fundserv

Introduction

Thank you for your inquiry about becoming a member of the Fundserv network. We appreciate your business. Before we can onboard your code, you must provide us with all the required information about your company and the services you intend to utilize.

Please complete all the enclosed forms, and have them signed by the appropriate officer of your company before returning them with the required setup fee to onboarding@fundserv.com.

Note: If completing the Designated LRA Approver Form, please return it to customer.relations@fundserv.com.

To determine your setup fee, please refer to the Fundserv Fee information online at Become a Member page on the public website.

Checklist

Check off each of the forms as you fill them out, and keep track of them here:

- [ ] 1. Introduction
- [ ] 2. Customer Contact Form
- [ ] 3. Terms and Conditions - Use of Electronic Signature
- [ ] 4. Definitions Schedule
- [ ] 5. Service Selection and Business Form
- [ ] 6. Designation of Code(s) Form
- [ ] 7. Designation of Third Party Form
- [ ] 8. Sponsor for Local Registration Authority (LRA) Form
- [ ] 9. Designated LRA Approver Form
- [ ] 10. Company Contact(s) Information Form
- [ ] 11. Company Billing Contact Information Form
- [ ] 12. Banking/Account Information Form
- [ ] 13. Data Protection Schedule

Important Information Regarding These Forms

Using These Forms and E-Signature

Please download this PDF form to your computer and open in an Adobe/Acrobat application (not browser) in order to use the e-signature functionality.

Legal Documentation

Fundserv must have a valid contract with each of its members. No changes to the contract are permitted. Please ensure that the contract is executed by a signing officer previously identified during code registration.

Service Selection

Fundserv offers many services to its customers. Please submit the Services Selection form so we may fully understand your business requirements. Fundserv's industry engagement team can assist you in determining which services are appropriate for your business. Contact us at onboarding@fundserv.com.

Local Registration Authority (LRA)

To facilitate a smooth transition to the Fundserv network, all new customers must complete mandatory testing requirements. To participate in the testing phase, you must obtain access to Fundserv's secure online portal by submitting a Sponsorship for Local Registration Authority (LRA) Form. This individual will be responsible to set up and issue logins for subsequent users at your company.

Company Contact Information

To ensure Fundserv is contacting the appropriate people at your company during the testing process and afterwards, we require that you submit the Company Contact Information form prior to testing. This information will be kept confidential.

Payment Exchange

All Fundserv members must set up a valid bank account for the purpose of clearing and settlement. Manufacturers must support full N$M while Distributors and Intermediaries may elect to use N$M for trade settlement or commission only. Before your company can go live in production, you must submit the N$M Banking Information Form. For more information about N$M refer to the N$M Information Guide.

For additional information about Fundserv, please visit www.fundserv.com or contact us directly at onboarding@fundserv.com with any questions.