

# FIFA Clearing House

Overview & guidelines for onboarding with FCH



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- Introduce the FIFA Clearing House SAS in Paris to the clubs
- Clarify the onboarding process
- Give an overview of the information and documentation requirements

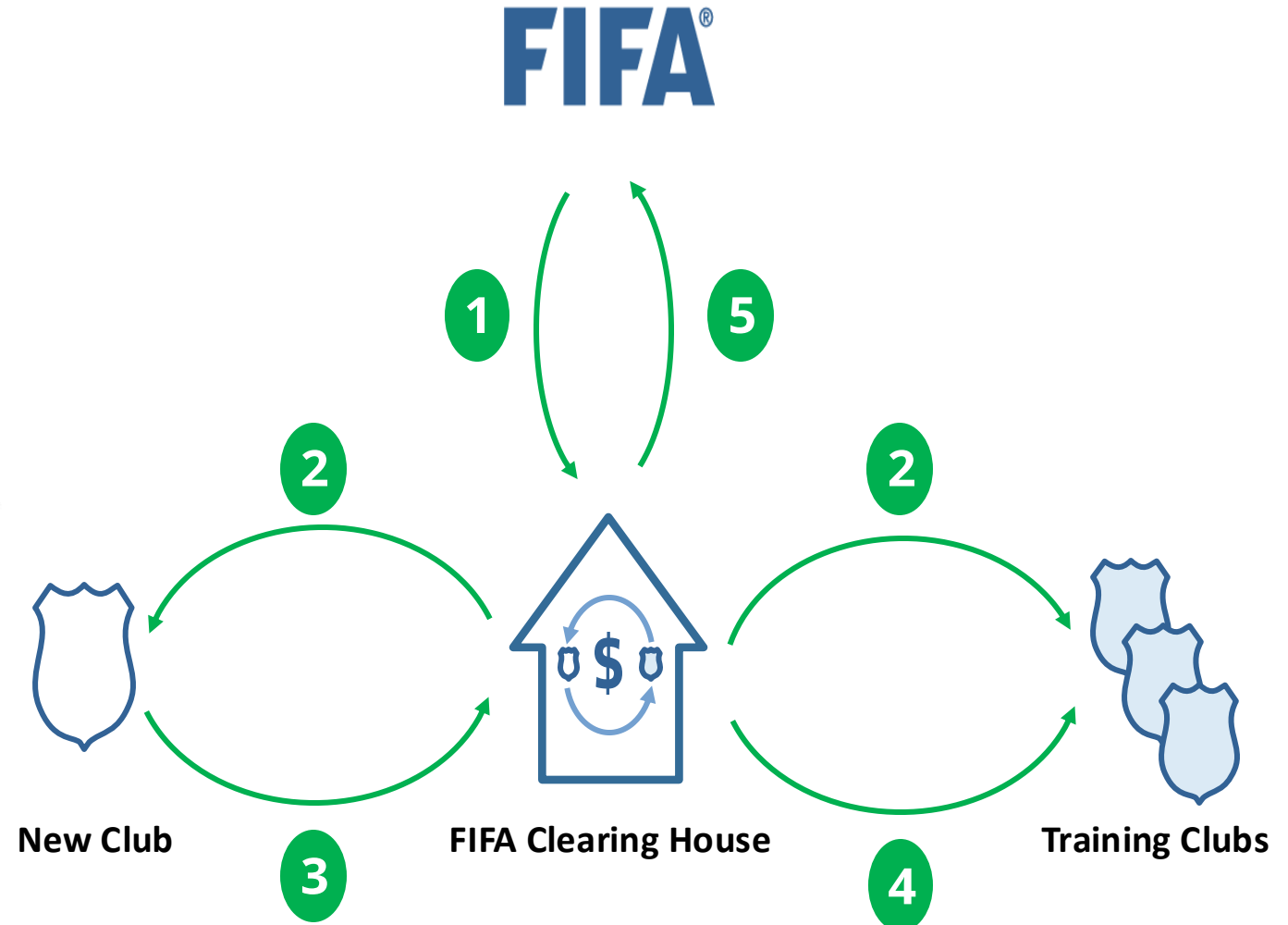
# 01 - The FIFA Clearing House, a regulated payment institution

- ⚽ The FIFA Clearing House ("FCH") has been established with the objective to centralize, process and automate payments, as well as to bring transparency to the transfer system.
- ⚽ The FIFA Clearing House (FCH) is a **payment institution licensed in France** and regulated by the French Prudential Supervision and Resolution Authority (Autorité de contrôle prudentiel et de résolution, 'ACPR').
- ⚽ The [authorization from the ACPR](#) enables the FCH to **collect and process payments on behalf of clubs** and conduct **due diligence on its clients**



## 02 - Overview of interactions between FIFA and FCH

- 1) Communication of allocation statement to FCH by FIFA, with the information necessary to process payments.
- 2) Compliance assessment of all parties involved performed by FCH
- 3) New club sends payment to FCH
- 4) FCH distributed the funds to the relevant training clubs
- 5) Reporting to FIFA on general data and statistics, as well as infringements of the FIFA Clearing House regulations



**01**

# Overview of onboarding



# 01 - Overview of onboarding

A 5 steps process



The clubs will receive an email with a link to **the FCH Terms & Conditions**.



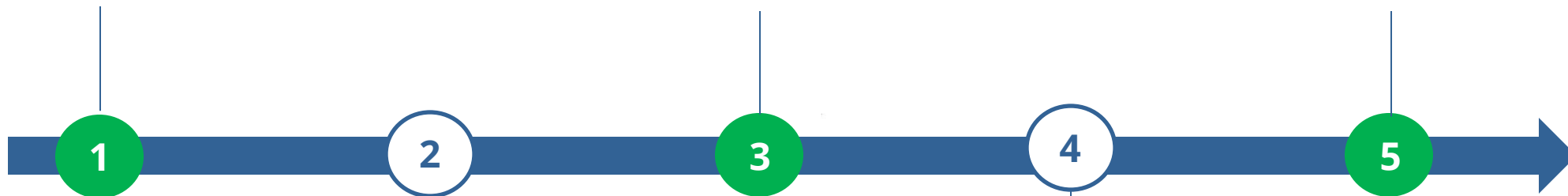
Initial request for **documentation for club and individuals**.



