



How to Register

Your step-by-step guide from portal registration to application reference number

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PETRONAS
smartPAY



How to Apply

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[Apply Now at smartpay.mymesra.com.my](https://smartpay.mymesra.com.my)

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Step 1

Visit the PETRONAS SmartPay Registration Portal

Open your web browser and go to:

<https://www.smartpay.mymesra.com.my/>

This is the official PETRONAS SmartPay registration portal where you will complete the entire application process online.

The registration form has 4 main sections:

1. Customer Detail
2. Card Information
3. Supporting Document
4. Declaration



Tip: Use a desktop browser for the best experience. Have your *Suruhanjaya Syarikat Malaysia (SSM)* documents ready before starting.



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Step 2

Choose Account & Company Type

A. Select PETRONAS SmartPay Account Type:

Prepaid - Top-up based, no credit

Postpaid - Monthly billing with credit limit

Subsidy ID Card (Cash Card) - Pay subsidised fuel with cash or debit/credit at pump

B. Determine whether this application is under a subsidy program?

C. Select your Company Type:

Berhad | Sdn Bhd | Sole Proprietor
Partnership | Government | Societies

A. ACCOUNT AND COMPANY TYPE

Account Type *

☒ PETRONAS SmartPay Prepaid☐ PETRONAS SmartPay Postpaid☐ PETRONAS SmartPay Subsidy ID (Cash Card)

Cardless
PETRONAS
SmartPay

Is this application under Subsidy?

☒ Yes☐ No

Company Type *



Select Company Type

Company Type *

Select Company Type

Select Company Type

Berhad

Sdn Bhd

Sole Proprietor / Partnership

Government

Petronas Subsidiary

Non-Profit Organisation



Tip: Choose the account type that suits your business. Company type must match your *Suruhanjaya Syarikat Malaysia (SSM)* registration.



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Step 3

Enter Company Information

Section B: Fill in your company details

- Company Name (as per SSM)
- Company Registration Number (SSM Number)
- Company Registration Date
- Business Category
- Subsidy Number (if applicable)

Example:

Company: PETRONAS DAGANGAN BERHAD

SSM No: ABC12345 (1234567-A)

Reg Date: 14/05/2026

B. CUSTOMER INFORMATION

Company Name (As Per SSM) *

PETRONAS DAGANGAN BERHAD

Company Registration Number (SSM Number) *

ABC12345

Company Registration Date *

14/05/2026

Business Category *

Logistic

Subsidy Number *

DS0123456789



Tip: Enter your company name exactly as registered with SSM to avoid rejection.



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Step 4

Company Address & Contact Info

Section C: Enter your company address and contact details

- Address (full registered address)
- State
- Postcode & City
- Office Number
- Contact Person Name
- Mobile Number
- Email Address

C. COMPANY ADDRESS AND CONTACT INFO

Address *

123, JALAN ABC

State *

Wilayah Persekutuan Kuala Lumpur

City *

Taman Melawati

Postcode *

123456

Office Number *

03-23456789

Contact Person Name *

Ali Bin Abu

Mobile Number *

012-3456789

Email *

abc@abc.com



Note: The contact person will be responsible for managing the account and cards.

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Step 5

Shareholder / Director Details

Section D: Provide shareholder information

- Ultimate Parent Company (if applicable)
- Shareholder / Director Name
- Identification No. (NRIC / Passport)
- Ownership Percentage (%)

Click "Add Shareholder / Director" to add more entries as needed.

D. SHAREHOLDER OF COMPANY

Ultimate Parent Company

Petronas Dagangan Berhad

Name of Shareholder / Director (Company/Individual)*	Nationality*	IC No. / Company Reg. No.	Address	Amount of Shares	% of Shares
	Malaysian				

+ ADD SHAREHOLDER / DIRECTOR

Name	IC / Passport	%
Ahmad bin Ali	880101-0X-1XX4	60%
Siti binti Hassan	900515-X0-5XX8	40%



Tip: Shareholders must match those listed in SSM Form 49 / Section 14 to avoid rejection.



