

## HOW TO GET STARTED TO BE iPAY88 MERCHANT

### STEP 1: PREPARE THE DOCUMENTS

1. Complete **iPay88 Application form**. Attach with necessary documents and setup cost.
2. **Required Documents:**

- Photocopy of Director I/C **OR**  
Photocopy of Company Representative's I/C with a Letter of Authorization
- Bank Statements – latest 3 months

#### For Sole Proprietor OR Partnership

- Form A or B
- Form D
- Business License (if any)

#### For Private & Public Limited Company (Sdn Bhd / Bhd)

- Form 24
- Form 49
- Memorandum & Article of Association (M&A)
- Borang 9 & Borang 13 (if any)

3. All documents must be valid on date of application.
4. All documents submitted are not returnable.

### STEP 2: APPLICATION PROCESSED AND APPROVED

1. All applications processed & evaluated by iPay88.
2. Results of application shall be released within 1-2 working days via email.
3. Upon approval, a Merchant Agreement will be released to applicant.

### STEP 3: SIGN AGREEMENT

1. Complete the following documents and submit back to iPay88:
  - a. **Merchant Agreement**
  - b. **Addendum (if choose to use Pospay)**
  - c. **Website Requirement Compliance List**

### STEP 4: INTEGRATION & TESTING

1. iPay88's technical team will contact the merchant to arrange for integration and testing.

### STEP 5: PAYMENTS

1. Make the following payments:

**ONE OFF SETUP COST: RM488**

#### Notes

Please prepare the cheque and must be made payable to "**MOBILE88.COM SDN BHD**". Strictly no cash transactions. Monthly fee will be effective upon the implementation of service.