



List of Requirements

CORPORATION | COOPERATIVE | PARTNERSHIP

BUSINESS REQUIREMENT DOCUMENTS

1. SEC Certificate of Registration
2. Secretary's Certificate
 - If the signatory is the Corporate Secretary: Notarized Director's Resolution
3. BIR Certificate of Registration (Form 2303)
4. Latest Business Permit
5. Articles of Incorporation & Bylaws / Articles of Partnership or Association
6. Latest General Information Sheet (GIS)
7. Proof of Address (dated within the last 3 months)
8. Valid IDs of Authorized Signatory, UBO(s), and Officers
 - Front and back copies
 - If applicable: ITR / (AFS)
9. Online Platform / Social Media Links



REQUIRED FORMS

1. Non-Disclosure Agreement
2. Client Data Form
3. Memorandum of Agreement

Provided by Mpay
Merchant Sales Officer