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Step 6

Referral / Source of Reference

Section F: How did you learn about PETRONAS SmartPay?

Select the source that applies to you (sample below):

You may choose the listed list or choose *Others* and state sample below

Sales Representative - Contacted by PETRONAS sales team

Website / Online - Found via mymesra.com.my or website/online newspaper/articles/ advertisement

Referral / Word of Mouth - Recommended by another company

Government / KPDN - Directed by subsidy programme

F. REFERRAL / SOURCE OF REFERENCE

Source of Reference

Select Source of Reference

Select Source of Reference

Commercial Dealer

Retail Dealer

Self Application

Others

Event

F. REFERRAL / SOURCE OF REFERENCE

Source of Reference

Event

Please state the Event Name



Note: Please specify details such as the PETRONAS station information, programme name, or the name of the person who introduced you to this application.

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Step 7

Card Information Setup

Configure your fleet card requirements:

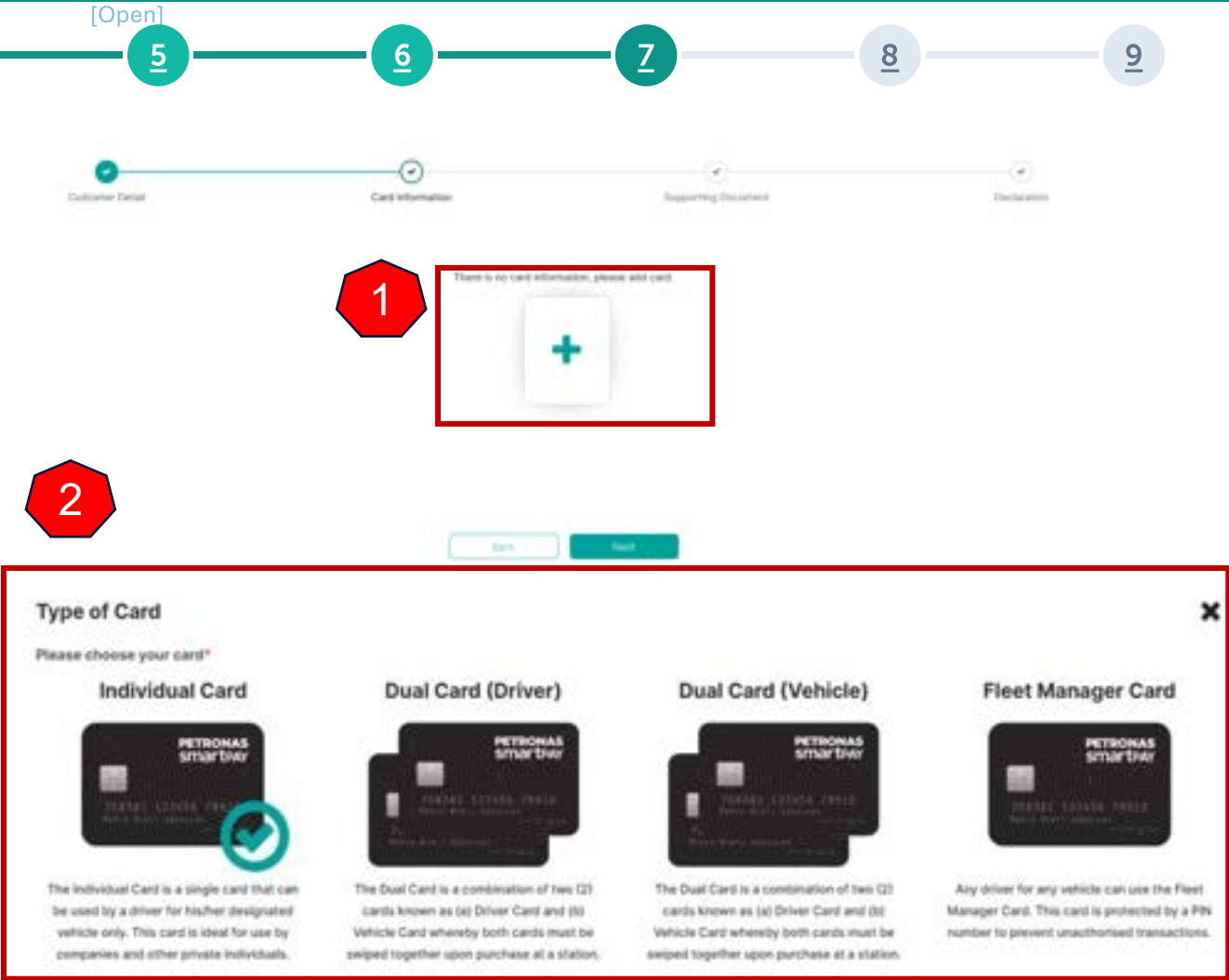
- 1) Select + to add the card
- 2) Please choose the card type by clicking on the image of the card

