

SCHEDULE 1 (Version Oct 2019)

Terminal Model:
Date of Agreement:

TERMINAL TYPE (Tick X)	REQUEST TYPE (Tick X)	PERMANENT/TEMPORARY (Tick X)
<input type="checkbox"/> DIAL-UP/ WIFI/LAN <input type="checkbox"/> GPRS <input type="checkbox"/> MPOS <input type="checkbox"/> MOTO <input type="checkbox"/> E-COMMERCE <input type="checkbox"/> RECURRING	<input type="checkbox"/> NEW (No.of Terminal : ___ units) <input type="checkbox"/> ADDITIONAL TERMINAL (No.of Terminal : ___ units) <input type="checkbox"/> ADDITIONAL OUTLET	<input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY EXPIRY DATE : REASON:
NO	ITEMS	PARTICULARS
1	Merchant Business Name (DBA)	
2	Merchant Registered Business Name	
3	Business Registration Number & Other Registration Number (if any)	GST/Income Tax Number :
4	Registered Office (As per SSM or etc.):	
	Business Address (As per SSM or etc.):	
	Mailing Address (for Merchant Statement):	
5	Business Contact Numbers	Office :
		Fax :
		Mobile :
6	Website / URL Address	
7	IP Address (for E-commerce use)	
8	Business E-Mail Address (for IBG notification use)	
CREDIT TO COMPANY CURRENT ACCOUNT:		
9	Bank	Account Number :
10	Branch	

BUSINESS DETAILS:

Company Type		Sdn Bhd / Bhd		Sole-Proprietor		Partnership	Others (Specify)_____
Nature of Business							
Date Incorporated				Registration Expiry Date :			
Authorized Contact Person Name							
NRIC/Passport Number				Contact Number :		Nationality:	

Initial (Merchant)	
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OWNERSHIP / OFFICE BEARER:

1	Name of Sole-Proprietor / Partner / Shareholder / Director :		
	NRIC / Passport Number :	Contact Number :	Nationality :
	Residential Address :		
2	Name of Partner / Shareholder / Director :		
	NRIC / Passport Number :	Contact Number :	Nationality :
	Residential Address :		
3	Name of Partner / Shareholder / Director :		
	NRIC / Passport Number :	Contact Number :	Nationality :
	Residential Address :		
4	Name of Partner / Shareholder / Director :		
	NRIC / Passport Number :	Contact Number :	Nationality :
	Residential Address :		
5	Name of Partner / Shareholder / Director :		
	NRIC / Passport Number :	Contact Number :	Nationality :
	Residential Address :		

(*For additional names of Ownership/Office Bearer, kindly photocopy this pages 2 of 4 and number page accordingly)

MERCHANT BUSINESS PREMISES:

Premise Type :	Shop lot	Office Block	Shopping Complex	Others (Specify) _____
Property :	Own	Rent	Relative Owned	Others (specify) _____
Approximate Monthly Sales Volume (RM) :		Number of Daily Transaction :		Average Ticket Size (RM) :
Size of Outlet		Estimated Stock Value		
No.of Employees		Business Start Time	From :	To :
Existing Acquirer		Existing MDR		