The clubs will receive an email with an **onboarding confirmation or failure**.



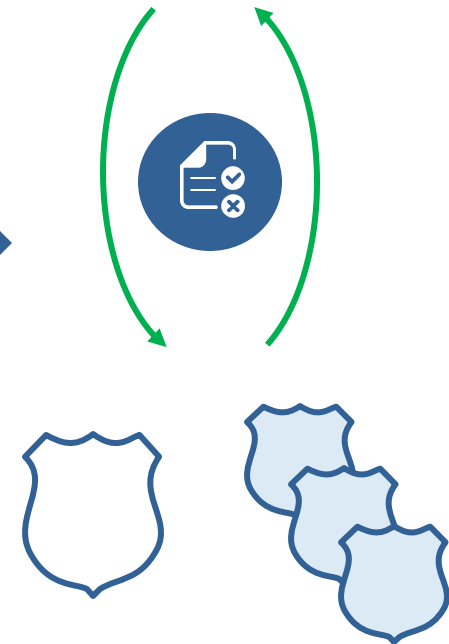
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Clubs will fill in the **Club Information Form**.



There may be **possible additional requests for information and supporting material**





# Overview of onboarding

## FCH Terms & Conditions

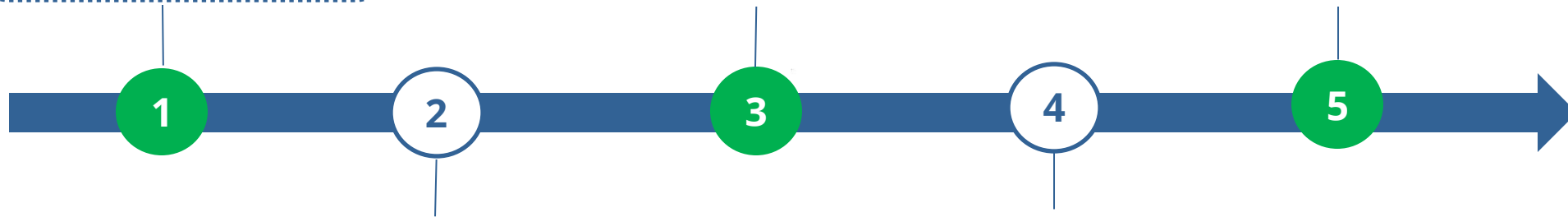
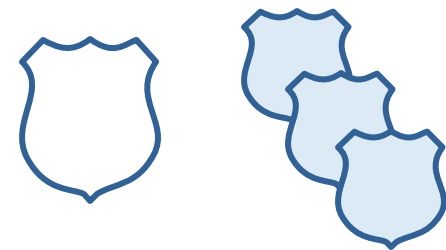
After receiving the Allocation Statement, the FCH will send an email to the clubs to **access and accept the FCH Terms & Conditions**. The T&Cs must be accepted to further process the club's onboarding.

Once the information is processed by the Onboarding team, another email is sent to the club to request **documentation and supporting material**. One email is issued per party (club, legal representative, beneficiary...) to submit the evidence.

The clubs will receive an email with a **confirmation of onboarding or failure to complete** the compliance assessment process. A confirmation implies the ability to provide the payment service to the club.



