

PARTNER AGENT APPLICATION FORM | A-1

Remittance | Bills Payment | Prepaid Credits and Airtime Load |

COMPANY DETAILS			
Company Name		Trade Name <i>(if different from Company Name)</i>	Company Tel. No.
Company Address		Years in Business	No. of Outlets
Sector	Nature of Business	Type of Products/Services	Business Days & Hours
Tax Identification No.:	DTI/Business Permit No.:		Date Issued:
Registered Owner:			Designation:
Authorized Signatory:	Designation:	Signature:	
Contact No.	Email Address:	Residential Address:	

BRANCHES INFORMATION (If with Branch)					
	Name of Branch	Branch Address	Store Type & Size	Contact Number	No. of Front Liner
1					
2					
3					
4					
5					

*** If insufficient, pls use additional sheet.***

PARTNER DECLARATION		
<p><i>I hereby confirm that the above information is true and correct, and I have read the Pisopay Partner Agent Service Agreement stated on the Form A-3, which I agree to abide by affixing my signature hereunder. I also hereby authorize Pisopay.com, Inc. to install necessary Pisopay.com merchandising materials in my outlet. I undertake to inform Pisopay.com, Inc. of any changes in the above information.</i></p>		
_____	_____	_____
Name and Signature	Designation	Date

Name and Signature

TO BE FILLED UP BY A REPRESENTATIVE OF PISOPAY.COM, INC.

Name of Partner Agent: <input type="radio"/> Existing Partner <input type="radio"/> New Partner	Endorsed by: _____ Date: _____
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Submitted Requirements:

- Photos of Office/Shop/Building(Signage must be visible) and Products & Services
- MAP indicating location of store/office, include main highway and landmark
- Existing Gcash/ Paymaya Registered Account
(For the partner to enjoy the basic wallet limits, he/she needs to undergo separate KYC Process thru Gcash/Smart Store)
- Pisopay Partner Outlet Application Form A-1
- KYC Form – Authorized Signatories Minimum Info A-2
- Signed Pisopay Service Agreement A-3

FOR SOLE PROPRIETORSHIP	FOR PARTNERSHIP	FOR CORPORATION
<input type="checkbox"/> DTI Certificate <input type="checkbox"/> BIR Registration Certificate (TIN) <input type="checkbox"/> Mayor's Permit/ Business Permit <input type="checkbox"/> Copy of 2 Valid IDs of Registered Owner	<input type="checkbox"/> Partnership Agreement <input type="checkbox"/> SEC Registration of Partnership <input type="checkbox"/> BIR Registration Certificate (TIN) <input type="checkbox"/> Mayor's Permit/ Business Permit <input type="checkbox"/> Copy of 2 Valid ID of Authorized Representative	<input type="checkbox"/> SEC Certificate of Articles of Incorporation and By-laws (w/ SEC Seal and Ribbon). <input type="checkbox"/> Articles of Incorporation with SEC stamp <input type="checkbox"/> By-Laws with SEC Stamp <input type="checkbox"/> BIR Registration Certificate <input type="checkbox"/> Mayor's Permit/ Business Permit <input type="checkbox"/> Notarized Secretary's Certificate <input type="checkbox"/> Copy of (2) Valid ID of Corporate Secretary <input type="checkbox"/> Copy of (2) Valid ID of Authorized Representative (Passport and ACR ID of Authorized Representative if Foreigner) <input type="checkbox"/> Company Profile

I have checked and verified the suPPArting credit requirements against the original documents and found them to be authentic and in accordance with Pisopay.com, Inc. requirements.

