity regulated and supervised by the National Bank of Moldova, the National Commission for Financial Markets or a supervisory authority with similar duties? If yes, please provide full details

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7. Have you been convicted of crimes of passive or active corruption, money laundering, terrorism, crimes against property, abuse of functions, taking or giving bribes, forgery and counterfeiting, embezzlement of foreign assets, tax evasion, influence peddling, false statements, financial-banking or consumer protection offences? If yes, please provide full details

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8. Have you been convicted of any offences other than those listed in point 7? If yes, please provide full details

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9. Are you being prosecuted or tried for any of the offences listed in point 7? If yes, please provide full details

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10. Are you being prosecuted or tried for offences other than those referred to in point 7? If yes, please provide full details

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11. Are you or have you been subject to any investigation, measures or contravention sanctions for non-compliance with the provisions governing the field of provision of payment services/issuance of electronic money, banking, financial, insurance activity or any other provisions of financial services legislation? If yes, please provide full details

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12. Are you or have you been subject to any investigation, measures or sanctions applied by a regulatory body or professional self-governing body for non-compliance with any regulations? If yes, please provide full details

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13. (In case of legal entity) Are you an entity regulated and supervised by the National Bank of Moldova, the National Commission for Financial Markets or a supervisory authority with similar attributions? If yes, please provide full details

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14. Have you been a member of a supervisory body/administrator or partner of a company whose activity has been halted because of bankruptcy? If yes, please provide full details

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15. Has the company you represent (run) been sanctioned for breaches of tax legislation, financial services legislation or anti-money laundering and anti-terrorist financing legislation? If yes, please provide full details

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16. Indicate the list of entities managed or controlled by you, including entities in which you hold qualifying holdings, the size of direct or indirect holdings, the existence and description of any insolvency or similar proceedings in relation to them.

(Not to be completed by paying agent administrators with the value of payments lower than that established in point 37)

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17. Have you been subject to disciplinary sanctions for breaches of labour law at your previous place of work in the last 12 months or are you currently subject to related proceedings? If yes, please provide full details (indicate at least: name of employer, position held, offence committed (alleged), and if applicable, sanction and date of its application)

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I, the undersigned,, declare on my own responsibility, under penalty of law, knowing the provisions of Article 352¹ of the Criminal Code on false statements, that all answers are complete and true and that there are no other relevant facts about which the National Bank of Moldova should be notified. At the same time, I undertake to inform the National Bank of Moldova of any changes to the information provided.

Date

Name and surname.....

Position (if applicable).....

Signature.....

The questionnaire shall be completed by each administrator of the paying agent.

All questions shall be answered in detail, with all necessary clarifications, so that their quality can be assessed.

Questionnaires signed by proxy are not accepted.

Annex No 6
to the Regulation on the activity
of non-bank payment service providers

DECLARATION

I, the undersigned, _____, holding the position
(name, surname)

of _____ within _____
(name of entity)

declare on my own responsibility that the administrator of the agent (the agent's representative within the company) _____

(name, surname) holding the position of _____ within
_____,
(name of entity)

applying for registration in the Register of payment institutions/postal service providers or in the Register of electronic money institutions, in accordance with Article 27 of Law No 114/2012 on payment services and electronic money, has been trained in the areas of:

- provision of services in accordance with Law No 114/2012 on payment services and electronic money,
- the internal control mechanisms to be used by the branch/payment agent to comply with the requirements of the legislation in the field of prevention and combating money laundering and terrorist financing,
- other (to be listed), depending on the nature, scale and complexity of the activity.

I, the undersigned, _____
(name/surname of the administrator of the non-bank payment service provider)

declare on my own responsibility, under penalty of law, knowing the provisions of Article 352¹ of the Criminal Code on false statements, that the information provided in this declaration is true and that there are no other relevant facts about which the National Bank of Moldova should be informed.