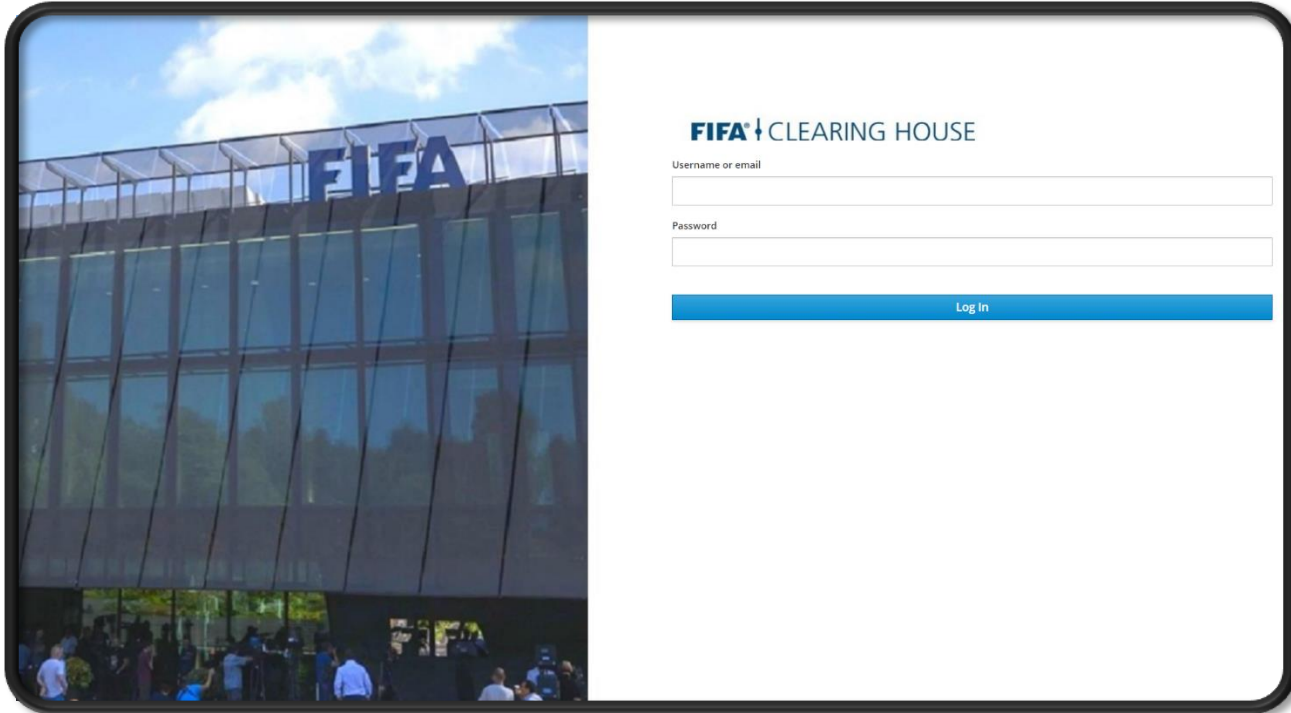
FIFA Clearing House



FCH will send an email to the clubs with the link to access the FCH Onboarding Platform and **Club Information Form**. The clubs must include information such as its legal representatives, corporate structure or beneficiaries (among others) in the form.

There may be **possible additional requests for information or documentation**, if considered necessary by the FCH team.

# FCH Onboarding Platform



- ⚽ The information and documentation from clubs required for the Onboarding process through the **FCH Onboarding Platform**.
- ⚽ **Link to this platform will be sent via email to the TMS manager of the club.** An email is generated by the platform for every onboarding step from the following address: [info@fifaclearinghouse.org](mailto:info@fifaclearinghouse.org)
- ⚽ **Please check your spam,** in case emails are automatically forwarded to it then add “@fifaclearinghouse.org” to the safe-sender list on your email platform.
- ⚽ Lastly, a **unique temporary access security code** is sent to the same email address on which your club received the link to the FCH Onboarding Platform every time you wish to connect.

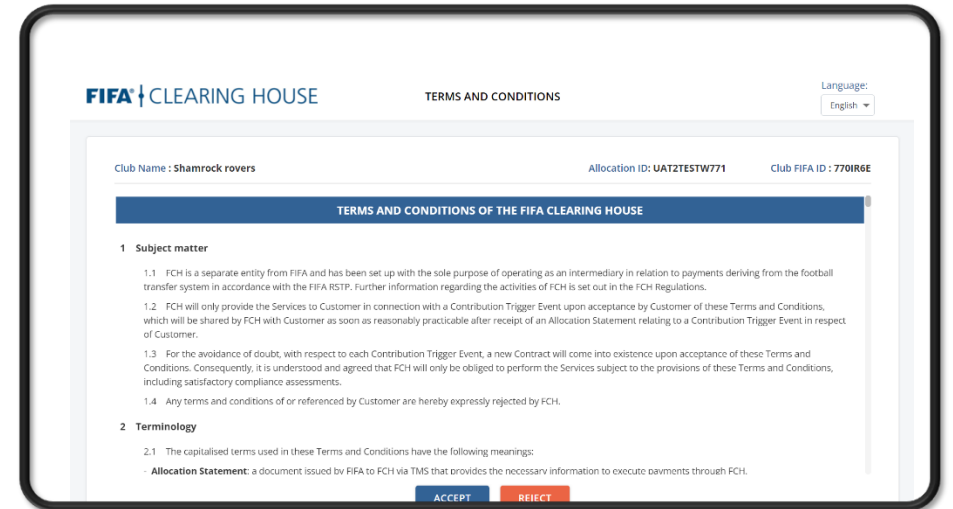




# Step 1: Terms and Conditions

## Acceptance or rejection

- Once the FCH has the club contact information, it will send the **Terms and Conditions** to the club in one of three languages: English, French or Spanish. The club has 7 days to accept or reject them.
- Non-acceptance of the Terms and Conditions (due to expiry or rejection) will lead to escalation of the case to the FIFA Administration for non-compliance with the FIFA Clearing House Regulations.
- A club will have to **accept** the **Terms and Conditions** for **every new Allocation Statement**.





## Step 2: Club Information Form

After receiving the Allocation Statement, the FCH will send an email to the clubs to access and accept the FCH Terms & Conditions. The T&Cs must be accepted to further process the club's onboarding.

1

2

3

4

5

FCH will send an email to the clubs with the link to access the FCH Onboarding Platform and **Club Information Form**. The clubs must include information such as its legal representatives, corporate structure or beneficiaries (among others) in the form.

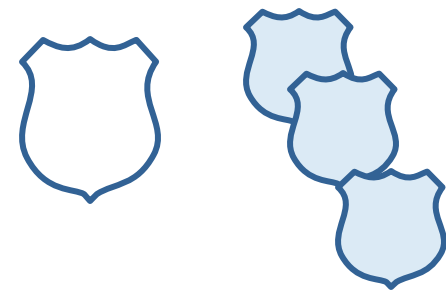
Once the information is processed by the Onboarding team, another email is sent to the club to request documentation and supporting material. One email is issued per party (club, legal representative, beneficiary...) to submit the evidence.

The clubs will receive an email with a confirmation of onboarding or failure to complete the compliance assessment process. A confirmation implies the ability to provide the payment service to the club.

There may be possible additional requests for information or documentation, if considered necessary by the FCH team.



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## Step 2: Club Information Form

- ⚽ Please use the link in the email received after accepting the T&Cs to access the Club Information Form. Also, a new temporary access security code will be provided (i.e., you cannot use the one provided for acceptance of the T&Cs). **The link in the email is only valid for 14 days**
- ⚽ The Club Information Form contains 4 sections, when all sections are completed, you can submit the form. In any case it will be possible to save and continue later.
- ⚽ The Club Information Form must be **filled in for every new Allocation Statement.**

The screenshot shows the 'FIFA CLEARING HOUSE CLUB INFORMATION FORM' interface. It features a sidebar with navigation options: ADMIN, CLUB INFORMATION (selected), LEGAL REPRESENTATIVES & BENEFICIAL OWNERSHIP, and SOURCE OF FUNDS & WEALTH. The main content area is divided into four sections: REGISTERED LEGAL ADDRESS, ADDRESS OF THE PRINCIPAL PLACE OF BUSINESS, and BANK DETAILS. Each section contains several input fields for address lines, city/town, state/county, country, and postal code. A checkbox is present in the 'ADDRESS OF THE PRINCIPAL PLACE OF BUSINESS' section. At the bottom, there are three buttons: 'SAVE', 'SAVE AND SUBMIT', and 'CANCEL'.



