

INSTRUCTIONS

- This form is required if you are submitting (but not limited to) a Cheque / Bank-In / Cash / Credit Card / Online Transfer / Payment Voucher.
- Applicant must complete this form and submit it to Pos Digicert.
- If your Full Name, Telephone Number, Email Address, Organization Name, and Billing Address are the same as those submitted in your certificate application form, you may select "Same Information as Certificate Application Form" to omit re-entering these details. If the information differs, please complete this section in full.
- **Organisation** refers to any group or entity formed to achieve specific goals, including Business Organisations, Government Organisations, Non-profit Organisations, Educational Institutions, Cultural Bodies, and more.
- Refunds Application Policy:
 1. Refund requests may be submitted within **3 months** from the date of payment, provided that the digital certificate has not yet been issued.
 2. Please note that refunds **cannot be processed once a digital certificate has been issued**, regardless of whether it has been used or not.

SECTION 1: BILLING INFORMATION

Full Name of the Person in Charge (PIC) for billing

1. _____
2. _____

☐ Same Information as Certificate as per the Application Form

Telephone Number of the PIC for billing

1. _____
2. _____

☐ Same Information as Certificate as per the Application Form

Email Address of the PIC for billing

1. _____
2. _____

☐ Same Information as Certificate as per the Application Form

Organisation Registration Number (eg: 199801001482)

Date of Incorporation

Tax Identification Number (TIN)

SST Number

Billing Name & Address

Organisation Name & Registered Address (based on organisation registration document e.g.:SSM)

SST Registration

Please provide the following documents to qualify for SST tax exemption waiver

- 1 SST Registration Letter from Customs
- 2 Declaration Exemption

Billing to

SECTION 2: PERSONAL DATA PROTECTION ACT (PDPA) 2010 – CONSENT CLAUSE

By submitting this Form, you hereby agree that Pos Digicert Sdn Bhd may collect, obtain, store and process your personal data that you provide in this form for the purpose of providing Certification Authority services, receiving updates, news, promotional and marketing mails or materials from Pos Digicert Sdn Bhd . You hereby give your consent to Pos Digicert Sdn Bhd to: Store and process your Personal Data; Disclose your Personal Data to the relevant governmental authorities or third parties where required by law or for legal purposes. In addition, your personal data may be transferred to any company within the Pos Digicert Sdn Bhd's parent companies and subsidiaries. For the purpose of updating or correcting such data, you may at any time apply to Pos Digicert Sdn Bhd to have access to your personal data which are stored by Pos Digicert Sdn Bhd . For the avoidance of doubt, Personal Data includes all data defined within the Personal Data Protection Act 2010 including all data you had disclosed to Pos Digicert Sdn Bhd in this Form. To view our full Data Protection Privacy Statement Notice please visit our website at <https://www.posdigicert.com.my/repository/pdpa>.