



TRUST
Always Matters!



WPS

WAGES PROTECTION SYSTEM

REGISTRATION



OUR SERVICES



HADI EXPRESS EXCHANGE

Passionate in Building Relationships...



www.hadiexchange.ae



We hereby authorize the following representative(s) to conduct WPS transaction on behalf of our company and to sign the necessary transaction receipts. His/ Her valid original Emirates ID / Passport with resident Visa Page will be produced by him / her at the time of conducting transaction.

We also undertake complete responsibility of these transactions and agree to provide you necessary evidence in respect of the source of funds, additional information and supporting documents to substantiate the transaction, if warranted.

Name	Designation	ID No.	Contact No.	Signature

The Exchange house will accept WPS Related request only from the authorized email. The WPS Related request includes i) Addition or ii) Deletion of Employee iii) Salary Statement of Employees & iv) Salary Reports (Employer or Employees). Authorized Email address is/are mentioned in the table below.

SI#	Authorized Email Address
1	
2	
3	

The Company acknowledges and confirms that:

- i. The Exchange house will accept and process the transactions only after receiving SIF from the authorized email/s in the specified format.
- ii. The SIF format provided by the Exchange house shouldn't be altered, except with the Salary period and amount columns. Exchange house is not responsible for any loss / delay due to inconsistency of the submitted SIF and due to factors beyond the control of Exchange house.
- iii. The Exchange House should be notified whenever there is change in the Authorized Email address. The company will submit a new letter of Indemnity prior to one week of salary processing at Exchange House or via Email from authorized email address to wps@hadiexchange.ae Further, the Exchange House will consider the existing records as null and void.

We hereby authorize the following representative(s) to operate and perform transactions on the online portal, provided by Hadi Exchange, on behalf of our company.

SI	Preferred User Name	Authorized Users	Service / User Type		
			WPS	Maker	Verifier
		Full Name: _____ Emirates ID: _____ Mobile: _____ Email: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Full Name: _____ Emirates ID: _____ Mobile: _____ Email: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hadi Exchange Online Portal – User Authorization Form. We also undertake complete responsibility of these transactions and agree to provide you necessary evidence in respect of the source of funds, purpose and legality of beneficiary(s)/ sender(s) if warranted. Further, we confirm that the authorized person(s) who carries out the transaction on behalf our company/ establishments is/are our bona fide employee(s) and resident in the UAE. In this regard, we will immediately notify Hadi Exchange in writing, in the event of change in authorized representative(s)



LETTER OF INDEMNITY FOR WAGES PROTECTION SYSTEM (WPS)

This Agreement is made on this _____ day of _____ 20 _____ between:

(1) M/s Hadi Express Exchange, having its Management Office at P.O. Box28909-, Office # 101, Atrium Center, Khalid Bin Al Waleed Road, Al Fahidi, Dubai and its branch at _____ (Hereinafter called the 'Agent' which term shall include its assigns and successors) and,

(2) _____ (Hereinafter called the 'Employer', which term shall include its assigns and successors).

Hadi Express Exchange's WPS Payment Services are governed by the Terms and Conditions (Terms) of this Agreement. Where such other Terms are different to these Terms, these Terms will take precedence unless such other Terms are expressed to apply instead of these Terms.

1. Defined Terms

"Agent" means Hadi Express Exchange WPS Payment Service provider an entity duly registered and approved by CBUAE for effecting salary disbursements as per the law of UAE.

"Employer" means an entity duly registered with MOL, and has entered into a contract with Hadi Express Exchange for effecting salary disbursement to their employees though WPS of CBUAE.

"Business Hours" mean the hours of any working day during which Hadi Express Exchanges' designated branches are open for business to the public.

"Exchange" means Hadi Express Exchange, P.O. Box 28909, Dubai, and UAE operating through its designated branches in the UAE registered as all agent in WPS.

