PayHalal Payment Gateway Application Checklist

Documents and information required

- Fill up the PayHalal™ Payment Gateway Application Form (Note: Signatory by ONE Business Owner/Director (listed on FORM 49 (Notification of Change in the Register of Directors, Managers and Secretaries Form) or Companies Act 2016 – Section 46) and Affix with company stamp.
- Clear Photocopy MYKAD / PASSPORT card (front & back) of all Business Owners/Directors.
- Latest **three (3)** months bank statement (**first (1st)** page of monthly statement) or for newly open bank account, to provide the first bank in slip.
- Business Registration Forms (Full set) – with Certified True Copied

    o Sole Proprietor
    - (i)   Borang B/D/E
    - (ii)   SSM Certificate (with Company Detail & Director Detail)

    o Private Limited Company (Sdn. Bhd.)/Public Limited Company (Berhad) (with Certified True Copied)
    - (i)   Form 9 (Certificate of Incorporation) or Companies Act 2016 – Section 14 & 15;
    - (ii)   From 13 (Certificate of Incorporation on Change of Name of Company) or Certificate issued by SSM pursuant to Section 28 of the Companies Act 2016
    - (iii)   Form 24 (Complete Return of Allotment of Shares Form) or Companies Act 2016 – Section 78
    - (iv)   Form 49 (Notification of Change in the Register of Directors, Managers and Secretaries Form) or Companies Act 2016 – Section 46
    - (v)   Constitution of Company

    o Non-Profit Organization / Association
    - (i)   Registration Certificate issued by the Registrar of Societies
    - (ii)   Committee Organization Chart
    - (iii)   Minutes of Meeting

- WHOIS / Receipt of Domain Purchased - Registrant name should be director's name & company name
- Fill up General of Dispute / Chargeback Form Handing Form
- Product Brochure/Info/Photo
- Business License/Certificates/Letter Authorization (vary by nature of business) (Example: Certificate of product registration with Malaysia's Ministry of Health / Certificate or Attestation of Halal)

<u>NOTE :</u>

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
   Note: the incomplete application form will be keep by PayHalal up to 2 months.
3. Application Registration & Approval (upon receiving of full documents) will be processed within 14 working days solely at PayHalal discretion.
4. Nature of Business stated in SSM or M&A have to match with current online business
5. SSM Cert. must be valid for more than 6 months
6. NO LIQUID PAPER and DRAFT PAPER use on the Application Form.
7. Please submit the complete application form and all the required documents as stated above to PayHalal Mail drop / Courier to: Souqa Fintech Sdn Bhd, Unit 50-6-13 Wisma UOA, Damansara 1, 50 Jalan Dungun, Damansara Heights, 50490 Kuala Lumpur. (**ATTN: Merchant**) or email to luqman.hakiim@payhalal.my