## Step 2: Club Information Form

### Consists of 4 parts

- ⚽ Admin (club contact person for onboarding process)
- ⚽ Club Information (legal information)
- ⚽ Legal representatives + beneficial ownership
- ⚽ Source of funds & wealth





## Step 2: Club Information Form

### Part 1 – Admin

Please add the details of the person inserting all the information in the Club Information Form.

**FIFA** | CLEARING HOUSE Language: English ▼

CLUB INFORMATION FORM

**ADMIN**

CLUB INFORMATION

LEGAL REPRESENTATIVES & BENEFICIAL OWNERSHIP

SOURCE OF FUNDS & WEALTH

ADMIN

SAVE SAVE AND SUBMIT CANCEL

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## Step 2: Club Information Form

### Part 2.1 – Club Information

**FIFA** | CLEARING HOUSE CLUB INFORMATION FORM Language: English

**ADMIN**

**CLUB INFORMATION**

LEGAL REPRESENTATIVES & BENEFICIAL OWNERSHIP

SOURCE OF FUNDS & WEALTH

**CLUB INFORMATION**

Full legal name of the Club \*

Commercial Name

Has the club used any previous names or trading names within the last 3 years ?

Yes  No

Previous Club Name

Legal form of the club

Name of the government/region/municipality

Official registration number \*

If the club is a state-owned or related company

Country of Registration \*

- ⚽ 'Full legal name' of the entity in which the activities of the first professional team are incorporated.
- ⚽ The registration number should be the one mentioned in the trade register of the country of the club. If your club is not registered in a trade (commercial) register, please mention the number provided in the registration documents of the governing official authority.



## Step 2: Club Information Form

### Part 2.2 – Club Information

BANK DETAILS

<input type="text" value="Bank Name *"/>	<input type="text" value="IBAN code or Account Number *"/>	<input type="text" value="SWIFT Code *"/>
<input type="text" value="Country *"/>		

- ⚽ Make sure to share with us the bank details of the bank account that is in the name of the club and is used amongst others for transfer purposes.



## Step 2: Club Information Form

### Part 3.1 – Legal representatives + beneficial ownership

The screenshot shows the 'LEGAL REPRESENTATIVES & BENEFICIAL OWNERSHIP' section of the FIFA Clearing House Club Information Form. The form is titled 'CLUB INFORMATION FORM' and has a language dropdown set to 'English'. The left sidebar contains navigation options: ADMIN, CLUB INFORMATION, LEGAL REPRESENTATIVES & BENEFICIAL OWNERSHIP (selected), and SOURCE OF FUNDS & WEALTH. The main content area is divided into two sections: 'EXISTING RELATED PARTIES / SHAREHOLDERS' and 'DETAILS OF YOUR LEGAL REPRESENTATIVES'. The 'EXISTING RELATED PARTIES / SHAREHOLDERS' section contains a table with columns: Name, Alias or International Name, Date Of Birth, Place of Birth, Country of Birth, Country of Residence, Country of Citizenship, Total Ownership, and Action. The table currently shows a single row with dashes in all columns and edit/delete icons. The 'DETAILS OF YOUR LEGAL REPRESENTATIVES' section contains several input fields: Title - Position, First Name, Last Name, Alias or international name (if applicable), Date of Birth (with a calendar icon), Place of Birth, Country of Birth (dropdown), Country of Residence (dropdown), and Citizenship (dropdown). Below these fields is a paragraph of text: 'We kindly ask you to provide the details of your main legal representatives duly empowered and/or exercising control over the club. At least the President/Chairman or CEO shall be declared. If other legal representatives exercise control over the structure, you can add as many legal representatives as required. Clubs registered in the form of an association shall declare at least two legal representatives (e.g. this could be the President/CEO and the CFO/Treasurer or other representatives duly empowered). FCH will ask you to disclose supporting material with reference to the individual declared in this section.' At the bottom of this section is a toggle switch labeled 'No' and 'Yes', which is currently turned on to 'Yes'.

The legal representative depends on the legal form of the entity. In general, these are the person(s) legally appointed to represent the Club, or the person(s) duly empowered to make decisions in the entity.

- For a **limited liability company**, it is usually the President or CEO or the most important stakeholders in the management board depending on your governance body.
- For **associations**, it refers to the main decision makers (usually chairman of the board and treasurer), in this case the club will be asked to disclose two legal representatives.





## Step 2: Club Information Form

### Part 3.2 – Legal representatives + beneficial ownership

**FIFA** | CLEARING HOUSE Language: English

CLUB INFORMATION FORM

ADMIN

CLUB INFORMATION

**LEGAL REPRESENTATIVES & BENEFICIAL OWNERSHIP**

SOURCE OF FUNDS & WEALTH

Do you have any individual shareholders owning directly or indirectly 10% or more of the club ? (this questions aims to identify the Ultimate Beneficial Owner in accordance with the French Financial Regulation). If no direct or indirect individual shareholders can be identified, the FIFA Clearing House may request additional information or documentation to proceed with the analysis of your ownership structure.

No  Yes

---

Are any of the shareholders listed above acting as nominee shareholders?

Yes  No

Can the Club issue share capital in bearer form?