Type of Card:

Individual Card: The Individual Card is a single card that can be used by a driver for his/her designated vehicle only. This card is ideal for use by companies and other private individuals.

Dual Driver/Dual Vehicles: The Dual Card is a combination of two (2) cards known as (a) Driver Card and (b) Vehicle Card whereby both cards must be swiped together upon purchase at a station.

Fleet Manager: Any driver for any vehicle can use the Fleet Manager Card. This card is protected by a PIN number to prevent unauthorised transactions.



 **Tip:** Please ensure the purchase limit aligns with your user's usage.

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Step 7

Card Information Setup

The info required will depend on card type:

3) Product Type

4) Name to be displayed on card

- Vehicle Type
- Vehicle Registration Number

5) Purchase Limit

- Single Transaction Limit
- Daily
- Monthly

6) Cost Center (if applicable)

Product Type* **3**

☐ PETRONAS Primax 97 with Pro-Race

☐ PETRONAS Primax 95 with Pro-Drive

☐ Lubricant

☐ Dynamic Diesel Euro 5 with Pro-Drive (B20)
*Applicable in : Langkawi, Labuan, Sarawak except Bintulu

☐ Dynamic Diesel Euro 5 with Pro-Drive (B10)

☐ Dynamic Diesel Euro 5 with Pro-Drive (B7)

Odometer Reading

☐ Yes ☐ No

Name to appear on card* **4**

Vehicle Type* **4**

Vehicle Registration Number*

Purchase Limit **5**

Single Transaction Limit

Daily* Monthly*

Transaction Count Limit

Daily Monthly

Cost Centre **6**

Cost Centre Name

Cost Centre Code

Monthly Limit

[Cancel](#) [Save](#)

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Step 8

Upload Supporting Documents

Please ensure you submit your documents according to your preferred type of account

- **Note:** Know Your Counterparty (KYC) Declaration must be signed with full name as per NRIC or Passport.

[Click Here to View Sample of Required Supporting Document!](#)

[Download Required Document List](#)



Tip: Ensure all uploaded documents are clear, readable, and certified where required.

Full document list: [Required Supporting Document](#) | [Document Checklist](#)

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Step 9

Declaration & Submit Application

Final review before submission:

- Review all entered information
- Confirm company details match SSM records
- Verify all documents are uploaded
- Read and accept the declaration
- Tick the consent checkbox
- Click "Submit"

KYC Declaration must be signed with full name as per NRIC or Passport.



I/We confirm that all information, contained herein is true and complete and authorized for PETRONAS Dagangan Berhad to verify from whatever sources PETRONAS Dagangan Berhad may consider appropriate. I/We hereby acknowledge that the Card may only be used subject to terms and conditions of the PETRONAS SmartPay Fleetcard & Kad Mesra (if applicable) Cardholder agreement which can be viewed at [PETRONAS SmartPay Fleetcard Cardholder Agreement 2022](#) or [Mesra Card Terms and Conditions 2021](#)

By submitting this application and/or continuing to transact with PETRONAS Dagangan Berhad ("PDB"), I have agreed and consented to the collection, processing, use, disclosure and retention by PDB of my personal data in the manner as set out in the Privacy Statement given pursuant to Section 7 of the Personal Data Protection Act 2010, which can be viewed at www.mymesra.com.my/about-us/policies-notice/petronas-dagangan-berhad-privacy-statement



I acknowledge and confirm that all information contained herein is true and complete.