Approved By: _____	Date: _____
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Services to Enable:

Products and Services: Bills Payment Airtime Load Sell Gaming E-pins Airline Ticket Reservation Cash In

Remittance Services: Cash Out Pisopay.com (Send Domestic) Pisopay.com (Receive Domestic) Pisopay.com Int'l Payout

Registered By: _____	Date: _____
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Name and Signature

AUTHORIZED REPRESENTATIVES MINIMUM INFO | A-2

Authorized Signatory	Response
1. Full Name <i>(Last name, First name, Middle Name)</i>	
2. Current Address	
3. Permanent Address	
4. Date of Birth	
5. Place of birth	
6. Occupation	
7. Source of Income	
8. Contact Details	
9. Tin #, SSS # or GSIS #, if any	
10. Nationality	
11. Specimen Signature	
Authorized Representative	Response
1. Full Name <i>(Last name, First name, Middle Name)</i>	
2. Current Address	
3. Permanent Address	
4. Date of Birth	
5. Place of birth	
6. Occupation	
7. Source of Income	
8. Contact Details	
9. Tin #, SSS # or GSIS #, if any	
10. Nationality	
11. Specimen Signature	

****** Please attach Proof of Identity / Valid IDs for each representative/signatory**

Name and Signature

PISOPAY.COM AND PARTNER AGENT SERVICE AGREEMENT | A-3

Remittance | Bills Payment | Prepaid Credits and Airtime Load |

This Agreement shall govern the relationship between PISOPAY.COM INC., (PISOPAY.COM), and the Pisopay Partner Agent (PPA):

I. Services to be offered

PISOPAY.COM authorizes the PPA to offer the services enumerated below and the PPA undertakes to strictly adhere to the applicable service fees provided by PISOPAY.COM to be collected from the customers.

Products and Services:

- Cash-in/Top up
- Sell Prepaid Load/ Credits (Airtime Load, Gaming Pins, etc)
- OTC Bills Payments
- OTC Payment Collection for Pisopay.com
- Airline Ticket Reservation
- Other Services that PISOPAY.COM may introduce

Remittance Services:

- International Remittance Payout
- Send and Receive Domestic Remittance
- Cash Out/ OTC Withdrawal from E-Wallets

II. Use of Pisopay.com Partner Agent Wallet

- The PPA shall have a "Partner Agent Wallet" to be assigned by Pisopay.com. The Partner Agent Wallet where all commissions for every successful transaction will be credited.
- The Partner Agent Wallet shall be pre-funded. Please refer on attached "Form A-3.2" for the procedure.
- The Partner Agent shall pay PISOPAY.COM for every Airtime Load purchase, E-pins purchases, payments shall be debited to Pisopay.com real-time once transaction is successful thru auto-debit function of the PPA Agent Wallet.
- PPA shall NEVER transfer, sell, assign its Pisopay.com Partner Agent Wallet without the written formal approval of PISOPAY.COM. PPA shall be fully responsible and accountable in using its wallet for its agreed purpose provided in this agreement. Any transactions triggered by the registered wallet shall be assumed processed and with full consent of the PPA.
- Each PPA's will have assigned credentials

III. Pisopay Partner Agent (PPA)

The PPA must adhere to the following requirements set by PISOPAY.COM:

A. Pricing

- PISOPAY.COM reserves the right to mandate a uniform convenience fee for its services across its Partner Agents. Thus, the PPA is expected to strictly implement the mandated pricing. However, PPA has rights to top up limited for the services such as Buy Load, Bills Payment and Airline Ticket Reservations.
- The PPA should prominently display the pricing matrix poster provided by PISOPAY.COM.

B. Monitoring

The PPA must ensure that all its personnel perform the following for every transaction:

- Know Your Customer (KYC) Verification and Documentation especially for Cash In/Cash Out, International and Domestic Remittance transactions.
- Keep physical records of up to 5 years from the date of transaction.

C. Reportorial Duties

The PPA is required to report to PISOPAY.COM transactions that are considered suspicious/ fraudulent.

D. Trainings

The PPA personnel must attend the following trainings conducted by PISOPAY.COM:

- Transaction Processing/Handling.
- How to Use Pisopay.com Partner Agent Web Portal
- Anti-Money Laundering Council Seminar
- Such other trainings as may be required by PISOPAY.COM

E. Merchandising

The merchandising/ communication materials supplied by PISOPAY.COM to PPA shall be prominently displayed by the PPA in its storefront dedicated for PISOPAY.COM. See complete list of merchandising materials below but materials may vary according to Partner Agent's category and store size.

