

# MERCHANT EVALUATION CHECKLIST (MEC)



Date Submitted : \_\_\_\_\_ Name of MSE: \_\_\_\_\_

Site Visitation : YES ☐ NO ☐ Referral ID : \_\_\_\_\_

If NO, please specify reason: \_\_\_\_\_

## 1. CHANNELS (Tick whichever is applicable)

☐ Bank Leads ☐ Blitzes ☐ MPAY Leads ☐ Online Application(MPAY)

☐ Others (pls specific: \_\_\_\_\_) Please Specify acquiring for which Bank: \_\_\_\_\_

Type of Application : ☐ New ☐ Existing Paid Amount : \_\_\_\_\_

Type of Product : MPOS ☐ Android ☐ IOS

EDCPOS ☐ Dial Up ☐ No of Units  
☐ IP  
☐ GPRS

IPG ☐ Premium ☐ Enterprise

☐ Others (pls specific: \_\_\_\_\_)

## 2. PRINCIPAL INFORMATION (KYC)

(a) Registered Name : \_\_\_\_\_

(b) Trading Name : MPY\*

(c) Nature of Business : \_\_\_\_\_

(d) Business/Premise Address (pls stamp below)

(e ) Operating Premises ☐ Office Building

☐ Shop Houses

☐ SOHO

☐ Warehouse/Factory

☐ Home Based

(f) Tenure of Business ☐ > 2 Years

☐ < 2 Years

\*(Please provide reason if address on company stamp differs from trading address)

## 3. POINTS OF CONTACTS

(a) Name of Person In Charge (PIC): \_\_\_\_\_

(b) Designation: \_\_\_\_\_

(c ) Mobile No: \_\_\_\_\_

(d) DID: \_\_\_\_\_

(e) Email (if any): \_\_\_\_\_

(f) Fax No: \_\_\_\_\_

## 4. COMPANY STATUS

☐ Sole Proprietor ☐ Partnership ☐ Sdn Bhd ☐ Association ☐ PLC

☐ MNC ☐ GLC ☐ Global MNCC ☐ Berhad ☐ LLP

\* Note : Provide company profile (if any)

## 5. QUALIFYING CATEGORY (Tick whichever is applicable)

### Acquiring Bank & Forms Required

<input type="checkbox"/> <b>MBB (TPA)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Schedule 1 (MPOS/EDCPOS)</li> <li><input type="checkbox"/> Letter of Offer (MPOS/EDCPOS)</li> <li><input type="checkbox"/> Mpay Sponsored Merchant Application Form (Ver 1.2)</li> <li><input type="checkbox"/> Guarantee &amp; Indemnity</li> <li><input type="checkbox"/> Terminal Rental Agreement (MPOS/EDCPOS)</li> <li><input type="checkbox"/> OCBC or MBB Direct Debit Form</li> <li><input type="checkbox"/> Opt Out Form</li> </ul>	<input type="checkbox"/> <b>MBB (ESA)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Schedule 1 (MPOS/EDCPOS)</li> <li><input type="checkbox"/> Letter of Offer (MPOS/EDCPOS)</li> <li><input type="checkbox"/> Merchant Checklist Application Required (Maybank)</li> <li><input type="checkbox"/> Merchant Application Form (Maybank)</li> <li><input type="checkbox"/> Merchant Register Name (Maybank)</li> <li><input type="checkbox"/> Letter of Offer for Maybank Merchant Service (MBB)</li> <li><input type="checkbox"/> Merchant Business Cards Business Group (MBB)</li> <li><input type="checkbox"/> Activation Form (MBB)</li> <li><input type="checkbox"/> OCBC or MBB Direct Debit Form</li> <li><input type="checkbox"/> Opt Out Form</li> </ul>
<input type="checkbox"/> <b>BI (TPA)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Schedule 1 (MPOS/ EDCPOS)</li> <li><input type="checkbox"/> Letter of Offer (MPOS/ EDCPOS)</li> <li><input type="checkbox"/> Mpay Sponsored Merchant Application Form (Ver 1.3)</li> <li><input type="checkbox"/> Mpay Sponsored Merchant Agreement</li> <li><input type="checkbox"/> Terminal Rental Agreement (MPOS/ EDCPOS)</li> <li><input type="checkbox"/> Checklist - "Stop the Double Swipe"</li> <li><input type="checkbox"/> OCBC or MBB Direct Debit Form</li> </ul>	<input type="checkbox"/> <b>SYNERGY</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Letter of Offer (EDCPOS)</li> <li><input type="checkbox"/> Schedule 1(Synergy)</li> <li><input type="checkbox"/> Mpay Sponsored Merchant Agreement (Synergy)</li> <li><input type="checkbox"/> Terminal Rental Agreement</li> <li><input type="checkbox"/> OCBC or MBB Direct Debit Form</li> </ul>
<input type="checkbox"/> <b>BI (IPG)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Schedule 1 (IPG)</li> <li><input type="checkbox"/> Letter of Offer (IPG)</li> <li><input type="checkbox"/> Mpay Sponsored Merchant Application Form (Ver 1.3)</li> <li><input type="checkbox"/> Mpay Sponsored Merchant Agreement</li> <li><input type="checkbox"/> OCBC or MBB Direct Debit Form</li> </ul>	<input type="checkbox"/> <b>OCBC</b> <b>(TBC)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>