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Tip: Double-check all information. Mismatched details will delay your application.

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Application Submitted Successfully!

You will receive your Application Reference Number



Thank you!

Your application was successfully submitted.

Application Number: SPR-00143-150526

PETRONAS Mesralink Contact:
✉ mesralink@petronas.com.my
☎ 1-300-88-8181

Use this reference number for:

Application status | Follow-up enquiries | Support requests

[Start New Application](#)

[Visit Digital SmartPay Application](#)



Sample of Required Documents

Click on any document below to view its sample format and required fields

1

KYC Declaration Form

Business details, ownership & KYC declarations



3

SSM Form 49 (Directors/Shareholders)

Director & shareholder registry extract



5

KPDN SKPS/SKDS Approval Letter

Subsidy scheme eligibility confirmation



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Enhanced Due Diligence Form

Enhanced due diligence for foreign ownership



2

Certificate of Incorporation

Certificate of Incorporation from SSM



4

CCRIS Consent Form

Authorization for credit record checks



6

KPDN SKPS/SKDS Vehicle List

List of Vehicle for subsidy scheme confirmation



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Form 13 / Section 28

Change of Company Name



[Download Required Document List](#)

Note: Additional documents may be requested based on the assessment outcome.



KYC Declaration Form

Description

KYC declarations required for PETRONAS SmartPay onboarding.

Required Fields

- ✓ **KYC Declaration & Consent**
- ✓ **KYC Declaration must be signed with full name as per NRIC or Passport.**
- ✓ **Can be signed by any representative of the company.**

Tip: Ensure all fields match your SSM registration details exactly.

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The screenshot displays the 'KNOW YOUR COUNTERPARTY SELF DECLARATION QUESTIONNAIRE (KYC SELF-DECLARATION QUESTIONNAIRE FOR CUSTOMERS)' form. At the top, the PETRONAS logo is visible. The form includes a detailed introduction paragraph about PETRONAS's commitment to integrity and accountability, followed by a link to the PETRONAS Code of Conduct and Business Ethics. Below this, there is a section for the respondent to provide their full name and designation. The form also contains a 'NOTICE OF DISCLOSURE' section, which explains the purpose of the questionnaire and the handling of personal data. At the bottom, there is a checkbox for the respondent to confirm that they have read and understood the information and agree to the terms.

**KNOW YOUR COUNTERPARTY SELF DECLARATION QUESTIONNAIRE
(KYC SELF-DECLARATION QUESTIONNAIRE FOR CUSTOMERS)**

PETRONAS is committed to the highest standards of integrity, openness and accountability in the conduct of the group's business and operations. PETRONAS seeks to conduct its affairs in an ethical, responsible and transparent manner. The PETRONAS Code of Conduct and Business Ethics ("CoBE") sets out PETRONAS' core principles and detailed policy statements on the standards of behaviour and ethical conduct including with respect to ethics and integrity, competition, sanction, export control and data privacy.

As part of our commitment, PETRONAS expects its customers to comply with all applicable laws and the relevant parts of the CoBE. The PETRONAS Code of Conduct and Business Ethics is available at <https://www.petronas.com/sustainability/governance-and-ethics>

Please complete the following questionnaire, using additional pages where necessary, and return a scanned, signed copy to the PETRONAS focal person in charge. If you subsequently learn that any of the information provided below is incorrect or incomplete, please correct or complete it (as applicable) and notify us as soon as possible.

The information provided will be evaluated by PETRONAS and will be kept confidential unless disclosure is ordered by the authorities.