- Flyers
- Step-by-step Instructional Poster
- Stick-out / Stand Alone Signage
- Forms for Cash In, Bills Payment, Cash Out and Remittance
 - The PISOPAY.COM logo must be included in the storefront signage.
 - PISOPAY.COM will provide an outdoor signage which will be installed in PPA's storefront. Installation and the expenses involved in it will be shouldered by PISOPAY.COM but will however depend on availability.

F. Compliance

To ensure that the PPA complies with liquidity requirements, proper KYC verification/documentation, record keeping, as well as the maintenance of installed PISOPAY.COM's merchandising materials, PISOPAY.COM shall:

- Monitor the PPA's wallet that it maintains the prescribed ADB (*applicable for PPA offering Remittance Services only*)
- Conduct mystery shopper/audit
- Impose the following sanctions if the PPA fails the audit:
 - First violation*, the PPA will be notified via a warning letter.
 - Second violation*, PISOPAY.COM shall have the option to impose monetary penalty to the PPA which is double the total cost, merchandising cost, agent cost and other cost incidental to PISOPAY.COM.
 - Third violation*, ground for termination of contract.

G. Service Availability

- PPA must be operational for at least five (5) days a week.
- PPA must be open for a minimum of eight (8) hours a day.
- In cases of service interruptions that are neither network nor system related, PPA personnel must be able to refer customers to other PPA's in the area.

H. Customer Service

- PPA's personnel must be able to handle and customer queries of the following nature:
 - How to settle bills over-the-counter
 - How to purchase and receive E-pins
 - How to Cash In or Cash Out
 - How to file a complaint regarding a fraudulent transaction.
 - How to call the hotline number of the 24/7 Pisopay.com Hotline at (02) 8242-8153 or Mobile Hotline +63917-717-3329 for any other concern not stated above. Customer Service Hotline is available from 9am-6pm.
- More complex issues such as, but not limited to those listed below must be elevated to PISOPAY.COM.
 - Unsuccessful Cash In
 - Unsuccessful Remittance Transaction
 - Non-receipt of Transaction Result
 - Request for Suspension of PPA Merchant Account
 - Request for Reactivation of PPA Merchant Account
 - Request for Adjustment of PPA merchant account for expired / terminated accounts
 - Change PPA Wallet

I. Promotional Cooperation

- The PPA shall participate in all applicable promotional efforts conducted by PISOPAY.COM.
- The PPA must seek approval from PISOPAY.COM before implementing any PPA specific promotional or marketing activities related to PISOPAY.COM.

IV. PISOPAY.COM Commitments

The PPA will enjoy the following benefits as specified below.

A. Commissions and Settlement Schedules

PISOPAY.COM agrees to pay the PPA the transactional revenues for the following services, please refer on "Annex 3.1" for the commission scheme.

Name and Signature

- Cash in
- OTC Bills Payment
- Sell Airtime Load
- Sell Other Prepaid Credits (Utilities / Gaming Pins)
- Airline Ticket Reservations
- OTC Payment Collection for Pisopay.com
- International Remittance Payout
- Send and Receive Domestic Remittance

Total commissions applicable for the above-listed services shall be automatically credited to the PPA's Wallet in real-time for every successful transaction. Commission is inclusive of 12% Value Added Tax (VAT). PPA shall issue Official Receipt (OR) every end of the month to PISOPAY.COM. PPA shall treat the 12% VAT collected from PISOPAY.COM as output tax which is payable to the Bureau of Internal Revenue (BIR). On the other hand, PISOPAY.COM shall treat the 12% VAT remitted to PPA as input tax of which PISOPAY.COM can deduct against its own output tax payable to BIR.

