

MERCHANT APPLICATION FORM

E-COMMERCE

CYBERSOURCE

Add: <input type="checkbox"/>	Update: <input type="checkbox"/>	Delete: <input type="checkbox"/>
Description:		
FAX INSTRUCTIONS		EMAIL INSTRUCTIONS
Please Complete the form below and fax it to: Fax: (869) 465 0890 / Alternate Fax: (869) 466 8603 Attn: Fraud and Compliance Department		Please Complete the form below and email it to: Compliance.4cs@sisterisles.kn & Risk.4cs@sisterisles.kn
ACCOUNT TYPE		
Visa Acquiring BIN: <input type="checkbox"/>	MasterCard Acquiring BIN: <input type="checkbox"/>	
Terminal ID:	Merchant Number:	Currency:
Merchant Discount Rate:	Settlement Bank:	
Bank Account #:	Commission Account #:	
Merchant Category Code (MCC):	Merchant Description:	
Description of Goods or Services Provided:		
Products Acquired:	Visa: <input type="checkbox"/>	MasterCard: <input type="checkbox"/>
MERCHANT INFORMATION (Website Information)		
Legal/ Official Name:		
DBA/ Trading Name:		
Website Address (URL):		
Business/Physical Address:	Address 1 (Street Address)	
	Address 2	
	City	Country
Merchant Contact:		
Merchant Email Address:		
Merchant Telephone Number: ()- -	Fax Number: ()- -	Mobile/Cell Phone (if applicable) ()- -
CONTACT REFERENCE		
Owner	Last Name:	First Name:
Residential Address:	Street	City
		Country
Telephone Number: ()- -	Email Address:	
Manager	Last Name:	First Name:
Residential Address:	Street	City
		Country
Telephone Number: ()- -	Email Address:	
Technical Contact	Last Name:	First Name:
	Street	City
		Country



MERCHANT WEBSITE DISCLOSURE

The Information on the Merchant Application Form MUST match the Information on the Website, where applicable

The Bank is required to check the Merchant Information on the Website for the following prior to submitting	
<input type="checkbox"/>	Merchant URL (URL should be available - Not Inactive, Parked or Forwarded to another Site)
<input type="checkbox"/>	Merchant Name and Physical Address (Address of Merchant's Permanent Establishment, Including the Merchant Outlet Country during the Check out process)
<input type="checkbox"/>	Merchant Contact, Support Email and Telephone Number
<input type="checkbox"/>	Terms and Conditions Policy
<input type="checkbox"/>	Return/Refund Policy
<input type="checkbox"/>	Exchange/Cancellation Policy
<input type="checkbox"/>	Delivery Policy
<input type="checkbox"/>	Privacy Policy
<input type="checkbox"/>	Card Mark Brand Usage (e.g. Visa and MasterCard)
<input type="checkbox"/>	Complete description of goods and services offered
<input type="checkbox"/>	Transaction Currency (e.g. US Dollars, Canadian Dollars, Eastern Caribbean Currency etc)
<input type="checkbox"/>	Legal Restrictions (if known)
<input type="checkbox"/>	Export Restrictions (if known)
<input type="checkbox"/>	Security capabilities and policy for Transmission of payment card details

Additional Information/data to be collected and verified during E-Commerce Application process	
<input type="checkbox"/>	<p>Verify if the merchant is using a Service Provider that is PCI DSS Compliant. If the Service Provider is not compliant, kindly disclose:</p> <ul style="list-style-type: none"> • What type of Service is being provided by the service provider • What measures are being taken to protect/secure cardholder data <p>See link to listing of Visa and MasterCard PCI DSS Service Providers</p> <ul style="list-style-type: none"> - Visa Global Registry of Service Providers - MasterCard's List of Compliant Service Providers
<input type="checkbox"/>	<p>Upon initial establishing of E-Commerce account, ensure the merchant is supplied with:</p> <ul style="list-style-type: none"> • Integration Guide for E-Commerce Accounts • Shopping Carts and Shopping Cart Plugins. The Shopping Carts that are compatible with 4C's E-Commerce Platform are: <ul style="list-style-type: none"> - Drupal Uber - OS Commerce - Zencart <p><u>NB: The Merchant should advise the Bank of their choice of shopping cart and only the plugin associated with that shopping cart should be forwarded to the merchant.</u></p>
<input type="checkbox"/>	<p>Ensure the Customer Registration and Shopping Cart supports secure encrypted data transmission (SSL Encryption) of sensitive information from the user's browser to the website. If so, the URL should show https:// and/or a lock icon in the user's browser.</p>
<p>Please note that once the verification process is completed, a comprehensive evaluation will be executed on the website and specific merchant application details to assess the merchant's potential for overall compliance and fraud risk.</p>	



Once this process is completed and the Merchant's website is considered compliant, the test credentials and test cards will be forwarded for the merchant to perform test transactions. Upon confirmation that all tests are successful, the merchant account will be set up on 4Cs Live E-Commerce Platform.

