

**Welcome to MultiPay!**

We are excited to have you onboard. To help you get started, please have all required documents and information ready. If you have any questions, contact us anytime.

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| <p><b>BUSINESS DETAILS</b></p> <ul style="list-style-type: none"> <li>• Full legal name</li> <li>• ABN (Australian Business Number)</li> <li>• Trading name</li> </ul>   | <p><b>BUSINESS LOGO</b></p> <p>Must be:</p> <ul style="list-style-type: none"> <li>• JPEG or PNG</li> <li>• High resolution</li> </ul>   |
| <p><b>PERSONAL DETAILS OF EACH DIRECTOR</b></p> <ul style="list-style-type: none"> <li>• Full name</li> <li>• Date of birth</li> <li>• Home address</li> <li>• Mobile number</li> <li>• Email address</li> </ul>   | <p><b>CERTIFICATE OF INCORPORATION<br/>OR REGISTRATION OF A BUSINESS NAME</b></p> <p>If you are a trust, include a copy of the Schedule of the Trust Deed</p> <p>Must be: PDF Copy</p>   |
| <p><b>CONTACT PERSON FOR DOCUMENTATION</b></p> <ul style="list-style-type: none"> <li>• Full name</li> <li>• Mobile number</li> <li>• Email address</li> </ul>   |  |
| <p><b>PERSONAL IDENTIFICATION</b></p> <p>Driver's licence of each director and each beneficial owner or shareholder holding 25% or more of the shares in the company (if applicable)</p> <p>Must be:</p> <ul style="list-style-type: none"> <li>• PDF copy</li> <li>• Full colour</li> <li>• Current (not expired)</li> <li>• Uncropped (front and back, both pages visible)</li> <li>• Shows current residential address</li> </ul> | <p><b>FINANCIAL DOCUMENTS</b></p> <p>A bank-issued copy of your account statement for your trading account (or trust account if you are a trust)</p> <p>Must be:</p> <ul style="list-style-type: none"> <li>• PDF copy</li> <li>• Within the last 3 months</li> <li>• The first full page with the bank's letterhead or logo</li> <li>• Shows your business account details (account name, BSB, and account number)</li> <li>• Matches the registered business name</li> </ul> |