"Service" means the WPS Payment/dispersing wages to the employees of corporate client through, the Data Exchange Server to enable the electronic receipt and transmission of information and instructions including payment of salary to designated/authorized employees of Corporate Client and remittance thereon after receiving payment information file (PIF) from WPS server at CBUAE

"CBUAE" means the Central Bank of the UAE

"MOL" means Ministry of Labour, UAE

"LRA" means Labour Regulatory Authority

"WPS Server" means the WPS Central Data Exchange Server maintained and operated by CBUAE

2. General Responsibilities of Employer

- Generate salary file in the mandated format as described in WPS document
- All employees must be paid salary in AED only.
- Provide list of employees to whom salary to be disbursed through WPS, with complete employee details in the prescribed format soft copy - as Annexure1-
- Provide the details of employer data in the prescribed file format.
- Provide declaration that all the details provided are correct as per the records maintained by the Company.

Important Information

Notes:

- Upon registration, Hadi Exchange will issue unique identification number (Membership Number) to the company for conducting the transactions.
- Original / self-attested Licenses /permission should be submitted for verification purpose.
- Original / self-attested identification of Ultimate Beneficial Owners (UBO) and authorized signatory must be submitted for verification and certification purpose.
- Authorized representative should be the bona fide employee of the company and resident in UAE and his name should properly described under authorization letter.
- Authorized representative can conduct WPS related transaction by using the unique identification number (membership number/Company Code/MOL Number) from any branch of Hadi Exchange, by producing their original Emirates ID.
- Ultimate Beneficial Owners (UBO) includes owners / partners / shareholders Board of Directors etc.

- Employer shall issue a crossed cheque as payment or conduct direct bank credit to Exchange's account.
- Account transfer so that the Agent's Bank Account is credited minimum 3 working days in advance to the date fixed for payment of salary, for the total amount mentioned in the detailed statement in favor of Hadi Express Exchange plus service charges.
- The employees of the Employer may collect their salaries from any branch of the Hadi Express Exchange subject to the production of a valid Original Photo ID or salary credit to the Ezee Pay Card issued by the exchange to the employee or salary credit to bank account of the employee.

3. Agent's General Responsibilities

- To receive, process and create data of the registered employer and its employees brought under this agreement and service.
- Download the payment Information file (PIF) provided by WPS and generates confirmation to WPS acknowledging receipt of PIF file.
- Effect payment of wages to the employees identified in Payment Information File on receipt of funds/credit from CBUAE to salary payment transit account of Hadi Express Exchange.
- Furnishing details of payment under WPS at prescribed intervals to the concerned authorities as provided under WPS.
- Agent will not be responsible for any claims arising out of any incorrect information provided by the Employer as regards the personal details of the employees and their salaries. No claim can be raised in this regard.

4. Termination of the Service and this Agreement

- Termination of the Service / Agreement can be done at any time by giving fifteen (15) days' written notice.

5. Governing Law

- The law in force in the United Arab Emirates governs this Agreement and its Terms and the transactions carried out under it.

6. Other clauses

- Neither parties shall assign this Agreement without the prior written consent of the other party. Any modification or amendment to this Agreement shall be made in writing at mutual consent.
- Each party hereto will not, without obtaining consent from the other party, disclose to any third party the terms of this Agreement and any information which it may acquire in connection with the transactions hereunder, provided, however, that it may make such disclosure if it is required by an order of a court of competent jurisdiction or any regulatory or governmental authority to which it is subject.

IN WITNESS WHEREOF.

The parties hereto have caused this Agreement to be executed by their duly authorized representatives on the date first mentioned above.

Terms and Conditions:

1. The Employer will transfer the salaries of its employees for disbursement against the applicable charges to the Agent.
2. The Agent undertakes to disburse the salaries of the employees of the Employer as per the applicable Labour Regulatory Authority's (LRA's) guidelines and the mutually agreed process flow.
3. The Employer shall provide the Agent, a Salary Information File (SIF) in accordance with the LRA prescribed format. The Agent may create the SIF at the request of Employer, at agreed charges.
4. Once the Agent receives the SIF and the equivalent amount along with the applicable charges, it will release the salary to the employees of the Employer within one (1) working day.
5. The Employer agrees to pay the agreed charges mentioned if the Employer fails to pay the relevant charges the Agent has services
6. The Agent shall provide ATM enabled cards in association with all registered employees of the Employer upon the payment of the card issuance fee mentioned



