

## Guide to fill up Payment Information Form (Foreigner)

Please submit the following documents:

- i. Complete **Payment Information Form JB/2/BR/1007 (VF)** (refer the following table as a guide);
- ii. A copy of the **Identity Card (IC) / Passport / Company Registration Certificate (CRC)**; and
- iii. A copy of the **first page of bank passbook / bank statement / electronic bank statement** (current account holder) for verification purpose.

Item	Description
<b>A. MAKLUMAT SYARIKAT/COMPANY INFORMATION</b>	Section to fill in complete information of company/individual
<b>A.1 Nama Pembekal</b> <i>Vendor's Name</i>	Please fill in full name as stated in IC/passport/CRC
<b>A.2 Alamat Pembekal</b> <i>Vendor's Address</i>	Please ensure the correct and current correspondence address
<b>A.3 Nombor Telefon</b> <i>Telephone No.</i>	Please fill in an accessible telephone number (home/office/mobile)
<b>A.4 Nombor Faks</b> <i>Fax No.</i>	Please fill in the fax number (optional)
<b>A.5 Alamat Emel</b> <i>Email Address</i>	Please fill in the correct and active email address
<b>A.6 Kaedah Hantaran Penyata Bayaran</b> <i>Remittance Advice Sending Method</i>	Please select an appropriate method for sending remittance advice: <ul style="list-style-type: none"> <li>▪ Email address – Please ensure A.5 has been filled</li> <li>▪ Fax – Please ensure A.4 has been filled</li> <li>▪ Mail – Please ensure A.2 has been filled</li> </ul>
<b>B. MAKLUMAT PEMBAYARAN/PAYMENT INFORMATION</b>	Section to fill in complete payment information of company/individual
<b>B.1 Pembayaran Kepada</b> <i>Payable to</i>	Please fill in full name as stated in IC/passport/CRC
<b>B.2 Alamat Pembayaran</b> <i>Payable Address</i>	Please ensure the correct and current payable address
<b>B.3 Nama Penuh Bank</b> <i>Bank Full Name</i>	Please ensure the correct bank full name
<b>B.4 Nombor Akaun Bank</b> <i>Bank Account No.</i>	Please fill in the bank account number
<b>B.6 Kod Swift</b> <i>Swift Code</i>	Please fill in the swift code of the bank