



Vodafone Cook Islands
E-Moni
Agent Requirements



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Vodafone Cook Islands

EMONI - Agent Requirements

The following are the requirements to be a fully authorized Vodafone E-Moni agent:

(A) STANDARD REQUIREMENTS

1. Minimum Agent outlet [1]

- a. Prospective agent must be a registered Business Name, Sole Proprietor, Partnership or Limited Liability company or equivalent with at least 1 outlet ready to offer Vodafone E-Moni services
- b. The business or company **MUST** have traded for a minimum period of 6 months & provide proof of the same
- c. The outlets shall be physically verified to ascertain suitability before commencement of business

(B) MANDATORY REQUIREMENTS – Non Vodafone Dealers

Copies of the documents below must be attached to the application forms provided.

1. Generic Documents Non - Vodafone Dealers

- 1.1. Copies of business registration documents as either:
 - 1.1.1. - Partnership
 - 1.1.2. - Sole Proprietor
 - 1.1.3. - Limited Liability Company
 - 1.1.4. - Business Name
- 1.2. Certified copies of Tax certificate
- 1.3. A brief profile of the Company/Business plan/Strategy
- 1.4. List of Outlets
- 1.5. Certificate of Incorporation/registration
- 1.6. Copies of IDs and Passport photos of Directors or persons playing an equivalent role
- 1.7. Copies of IDS of E-Moni Finance contact & Assistants as indicated in the application forms
- 1.8. Completed agent application forms
- 1.9. Business permits for each of the outlets
- 1.10. Proof of minimum 6 months trading history - 6 month company bank statement

2. Minimum Vodafone E-Moni Float

An agent should invest \$ 500 per outlet for purchase of Electronic Value & have at least \$ 1,000 in cash at outlet

Note: Successful agents will be required to deposit this money within one week of signing the contract and start operations, failure to which the contract will be revoked.



Vodafone Cook Islands

EMONI - Agent Requirements

(C) Vodafone AIRTIME DEALERS

Dealers, by virtue of the fact that Vodafone already have most of the documents from the ongoing contractual obligations, are required to provide the following documents:

- Copies of IDS of head office Finance contact and Primary Assistants as indicated in the application forms
- Completed agent application forms

(D) GENERAL REQUIREMENTS – FOR ALL PROSPECTIVE VODAFONE E-MONI AGENTS

1. Premises and their Maintenance

All **Vodafone E-Moni** agents must conform to the stipulated branding and merchandising policy. The minimum branding requirements will be supplied to the agent on commencement of business.

2. Recommended Staffing

The agent should preferably employ competent staff with a minimum of Year 12 level of education [NCEA] to handle the E-Moni service.

3. Technical Requirements

The agent head office must have the following equipment to ensure that operations are conducted in a professional manner:

1. 1 Computer and ancillary equipment approved by Vodafone.
2. At least 1 person to handle head office operations on a day to day basis (not on a full time basis).
3. Internet connectivity with good connection speeds.
4. Any other items/equipment necessary to conduct the business like desks, chairs, stationery, pens and a pay point.
5. A telephone line either landline or mobile for contact.
6. Official Email contact.

N/B:

- Processing of the application will take up to 14 working days from the receipt date