

VeritasPay List of Requirements for Corporation

DOCUMENT

SPECIFICATIONS

VeritasPay Application Form

(or electronic equivalent)

SEC Registration Certificate

Proof that a company has incorporated under the Philippine Corporate Code.

- Must be within validity period
- Must be clear, visible and readable

Articles of Incorporation (AOI)

Proof of the company's legality to operate and its ownership.

- Must contain Contract Signatory
- Must contain the name of the company, registered number, and business address
- Text must be clear and readable
- Pages must be complete

By-Laws (BL)

Secretary's Certificate

Proof that the Board of Directors has voted to delegate authority to a specific individual or group.

- Must be notarized
- Must be executed by the corporate secretary
- Must state the place and date of the board meeting
- Must reflect that the board is authorizing one or more persons to act as representative/s for the corporation, including but not limited to entering into VeritasPay Philippines Inc's Merchant Program

General Information Sheet (GIS)

Proof of the company's legality to operate as per SEC's regulations.

- Must be the latest GIS
- Must contain Contract Signatory
- Must contain the name of the company
- Text must be clear and readable
- Pages must be complete

Business Permit (BP)

Proof of the branch's legality to operate. This is also known as Mayor's Permit or Business License.

- Must be current upon accreditation
- Official Receipt (OR) of the BP is also acceptable provided that the following conditions are met:
 - The name registered must either be the corporate/legal name, trade name or proprietor's name
 - The city or municipality issuing the official receipt must be the same city of outlet as declared on the registration/application form
 - Must reflect payment for the current quarter, covering the accreditation period of the merchant
 - Must be given per store branch applied

BIR Certificate of Registration

Proof that a business is registered as a taxpayer with the Bureau of Internal Revenue (BIR).

- Must contain the name and address of the company
- Must be given per store branch applied
- Text must be clear and readable

Proof of Bank Account

For settlement purpose and to guarantee the correctness of the bank account.

- Bank account must be current and active
- Must be a one complete document containing account name and account number
- Must be the same as the business name declared on the registration
- Eg. Passbook, Validated Deposit Slip, Validated Withdrawal Slip, Online Banking Screenshot, etc.

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2 Valid Government Issued IDs

Proof of Shareholders', Authorized Signatory/ies', and Corporate Secretary's Identity and Address.

- Text and photo must be clear and readable
- Must be current and unexpired
- Must have the owner's signature
- One of the IDs must have an address
- Must have the owner's birthdate

List of Acceptable Proof of Identification

- Alien Certification of Registration
- Barangay Certification
- Certification from the National Council for the Welfare of Disabled Persons (NCWDP)
- Company IDs issued by private entities or institutions registered with or supervised or regulated either by the BSP, SEC or IC
- Driver's License
- DSWD Certification
- Government Office and GOCC ID
- Immigrant Certificate of Registration
- Integrated Bar of the Philippines ID
- NBI Clearancer
- OFW ID
- Other BSP, SEC or IC Approved IDs
- Overseas Workers Welfare Administration (OWWA) ID
- Passport (including those issued by foreign governments)
- Police Clearance
- Postal ID
- PRC
- School ID (for students)
- Seaman's Book
- Senior Citizen Card
- SSS/JM or GSIS ID
- Voter's ID

At the minimum, the website must include the following:

Website Compliance Requirements

For Online Payment Solution Application

- Must be current and active
- Must be SSL secured
- Products/Services sold
- Contact us info (i.e. company name, contact number, company address and email address)
- Return/Refund Policy
- Shipping/Delivery/Fulfilment Policy
- Privacy Policy
- Terms and Conditions

NOTE: Additional documents not listed above may be required, subject to risk assessment process.