






DIRECT DEBIT

DDA FORM

DIRECT DEBIT AUTHORIZATION FORM

(BORANG KEBENARAN DIRECT DEBIT)



RHB

IMPORTANT NOTE: ALL FIELDS WITH (*) ARE MANDATORY. PLEASE USE CAPITAL LETTERS, BLACK INK AND ☑ ON ALL RELEVANT BOXES.
PERINGATAN: SETIAP BAHAGIAN DENGAN TANDA (*) MESTI DIISI. SILA GUNAKAN HURUF BESAR, DAKWAT HITAM DAN ☑ PADA KOTAK YANG BERKENAAN.

FOR ACCOUNT HOLDER'S COMPLETION / UNTUK DIISI OLEH PEMEGANG AKAUN

Type of Application / Jenis Permohonan * New Application / Permohonan Baru Maintenance / Kemaskini Termination / Pembatalan

Account Holder's Name (Primary) / Nama Pemegang Akaun (Utama) *

ID Number / Nomor ID (without/ tanpa '-' or '/') * New IC Number / No. Kad Pengiraan Baru Passport No. / No. Paspor Old IC Number / No. Kad Pengiraan Lama Business Reg. No. / No. Pendaftaran Perniagaan

Saving or Current Account No. / Akaun Simpanan atau Semasa (without/ tanpa '-' or '/') * Bank Abbreviation / Kod Bank * (Refer to Guideline for abbreviation list/Rujuk kepada Panduan bagi senarai singkatan)

Telephone Number / Nombor Telefon *

E-Mail / E-Mel *

Purpose of Payment / Tujuan Pembayaran * B A Y A R A N K E P A D A K W S P

Maximum amount to debit per transaction / Jumlah pemotongan maksimum bagi setiap transaksi (RM) * - (Subject to maximum limit specified by the DD Operator / Terletak kepada had maksimum yang ditetapkan oleh DD Operator)

Maximum frequency / Kekerapan maksimum * Mode of frequency / Mod Kekerapan * Daily / Harian Weekly / Mingguan Monthly / Bulanan Yearly / Tahunan

Effective Date / Tarikh Pengaktifan * (DDMMYY) Expiry Date / Tarikh Tamat (DDMMYY) - - N A - -

Declaration / Akaun:

a. I/We hereby authorize the Bank to debit my/our account for the above payment instructions) including the relevant transaction fees/charges not payable by the Corporation. (Saya/Kami dengan ini memperkenankan pihak bank untuk melakukan pemotongan ke atas akaun bank saya/kami bagi tujuan pembayaran di atas termasuk bagi membiayai yag berkaitan yang berkaitan yang tidak ditanggung oleh Syarikat)

b. I/We hereby agree for the Bank to debit fees/charges from my/our account as a consequence of insufficient funds. (Saya/Kami setuju dengan ini bersempena ke atas akaun yang tidak cukup yang berkaitan yang ditanggung oleh Syarikat)

c. This authorization will remain in force and terminated by the Bank's written notice sent to my/our address last known to the Bank or upon receipt of my/our written revocation. (Keterangan ini akan tetap berkuatkuasa sehingga dimatikan oleh pihak bank melalui notis berkuatkuasa yang dihantar ke alamat saya/kami yang terakhir yang diketahui oleh pihak Bank atau apabila saya/kami menerima notis pembatalan secara bertulis daripada pihak syarikat)

d. I/We hereby acknowledge that the information in this form will be disclosed or released to the Corporation, Corporation's bank and the Direct Debit Operator for the purpose of the Direct Debit collection. (Saya/Kami setuju dengan ini bersempena dengan maklumat yang diberikan di dalam borang ini akan diungkapkan atau dibagikan kepada pihak Syarikat, bank Syarikat dan Direct Debit Operator bagi tujuan pemotongan akaun bank melalui Direct Debit ini)

e. I/We hereby declare that all information provided is to the best of my/our knowledge true and correct. (Saya/Kami adalah dengan ini mengemukakan bahawa semua maklumat yang diberikan di dalam borang ini adalah benar dan betul)

f. I/We hereby agree to be bound by the Terms and Conditions specified in this form. (Saya/Kami dengan ini bersetuju untuk mematuhi Terma dan Syarat yang terkandung di dalam borang ini)

g. I/We hereby affirm that we have checked the accuracy and correctness of the details furnished in this application and are aware of the content and the scope of the services provided. (Saya/Kami mengesahkan bahawa saya/kami telah menyenaraikan maklumat yang diperkatakan di dalam borang ini di samping sedia bersempena dengan syarat-syarat yang ditetapkan)

Signature / Company Stamp / Tandatangan / Cop Syarikat * Date / Tarikh * (DDMMYY)

Account Holder's Signature as per Bank's record/ Tandatangan Pemegang Akaun Seperti Rekod Bank.
 (For Joint Account - Signature as per Bank's signing condition)
 Untuk Akaun Bersama - Tandatangan yang mengikut syarat di dalam rekod Bank)

FOR CORPORATION'S COMPLETION / UNTUK DIISI OLEH SYARIKAT

Seller ID / ID Syarikat * S E 0 0 0 0 6 8 9 7 Date / Tarikh * (DDMMYY)

Payment Reference No. / No. Rujukan Bayaran (No. KWSP Majikan) *

(Must be unique/ Mestilah unik)

FOR RHB'S COMPLETION / UNTUK DILENGKAPKAN OLEH RHB

Prepared By (Name):

Signature:

RHB Branch Stamp

DDA-FM-0007
31/01/2011-Version 1.0

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)
- i. 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.
- l. **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.

**BANK ABBREVIATION LIST**

| No. | Bank Abbreviation | Bank Name | ID |
|------------|--------------------------|------------------------------------------------|-------------|
| 1. | CIMB | CIMB Bank Berhad | 0235 |
| 2. | BIMB | 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 |