B. Service Fees

1. PPA agrees to pay PISOPAY.COM the corresponding agreed service fees specified on "Annex 3.1" in real-time for every successful transaction made by the PPA to its branch/outlet. The settlement/payments shall be automatically debited from the PPA's Wallet once transaction has been successful.
2. PPA also agrees to strictly adhere to the applicable convenience fees to be collected from the customers. (Please refer on Form A-3.1 Annex A and B for the convenience fees)

C. Encashment/ Withdrawal of PPA credits

Encashment of PPA credits herein referred to as "Wallet Balance" shall be made thru Pisopay.com Web Portal, wherein the PPA is required to make request prior to any encashment using Pisopay.com Card, the same requirement applies if PPA wish to withdraw the Wallet Balance thru its nominated Bank Account.

The encashment request shall be deemed automatically approved. Thus, the PPA could withdraw its PPA credits once request has been made successfully. PISOPAY.COM shall not claim any right to impose non-withdrawal of PPA's Wallet Balance.

D. Marketing Support

1. Merchandising Support

PISOPAY.COM shall produce the following standard merchandising materials

and PPA should ensure that they are installed/present in its storefront:

- i. Flyers ,
- ii. Step-by-step Instructional Poster,
- iii. Stick-out/ Stand Alone Signage,
- iv. Forms for Cash In, Bills Payment, Cash Out and Remittance

2. Communication Support

PISOPAY.COM will include/mention the PPA in all applicable communication

materials/efforts such as, but not limited to the following:

- a. Website Details (i.e. address, telephone numbers, etc.) of PPA's store will be included in the list of PISOPAY.COM's PPAs.
- b. Customer Service Center
PISOPAY.COM's Customer Service Representatives will be provided with a list of PPA's store address so that callers may be informed of their location.
- c. Area-Specific Flyers/Posters
In occasions where PISOPAY.COM produces area-specific flyers and /or posters, PPA's store details will be included in it should it have a store in the said area.

3. Promotional Support

PISOPAY.COM will come up with promotional/marketing activities to boost transactions as well as direct foot traffic towards PPA's storefront. PPA shall be fully informed of the mechanics of the activity prior to its implementation.

V. Rescission/Cancellation/Termination of Agreement

A. This Agreement shall be effective upon signing of both parties and shall have a term of one (1) year ("Initial Term"). Thereafter, this Agreement shall be automatically renewed annually ("Renewal Term") unless a party gives written notice to the other of its intention not to renew this Agreement, at least thirty (30) days prior to the expiration of the Initial Term or Renewal Term, or as the case may be.

B. PISOPAY.COM may rescind, terminate or cancel this Agreement effective immediately, by giving notice in writing to the PPA upon any of the following grounds:

1. Violation by the PPA of the conditions of this Agreement.
2. Abandonment of the Service or, without the prior consent of PISOPAY.COM, assignment by the PPA, of the execution of the services to others; or
3. Non-performance by the PPA on its obligations or executing the services in bad faith.

VI. Amendment

PISOPAY.COM reserves the right to amend any provision of this Agreement. The amendment shall take effect upon notice to the PPA.

Name and Signature

COMMISSION AND SERVICE FEE | A-3.1

ANNEX A (PRODUCTS AND SERVICES)

SERVICES	CONVENIENCE FEE TO BE CHARGED TO CUSTOMER	REBATE	SERVICE FEE TO BE CHARGED BY PISOPAY.COM FROM THE PARTNER AGENT
Cash-in to self / Top up			
- GCash	Partner Agent may top-up ** Php 25.00 ceiling fee for top-up**	.25% of the total amount	FREE
- Pay Maya		.25% of the total Amount	FREE
- Pisopay.com	Php 20.00 regardless of amount	Php 2.50/ transaction	Php 17.50/ transaction
Sell Prepaid Load / Credits (Airtime Load, Gaming Pins, etc.)			
- Sun/ Smart / TNT	Partner Agent may top-up ** Php 25.00 ceiling fee for top-up**	4% of the total purchased load	N/A
- Globe / TM		4% of the total purchased load	N/A
- Other Prepaid Products		4% of the total purchased load	N/A
OTC Bills Payment		Php 1.50/transaction	FREE
OTC Payment Collection for Pisopay.com	Php5.00	Php 5.00	FREE
Airline Ticket Reservation / Booking	Partner Agent May Top-Up	-	Php 15.00/ transaction