- Furnish the complete/accurate information in the relevant field in the booklet, in BLOCK LETTERS. All the relevant and supporting documents need to be enclosed along with the booklet.
 - The booklet should be attested by the authorized signatory/signatories of the establishment duly affixing the company seal after cross verification of all the information filled in the respective fields.
 - We follow due diligence and care while conducting transaction by abiding all prevalent rules and regulations of the Govt. of UAE on Anti Money Laundering & Terrorist financing. Further, we ensure all transactions represent genuine and in line with usual lawful permitted business activity(s) only.
 - We also undertake the complete responsibility of all the transactions conducted through Hadi Exchange and agree to provide you with necessary documentary evidence to substantiate transaction, if deemed necessary.
7. The Employer agrees to intimate the Agent regarding deactivation of any card due to resignation or termination or any other reason of the concerned employee within 7 days of such event.
 8. This agreement is valid for a period of one year from the date of its execution and shall be automatically renewed for subsequent identical periods as per the existing terms & conditions unless either party serves a written termination notice to the other 30 days prior to the expiry date.
 9. The Agent shall refund any unpaid salaries to the Employer only in compliance with procedures laid down by the LRA.
 10. The Agent will not be responsible for any claims arising out of any incorrect information provided by the Employer regarding the personal or card details or salary period of its employees and their salaries. The Agent shall only try to help and not guarantee the Employer to rectify, if possible, any incorrect credit due to such info.
 11. All Salary Information Files processed beyond the applicable limit of 20 files per annum will be charged at AED 25 per file.

We undertake to comply with the UAE AML / CFT laws and regulations concerning Money Laundering and Terrorist Financing by answering to the following due diligence questionnaire.

Questions	Answer	
	Yes	No
FPEP & DPEP (Foreign / Domestic Politically Exposed Person) Involvement: Is the owner(s) / Partner (s) / Shareholder(s) / Director(s) / Authorized Signatory is Minister in Foreign Government, Member of Parliament, legislatures, diplomatic or immediate family members of close associates of FPEP.		
Permitted Activities of Business: Does your institution deal in any activities other than permitted in Trade License. If Yes, specify other activities: _____ _____ If General Trading, mention the specific activities: _____ _____		
Whether any branches / subsidiaries are located in Iran, North Korea or Cuba		
How would you transfer the funds to Hadi Exchange for processing WPS: Cash <input type="checkbox"/> Bank Transfer <input type="checkbox"/> Cheque <input type="checkbox"/> All <input type="checkbox"/>		
Number of employee (s) processing through Hadi Exchange: _____		

DECLARATION

Date: _____

I/WE have verified the details of the above mentioned forms/authorization/agreement and hereby authorize Hadi Exchange to update its records as per the information given in this booklet. solemnly declare that the information provided in this corporate booklet is correct and latest to the best of my/our knowledge.

Name of Authorized Signatory:

Designation:

Signature:

Stamp:



Hadi Exchange Bagged the "Great Place to Work" Certification



www.hadiexchange.ae

Firm / Company - Employer

- Trade License of the Establishment / firm - Copy
- Computer Labor Card / Establishment Card - Copy
- Memorandum of Association and LLC Agreement, if applicable
- List and Passport copies of the Directors / Proprietor/ Partners / Authorized Signatories.
- Valid ID's of the Authorized Signatories.
- WPS Registration form completed in all respects - Attached
- Undertaking for Compliance and Due Diligence by authorized signatory. (Attached)
- WPS Payment Services Agreement - Attached
- Updated Employee list

Employee

- Emirates ID of all employees - Copy
- Ezee Pay Card enrolment form, if applicable
- Bank account details (Welcome letter / Cheque leaf/ statement) which mentions the name and IBAN - Copy



Karama
04 353 7650
050 455 2871

Deira
04 271 6452
050 277 7345

Al Quoz
04 338 4166
056 499 4601

Sharjah Rolla
06 563 4464
050 482 6120

Ajman
06 747 9987
056 761 4787

Ras Al Khaimah
07 221 3311
050 486 7757

Fujairah
09 223 5622
050 433 5622

Muhaisnah-2
04 228 6301
054 994 1968

Sharjah Indl. Area
06 539 3256
056 116 2870

