

PETRONAS SmartPay – New Application: Required Supporting Documents

Product	Berhad	Sdn Bhd	Sole Proprietor / Partnership	Societies / Associations
PREPAID <i>or</i> SUBSIDY ID CARD (CASH CARD)	• 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>			
	• Copy of KPDN Sistem Kawalan Petrol/Diesel Bersubsidi (SKPS/SKDS) Approval Letter • Copy of List of Vehicles <i>(if applicable)</i>			
	• 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>			

Product	Berhad	Sdn Bhd	Sole Proprietor / Partnership	Societies / Associations / NPO	Government
POSTPAID	• Application Form • Know-Your-Counterparty (KYC) Declaration Form (i) ALL TYPE OF APPLICATION – Must be signed with full name as per NRIC, Passport				
	• Copy of KPDN Sistem Kawalan Petrol/Diesel Bersubsidi (SKPS/SKDS) Approval Letter • Copy of List of Vehicles (if applicable)				• Official Request Letter
	• Certificate of Incorporation of Company or Certificate of Registration or Copy of NRIC (i) Berhad & Sdn Bhd – Mandatory SSM Section 14 or Form 9 (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. (iii) Individual – Mandatory a copy of NRIC if SKPS/SKDS approval letter is registered to NRIC (iv) Societies & Associations – Mandatory RoS Certification of Registration and Organisation Chart				• Organisation Chart
	• 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)				
	• 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				
	• Latest Audited Account or 6-months bank statements				