**\*Note :** for IPG Package : Terminal rental Agg & Checklist "Stop the Double Swipe" not required.

### Supporting Document Required

Sole Proprieter / Partnership / LLP	Sdn Bhd / Berhad
<input type="checkbox"/> NRIC of Sole Proprietor & All Partners <input type="checkbox"/> Borang D/E : Business Registration <input type="checkbox"/> Borang A/B : Updated subsequent page <input type="checkbox"/> Latest 3 Month Bank Statement <input type="checkbox"/> Business License (BNM requirement) <input type="checkbox"/> Exterior & Interior Photo (min: 6 angles) <input type="checkbox"/> Price List / Product Brochure	<input type="checkbox"/> NRIC/Passport of Director (Authorised Signatory) <input type="checkbox"/> M & A (Memorandum an articles of association) <input type="checkbox"/> Form 8/9/13 <input type="checkbox"/> Form 24 (complete share) <input type="checkbox"/> Form 49 <input type="checkbox"/> Companies Act 2016 (Section 14, 15, 58, 23b) <input type="checkbox"/> Board Resolution (if director appoint any others authorised signatory) <input type="checkbox"/> Form 32A (if they have share transfer form old owner) <input type="checkbox"/> Latest 3 Month Bank Statement <input type="checkbox"/> Business License (BNM requirement) <input type="checkbox"/> Exterior & Interior Photo (min: 6 angles) <input type="checkbox"/> Price List / Product Brochure
<b>Association</b> <input type="checkbox"/> NRIC of Chairman <input type="checkbox"/> NRIC of Treasurer <input type="checkbox"/> NRIC of Secretary/Appointed PIC as per Board Resolution <input type="checkbox"/> Association Registration Certificate <input type="checkbox"/> Minutes of Latest AGM with list of appointed committee members <input type="checkbox"/> Board Resolution <input type="checkbox"/> Organization Chart <input type="checkbox"/> Latest 3 Month Bank Statement <input type="checkbox"/> Business License (BNM requirement) <input type="checkbox"/> Exterior & Interior Photo (min: 6 angles) <input type="checkbox"/> Price List / Product Brochure	

### Additional Document Required

<input type="checkbox"/> <b>MLM Companies</b> - Akta Jualan Langsung (AJL) License <input type="checkbox"/> <b>Travel Agency License</b> : Borang 2 <input type="checkbox"/> <b>Clinic</b> - Borang B, Borang 12, Borang 10, Borang F <input type="checkbox"/> <b>Dental</b> - Borang 7, Borang C, Borang 9 <input type="checkbox"/> <b>Veterinary Clinic</b> - Borang E1 <input type="checkbox"/> <b>Pharmacy</b> - Poison Act, Borang 6 / Borang 5, Borang 12 <input type="checkbox"/> <b>Real Estate Agencies</b> - Real Estate License <input type="checkbox"/> <b>Tourist Accomadation Premises</b> - Registration of Tourist Accomodation Premise <input type="checkbox"/> <b>Law Firm</b> - Letter from Majlis Peguam, Sijil Annual of The Year, Akta Profession Undang-Undang 1976 <input type="checkbox"/> <b>Audit Firm</b> - Audit License <input type="checkbox"/> <b>Construction Related Companies</b> - CIDB License <input type="checkbox"/> <b>Franchises</b> - Letter of Offer by Franchisor <input type="checkbox"/> <b>Money Changer / Money Lender</b> - Money Services Business Act <input type="checkbox"/> <b>Kindergarten / Tadika</b> - Akta Pelajaran 1961 <input type="checkbox"/> Letter from principal if the principal brand name is used as trading name exp: <b>Maxis</b>
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## 6. ACKNOWLEDGEMENT

I, hereby acknowledge and confirm the physical site visit of the abovementioned merchant was conducted thoroughly.

All this information furnished are accurate and true, including the photographs.

I have explained the Letter of Offer & Sponsored Merchant Agreement Terms and Conditions to the Applicant.

I have sighted the original copy of the document, supporting documents as attached.

I have visited Applicant's principal place of business and captured photographs of the premises and signboard.

SALES AGENT/ REFERRAL	REMARKS
SALES PERSONNEL SIGNATURE	
Name: _____ Referral ID: _____ IC No: _____ Date : _____	

## 7. REMARKS BY GENERAL MANAGER CARDS & ACQUIRING

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## 8. VERIFICATION BY SALES ADMIN & OPS PROCESSING

VERIFICATION FOR APPLICATION PROCESSING	INITIAL	DATE
	Verification by Sales Admin	
Referral Name: _____		
	Verification by Ops Team	
Merchant PIC Name: _____		
Designation: _____		

**Received & Checked By :**  
(Sales Admin)

**Received & Acknowledge By :**  
(Operation Team)

Name : \_\_\_\_\_

Date : \_\_\_\_\_

Time : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_\_\_

Time : \_\_\_\_\_