(Date)

(Signature)

I confirm that I have been instructed as specified in this declaration and have been trained of the consequences of submitting false information:

(Date and signature of administrator of the
payment agent trained according to this declaration)

Annex No 7
to the Regulation on the activity
of non-bank payment service providers

REPORT ON ACCOUNTING INFORMATION

Name of the non-bank payment service provider: _____

Identification number of the non-bank payment service provider (IDNO):

Management period: _____

Table A Balance Sheet

To the situation of _____ 20____

No of row	Indicator Name	Value
A	B	
	Intangible assets	
010	Intangible assets under construction	
020	Tangible assets in use, total	
	of which:	
021	- concessions, licences and trademarks	
022	copyrights and protective rights	
023	software	
024	other intangible assets	
030	Goodwill	
040	Advances granted for intangible assets	
050	Total intangible assets (row 010 + row 020 + row 030 + row 040)	
	Tangible assets	
060	Tangible assets under construction	
070	Land	
080	Fixed assets, total	
	of which:	
081	buildings	

082	special constructions	
083	machines, machinery and technical installations	
084	means of transport	
085	inventory and furniture	
086	other fixed assets	
090	Mineral resources	
100	Non-current biological assets	
110	Real estate investments	
120	Advances granted for tangible assets	
130	Total tangible fixed assets (row 060 + row 070 + row 080 + row 090 + row 100 + row 110 + row 120)	
	Long-term financial investments	
140	Long-term financial investments in non-affiliated parties	
150	Long-term financial investments in related parties, total	
	of which:	
151	shares and participating interests held in related parties	
152	loans granted to related parties	
153	loans granted in respect of participating interests	
154	other financial investments	
160	Total long-term financial investments (row 140 + row 150)	
	Long-term receivables and other non-current assets	
170	Long-term trade receivables	
180	Long-term receivables from related parties	
181	including: receivables relating to participating interests	
190	Other long-term receivables	
200	Long-term prepaid expenses	
210	Other non-current assets	
220	Total long-term receivables and other non-current assets (row 170 + row 180 + row 190 + row 200 + row 210)	
230	TOTAL NON-CURRENT ASSETS (row 050 + row 130 + row 160 + row 220)	
	CURRENT ASSETS	

	Stocks	
240	Materials and items of low value and short term of use	
250	Current biological assets	
260	Production in progress	
270	Products and goods	
280	Advances granted for stocks	
290	Total stocks (row 240 + row 250 + row 260 + row 270 + row 280)	
	Current receivables and other current assets	
300	Current trade receivables	
310	Current receivables from related parties	
311	including: receivables relating to participating interests	
320	Budget receivables	
330	Staff receivables	
340	Other current receivables	
350	Current prepaid expenses	
360	Other current assets	
370	Total current receivables and other current assets (row 300 + row 310 + row 320 + row 330 + row 340 + row 350 + row 360)	
	Current financial investments	
380	Current financial investments in unrelated parties	
390	Current financial investments in affiliated parties, total	
391	of which: shares and participating interests held in related parties	
392	loans granted to related parties	
393	loans granted in respect of participating interests	
394	other financial investments in related parties	
400	Total current financial investments (row 380 + row 390)	
410	Cash and cash equivalents	
420	TOTAL CURRENT ASSETS (row 290 + row 370 + row 400 + row 410)	
430	TOTAL ASSETS (row 230 + row 420)	
	EQUITY	

	Share capital and unregistered capital	
440	Share capital	
450	Unregistered capital	
460	Withdrawn capital	
470	Assets received from the State with ownership rights	
480	Total share capital and unregistered capital (row 440 + row 450 + row 460 + row 470+ row 480)	
490	Capital premiums	
500	EQUITY	
	Reserves	
510	Reserve capital	
520	Statutory reserves	
530	Other reserves	
540	Total reserves (rd.510 + rd.520 + rd.530)	
	Profit (loss)	
550	Adjustments to previous years' results	
560	Undistributed profit (unrelieved loss) of previous years	
570	Net profit (net loss) of the management period	
580	Used profit of the management period	
590	Total profit (loss) (row 550 + row 560 + row 570 + row 580)	
600	Revaluation reserves	
610	Other equity items	
620	TOTAL EQUITY (row 490 + row 500 + row 540 + row 590 + row 600 + row 610)	
	LONG-TERM LIABILITIES	
630	Long-term bank loans	
640	Long-term loans	
641	of which: loans from bond issue	
642	including: loans from the issuance of convertible bonds	
643	other long-term loans	

