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MEPS DIRECT DEBIT

DDA FORM FILLING-IN GUIDELINES

General Guidelines:

All users (Account Holders and Merchants) of MEPS Direct Debit service shall comply with the following procedures to fill in the DDA Form provided. Merchants are responsible to ensure that the guidelines are adhered to before the forms are forwarded to the Seller Bank, failing which will result in rejection of the DDA Form and subsequently being charged with a processing fee.

- a. The standard DDA Form template (according to the respective Seller Bank with a barcode) is provided in dual language (Malay and English) so as to comply with BNM's guidelines.
- b. Photostat copy of the original DDA Form is NOT allowed, failing which, will result in the form being rejected for re-submission and subsequently charged with a processing fee.
- c. All fields marked with (*) are mandatory and MUST be completed by all parties involved in the process. Any incomplete form (or form that does not comply with the guidelines) will be rejected by the DD Operator and returned to Seller Bank for re-submission.
- d. The form must be filled-up using CAPITAL LETTERS and BLACK INK.
- e. Please tick as on the relevant boxes.
- f. One (1) DDA Form is required for every new application, maintenance and termination.
- g. Account Holders will be charged RM5 for every new application.
- h. Please attach any document that can confirm your Employer Name and Employer EPF Number. (i.e: Pre-printed Form A, Posted List)
- Processing period of DDA Form will take 21 working days. Account Holders will be informed by notice through mail or email on the status of submission. Once the submission is successful, Account Holders need to verify the account details through myEPF.
- j. Employer must register i-Akaun before proceeding to register DDA Form.

DDA FORM FILLING-IN GUIDELINES



Guidelines for Account Holder/ Employers:

An Account Holder/ Employers are required to fill-in all mandatory fields marked as (*) under "FOR ACCOUNT HOLDER'S COMPLETION" section, based on the following guidelines:

- a. **Type of application** (*) This field is for the Account Holder/ Employers to state the purpose of the application i.e. either for new DDA application, maintenance or termination purposes. The box must be ticked as clearly.
- b. **Account Holder's Name (Primary)**(*) Primary Account Holder's / Employer's name if the account is under a joint name.
- c. **ID Number** (*) Account Holder/ Employers to indicate the identity number to be used for verification either new or old IC number, Passport number or Business registration number. Account Holder/ Employers to tick one box only as clearly.
- d. **Saving or Current Account No.** (*) refers to the Account Holder's / Employer's bank account number for the direct debit deduction. Any symbol or special characters such as '-', '/' etc shall not be used.
- e. **Bank Abbreviation** (*) –Account Holder's / Employer's bank code. Refer to the list provided.
- f. **Telephone Number** (*) Account Holder's / Employer's latest telephone / contact number to be used by the Buyer Bank for verification, if necessary.
- g. **E-mail** (*)–Account Holder's / Employer's email address as an alternative communication channel in case the Account Holder / Employer is not reachable by telephone number.
- h. **Purpose of Payment** (*) This field is default to BAYARAN KEPADA KWSP.
- i. **Maximum amount to debit per transaction**(*) Provided in blank boxes to be filled-up by the Account Holder / Employer only, based on maximum expected amount to be debited as per the agreed trade/purchase/bill/contract arrangement with the Merchant.
- j. **Maximum frequency**(*) The maximum allowable number of times the Merchant can successfully debit the Buyer's account either on daily, weekly, monthly or yearly basis.
- k. **Mode of frequency**(*) The frequency in which debit the Account Holder's / Employer's account can be debited by the Merchant i.e. on daily, weekly, monthly or yearly basis. Account Holder/ Employer to tick one box only as clearly.
- I. **Effective Date** (*) refers to the effective date for the first direct debit payment / deduction. The effective date specified by the Account Holder / Employer in the DDA Form, however, shall be subject to the date the DDA request (application / maintenance / termination) is approved and set-up by the Buyer Bank, whichever is the latter.



DDA FORM FILLING-IN GUIDELINES

- m. Expiry date- This field is default to Not Applicable (NA).
- n. **Signature / Company Stamp** (*) Account Holder's/ Employer's signature as per the Buyer Bank's record for Buyer Bank's authentication and verification. For Joint Account, the signature must be as per the Buyer Bank's signing conditions. For corporation, company stamp is optional.
- o. **Date** (*) –refer to the date in which the Account Holder/ Employer executes or sign-off the DDA Form.





| No. | Bank Abbreviation | Bank Name | ID |
|-----|----------------------|-----------------------------------------|------|
| 1. | СІМВ | CIMB Bank Berhad | 0235 |
| 2. | ВІМВ | Bank Islam Malaysia Berhad | 0340 |
| 3. | BKRM | Bank Kerjasama Rakyat Malaysia Berhad | 1602 |
| 4. | CITI | Citibank Berhad | 0217 |
| 5. | DBB | Deutsche Bank Malaysia Berhad | 0219 |
| 6. | HLBB | Hong Leong Bank Berhad | 0224 |
| 7. | HSBC | HSBC Bank Malaysia Berhad | 0222 |
| 8. | MBB | Malayan Banking Berhad | 0227 |
| 9. | OCBC | OCBC Bank Malaysia Berhad | 0229 |
| 10. | PBB | Public Bank Berhad | 0233 |
| 11. | RHB | RHB Bank Berhad | 0218 |
| 12. | SCB | Standard Chartered Bank Malaysia Berhad | 0214 |
| 13. | BOFA | Bank of America Merrill Lynch | 0207 |