

**Please get ready below documents for submission:-****To apply for iPay88 MYR Gateway - Online Banking Option**

- 1 iPay88 MYR Gateway Application Form  
Note: Please fill up this service application form IN FULL!  
Note: Signatory by ONE Business Owner/Director (listed on FORM 49)/President (for Association ) & company stamp
- 2 Clear Photocopy MYCARD card (front&back) of **ALL** Business Owner/Directors (as per FORM 49)/  
President, Treasurer & Secretary (for Association)
- 3 Business Registration Forms (Full set)
 

( a ) Sole Proprietor (i) Borang B/D/E (ii) SSM Certificate (with Maklumat Perniagaan & Maklumat Pemilik) (validity of SSM cert. > 6 months)	(b) Sdn Bhd(Pte Ltd)/Berhad (Ltd) with CTC (i) Form 9 (ii) Form 13 (If Any) (iii) Form 24 (iv) Form 49 (iiv) Memorandum & Articles
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- (c) Non-Profit Organization / Association
  - (i) Registration Cert. issued by Pendaftar Pertubuhan Malaysia
  - (ii) Committee Organization Chart
  - (i) Latest Minutes of Meeting
- 4 Business License/Product Certificates/Letter Authorization from the Brands ( vary by nature of business)
- 5 Proof of Website URL ownership - Provide purchase invoice/receipt for Website URL (should be under applicant name)  
OR Appointment letter issued by applicant to appoint 3rd party for register web URL on behalf.
- 6 Fill up General Guide for Dispute/Chargeback Handling Form
- 7 Latest 3 months bank statement (1st page of monthly statement)
- 8 Product Brochure/Info/Photo
- 9 Payment of one time setup cost and 1st year maintenance fee (for SME Plan)(All fees subject to 6% GST)  
Cheque / Cash Bank in to Mobile88.com Sdn Bhd (Please provide bank in slip)  
CIMB- 8000741918      Public Bank- 3102681831

**To apply for iPay88 MYR Gateway - Credit card option (optional)**

- 1 Fill up Alliance Bank Sub-Merchant Application Form  
Note:Signatory(ies) by **ALL** Business Owner/Directors (listed on FORM 49)/  
President, Treasurer & Secretary (for Association) & company stamp  
Cannot have correction pen mark and no additional signatory(ies) other than required signatory(ies).
- 2 Complete set documents as per internet banking option application (no. 1 to 5)
- 3 Premise Photos- company entrance with signage/signboard and office interior  
Note: Homebase business provide photos to show entrance and workstation
- 4 Website published and ready for viewing with content in English  
OR Bi-language (Mandarin & English or Malay & English)  
Note:Website under development will not be processed by bank.
- 5 Website Printouts that show the followings
  - ( a ) Contact Page (company name, co. registration no., contact No., email address & company address)
  - ( b ) Product Listing page with MYR currency
  - ( c ) Cancellation/Refund/Return Policy
  - ( d ) Delivery Methods and Timing
- 6 Does the company currently having a retail outlet?
- 7 Does the company currently accepting Credit Card? (terminal/Paypal)
- 8 Credit card application processing fee (RM900) by Alliance Bank. (All fees subject to 6% GST)  
Note: Cheque / Cash Bank in to Mobile88.com Sdn Bhd

**Please submit the complete application form and all the required documents as stated above to iPay88**

Mail drop / Courier to: iPay88 Sdn Bhd (Attn:Grace Ng)

Suite 2A-18-2, 18th Floor, Block 2A, Plaza Sentral, Jalan Stesen Sentral 5, 50470 Kuala Lumpur.

**Note:**

- 1 All documents must be valid on date of application & not returnable.
- 2 Document incomplete or print on double sided / incomplete payment will not be processed by iPay88/Bank.  
Note: the incomplete application form just will keep by iPay88 up to 2 months.
- 3 The paid setup cost is not refundable after the application is accepted.
- 4 For any drop/withdraw of application (after submission) will be charge processing fee RM200.
- 5 Application Registration & Approval ( upon receiving of full documents):
  - (i) Internet banking option within 14 working days is solely at iPay88 discretion.
  - (ii) Credit card option within 1 to 2 months (or more) is solely at bank discretion.