

eGHL SERVICE APPLICATION CHECKLIST

Step 1: To apply eGHL Online Payment service, please prepare all the following documents (All documents must be completed for processing)

Documents Required		For Sdn Bhd & Bhd	For Partnership	For Sole Proprietor	For Association / Cooperative
1.	eGHL Sponsored Merchant Application Form (1 original copy) – *Provided by eGHL	✓	✓	✓	✓
2.	Internet/MO/TO Addendum to Merchant Card Services Terms and Conditions – *Provided by eGHL	✓	✓	✓	✓
4.	Latest 1 month bank statement (1st Page) *Provide opening bank slip, if account is less than 1 month	✓	✓	✓	✓
5.	One-time Registration Fee, Processing fees & Yearly Maintenance fee payable to GHL ePayments Sdn Bhd by Cheque or CIMB Bank - 8002688780	✓	✓	✓	✓
6.	Photocopy all Director's I/C (Front &Back) as per form 49 *Please ensure cardholder's face and wording in the photocopies are crystal clear.	✓			
7.	Photocopy all business owners' I/C (Front &Back) as per form B *Please ensure cardholder's face and wording in the photocopies are crystal clear.		✓	✓	
8.	Photocopy all committee members' I/C (Front &Back) *Please ensure cardholder's face and wording in the photocopies are crystal clear.				✓
9.	Webpages MUST show the following:	✓	✓	✓	✓
	i. Products / services sold priced in MYR				
	ii. Contact us info (Company Name, contact number, company address and email address);				
	iii. Return / Refund Policy;				
	iv. Shipping / Fulfilment Policy				
	v. Privacy Policy				

Note: Additional documents that is not listed above (i.e. Direct Selling License, Personal Guarantee Letter, Certificate by Ministry of Health, supplier agreement, tenancy agreement, etc.) may be required, subject to risk assessment process.

Step 2: To Submit the above required documents to:

- **Attention: Caden Lim (eGHL)**
- **Address: C-G-15, Block C, Jalan Dataran SD1, Dataran SD, PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur, Malaysia**
- **Tel: 012 – 79 777 94**
- **Email: Caden.lim@ghl.com**