

### **General List of Requirements**

- Photocopy of Current Business Permit
  - Of the outlet where the credit card terminal will be deployed
- Photocopy of BIR 2303 or Certificate of Registration
  - To be indicated on the 2<sup>nd</sup> page of the Merchant Application form
- Photocopy of the SEC Certificate of Registration / DTI Registration
  - Normally the cover page with the SEAL of SEC
- Photocopy of Articles of Incorporation, By-Laws, & General Information Sheet
- Signed and Notarised Secretary's Certificate indicating authorised signatory / signatories
  - President, Treasurer and Corporate Secretary has to be different persons unless stated in By-Laws
  - Principal Office address should be filled up
  - Date of Meeting should be indicated
- Photocopies of Government Issued IDs
  - Authorised Signatory / Signatories declared
  - Corporate Secretary
  - Valid and NOT expired
  - Signature has to be visible on the ID and not just signed elsewhere
- Two (2) Original Signed Copies of the Merchant Agreement
  - 1<sup>st</sup> and 10<sup>th</sup> page properly accomplished with merchant details
  - Any erasures has to be countersigned by the authorised signatory only
  - All pages has to be signed by the authorised signatory
- Properly accomplished Merchant Application form
  - President and Treasurer must be properly identified in Page 2
  - Page 2 has to be signed by every authorised signatory declared in the secretary's certificate
- Merchant outlet data sheet
  - 1 outlet data sheet per merchant outlet
  - Complete Outlet address;
  - Outlet contact number;
  - Name of officer in charge
- Proof of Metrobank Account (Passbook, SOA, Bank Certification)
- Signed ATDA Form