

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:

PORTAL NOTE: MBP – (M-PESA BUSINESS PORTAL)– <https://pay.m-pesaforbusiness.co.ke/>

M-PESA G2– <https://org.ke.m-pesa.com/orglogin.action>

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 Business Portal Entity Code (Leave blank if done during initial sign up)	
Business/Organization Name	
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: EXISTING BUSINESS ADMINISTRATOR ACCOUNT CLOSURE REQUEST

☐ CLOSE 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 BUSINESS PORTAL – BUSINESS ENTITY CODE	
Organization Name	
Existing Administrators Username	
Identification Document Number	

Authorized Signatory 1

Name
 Designation
 Sign
 Date

Authorized Signatory 2

Name
 Designation
 Sign
 Date

BUSINESS CATEGORY REQUIREMENTS	
INDIVIDUAL	
Dully filled and signed Business Administrator form	
Copy of ID (scanned both sides) for the nominated/proposed Business Administrator	
Copy of ID of the individual in case proposed Admin is different.	
SOLE PROPRIETOR	
Valid 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	
Copy of ID of the proprietor in case proposed Administrator is different.	
PARTNERSHIP(Not Limited Company)	
Duly filled Business Administrator form signed and stamped by at least 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 two 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 Administrator form signed and stamped by the director on the CR12	
Current CR12 (Recent CR12 not more 90 days)	
Copy of ID (scanned both sides) of the signatory as per CR12	
Copy of ID (scanned both sides) of the nominated/proposed business administrator	
Business Certificate of Incorporation – Optional/Not mandatory	
LIMITED LIABILITY COMPANY (Multiple directors/ownership)	
Duly filled Business Administrator form signed by at least two main signatories/directors on the CR12 and stamped	
Current CR12 (Recent CR12 not more 90 days)	
Copy of ID (scanned both sides) of the main signatories/directors as per CR12	
Copy of ID (scanned both sides) of the nominated/proposed business administrator	
Business Certificate of Incorporation – 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 /Certificate of incorporation	
Duly filled Business Administrator 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 (a/c closure) attach copy of ID scanned both sides.
- The Business Administrator **PERSONAL** email address should be accessible to the nominated Business Administrator **ONLY**. Should not be group email address.
- Send the form and supporting documents to M-PESABusiness@safaricom.co.ke