Yes  No

- ⚽ 'Individual shareholders', in this section, are the beneficiaries or the Ultimate Beneficial Owner ("UBOs").
- ⚽ **Legal Representatives:**
  - ⚽ For a limited company: it is usually the President or CEO of the club appointed by shareholders
  - ⚽ For Associations, it is the President of the association, according the country article of Association



## Step 2: Club Information Form

### Part 4 – Source of funds & wealth

- ⚽ Please make sure to use your last audited financial statement to fill out this section.
- If "Save and Submit" button is not displayed in blue, it means that one or several mandatory fields still need to be filled in.
- ⚽ Once all sections are completed, please click “save & submit” at the bottom of the page.

The screenshot shows the 'FIFA CLEARING HOUSE CLUB INFORMATION FORM' interface. The current section is 'SOURCE OF FUNDS & WEALTH'. The form includes the following fields and options:

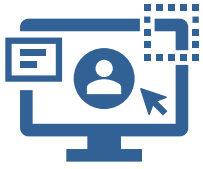
- ADMIN
- CLUB INFORMATION
- LEGAL REPRESENTATIVES & BENEFICIAL OWNERSHIP
- SOURCE OF FUNDS & WEALTH**

Fields and options include:

- What is your last revenue? \*
- Currency \*
- Can you confirm if your club's revenue come from the following sources?
- Match day ticket sales %
- Sponsor contracts %
- Broadcasting contracts %
- Subsidies %
- Marketing contract %
- Other %
- What is the latest club net result?
- Currency
- In addition to your revenues, does the club get additional sources of funding?  
 Yes  No
- If one or more sources of funding apply to your situation please provide a brief description of the financing received (including amount, currency, the name of your investors, donors and the nature of the financing)

Buttons at the bottom: SAVE, SAVE AND SUBMIT, CANCEL.

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## Step 3 and 4: Collection of documents

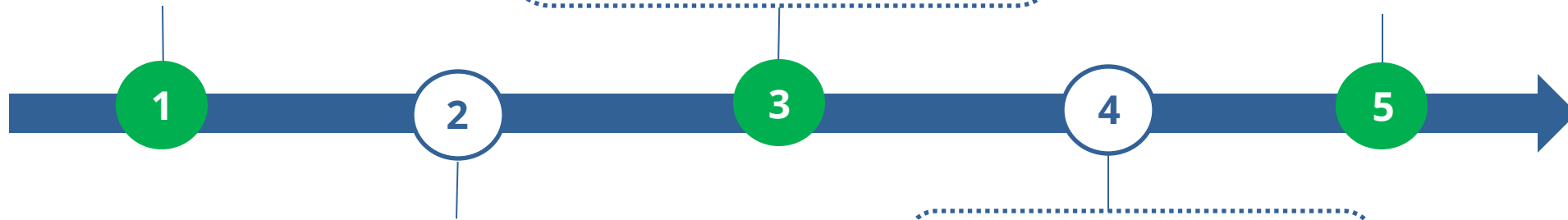
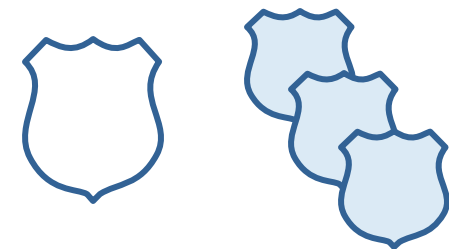
After receiving the Allocation Statement, the FCH will send an email to the clubs to access and accept the FCH Terms & Conditions. The T&Cs must be accepted to further process the club's onboarding.

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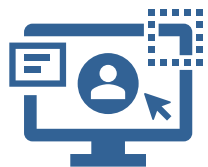
There may be **possible additional requests for information or documentation**, if considered necessary by the FCH team.



## Step 3: Collection of documents

- ⚽ **FCH is required to obtain documents** that allow it to identify the following parties:
  1. The club as a legal entity
  2. The legal representatives as an individual or individuals
  3. The individual shareholders (beneficiaries or the UBOs)
  
- ⚽ **Documents are requested via links to our platform that are sent to you via emails.** You will receive 2 separate links
  - **1 for the club as legal entity**
  - **1 for your legal representative**
  
- ⚽ The link in the email is only **valid for 28 days**



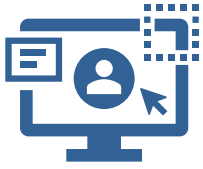


## Step 3: Collection of documents

Important things to bear in mind

- ⚽ You will only be able to submit your file when all documents will be attached.
- ⚽ If the documents are not originally issued in one of the three official FIFA languages (English, French and Spanish) a translation of these documents will be required.
- ⚽ The translation (if any) will have to be merged to the original document as one single document.
- ⚽ One single file cannot exceed 20 MB.
- ⚽ To attach a document, you can either click on the boxes or drag a file into them.





## Step 3: Collection of documents

### Important things to bear in mind

- On top you will find the name of the natural person FCH is requesting documents for. If the email intends to gather the documents of the club, there will be no specific name, but you will find the name of your club on the upper right corner.

Natural person's details

**FIFA CLEARING HOUSE** KYC DOCUMENT UPLOAD FORM Language: English

**Club Contact Details**  
Club Contact Name: Ward Faes Club Contact Email: ward.faes@fifaclearinghouse.org Club Contact Phone: 2361456  
Club Name: Shamrock rovers Club FIFA ID: 4701R6E

**Related Party Details**  
Name: Jan Janssens Address:-- Country: Netherlands  
Postal Code:-- Email:--

**Individual Identity & Address Proof**

**Valid Copy Passport or Identity**  
Enter Expiry Date If Applicable:  
Expiry Date [calendar icon] Drag and drop a file here to upload or click [upload icon]

**Copy of Valid Passport or ID**  
Enter Expiry Date If Applicable:  
Expiry Date [calendar icon] Drag and drop a file here to upload or click [upload icon]

