

M-PESA BUSINESS ADMINISTRATOR FORM

CATEGORY 1: BUSINESS ADMINISTRATOR REQUEST: NEW ACCESS REQUEST OR UPDATING DETAILS OF EXISTING ADMINISTRATOR

NEW ADMINISTRATOR ON ☐ M-PESA G2 ☐ MBP-B2B PORTAL

UPDATING ADMIN DETAILS ON ☐ M-PESA G2 ☐ MBP-B2B PORTAL

NOTE: MBP – (M-PESA BUSINESS PORTAL)

SELECT/INDICATE THE BUSINESS CATEGORY

- ☐ Sole Proprietor ☐ Partnership ☐ Limited Liability Company ☐ NGO – Non-Governmental Organization
☐ Other Business Category.....

REQUIRED DOCUMENTS FOR NEW BUSINESS ADMINISTRATOR REQUEST

REFER TO PAGE 2 ACCORDING TO YOUR BUSINESS CATEGORY

NOTE: Signatories must be the main shareholders or senior authorized signatories under the organization as per valid registration document e.g., CR12

| | |
|--|--|
| M-PESA Short Code {(Paybill No./Bulk Payment(B2C) No./Buy goods-HO/Store Number)} | |
| M-PESA Payments Portal Entity Code (Leave blank if done during initial sign up) | |
| Business/Organization Name | |
| Preferred administrator username | |
| First Name | |
| Middle Name (Not Mandatory) | |
| Last Name | |
| Nationality | |
| Identification Document Type (e.g., National ID, Passport, Alien ID, Military ID etc.) | |
| Identification Document Number | |
| Date of Birth | |
| Personal email address (credentials will be sent to this email address) | |
| Proposed/Nominated Administrator's Safaricom Mobile number | |

CATEGORY 2: PASSWORD RESET AND ACCOUNT CLOSURE FOR EXISTING BUSINESS ADMINISTRATOR ONLY

- ☐ ACTIVATE DORMANT A/C ☐ PASSWORD RESET ☐ UNLOCK A/C ☐ CLOSING OF EXISTING ADMINISTRATOR ACCOUNT

M-PESA SYSTEM OR PORTAL BEING ACCESSED

- ☐ M-PESA Organization Portal (M-PESA G2) ☐ M-PESA BUSINESS PORTAL (MBP)

| | |
|--|--|
| M-PESA Short Code {(Paybill No./Bulk Payment(B2C) No./Buy goods-HO/Store Number)} OR | |
| M-PESA PAYMENT PORTAL – BUSINESS ENTITY CODE | |
| Organization Name | |
| Existing Administrators Username | |
| Identification Document Number | |

Authorized Signatory 1

Name
Date
Sign

Authorized Signatory 2

Name
Date
Sign

| BUSINESS CATEGORY REQUIREMENTS |
|---|
| INDIVIDUAL |
| Dully filled and signed Business Administrator form |
| Copy of ID(scanned both sides) for the nominated/proposed Business Administrator |
| SOLE PROPRIETOR |
| Business Permit OR Certificate of registration |
| Dully filled, signed and stamped/sealed Business Administrator form |
| Copy of ID(scanned both sides) for the nominated/proposed Business Administrator |
| PARTNERSHIP(Not Limited Company) |
| Duly filled Admin form signed and stamped by two signatories on the Certificate of registration/Business permit/Partnership Deed |
| Business Partnership registration document – Certificate of registration/Business Permit/Partnership Deed |
| Copies of ID(scanned both sides) of the signatories as per the Business registration document |
| Copy of ID(scanned both sides) for the nominated/proposed Business Administrator |
| LIMITED LIABILITY COMPANY (One director) |
| Duly filled Business Admin form signed and stamped by the director on the CR12 |
| Current CR12 (not more than 90 days old) |
| Copy of ID (scanned both sides) of the signatory as per CR12 |
| Copy of ID (scanned both sides) of the nominated/proposed admin |
| Business Certificate of registration – Optional/Not mandatory |
| LIMITED LIABILITY COMPANY (Multiple directors/ownership) |
| Duly filled Business Admin form signed by at least two main signatories/directors on the CR12 and stamped |
| Current CR12 (not more than 90 days old) |
| Copy of ID (scanned both sides) of the main signatories/directors as per CR12 |
| Copy of ID (scanned both sides) of the nominated/proposed admin |
| Business Certificate of registration – Optional/Not mandatory |
| OTHER BUSINESS CATEGORIES – Institutions, Churches, NGOS, Government, Parastatal etc. |
| Board resolution on the organization letter head, stating the request, details of the nominated Admin, signed by at least main two signatories and stamped/sealed |
| Business Certificate of registration |
| Duly filled Business Admin form signed by at least two main signatories and stamped/sealed |
| Copy of ID (scanned both sides) of at least two main signatories – As per the Board Resolution signatories |
| Copy of ID (scanned both sides) of the nominated/proposed business administrator |

- NOTE:** – Signatories must be the main shareholders or senior authorized signatories under the organization as per valid registration document e.g., CR12.
- For existing Business Admin account management requests(Password rest, a/c closure and a/c unlocking) attach copy of ID scanned both sides.