<p align="center">DOCUMENTATIONS (Duly certified as true copy by Agent)</p>	<p align="center">Sdn Bhd/Bhd</p>	<p align="center">Sole- Proprietor ship</p>	<p align="center">Partnership</p>	<p align="center">Limited Liability Partnership (LLP)</p>	<p align="center">Society/Club/ Associations/ Professional Body etc.</p>
<p>Photocopy of IC (front and back) of any Malaysian Director/Owner who sign the Schedule 1 and Merchant Agreement.</p>					
<p>Photocopy of IC (front and back) of Malaysian Director and/or valid passport and working visa for non-Malaysian Director who holds 25% share and above, as required by BNM.</p>					
<p>Copy of latest utility bill (Water/Electricity/Telekom Malaysia) showing the merchant's name and registered or business address as substitute to photograph of merchant premise.</p>					
<p><u>OR</u> Photograph of merchant premise to show business signboard and product/stock/services.</p>					
<p>Other type of Registration Documents / License / Certificates / Operating License (Travel Agency License, Professional Certificate, Pharmacist License, Entertainment License, Liquor License Direct Sales, etc.).</p>					
<p>Additional documents for e-commerce/ e-MOTO/ recurring. a) e-Commerce/ e-MOTO/ Recurring Privacy (PDPA), Terms & Conditions Policy. b) Merchant's sample Shipping Delivery Tax Invoice. c) Active/Live Website URL (to ensure goods and services with complete descriptions are clearly and accurately described in the website to reduce customer disputes). d) Sample Recurring Authorization Form.</p>					
<p>Limited Liability Partnership Corporate Profile from SSM (LLP only)</p>					
<p>Notice of Registration/Certificate of Registration from Registrar (LLP only)</p>					
<p>LLP Agreement / 2nd Schedule of LLP Act (LLP only)</p>					
<p>Extract of the Resolution for the LLP (LLP only)</p>					
<p>Certificate of Registration with Registry of Societies (Society/Club/Association)</p>					
<p>By-laws of Society/Club/Associations (Society/Club/Association)</p>					
<p>Minutes of Meeting of Management Committee (Society/Club/Association)</p>					

DECLARATION ON PRIVACY NOTICE, PERSONAL DATA PROTECTION ACKNOWLEDGEMENT AND FOREIGN ACCOUNT TAX COMPLIANCE ACT (FATCA) (To be completed by Authorised Signatory)

I/We hereby confirm the information provided and declarations above are true, accurate and complete.

Subject to the applicable local laws, I/We hereby give my/our consent to Paydee to share my/our information with domestic or overseas governmental, supervisory or regulatory authorities where necessary to establish my/our tax liability in any relevant jurisdiction's requirements.

I/We declare that all information given to Paydee are true and complete and I/We authorize and consent Paydee to verify the information given herein from whatever sources including without limitation any credit bureau/credit reporting agency established by authorities pursuant to any applicable law, regulations or directive (whether having the force of law or otherwise) or any party as Paydee deem fit may be required to conduct credit/trade check on me/us for the application of this account and to use, release or exchange such information as may be obtained without further permission or consent from me/us.

Apart from the above, I/we the undersigned do give my/our consent to Paydee, to process my/our personal data as per the PDPA Act and CRA Act.

Where required by domestic or overseas governmental, supervisory or regulatory authorities, I/We also understand and agree that Paydee may be required to obtain additional documents and/or forms, which I/we will sign, if I/we am/are subjected to the relevant jurisdiction's requirements.

Where required by domestic or overseas governmental, supervisory or regulatory authorities, I/we understand and agree that Paydee may withhold, and pay out, from any of my/our account(s) such amounts as may be required according to applicable laws, regulations, directives, guidelines and/or agreements with and/or from domestic or overseas governmental, supervisory or regulatory authorities.

I/We also agree and undertake to notify Paydee (within 30 Calendar days) or provide the information if requested by Paydee, if there is a change in any information which I/We have provided to Paydee.

(Please Circle (Yes or No) for each of the following questions :)

- Are you a U.S Resident (YES / NO)
- Are you a U.S. Citizen or a Citizen of a U.S. Territory (YES / NO)
- Do you hold a U.S. Permanent Resident Card (Green Card)
(YES / NO)
- United State Tax ID :
- Country of Birth :

AUTHORISED SIGNATORY:

I confirm that I am the authorized person to apply for the Paydee – Cards Acceptance Service.

I/We confirm that to my/our knowledge the information given on pages 1 to 3 is true and accurate.

I/We assure Paydee that I/we will exercise due diligence not to facilitate funds from proceeds from any unlawful activity to be channelled through my/our account(s) with the Paydee.

I/We assure that all relevant information and documents, as and when requested, for purpose of my/our identification and/or verification of the source of my/our funds is comply with the "Know-Your-Customer" Principles.

I/We assure that I am authorised on behalf of the Owner(s)/Office bearer(s) that all the information in the Declaration on FATCA is accurate

PRIVACY NOTICE ACKNOWLEDGMENT:

I / We hereby acknowledge that I / we have accessed and/or read the **Privacy Policy Notice** issued by Paydee and confirm my/our agreement to the same.