Club's name





## Step 3: Collection of documents

### Overview of mandatory documentation you must submit.

<i>The Club as a legal entity</i>	<i>Legal representative</i>	<i>The UBO / individual shareholders</i>
<ul style="list-style-type: none"><li>❖ <b>Certified copy of extract of Trade register</b> of less than 3 months* or Certificate of incorporation or Articles of Association or any other copy of an official document mentioning the name of the club, its legal form, registration number and address <b>(1)</b></li><li>❖ <b>Articles of association (1)</b></li><li>❖ <b>IBAN/Bank account certificate</b> or Bank statement (less than 3 months) or Bank reference letter (less than 3 months) of the club bank account used to receive/send the funds <b>(1)</b></li><li>❖ <b>Financial Statements</b> (latest fiscal year) <b>(1)</b></li><li>❖ <b>Company Organizational chart</b> including the ownership % between structures/ legal entities <b>(1)</b></li></ul>	<ul style="list-style-type: none"><li>❖ <b>Copy of valid Passport or ID.</b> This document shall be certified (through a reliable and acceptable third party: notary, lawyer, national post office, official passport chips certificate, ...). The document shall contain a clear picture of the individual and all information should be perfectly readable</li></ul>	<ul style="list-style-type: none"><li>❖ If available in the club's jurisdiction, an <b>Extract from the official UBO register</b>, otherwise;</li><li>❖ a <b>copy of an official document</b> mentioning name(s), surname(s), date &amp; place of birth of the Ultimate Beneficial Owner(s) in the form of either shareholder register, or shareholder table extracted from the annual report or financial statement or copy of valid passport/ID. <b>(1)</b></li></ul>

NB: additional information or documents could be requested at FCH's sole discretion depending on the need for further clarification. For details see next slide.



## Step 3: Collection of documents

**Overview *additional information* or documents that could be requested at FCH's sole discretion depending on the need for further clarification. Note that this list is non-exhaustive.**

<i>The Club as a legal entity</i>	<i>Legal representative(s)</i>	<i>The UBO / individual shareholders</i>
<ul style="list-style-type: none"><li>☉ For associations recognised as being a public utility, a copy of the decree recognising the public utility</li><li>☉ Proof of listing for public companies</li><li>☉ Certificate of incumbency or register of directors</li></ul>	<ul style="list-style-type: none"><li>☉ Proof of residency in the form of a copy of original internet/landline/utility bill or copy of original local government correspondence. This document should be less than 3 months.</li><li>☉ Signed appointment resolution</li><li>☉ Signed power of attorney</li></ul>	<ul style="list-style-type: none"><li>☉ Proof of residency in the form of a copy of original internet/landline/utility bill or copy of original local government correspondence . This document should be less than 3 months.</li><li>☉ Possibility for extra documents if necessary, according to the legislation. Those documents would focus on the source of wealth of the individual. The documents would vary in the light of the reason why the FCH would need extra information and support the information given by the club. The following (non-exhaustive) list of specific documents could be asked: evidence concerning the source of revenue (payslips, proof of dividends, possible investments, tax statements, agreements concerning the payment or selling of shares, bank transaction, etc), more information about any holding or trusts or equivalent (document proving the establishment, an overview of the trustees, tax number, etc)</li><li>☉ Copy of Valid Passport or ID. The document shall contain a clear picture of the individual and all information should be perfectly readable. Copy of Valid Passport or ID. The document shall contain a clear picture of the individual and all information should be perfectly readable.</li></ul>





## Step 3: Collection of documents

### Guidelines on documents requirements

A Certified document will mean the following:

The "certification" is the operation by which an authority authenticates the conformity to the original of the copy of a document. In order to perform the Compliance Assessment, the FCH will/may ask for a certified ID, Passport, proof of residency or any other document at FCH's sole discretion.

For countries where an institution certifying IDs and passports exist, please apply for this procedure. For countries where there is no such institution or for other documents, your document will have to be certified by a public servant/agent or official. You can ask the following if they offer this service:

- ✓ **Solicitor or Notary**
- ✓ **An official from the Embassy or French Consulate**
- ✓ **Councillor**
- ✓ **An official of the town hall**
- ✓ **Registered general practitioner**
- ✓ **Chartered accountant**

#### The person you ask should not be:

- related to the person
- living at the same address

In this case the person certifying the document should state the following: "*Certified to be a true copy of the original seen by me,*" then sign and date underneath. The person certifying your copy may also need to include their printed name, occupation, registry number and contact information.

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Documents identifying the UBOs:

A document provided for the identification of UBOs should include the UBO's:

- ✓ **First and Last Name**
- ✓ **Date of Birth**
- ✓ **Place of Birth**



## Step 3: Collection of documents

### Important things to bear in mind

Company Organizational chart including the ownership % between structures/ legal entities :

#### **Company organizational chart:**

The company organizational chart is **a visual representation of the structure of your group companies**. This chart is valuable in that it **shows the ownership relationships between legal entities in the corporate family**. It provides information on the links and networks that exist between your company, subsidiaries, parental company and any other group of companies. It also outlines information on the reporting structures that exist. Please provide us such an overview **WITH** the amount of shares owned by any parental company and individual shareholder.

