

PETRONAS SmartPay – Existing Application: Required Supporting Documents

| Scenario | Berhad | Sdn Bhd | Sole Proprietor / Partnership | Societies / Associations / NPO |
|--|--|---------|-------------------------------|--------------------------------|
| For any fully secured applications to: 1. REVISE (INCREASE OR DECREASE) EXISTING CREDIT LIMIT | <ul style="list-style-type: none"> • Know-Your-Counterparty (KYC) Declaration Form (i) ALL TYPE OF APPLICATION – Must be signed with full name as per NRIC, Passport | | | |
| | <ul style="list-style-type: none"> • Central Credit Reference Information System (CCRIS) Consent Form (i) Berhad & Sdn Bhd – Must be signed by a Shareholder or Director (as listed in SSM Form 49) (ii) Sole Proprietor & Partnership – Must be signed by the Sole Proprietor / any Partners (as listed in SSM Form 49) (iii) Societies & Associations – Must be signed by the Chairman or President of the Entity (as listed in organisation chart) | | | |
| | <ul style="list-style-type: none"> • Enhanced Due Diligence (EDD) Form • Copy of NRIC, Passport (i) Berhad & Sdn Bhd – Mandatory for Foreign Owners or Partners of the Entity from countries listed in the Financial Action Task Force (FATF) (Refer countries list) (ii) Sole Proprietor & Partnership – Mandatory for ALL Owners or Partners of the Entity (iii) Societies & Associations – Mandatory for Chairman or President and the Applicant on behalf of the Entity | | | |
| | <ul style="list-style-type: none"> • Latest Audited Account or 6-months bank statements | | | |
| | <ul style="list-style-type: none"> • Official Request Letter <i>(Additional)</i> | | | |

| Scenario | Berhad | Sdn Bhd | Sole Proprietor / Partnership | Societies / Associations / NPO | Government |
|---|--|---------|-------------------------------|--------------------------------|--|
| <p>For any unsecured or partially secured applications to:</p> <p>1. CONVERT FROM PREPAID TO POSTPAID ACCOUNT</p> <p>2. REVISE (INCREASE OR DECREASE) EXISTING CREDIT LIMIT</p> | <ul style="list-style-type: none"> • Application Form • Know-Your-Counterparty (KYC) Declaration Form <i>(i) ALL TYPE OF APPLICATION – Must be signed with full name as per NRIC, Passport</i> | | | | |
| | <ul style="list-style-type: none"> • Copy of KPDN Sistem Kawalan Petrol/Diesel Bersubsidi (SKPS/SKDS) Approval Letter • Copy of List of Vehicles <i>(if applicable)</i> | | | | <ul style="list-style-type: none"> • Official Request Letter |
| | <ul style="list-style-type: none"> • Certificate of Incorporation of Company or Certificate of Registration or Copy of NRIC <i>(i) Berhad & Sdn Bhd – Mandatory SSM Section 14 or Form 9</i> <i>(ii) Sole Proprietor & Partnership – Mandatory SSM Form D or Business Registration Certificate (for Peninsular Malaysia), Form CAP 64 (for Sarawak) or Form B (for Sabah), must be valid at the point of submission with an expiry date not earlier than one (1) month from the Application Date.</i> <i>(iii) Individual – Mandatory a copy of NRIC if SKPS/SKDS approval letter is registered to NRIC</i> <i>(iv) Societies & Associations – Mandatory RoS Certification of Registration and Organisation Chart</i> | | | | <ul style="list-style-type: none"> • Organisation Chart |
| | <ul style="list-style-type: none"> • Central Credit Reference Information System (CCRIS) Consent Form <i>(i) Berhad & Sdn Bhd – Must be signed by a Shareholder or Director (as listed in SSM Form 49)</i> <i>(ii) Sole Proprietor & Partnership – Must be signed by the Sole Proprietor / any Partners (as listed in SSM Form 49)</i> <i>(iii) Societies & Associations – Must be signed by the Chairman or President of the Entity (as listed in organisation chart)</i> | | | | |
| | <ul style="list-style-type: none"> • Enhanced Due Diligence (EDD) Form • Copy of NRIC, Passport <i>(iv) Berhad & Sdn Bhd – Mandatory for Foreign Owners or Partners of the Entity from countries listed in the Financial Action Task Force (FATF) (Refer countries list)</i> <i>(v) Sole Proprietor & Partnership – Mandatory for ALL Owners or Partners of the Entity</i> <i>(vi) Societies & Associations – Mandatory for Chairman or President and the Applicant on behalf of the Entity</i> | | | | |
| | <ul style="list-style-type: none"> • Latest Audited Account or 6-months bank statements | | | | |
| | <ul style="list-style-type: none"> • Official Request Letter <i>(Additional)</i> | | | | |