ANNEX B (REMITTANCE SERVICES)

SERVICES/TIERING	CONVENIENCE FEE TO BE CHARGED TO CUSTOMER
Send and Received to and from any Pisopay.com Outlets Nationwide	<i>Refer on Published Rates</i> ** Php5.00 convenience fee is automatically added to be charged to customer**
- Other channels (Cebuana, LBC, Smart Padala, Instapay)	



ANNEX B (REMITTANCE SERVICES – PUBLISHED RATES)

		CEBUANA North Luzon	
AMOUNT FROM	AMOUNT TO	SERVICE FEE	Merchant Rebate
₱500.00	₱600.00	₱30.00	₱7.80
₱600.01	₱700.00	₱30.00	₱6.60
₱700.01	₱800.00	₱30.00	₱5.40
₱800.01	₱900.00	₱30.00	₱4.20
₱900.01	₱1,000.00	₱30.00	₱3.00
₱1,000.01	₱1,500.00	₱45.00	₱4.50
₱1,500.01	₱2,000.00	₱60.00	₱6.00
₱2,000.01	₱2,500.00	₱75.00	₱7.50
₱2,500.01	₱3,000.00	₱90.00	₱9.00
₱3,000.01	₱3,500.00	₱95.00	₱9.50
₱3,500.01	₱4,000.00	₱115.00	₱11.50
₱4,000.01	₱4,500.00	₱125.00	₱12.50
₱4,500.01	₱5,000.00	₱135.00	₱17.50
₱5,000.01	₱5,500.00	₱145.00	₱14.50
₱5,500.01	₱6,000.00	₱150.00	₱17.00
₱6,000.01	₱6,500.00	₱155.00	₱15.50
₱6,500.01	₱7,000.00	₱160.00	₱18.00
₱7,000.01	₱7,500.00	₱165.00	₱16.50
₱7,500.01	₱8,000.00	₱175.00	₱21.50
₱8,000.01	₱8,500.00	₱185.00	₱18.50
₱8,500.01	₱9,000.00	₱190.00	₱21.00
₱9,000.01	₱9,500.00	₱195.00	₱23.50
₱9,500.01	₱10,000.00	₱200.00	₱20.00
₱10,000.01	₱15,000.00	₱300.00	₱30.00
₱15,000.01	₱20,000.00	₱350.00	₱35.00
₱20,000.01	₱30,000.00	₱400.00	₱40.00
₱30,000.01	₱40,000.00	₱450.00	₱45.00
₱40,000.01	₱50,000.00	₱500.00	₱50.00

		CEBUANA South Luzon	
AMOUNT FROM	AMOUNT TO	SERVICE FEE	Merchant Rebate
₱500.00	₱600.00	₱50.00	₱11.00
₱600.01	₱700.00	₱50.00	₱9.00
₱700.01	₱800.00	₱50.00	₱9.00
₱800.01	₱900.00	₱50.00	₱7.00
₱900.01	₱1,000.00	₱50.00	₱5.00
₱1,000.01	₱1,500.00	₱80.00	₱8.00
₱1,500.01	₱2,000.00	₱100.00	₱10.00
₱2,000.01	₱2,500.00	₱130.00	₱13.00
₱2,500.01	₱3,000.00	₱150.00	₱15.00
₱3,000.01	₱3,500.00	₱180.00	₱18.00
₱3,500.01	₱4,000.00	₱200.00	₱28.00
₱4,000.01	₱4,500.00	₱220.00	₱22.00
₱4,500.01	₱5,000.00	₱220.00	₱22.00
₱5,000.01	₱5,500.00	₱220.00	₱22.00
₱5,500.01	₱6,000.00	₱220.00	₱22.00
₱6,000.01	₱6,500.00	₱220.00	₱22.00
₱6,500.01	₱7,000.00	₱220.00	₱22.00
₱7,000.01	₱7,500.00	₱220.00	₱22.00
₱7,500.01	₱8,000.00	₱220.00	₱22.00
₱8,000.01	₱8,500.00	₱220.00	₱22.00
₱8,500.01	₱9,000.00	₱220.00	₱22.00
₱9,000.01	₱9,500.00	₱220.00	₱22.00
₱9,500.01	₱10,000.00	₱240.00	₱24.00
₱10,000.01	₱15,000.00	₱300.00	₱30.00
₱15,000.01	₱20,000.00	₱350.00	₱35.00
₱20,000.01	₱30,000.00	₱400.00	₱40.00
₱30,000.01	₱40,000.00	₱450.00	₱45.00
₱40,000.01	₱50,000.00	₱500.00	₱50.00