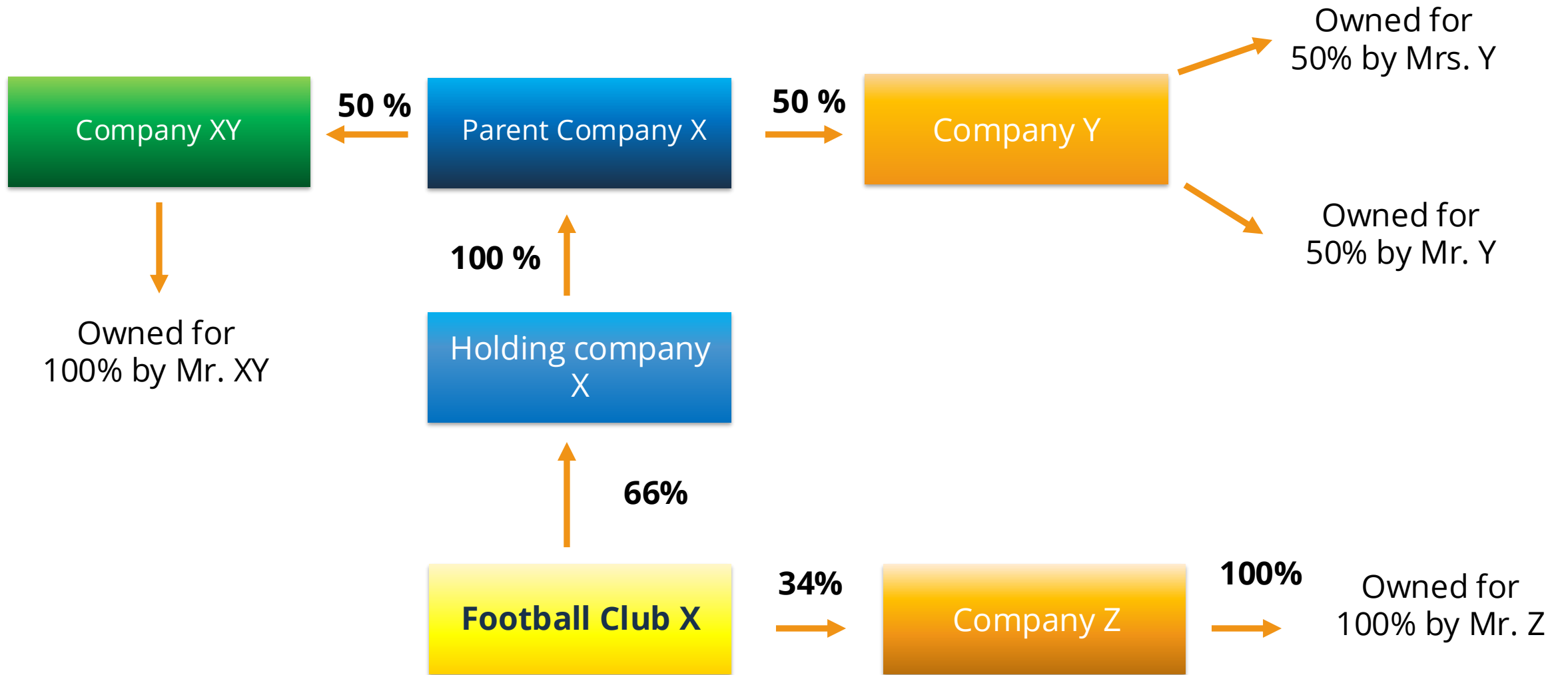
For **associations**, this chart need to consist of **a visual representation of the structure of your (group of) association(s) with the governing and other bodies**. This chart is valuable since it provides information on the links and networks that exist within the association. It also outlines information on the reporting structures that exist.





# Step 3: Example Company Organizational Chart

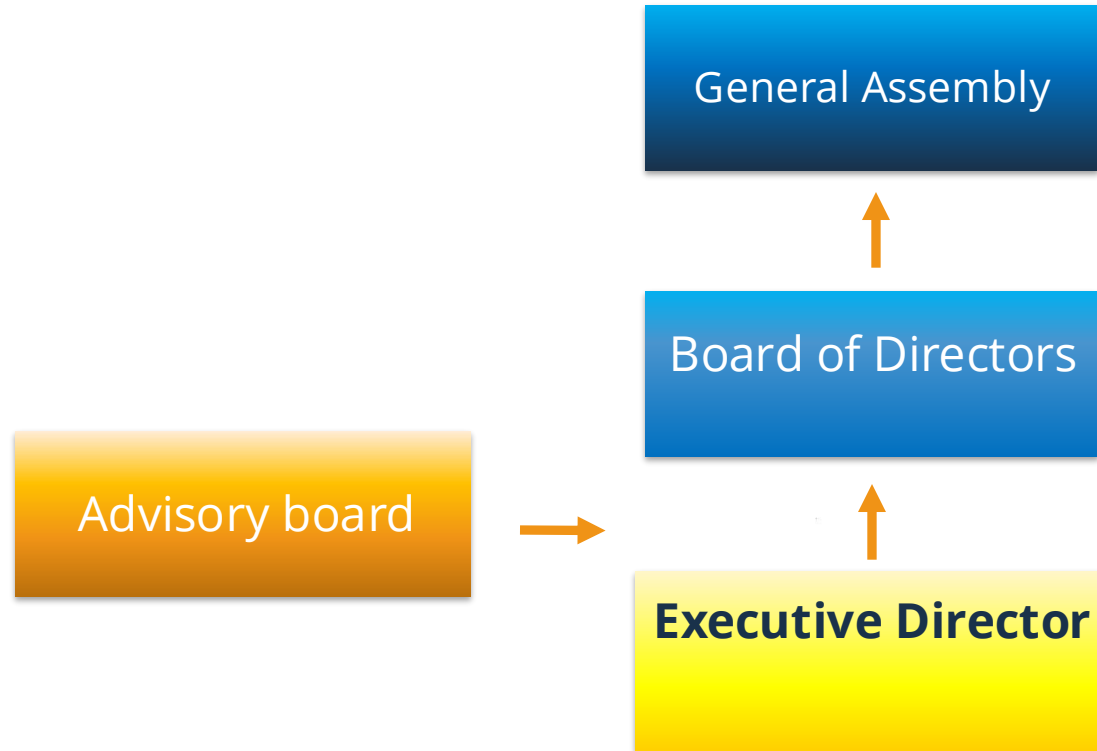
Football club X





## Step 3: Example Company Organizational Chart for an association

Football club X (please make sure to list all the natural persons)





## Step 4: Possible additional information

### Important things to bear in mind

- ⚽ You will only be able to submit your file when all documents will be attached
- ⚽ If the documents are not originally issued in one of the three official FIFA languages (English, French and Spanish).
- ⚽ The translation (if any) will have to be merged to the original document as one single document.
- ⚽ One single file cannot exceed 20 MB.
- ⚽ To attach a document, you can either click on the boxes or drag a file into them.





