

eGHL SERVICE APPLICATION CHECKLIST

Step 1: To apply eGHL Online Payment service, please prepare all the following documents:

Documents Required	For Sdn Bhd & Bhd	For Partnership	For Sole Proprietor	For Association / Cooperative
1. eGHL Sponsored Merchant Application Form (1 original copy)	✓	✓	✓	✓
2. Alliance Bank's E-Commerce Sub Merchant Facility Application Form (1 original copy)	✓	✓	✓	✓
3. Director's Resolution (1 original copy) <i>*Please use the sample format provided and prints it with your company Letterhead.</i>	✓			
4. Letter of Consent (1 original copy) <i>*Please use the sample format provided and prints it with your company Letterhead.</i>		✓		
5. Letter of Authorization (1 original copy) <i>*Please use the sample format provided and prints it with your organization Letterhead.</i>				✓
6. By-laws of Association / Cooperative				✓
7. Latest General Meeting Minutes				✓
8. Photocopy of Certified True Copy M&A, Form 24, Form 49 and Form 9	✓			
9. Photocopy of Form B and Form D		✓	✓	
10. Photocopy of Certified True Copy Association / Cooperative Registration Form				✓
11. Latest 3 months bank statement	✓	✓	✓	✓
12. One-time Registration Fee, Processing fees & Yearly Maintenance fee payable to GHL ePayments Sdn Bhd	✓	✓	✓	✓
13. Photocopy all Director's I/C (Front & Back) as per form 49 <i>*Please ensure cardholder's face and wording in the photocopies are crystal clear.</i>	✓			
14. Photocopy all business owners' I/C (Front & Back) as per form B <i>*Please ensure cardholder's face and wording in the photocopies are crystal clear.</i>		✓	✓	
15. Photocopy all committee members' I/C (Front & Back) <i>*Please ensure cardholder's face and wording in the photocopies are crystal clear.</i>				✓
16. Shop / Office Photos (Interior and exterior with signboard)	✓	✓	✓	✓
17. Print out of your webpages showing: <ul style="list-style-type: none"> i. Products / services sold priced in MYR ii. Contact us info (i.e. company Name, contact number, company address and email address); iii. Return / Refund Policy; iv. Shipping / Fulfilment Policy; and v. Privacy Policy 	✓	✓	✓	✓

#Note: Additional documents that not listed above (i.e. Direct Selling License, personal guarantee letter, Certificate by Ministry of Health, supplier agreement, tenancy agreement, etc.) may be required, subject to risk assessment process.

Step 2: To submit the above required documents to:

Internet Merchant Acquiring Unit

GHL ePayments Sdn Bhd (eGHL)

C-G-15, Block C, Jalan Dataran SD 1, Dataran SD, PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur, Malaysia.

Tel: +60362863388

Email: sales.eghl@ghl.com