Name and Signature





AMOUNT FROM	AMOUNT TO	LBC SERVICE FEE	Merchant Rebate
₱500.00	₱600.00	₱60.00	₱5.00
₱600.01	₱700.00	₱60.00	₱5.00
₱700.01	₱800.00	₱60.00	₱5.00
₱800.01	₱900.00	₱60.00	₱5.00
₱900.01	₱1,000.00	₱60.00	₱5.00
₱1,000.01	₱1,500.00	₱75.00	₱12.50
₱1,500.01	₱2,000.00	₱75.00	₱12.50
₱2,000.01	₱2,500.00	₱75.00	₱12.50
₱2,500.01	₱3,000.00	₱90.00	₱20.00
₱3,000.01	₱3,500.00	₱95.00	₱22.50
₱3,500.01	₱4,000.00	₱115.00	₱32.50
₱4,000.01	₱4,500.00	₱125.00	₱37.50
₱4,500.01	₱5,000.00	₱135.00	₱42.50
₱5,000.01	₱5,500.00	₱145.00	₱47.50
₱5,500.01	₱6,000.00	₱150.00	₱50.00
₱6,000.01	₱6,500.00	₱155.00	₱52.50
₱6,500.01	₱7,000.00	₱160.00	₱55.00
₱7,000.01	₱7,500.00	₱165.00	₱57.50
₱7,500.01	₱8,000.00	₱175.00	₱62.50
₱8,000.01	₱8,500.00	₱185.00	₱67.50
₱8,500.01	₱9,000.00	₱190.00	₱70.00
₱9,000.01	₱9,500.00	₱195.00	₱72.50
₱9,500.01	₱10,000.00	₱200.00	₱75.00
₱10,000.01	₱15,000.00	₱300.00	₱125.00
₱15,000.01	₱20,000.00	₱350.00	₱150.00
₱20,000.01	₱30,000.00	₱400.00	₱175.00
₱30,000.01	₱40,000.00	₱450.00	₱200.00
₱40,000.01	₱50,000.00	₱500.00	₱225.00

AMOUNT FROM	AMOUNT TO	SMART PADALA SERVICE FEE	Merchant Rebate
₱500.00	₱600.00	₱30.00	₱2.88
₱600.01	₱700.00	₱30.00	₱2.88
₱700.01	₱800.00	₱30.00	₱2.88
₱800.01	₱900.00	₱30.00	₱2.88
₱900.01	₱1,000.00	₱30.00	₱2.88
₱1,000.01	₱1,500.00	₱45.00	₱4.32
₱1,500.01	₱2,000.00	₱60.00	₱5.76
₱2,000.01	₱2,500.00	₱75.00	₱7.20
₱2,500.01	₱3,000.00	₱90.00	₱8.64
₱3,000.01	₱3,500.00	₱105.00	₱10.08
₱3,500.01	₱4,000.00	₱120.00	₱11.52
₱4,000.01	₱4,500.00	₱135.00	₱12.96
₱4,500.01	₱5,000.00	₱150.00	₱20.46
₱5,000.01	₱5,500.00	₱165.00	₱15.84
₱5,500.01	₱6,000.00	₱180.00	₱17.28
₱6,000.01	₱6,500.00	₱195.00	₱18.72
₱6,500.01	₱7,000.00	₱210.00	₱20.16
₱7,000.01	₱7,500.00	₱225.00	₱21.60
₱7,500.01	₱8,000.00	₱240.00	₱23.04
₱8,000.01	₱8,500.00	₱255.00	₱24.48
₱8,500.01	₱9,000.00	₱270.00	₱25.92
₱9,000.01	₱9,500.00	₱285.00	₱27.36
₱9,500.01	₱10,000.00	₱300.00	₱28.80
₱10,000.01	₱15,000.00	₱450.00	₱43.20
₱15,000.01	₱20,000.00	₱600.00	₱57.60
₱20,000.01	₱30,000.00	₱900.00	₱86.40
₱30,000.01	₱40,000.00	₱1,200.00	₱115.20
₱40,000.01	₱50,000.00	₱1,500.00	₱204.60