## Step 5: Approval or rejection

After receiving the Allocation Statement, the FCH will send an email to the clubs to access and accept the FCH Terms & Conditions. The T&Cs must be accepted to further process the club's onboarding.

Once the information is processed by the Onboarding team, another email is sent to the club to request documentation and supporting material. One email is issued per party (club, legal representative, beneficiary...) to submit the evidence.

The clubs will receive an email with a **confirmation of onboarding or failure to complete** the compliance assessment process. A confirmation implies the ability to provide the payment service to the club.

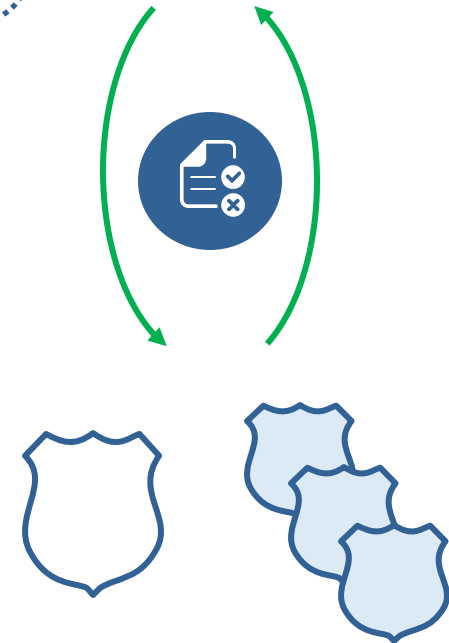


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FCH will send an email to the clubs with the link to access the FCH Onboarding Platform and Club Information Form. The clubs must include information such as its legal representatives, corporate structure or beneficiaries (among others) in the form.

There may be possible additional requests for information or documentation, if considered necessary by the FCH team.







## Step 5: Decisions and next steps

### Onboarding decision

- ⚽ The FCH will take a decision on **whether the club passes or fails the Compliance Assessment** based on the assessment of the information and documents provided by the club and subsequently, **whether to provide their services to the club or not**
- ⚽ **Clubs will receive this decision via email.**
- ⚽ If the **club passes the Compliance Assessment**, they will be able to use the services of the FCH and receive or send funds
- ⚽ If the **club fails the Compliance Assessment**, the case will be escalated to the FIFA Administration for non-compliance with the FIFA Clearing House Regulations



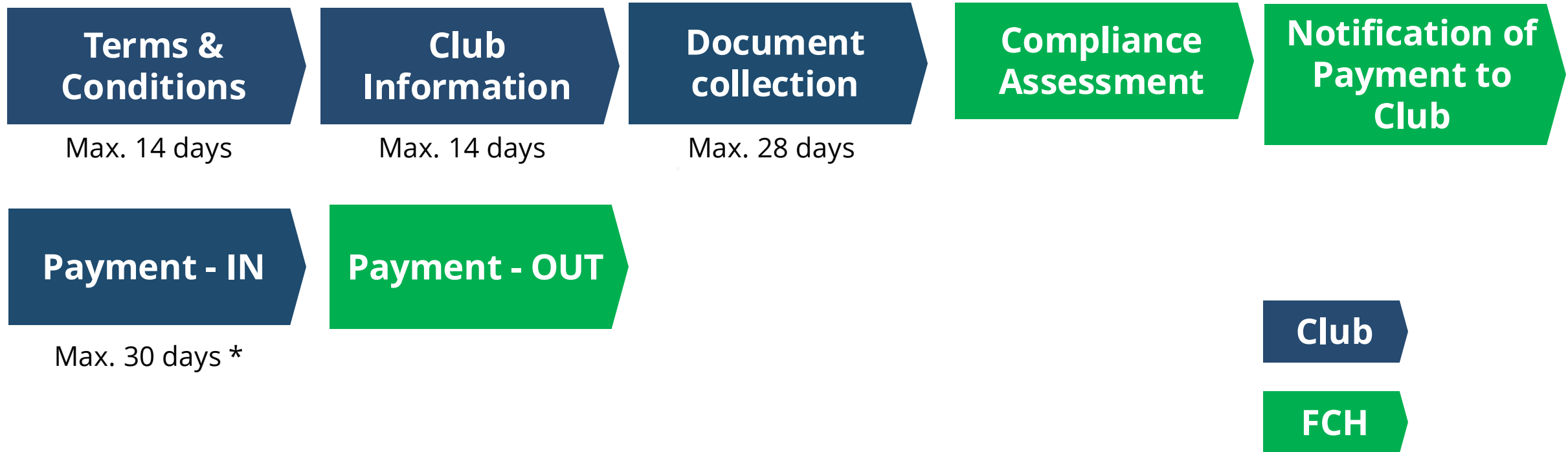
# Summary

A decorative horizontal bar consisting of a light blue line with a darker blue circle in the center, positioned below the 'Summary' header.



## Recap of main Steps

The three first steps are critical to proceed to the payment



# Contact Information

A decorative horizontal bar in a lighter shade of blue, spanning the width of the slide. It features a circular element in the center, which is slightly larger than the bar's height, creating a visual focal point.

## Contact details

- ⚽ For any information on the Terms and Conditions, the Club Information Form, definitions or documentation requirements, please contact [info@fifaclearinghouse.org](mailto:info@fifaclearinghouse.org)
- ⚽ For any information regarding the EPP, TMS, systems integration, waivers, please contact [tmshelpdesk@fifa.org](mailto:tmshelpdesk@fifa.org)





# Legal Disclaimer

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**Thank you**

