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M-PESA BUSINESS ADMINISTRATOR FORM

CATEGORY 1 REQUESTS; NEW REQUEST OR UPDATING OF EXISTING ACCOUNT:

NEW ADMINISTRATOR ACCOUNT ☐

UPDATING DETAILS OF EXISTING ADMINISTRATOR ☐

M-PESA PRODUCT

BULK PAYMENT ☐

PAYBILL ☐

BUY GOODS ☐

BUSINESS TO BUSINESS ☐

VALUE ADD PORTAL

☐ M-PESA PAYMENTS PORTAL (MPP)

*For buy goods product, the required M-PESA short code is the Head Office number

M-PESA Short Code (Leave blank if done during initial sign up)	
M-PESA Payments Portal Entity Code (Leave blank if done during initial sign up)	
Organization Name	
Preferred administrator username	
First Name	
Middle Name (Not Mandatory)	
Last Name	
Personal email address (credentials will be sent to this address)	
Identification Document Type (e.g National ID, Passport, Alien ID etc)	
Identification Document Number	
Nationality	
Date of Birth	
Phone Number	

CATEGORY 2 REQUESTS; PASSWORD RESET FOR EXISTING ADMINISTRATOR OR CLOSING OF EXISTING ADMINISTRATOR

PASSWORD RESET FOR EXISTING ADMINISTRATOR ☐

CLOSING OF EXISTING ADMINISTRATOR ACCOUNT ☐

M-PESA PRODUCT

BULK PAYMENT ☐

PAYBILL ☐

BUY GOODS ☐

MERCHANT PAYMENT PORTAL (MPP) ☐

M-PESA Short Code/ OR MPESA PAYMENTS BUSINESS ENTITY CODE	
Organization Name	
Existing Administrators Username	
Identification Document Number	

Authorised Signatory

Name

Date

Sign

Authorised Signatory

Name

Date

Sign

Kindly attach a copy of the Identification Document of the user and send to M-PESABusiness@Safaricom.co.ke