Name and Signature





WALLET PRE-FUNDING GUIDELINES | A-3.2

POLICIES AND GUIDELINES FOR PARTNER AGENTS

- a) Pre-funding can be made via Bank Deposit and via Top up thru Pisopay.com Payment Collection Channels listed on attached “Pisopay.com List of Payment Collection Channels” summarizing the limits per channel.
- b) Partner Agent using the nominated Admin Account shall create the request for every prefunding via Pisopay.com portal. The amount shall be credited to the Partner Agent’s Wallet **within 1-3 hours** once verified by Pisopay.com.
- c) Proof of payment/funding/deposit shall be required to be submitted via the “upload” function on Pisopay.com Partner Agent Portal/System.
- d) Requests made **before 5:00 PM** daily will be **credited the same day** and requests made **after 5:00 PM** will be **processed the following day**.
- e) For cheque funding, credits shall reflect to Partner Agent’s Wallet only once bank clearing schedule has been completed.
- f) Pisopay.com shall only process any pre-funding requests made by the Partner Agents once details are completely provided.

STEP BY STEP INSTRUCTION ON HOW TO REQUEST PREFUND

* VIA BANK DEPOSIT

Step 1. Pay via Bank Deposit or thru Pisopay.com Payment Collection Channels

If Bank Deposit, Partner Agent may deposit via Pisopay.com Banks below:

Bank	Account Name	Account Number
PNB	Pisopay.com Inc.	144170001080
SECURITY BANK	Pisopay.com Inc.	0000016415582

Step 2. Make a Pre-fund Request via Pisopay.com Partner Agent Web Portal

Partner Agent using the nominated Admin Account shall create the request for every prefunding via Pisopay.com portal. Proof of payment/funding/deposit shall be required to be submitted via the “Upload Attachment” function on Pisopay.com Partner Agent Portal/System.

Requests will only be processed by Pisopay.com if the following is completely provided:

1. COMPANY NAME:
2. WALLET NAME:
3. BANK / TOP UP CHANNEL:
4. BANK BRANCH NAME/BRANCH CODE
(IF MADE VIA BANK)
5. DEPOSITED AMOUNT IN FIGURES:
6. DATE AND TIME OF DEPOSIT:
7. PROOF OF PAYMENT/ DEPOSIT ATTACHMENT

An email notification will be sent as proof of confirmation that request has been forwarded to Pisopay.com

Step 3. Wait for an Email Notification for the Processed Pre-funding Request

An email notification will be sent to Partner Agent’s nominated recipient once the request has been processed by Pisopay.com. Processing Lead time is 1-3 hours if request has been made before 4pm.

Step 4. Check your Wallet Balance

Once notified that the request has been processed, the pre-funding amount will be credited to Partner Agent’s Wallet

* VIA HEAD OFFICE

Step 1. You can go directly to our head office which is located at Mezzanine Flr., Pisopay Bldg. 47D Polaris St. , Brgy. Bel-Air Makati City

Step 2. Look for Pisopay.com Accounting department and give the amount to be funded, wait for your receipt.

Step 3. Wait for 3 to 4 mins. for your fund to reflect in your wallet.

Step 4. Funding will only be catered every Monday to Fridays’ from 9 AM to 6 PM, kindly fund early. There will be no extension.

* VIA PISOPAY.COM OVER THE COUNTER TOP UP PARTNERS

Partner Agent may top up via Pisopay.com Top Up Partners Nationwide.