650	Long-term trade payables	
660	Long-term debts to related parties	
661	including: debts relating to participating interests	
670	Long-term advances received	
680	Long-term prepaid income	
690	Other long-term liabilities	
700	TOTAL LONG-TERM LIABILITIES (row 630 + row 640 + row 650 + row 660 + row 670 + row 680 + row 690)	
	CURRENT LIABILITIES	
710	Short-term bank loans	
720	Short-term loans, total	
721	of which: loans from bond issue	
722	including: loans from the issuance of convertible bonds	
723	other short-term loans	
730	Current trade payables	
740	Liabilities to current related parties	
741	including: liabilities related to participating interests	
750	Current advances received	
760	Debts owed to staff	
770	Social and medical insurance debts	
780	Debts to the budget	
790	Debts to owners	
800	Current prepaid income	
810	Other current liabilities	
820	TOTAL CURRENT LIABILITIES (row 710 + row 720 + row 730 + row 740 + row 750 + row 760 + row 770 + row 780 + row 790 + row 800 + row 810)	
	PROVISIONS	
830	Provisions for employee benefits	
840	Provision for guarantees to purchasers/customers	
850	Provisions for taxes	

860	Other provisions	
870	TOTAL PROVISIONS (row 830 + row 840 + row 850 + row 860)	
880	TOTAL LIABILITIES (row 620+row 700+ row 820 + row 870)	

Table B REPORT ON PROFIT AND LOSS

of _____ 20__

No of row	Indicator name	Value
A	B	1
010	Income from the issuance of electronic money	
020	The value of electronic money in circulation	
030	Income from the provision of payment services related to the issuance of electronic money (row 040 + row 050 + row 060 + row 070 + row 080 + row 090 + row 100 + row 110)	
040	- cash deposits	
050	- cash withdrawals	
060	- direct debits	
070	- payment operations through a payment card or similar device	
080	- credit transfers	
090	- issuance and/or admission of payment cards and other payment instruments	
100	- remittance of money	
110	- payment initiation transactions	
120	Expenses from the activity related to electronic money (row 121+row 122+row 123+row 124+row 125+row 126)	
121	-value of the costs of services provided	
122	-distribution expenditure	
123	-financial expenditure	
124	-staff expenditure related to work remuneration	
125	-expenditure on depreciation and amortisation of fixed assets	
126	-other current and administrative expenditure	
130	Result of the activity related to the electronic money: profit (loss) (row 010 + row 030 – row 120)	

140	Income from the provision of payment services not related to the issuance of electronic money (row 150 + row 160 + row 170 + row 180 + row 190 + row 200 + row 210 + row 220)	
150	- cash deposits	
160	- cash withdrawals	
170	- direct debits	
180	- payment transactions through a payment card or similar device	
190	- credit transfers	
200	- issuance of payment instruments and/or acceptance of payment instruments and/or acceptance of payment operations	
210	- remittance of money	
220	- payment initiation operations	
230	Expenditure on the provision of payment services (row 231 + row 232 + row 233 + row 234 + row 235 + row 236)	
231	-value of the costs of the services provided	
232	-distribution expenditure	
233	-financial expenditure	
234	-staff expenditure related to work remuneration	
235	-expenditure related to depreciation and amortisation of fixed assets	
236	-other current and administrative expenditure	
240	Result from the activity of providing payment services (not related to the issuance of electronic money): profit (loss) (row 140 – row 230)	
250	Revenue from the provision of operational and related services	
260	Expenditure from the provision of operational and related services	
270	Result from the activity of providing operational and related services: profit (loss) (row 250 – row 260)	
280	Revenue from the administration (operation) of payment systems	
290	Expenditure from the administration (operation) of payment systems	
300	Result from the administration (operation) of payment systems: profit (loss) (row 280 – row 290)	