NOTICE OF DISCLOSURE

For and on behalf of (Petronas Dagangan Berhad)

Name: (Full Name as per NRIC)

Designation: (Director/Manager)

☒ I have fully read, understood and confirmed all information provided is correct and by signing this, I acknowledge receipt of this notice and agree to the contents therein.

ing to regulation of the Processing of Personal Data and matters connected therewith ("Data Protection Law")

ment of Data Protection Law, we hereby wish to give this notice and seek your consent of your personal data as well as to give an assurance of our commitment to securely process, keep and not used or disclosed for any other purpose relating to us with you, including our Group of Companies. The contact to us for access to personal data or correction and/or deletion of personal data or for information regarding policies and procedures and types of personal data handled by us can be made to PETRONAS Mersalink at 1-300-88-8181.



Certificate of Registration SSM Form 9 / Section 17 or Ordinan

Description

Certificate of Incorporation issued by SSM confirming the company's registration details and legal existence.

Required Fields

- ✓ Company Name
- ✓ Registration Number
- ✓ Date of Incorporation
- ✓ Registered Address
- ✓ SSM Official Stamp & Signature

NEGERI SABAH, MALAYSIA
ORDINAN PERLESENAN PERDAGANGAN, 1948
(Ordinan No.16 Tahun 1948)
Borang II

ASAL

No. Rujukan Fail
No. Rujukan Mada

LESEN BERNIAGA

Lesen adalah dengan ini diberi kepada orang atau orang-orang yang namanya tertera di bawah yang bermata sebagai:

1. RETAIL OF PLASTIC PRODUCTS
2. WHOLESALE OF PLASTIC PRODUCTS

di tempat yang berikut:

Lesen ini bermula pada 31 Disember 2020
Bayaran Lesen RM Dua Puluh Lira Ringgit Sahaja
RM 25.00

Saran: 2281/2020

Pemilik atau penguasa: No.Kad Pengenal/Syarikat: Pengurus atau Agan Penguasa:

SSM
SURuhanMAYA BERSEKUTU MALAYSIA

BORANG D (KAEDAH 13)

PERAKUAN PENDAFTARAN
AKTA PENDAFTARAN PERNIAGAAN 1956

Dengan ini diperakui bahawa perniagaan yang dijalankan dengan nama

ENTERPRISE

NO. PENDAFTARAN:

telah didaftarkan dari hari ini sehingga 18 JULAI 2024 di bawah Akta Pendaftaran Perniagaan 1956, beralamat di

RIANG, PAHANG

Bil. Cawangan: TIADA

Bertarikh di SISTEM EZBIZ pada 2 OGOS 2022.

DATUK NOR AZISEAH ABDUL AZIZ
Pendaftar Perniagaan
Semantanjung Malaysia

Tip: Please ensure your SSM document is valid for faster processing.

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Form 49 / Section 14 / Section 51

Description

Form 49 is a statutory document filed with SSM (Suruhanjaya Syarikat Malaysia) that records the particulars of a company's directors, managers, and secretaries. It's submitted as proof of who the company's directors and shareholders are.

Required Documents

- ✓ Company Name and Registration Number
- ✓ Full Name of each director/manager/secretary
- ✓ NRIC / Passport Number
- ✓ Nationality and Date of Birth
- ✓ Residential Address
- ✓ Date of Appointment for each individual
- ✓ Position Held (Director / Manager / Secretary)
- ✓ Occupation of each individual
- ✓ Business Address (if different)

Tip: Document must be certified true copy.

FORM 49

Companies Act, 1965
Section 141(6)



RETURN GIVING PARTICULARS IN REGISTER OF DIRECTORS, MANAGERS AND SECRETARIES AND CHANGES OF PARTICULARS

DIRECTORS							
Full Name	Nationality / Race	Date of Birth	Residential Address	Business Occupation (if any)	Particulars of other Directorships	Mode of Appointment, or Change and Relevant Date	Identity Card No. / Passport No.
	Malaysian/ Chinese			Company Director	-Nil-		
	Malaysian/ Chinese			Company Director	-Nil-		
	Malaysian/ Chinese			Company Director	-Nil-		
	Malaysian/ Chinese			Company Director	-Nil-		

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CCRIS Consent Form

Description

Authorization form allowing the institution to access the applicant's CCRIS records from Bank Negara Malaysia.