SIGNATURE	AFFIX COMPANY STAMP
Name	
Designation	Owner / Partner / Director
NRIC No.	
Date	

<p>KNOW YOUR CUSTOMER <i>(To be completed by Sales Agent & Master Merchant)</i> I hereby confirmed that I have interviewed the Applicant in regards to the Card Acceptance service. I have explained the Merchant Agreement Terms and Conditions on Card Acceptance service to the Applicant. I have sighted the original copy of the documents submitted as support documents enclosed. I have visited the Applicant at the Applicant's principal place of business and enclosed photographs of the premises and signboard.</p>			
SALES AGENT	MASTER MERCHANT	REMARKS	
Sales Personnel Signature	Authorised Signatory & Company Chop		
Sales Agent Name & Agent Code :	Name :		
NRIC/Passport No :	NRIC/Passport No :		
Date :	Date :		
To be completed by Paydee :			
MERCHANT IDENTIFICATION (MID)		TERMINAL IDENTIFICATION (TID)	
MERCHANT DISCOUNT RATE (MDR) :		DAILY TERMINAL LIMIT (DTL-RM) :	MERCHANT CATEGORY CODE (MCC) :
CREDIT :	DEBIT :		
For Additional Request only			
Existing MID		Remarks	
Existing TID			

Paydee Privacy Policy Notice

As part of Paydee day to day business, we value your privacy and strive to protect your personal information in compliance with the laws of Malaysia. We are committed to safeguard and respect the privacy of your personal information which you provide your personal data and your consent for the purposes of conducting our business and to deliver the service you expect. In order to enable us deal with your inquiries, open and operate an account/facility in credit card application and/or merchant application for you or to provide with our products and services, we may be required to process your personal and/or financial information. The type of personal information we receive from you including but not limited to:

- a) Personal information to establish your identity and background
- b) Personal information to establish your financial standing
- c) Personal information that you provide when you apply for any of our products and services
- d) Personal information that may be required and you provide for risk/fraud management

How we use your Personal Information

- a) Review and Verification of Reports
- b) Processing of New Merchants Applications
- c) Processing of Additional Merchant Outlets
- d) Prevention, prosecution, investigations of fraud or other illegal activity or potential illegal activity, or to conduct investigations of violations of any governing terms and conditions
- e) Requirements of a civil or criminal legal process and/or as required by law or regulation and/or for regulatory compliance purpose
- f) To vendors, suppliers, counter parties, persons who provide a service to Paydee or are acting as Synergy Card’s agents
- g) To compare information/data for accuracy, and verify it with third parties
- h) Marketing and promotions of products and services of Paydee

Protection of Personal Data

Some of our functions and activities are outsource to service providers which include data processing services, mailing services, data storage, merchant sign-up and card applications processing based in Malaysia and Overseas. The usage of your personal data is in line with the performing of the outsourced functions and subject to strict confidentiality and data security standards.

Administrative and physical security measures will be use to protect your Personal Data. These measures include computer safeguards and secured files and facilities. We take reasonable steps to securely destroy your Personal Data when we no longer require it. We will keep your data only as long as we must to deliver our products and services, unless we are required by law or regulation or for litigation and regulatory investigations to keep it.

The following practices are adopted in relation to on-line personal data collection.

- a) On-Line Security – Strict standards of security and confidentiality to protect any information provided on-line.
- b) On-Line Correction – Personal data provided and submitted through on-line may not be facilitated to be corrected, updated or deleted on-line.

Our service providers and staffs are bound by contractual duty to keep confidential any data they come into contact with against unauthorized or accidental access, processing, erasure, loss, use and retention.

How to Contact Us

We will attempt to keep your Personal information complete, accurate and up-to-date. We can assist if you wish to access and/or make changes to your Personal Information. You may address any queries, concerns or complaints relating to handling of your personal information by contacting us at:

Department : Customer Service
Telephone : 603-5561 8488
Address : Level 1 Synergy 9 9 Jalan Kajibumi U1/70 Temasya Glenmarie 40150 Selangor Malaysia
Email : cs@paydee.co
Website : www.paydee.co

**This Privacy Policy may be revised from time to time. We will post notice of any amendment on this Privacy Policy on the website and/or by such other means of communication deem suitable by Paydee.*