310	Income from entrepreneurial activity (rd.(310+n) row (310+n+1) +...+ row (31n))	
310+n		
31n		
320	Expenditure relating to entrepreneurial activity (row (320+n) + row (320+n+1) + row (320n))	
320+n		
32n		
330	Result from entrepreneurial activities: profit (loss) (row 310 – row 320)	
340	Total result from activity: profit (loss) (row 130 + row 240 + row 270 + row 300 + row 330)	
350	Revenue windfall	
360	Windfall loss	
370	Windfall result: profit (loss) (point 350 – point 360)	
380	Result before tax: profit (loss) (row 340 + row 370)	
390	Income tax expenditure (savings)	
400	Result after tax: net profit (loss) (row 380 + row 390)	

Table C PROFIT AND LOSS SITUATION

of _____ 20____

Position Code	Indicator name	Value
A	B	1
010	Sales income	
020	The cost of sales	
030	Gross profit (gross loss) (row 010 – row 020)	
040	Other revenues from operational activity	
050	Distribution expenses	

060	Administrative expenses	
070	Other expenses from operational activity	
080	The result of the operational activity: profit (loss) (row 030 + row 040 – row 050 – row 060 – row 070)	
090	The result of other activities: financial profit (loss)	
100	Result from operations with fixed and windfall assets: profit (loss)	
110	Result from other activities: profit (loss) (row 090 + row 100)	
120	Profit (loss) before tax (row 080 + row 110)	
130	Income tax expenditure	
140	Net profit (net loss) of the management period (row 120 – row 130)	

Table D CASH FLOW STATEMENT

la _____ 20____

Position Code	Indicator name	Value, MDL
A	B	1
	Cash flows from operational activity	X
010	Receipts from sales	
020	Payments for stocks and services purchased	
030	Payments to employees and social and medical insurance companies	
040	Interest paid	
050	Payment of income tax	
060	Other receipts	
070	Other payments	
080	Net cash flow from operational activity (row 010 – row 020 – row 030 – row 040 – row 050 + row 060 – row 070)	
	Cash flows from the investment activity	X

090	Receipts from the sale of fixed assets	
100	Payments related to fixed assets inflows	
110	Interest received	
120	Dividends received	
130	Other receipts (payments)	
140	Net cash flow from investing activities (row 090 – row 100 + row 110 + row 120 ± row 130)	
	Cash flows from financial activity	X
150	Receipts in the form of loans and borrowings	
160	Payments related to the repayment of loans and borrowings	
170	Dividends paid	
180	Receipts from capital operations	
190	Other receipts (payments)	
200	Net cash flow from financing activities (row 150 – row 160 – row 170 + row 180 ± row 190)	
210	Total net cash flow (± row 080 ± row 140 ± row 200)	
220	Favourable (unfavourable) exchange rate differences	
230	Cash balance at beginning of management period	
240	Cash balance at end of management period (± row 210 ± row 220 + row 230)	

