

Bixzee ePayment Gateway – Application Checklist

Please get ready below document for submission:

To apply for Bixzee ePayment Gateway - Online Banking Option

Bixzee ePayment Gateway Application Form/ Fee Structure/ General Guideline for Handling Dispute

Note: Please fill up Bixzee ePayment Gateway Application Form IN FULL!

Note: Signatory by ONE Business Owner/Director (listed on FORM 49) & Affix with company stamp

Clear Photocopy MYCARD card (front & back) of ALL Business Owner/Directors

Latest 3 months bank statement (1st page of monthly statement)

Photos- Showing company signage/signboard and office interior

Note: Homebased business provide photos to show workstation (3 Interior & 3 exterior)

Business Registration Forms (Full set)

A) Sdn Bhd
(with CTC*)

Form 9

Form 13 (If Any)

Form 24

Form 44

Form 49

Director's Resolution

IC/Passport

B) New Company ACT 2016
(Sdn Bhd with CTC*)

Section 14 & 15

Section 17

Section 58 & 236 (2)

Director's Resolution

IC/Passport

C) Partnership

Business Registration Certificate

Letter of Consent to Act

IC / Passport

D) Sole Proprietor

Business Registration Certificate

IC / Passport

**CTC refer as Certified True Copy*

Merchant Webpage at Bixzee printouts that show the followings :

A) Contact Page (company name, registration No., contact No., email & company address)

B) Refund and Return Policies (Stated both Return & Refund)

C) Product Listing page (MYR currency)

D) Delivery Methods and Timing (Estimated days arrival)

E) Website published and ready for viewing with content

***Credit Card Application is subject to the Approval by Bank*

Payment methods payable to

Lightflex Innovation Sdn. Bhd.

Bank : **Hong Leong Bank**

A/C No : **226-00-00306-5**

Payment Mode : **Online Transfer / Cheque / Cash Bank in** (Support with transaction / bank in slip)

Please submit the complete application form and all the required documents as stated above to Bixzee ePayment.

Scan to PDF File Format and

Email to : epayment@bixzee.com or

Courier to : **Lightflex Innovations Sdn Bhd**

No 3332, 2nd Floor, Jalan Perniagaan , Pusat Perniagaan Alma,

14000 Bukit Mertajam, Penang, Malaysia.

Note:

1. All documents must be valid on date of application & not returnable.
2. Incomplete payment will not be processed by Bixzee ePayment/Bank.
3. The paid setup cost is not refundable after the application is accepted.
4. Application Registration & Approval (upon receiving of full documents):
 - I. Online banking option within 14 working days is solely at Bixzee ePayment discretion.
 - II. Credit card option within 2 to 3 months which solely at bank discretion.
(subject to the approval by bank)