MOLPay
Buy Everywhere, Pay Anywhere

MOLPay Application Checklist

Please prepare all the required documents (in □) as follow and please check (√) at □ once prepared. Then, submit the documents to MOLPay at:

MOLPay Sdn Bhd
Business Development Department
B-13-3A, Jalan Multimedia 7/AH, CityPark, i-City, 40000 Shah Alam, Selangor, Malaysia.

No.	Documents	Corporation	Partnership	Sole Proprietor	Individual
1.	MOLPay Payment Service Application Form (Original Copy)	□	□	□	□
2.	All directors / business owners' copy of identity card / passport (front & back)	□	□	□	□
3.	Form 9	□			
4.	Form 24	□			
5.	Form 49	□			
6.	Form 13 (if any)	□			
7.	Memorandum & Articles	□			
8.	Borang B / E		□	□	
9.	Borang D		□	□	
10.	Director Resolution (Original Copy)	□			
11.	Letter of Consent (Original Copy)		□		
12.	Bank Statement (Latest 3 months) **	□	□	□	□
13.	License / Certification from local authority ministry**	□	□	□	
14.	Supplier contract / invoice**	□	□	□	□
15.	Letter of Agreement (Original Copy)	□	□	□	□
16.	FPX Merchant Registration Form (Original Copy)	□	□	□	
17.	Alliance Bank Sub-merchant Application Form (Original Copy)	□	□	□	
18.	Signup fee or/and 1st year maintenance fee	□	□	□	□
19.	Photo (2 copies) showing the company's signage and office interior. (For merchant operating from home, please provide photo of your workstation at home)	□	□	□	□
20.	Merchant's webpages showing its: **(a) contact no. and email** **(b) Refund and Return Policy** (c) Shipping Policy (d) Privacy Policy (e) Terms and Conditions	□	□	□	□

(**) Upon request by MOLPay

Important:

1. Merchants are strictly prohibited to sell the banned items by MOLPay listed at http://molpay.com/v2/merchant-solutions/credit-card-processing/prohibited-items-by-molpay
2. Please ensure all the photocopies submitted must be clear and up to date.
3. Incomplete documents submission will not be processed by MOLPay.
4. Individual merchants & merchant without local business entity are not eligible to apply credit card facility (in MYR) from MOLPay.
5. For non-Malaysian merchants, please replace item (3) – (9) with your company registration documents by your local authority. Please also skip item (16) and (17).