Instruction on drafting the Report on Accountancy Data

1. The Report consists of **4 tables numbered A-D**.
2. **Table A** is intended to reflect the information related to the balance sheet according to the situation at the end of the management period.
3. Column 1 shall indicate the balance of assets and liabilities at the end of the management period. If the non-bank payment service provider has nothing to report for a given indicator, the value 0 (zero) shall be reported.
4. The table shall be filled in as follows:
 - 1) Row 050 shall indicate the total value of intangible fixed assets representing the sum of the values of rows 010 – 040,
 - 2) Row 130 shall indicate the total value of tangible fixed assets, representing the sum of the values of rows 060-120,
 - 3) Row 160 shall indicate the total value of long-term financial investments, representing the sum of the values of rows 140-150,
 - 4) Row 220 shall indicate the total value of long-term receivables and other fixed assets, representing the sum of the values of rows 170-210,
 - 5) Row 230 shall indicate the total value of fixed assets, which shall be calculated as follows: row 050 + row 130 + row 160 + row 220,
 - 6) Row 290 shall indicate the total value of stocks, representing the sum of the values of rows 240 - 280,
 - 7) Row 370 shall indicate the total value of receivables and other assets with a maturity (probable holding) not exceeding 12 months, which shall be the sum of the values of rows 300 - 360,
 - 8) Row 400 shall indicate the total value of current financial investments, which shall be the sum of the values of rows 380 – 390,
 - 9) Row 420 shall indicate the total value of current assets, calculated as follows: row 290 + row 370 + row 400 + row 410,
 - 10) Row 430 shall indicate the total value of the fixed and current assets of the entity, representing the sum of the values of rows 230 and 420,
 - 11) Row 490 shall indicate the total sum of the registered and unregistered capital, representing the sum of the values of rows 440-480,
 - 12) Row 540 shall indicate the total sum of reserves, representing the sum of the values of rows 510 – 530,
 - 13) Row 590 shall indicate the total sum of profit (loss), representing the sum of the values of rows 550-580,
 - 14) Row 620 shall indicate the total equity items, which shall be calculated as follows: row 490 + row 500 + row 540 + row 590 + row 600 + row 610,
 - 15) Row 700 shall indicate the total value of long-term liabilities which is the sum of the values of rows 630 – 690,
 - 16) Row 820 shall indicate the total value of current liabilities, representing the sum of the values of rows 710-810,
 - 17) Row 870 shall indicate the total sum of provisions, representing the sum of the values of rows 830-860,
 - 18) Row 880 shall indicate the total sum of the equity, long-term and current liabilities and provisions of the entity, which shall be calculated as follows: row 620 + row 700 + row 820 + row 870.
5. **Table B** is intended to reflect the information related to the report on profit and loss, according to the situation at the end of the management period.
6. Column 1 shall indicate the value of the payment service transactions provided. If the non-bank payment service provider has nothing to report for a given indicator, the value 0 (zero) shall be reported.

7. The table shall be filled in as follows:

- 1) row 030 shall indicate the total value of income from the provision of payment services related to the issuance of electronic money which represents the sum of the values of rows 040 – 110,
- 2) row 130 shall indicate the value of the result of the electronic money activity: profit (loss), which is calculated as follows: $\text{row 010} + \text{row 030} - \text{row 120}$,
- 3) row 140 shall indicate the total value of income from the provision of payment services not related to the issuance of e-money which represents the sum of the amounts of rows 040 – 110,
- 4) row 240 shall indicate the value of the result of the payment service activity (not related to the issuance of e-money): profit (loss), which is the difference between rows 140 and 230,
- 5) row 270 shall indicate the value of the result from the provision of operational and related services: profit (loss), which is the difference between rows 250 and 260,
- 6) row 300 shall indicate the value of the result from the administration (operation) of payment systems: profit (loss): profit (loss), which represents the difference between rows 280 and 290,
- 7) row 310+n, where 'n' has a value from 1 to 9, column B shall indicate the type of activity from which income was registered and column 1 shall indicate the value of income from that type of activity,
- 8) row 31n, where $n \leq 9$, column B shall indicate other income from entrepreneurial activity and column 1 shall indicate the value of this income,
- 9) row 320+n, where 'n' has a value from 1 to 9, column B shall indicate the type of activity from which expenditure was registered and column 1 shall indicate the value of expenditure related to that type of activity,
- 10) row 32n, where $n \leq 9$, column B shall indicate other expenditure from entrepreneurial activity and column 1 shall indicate the value of this expenditure,
- 11) row 330 shall indicate the value of the result from entrepreneurial activities: profit (loss), which represents the difference between rows 310 and 320,
- 12) row 340 shall indicate the value of the total result of activity: profit (loss), by adding rows 130, 240, 270, 300 and 330,
- 13) row 370 shall indicate the amount of the exceptional result: profit (loss), which represents the difference between rows 350 and 360,
- 14) row 380 shall indicate the value of the result before tax: profit (loss), by adding rows 340 and 370,
- 15) row 400 shall indicate the value of the result after tax: profit (loss), by adding rows 380 and 390. If the non-bank payment service provider has nothing to report for a given indicator, the value 0 (zero) shall be reported.