Step 1. Go to any Pisopay.com Top-Up Partners (pls see participating partners listed below)

Step 2. Fill-up their form and provide the following details:

- a. Biller
- b. Amount
- c. Purpose of Payment
- d. Reference Number/Account Number
(A unique reference number that is generated via Pisopay.com Merchant Portal)
- e. Account Name/Payee Name

Name and Signature

Step 3. Log-in to your Pisopay.com Client Admin account, make a new fund request, input all the necessary details and attached a photo of the receipt/deposit slip. Processing Lead time is 1-3 hours if request has been made before 4pm.

Step 4. Funding will only be catered every Monday to Fridays' from 9 AM to 6 PM, kindly fund early. There will be no extension.

ECPAY CHANNELS FEE – Php 15.00

Malls/Supermarket

- Gaisano Grand
- NCCC Malls
- LCC Malls
- Shopwise
- Wellcome
- Prince Warehouse
- Fooda

Pawnshops

- RD Pawnshops
- H.Lhuillier Pawnshops
- Tambunting Pawnshops (selected outlets)
- Gemmary Pawnshops
- GRJ JARO Pawnshops
- FEROCÉ Pawnshops
- Royal House Pawnshops
- Jewel House Pawnshops
- Owen & Son's Pawnshops
- Dalton Pawnshops
- De Leon Pawnshops
- A.D. Sarabia Pawnshops
- CEBU Gold Pawnshops
 - Tagala Pawnshops
 - Megatrend Pawnshops
 - CVM Pawnshops
- A.L.G. Panwshops

Business Center / others

- 7-Eleven
- VIAExpress
- ExpressPay
- Global Access
- Sunverde
- Magic Appliance Center
- TrueMoney

Rural Banks

- Rang-ay Bank
- GR Bank
- Enterprise Bank
- Malayan Bank
- GateBank
- ZambanK

LBC BRANCHES NATIONWIDE – Php 20.00 Convenience Fee
(Maximum Amount per Transaction: Php 40,000.00)

PISOPAY.COM OUTLETS NATIONWIDE – Php 5.00 Convenience Fee
(No Maximum Amount per Transaction but may vary depending on Outlets fund availability)

*** VIA G-CASH APP**

Step 1. Go to your GCASH App.

Step 2. Go to Bills Payment

Step 3. Choose Payment Solution

Step 4. Look for Pisopay.com

Step 5. Provide the Following

1. ATM Reference Number
(A unique reference number that is generated via Pisopay.com Merchant Portal)
2. Customer Name
3. Amount
4. Email

Step 6. Log-in to your Pisopay.com Client Admin account, make a new fund request, input all the necessary details and attached a photo of the receipt/deposit slip. Wait for 15 mins. For the approval of your request. Call Pisopay.com SuPPArt for immediate funding.

Step 7. Funding will only be catered every Monday to Fridays' from 9 AM to 6 PM, kindly fund early. There will be no extension.

*** VIA 7-ELEVEN**

Step 1. Go to any 7/11 branch

Step 2. Look for the 7/11 Kiosk (Cliqq)

Step 3. Choose Bills Payment

Step 4. Look for Pisopay.com

Step 5. Provide the Following;

1. ATM Reference Number
(A unique reference number that is generated via Pisopay.com Merchant Portal)
2. Customer Name
3. Amount
4. Mobile Number

Step 6. Once paid, fund will be credited to the Partner Agent's wallet.

Note: Funding will reflect at anytime, realtime.

*** VIA CLIQQ APP**

Step 1. Open your Cliqq Application

Step 2. Click Pay Bills

Step 3. Click EMONEY

Step 4. Click PISOPAY.COM

Step 5. Provide the Following

1. ATM Reference Number
(A unique reference number that is generated via Pisopay.com Merchant Portal)
2. Customer Name
3. Amount

Step 6. The 7/11 teller will scan the generated barcode in your phone.

Step 7. The fund request will be reflected to your account real-time.

Note: Funding via Cliqq is available

Name and Signature