POS Cashout Partner Requirement Checklist

**A. REQUIRED FORMS AND AGREEMENTS**

1. ☐ Signed POS Cashout Agreement
2. ☐ Signed SBPay Online Business Banking (OBB) Account Opening Form
3. ☐ Duly accomplished SBPay OBB – User Information Form
4. ☐ Signed SBPay – Terms & Conditions
5. ☐ Signed Data Privacy Consent Form
6. ☐ TIRF – Terminal Information Form

**B. REQUIRED ATTACHMENTS**

1. ☐ Business Registration
   * DTI Certificate (for sole proprietorship/individual)
   * SEC Registration (for Corporation/OPC)
2. ☐ Articles of Incorporation (for Corporation)
3. ☐ Two (2) valid government-issued IDs with specimen signatures of all authorized signatories
4. ☐ Latest Business Permit (Mayor’s Permit, Barangay Clearance, etc.)
5. ☐ Secretary’s Certificate or Board Resolution
   * Approving the opening of the account
   * Authorizing designated signatories to inquire, sign, and approve transactions on behalf of the organization