Required Fields

- ✓ Applicant / Company Name
- ✓ Company Email
- ✓ Name of Signatory
- ✓ Designation of Signatory
- ✓ Signature & Date
- ✓ Acknowledgment & Consent Declaration Statement

Tip: All authorized signatories must sign individually.

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KPDN SKPS/SKDS Approval Letter

Description

Letter from KPDN confirming eligibility under the *Sistem Kawalan Diesel/Petrol Bersubsidi* (SKPS/SKDS).

Required Fields

- ✓ Company Name KPS / SKDS Reference Number
- ✓ Ensure to choose PETRONAS as your preferred oil company
- ✓ Approved Subsidy Category (Barangan or Awam)
- ✓ Validity Period (if applicable)
- ✓ Quota Allocation Details (if applicable)

Tip: Only required for subsidized fuel applications. Check validity dates.

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KPDN SKPS/SKDS Vehicle List

Description

Vehicle List from KPDN confirming eligibility under the *Sistem Kawalan Diesel/Petrol Bersubsidi* (SKPS/SKDS).

Required Fields

- ✓ Company Name
- ✓ Vehicle Number
- ✓ Approved Subsidy Category (Barangan or Awam)
- ✓ Type of Usage
- ✓ Road Tax Validity Period

KEMENTERIAN PERDAGANGAN DALAM NEGERI DAN KOS SARA HIDUP
Ministry of Domestic Trade And Cost of Living
No 13, Persiaran Perdana, Presint 2, 62623 Putrajaya, Malaysia

SENARAI KENDERAAN YANG LAYAK SEHINGGA
JUN 2024

No.	NO. PENDAFTARAN	SEKTOR PENGANGKUTAN	PENGGUNAAN KELAS	JENIS PENGGUNAAN	TARIKH LUPUT CUKAI JALAN
1		Barangan	BRG-RIGID DECON 950-7500KG	LORI RIGID - KARGO AM	15-07-2024

*Surat cetakan komputer ini tidak memerlukan sebarang tandatangan

Tip: Only required for subsidized fuel applications. Check validity dates.

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Enhanced Due Diligence Form

Description

Enhanced Due Diligence form for foreign ownership.

Required Fields

- ✓ Foreign Owner Full Name & Passport No.
- ✓ Contact Number
- ✓ Business Information
- ✓ Source of Funds Declaration

The screenshot shows the PETRONAS smartPAY EDD Form. At the top, it says 'PETRONAS smartPAY' and 'EDD Form'. Below that, there's a section for 'Additional Know-Your-Customer (KYC) for Director' with a date field set to '05/04/2028'. The form is divided into two main sections: 'A. CUSTOMER INFORMATION' and 'B. OTHER BUSINESS INFORMATION'. Section A includes fields for 'FULL NAME *', 'NRC / PASSPORT / REFERENCE NUMBER *', 'CONTACT NUMBER (OFFICE)', and 'MOBILE'. Section B includes a question 'I HOLDING ANY DIRECTOR POSITION WITH OTHER COMPANY' with 'YES' and 'NO' radio buttons. Below this, there's a section for 'C. SOURCE OF FUNDS/WEALTH' with checkboxes for 'DIRECTORS FEE (Please state)', 'SALARY (Name Of employer)', 'INHERITANCE', and 'GIFT'. Each checkbox has a corresponding text input field.

Tip: Mandatory for ALL Owners or Partners of the Entity

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SSM Form 13/Section 28 - Change of Name of Company

Description

This document serves as official proof that the company has followed proper procedures and received SSM approval to change its registered name. It is required when the company has undergone a name change after incorporation.

Required Fields

- ✓ Previous (Old) Company Name
- ✓ New Company Name (as approved by SSM)
- ✓ Date of Incorporation
- ✓ Effective Date of Name Change
- ✓ Registrar of Companies Signature & Seal

Tip: Required only if there is any change of company name.

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