8. **Table C** is intended to reflect the information relating to the profit and loss statement as at the end of the management period.

9. Column 1 shall indicate the value in MDL of assets and liabilities for the management period. If the non-bank payment service provider has nothing to report for a given indicator, the value 0 (zero) shall be reported.

10. The table shall be filled in as follows:

- 1) row 030 shall indicate the value of the gross profit (gross loss) representing the difference between rows 010 and 020,
- 2) row 080 shall indicate the value of the result from operating activities: profit (loss) which shall be calculated as follows: $\text{row 030} + \text{row 040} - \text{row 050} - \text{row 060} - \text{row 070}$,
- 3) row 110 shall reflect the difference between income and expenditure relating to other activities which is the difference between rows 090 and 100,
- 4) row 120 shall indicate the financial result before tax by adding rows 080 and 110,

5) row 140 shall indicate the financial result after tax determined as the difference between the profit (loss) before tax and the income tax expense, which represents the difference between rows 120 and 130.

11. **Table D** is intended to reflect cash flow information according to the situation at the end of the management period.

12. Column 1 shall indicate the amount in MDL of the cash flow from the operational, investment and financial activity of the provider. If the non-bank payment service provider has nothing to report for a given indicator, the value 0 (zero) shall be reported.

13. The table shall be filled in as follows:

1) row 080 shall reflect the difference between cash received and paid during the management period from operational activity, which shall be calculated as follows: row 010 - row 020 - row 030 - row 040 - row 050 + row 060 - row 070,

2) row 140 shall reflect the difference between cash received and paid during the management period from investment activity, which shall be calculated as follows: row 090 - row 100 + row 110 + row 120 $\pm$ row 130,

3) row 200 shall reflect the difference between cash received and paid (out) during the management period from financial activity, which shall be calculated as follows: row 150 - row 160 - row 170 + row 180 $\pm$ row 190,

4) row 210 shall reflect the cash flow of the management period from operating, investing and financial activities, which shall be calculated as follows: $\pm$ row 080 $\pm$ row 140 $\pm$ row 200,

5) row 240 shall reflect the cash balance in the cash and cash documents accounts at the end of the current management period, which shall be calculated as follows: $\pm$ row 210 $\pm$ row 220 + row 230.

14. The Report shall be submitted quarterly.

Annex No 8
to the Regulation on the activity
of non-bank payment service providers

REPORT ON ADDITIONAL DATA

Name of the non-bank payment service provider: _____

Identification number of the non-bank payment service provider (IDNO): _____

Management period: _____

No of row	Indicator name	Date
A	B	1
1.	Value of the amounts deposited in the bank accounts intended to protect the funds, MDL	
2.	Date of last external audit	
3.	Total number of payments made	
4.	Total value of the payments made, MDL	
5.	Number of agents	
6.	Number of branches	
7.	Number of secondary offices	
8.	Number of work points	

Instruction on drafting the Report on Additional Information

1. The Report “Additional Information” is intended to reflect the additional information related to the activity of the non-bank payment service provider.
2. Column 1 shall indicate the data for each indicator:
 - 1) Row 1 shall indicate the value of funds deposited in bank accounts in accordance with Article 26 of Law No 114/2012 at the end of the management period,
 - 2) Row 2 shall indicate the date of the last external audit of the non-bank provider in the format "dd.mm.yyyy",
 - 3) Row 3 shall indicate the total number of payments made by the non-bank provider during the management period,
 - 4) Row 4 shall indicate the total value of payments made by the non-bank provider during the management period,
 - 5) Row 5 shall indicate the number of agents defined according to Article 3 of Law No 114 of 18.05.2012 at the end of the management period,
 - 6) Row 6 shall indicate the number of branches defined according to Article 3 of Law No 114 of 18.05.2012 at the end of the management period.
3. If the non-bank payment service provider has nothing to report for a given indicator, the value 0 (zero) shall be reported.
4. The Report shall be submitted quarterly.