



MERCHANT'S APPLICATION CHECKLIST

APPLICANT'S NAME : _____

Please provide the following list of documents accordingly:

Required Documents

- Merchant Application Form
- Latest 3 months Bank Statements

Section A : Private Limited Companies (S/B)

Section B : Incorporated (Berhad)

- SSM e-Info (subtitute to SSM forms)
- Form 9 / Section 15 *
- Form 24 / Section 51 / Section 78 / Section 105 *
- Form 49 / Section 58 *
- Memorandum And Article of Association / Section 14 *
- Board's Resolution
- NRIC Copy of the Authorised Signatory(ies)
- NRIC Copy of the Directors(s) for Local/Pasport Foreigner**
- NRIC Copy of the Individual Shareholder (if applicable***)

- SSM e-Info (subtitute to SSM forms)
- Form 6 / Section 15 *
- Form 13A / Section 105 / Section 51 / Section 78 *
- Form 48A / Section 204 *
- Memorandum And Article of Association / Section 14 *
- Board's Resolution
- NRIC Copy of the Authorised Signatory(ies)
- NRIC Copy of the Directors(s) for Local/Pasport Foreigner**

Notes :
 * Must be Certified True Copy (CTC) by Company Secretary
 ** Produce copy of working permit for foreigner
 *** Shareholder with majority share of at least 25% or more

Section C : Organization/Association

Section D : Professional Bodies

- Letter of Registration *
- M-O-M & List of Committee Names
- NRIC Copy of the Authorised Signatory(ies)
- Confirmation Letter on the List of Authorised Personnel with Signature(s)

- Copy of Registration Certificate
- Confirmation Letter on the List of Authorised Personnel with Signature(s)

Section E : Sole-proprietor/Partnership

Section F : Government Agencies

- NRIC Copy of Sole-proprietor/All Partners
- Business Registration Form
- Borang D/E

- Any relevant government official document(s)

KYC Checklist

	FINDINGS	REMARKS
<input type="checkbox"/> PRP Form	(Yes / No)	_____
<input type="checkbox"/> AML / CFT System	(Yes / No)	_____
<input type="checkbox"/> RAMCI / EXPERIAN	(Yes / No)	_____
<input type="checkbox"/> VISA Merchant Screening Service	(Yes / No)	_____
<input type="checkbox"/> MASTERCARD Match	(Yes / No)	_____
<input type="checkbox"/> BSN's Internal Blacklist Checking (ICBS)	(Yes / No)	_____

BNM's Blacklist Checking :
 (http://www.bnm.gov.my/index.php?lang=en&ch=en_financialconsumeralert)

<input type="checkbox"/> Blacklist checking as at _____	(Yes / No)	_____
<input type="checkbox"/> Warning List checking as at _____	(Yes / No)	_____

CHECKED BY :

Signature :

Name :

Date:

FOR BANK'S USE ONLY

DOCUMENTATION & SITE VISIT CONFIRMATION		VERIFICATION
MERCHANT RELATIONSHIP	ESA	MERCHANT PROCESSING&SUPPORT SEC.
<input type="checkbox"/> Document Complete <input type="checkbox"/> Site Visit Conducted on _____ <input type="checkbox"/> Site Photo (Outside with Signboard)	<input type="checkbox"/> Document Complete <input type="checkbox"/> Site Visit Conducted on _____ <input type="checkbox"/> Site Photo (Outside with Signboard)	Merchant's Applicant Checklist : <input type="checkbox"/> All In Order <input type="checkbox"/> Not In Order (Remark :(_____) _____
CONFIRMED BY : Signature : Name : Date :	CONFIRMED BY : Signature : Name : Date :	VERIFIED BY : Signature : Name : Date :