

UPI Prepaid Card Guideline

How to fill the Application Form?

Version 1.1.3

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1. Purpose

This guideline is used by Card holder (CH) to fill out UPI Prepaid Card Application Form.

※ Please sign in the same language as your submitted identity document. For example, if your passport is signed in Chinese, please use the same language to sign the application form.

This is to comply with the provisions related to Anti-Money Laundering (AML). We appreciate your cooperation and understanding.

If there is any update, the contents of the guide will be updated and changed without prior notice.

2. Fill the form by hand or on computer

Open the form 'UPI Prepaid Card Application Form', fill out and sign the form by using black font.

In the UPI Prepaid Card Application Form, all the mandatory sections are available to input text. Please fill out and sign the form by using black font.

For more details, please refer to page 4-5.

※ Please be advised that all the mandatory sections should be filled out. Any missing sections may cause impacts on the final check of your UPI Prepaid Card.

※ Please fill out the form in English. Other languages will not be acceptable.



←

If you're using the Acrobat, please click here for checking the highlighted sections which are mandatory. If you're not using the Acrobat, please find the solutions on how to display the highlighted sections separately.

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PERSONAL INFORMATION			
① <input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.			
② FULL NAME: Smith John			
<i>Last Name First Name Middle Name Nickname</i>			
NAME TO APPEAR ON CARD (Maximum 25 Characters) :			
[] []			
		Permanent Address	Current Address
Lot / Blk. No.			③ Room 101
Unit / House No.			No.1
Street / Compound Name			ABC Road
Subd or Village / Barangay			
Municipality / City / Province			Shanghai
Zip Code			200050
④ CONTACT NUMBERS: 1-123-123-1234		EMAIL ADDRESS XXX@XXX.XX CIVIL STATUS Married	
<i>Landline Mobile Number</i>			
⑤ DATE OF BIRTH (mm / dd / yyyy) 05/06/1989		PLACE OF BIRTH CHINA	NATIONALITY JAPAN
GENDER (MALE/FEMALE):		TIN :	SSS or GSIS NUMBER:
NAME OF SPOUSE: (Last Name, First Name, M.I.)		⑥ MOTHER'S MAIDEN NAME: (Last Name, First Name, M.I.) Vivian Jones	

- ① **TITLE:** respectful appellation. Mr. - male, Ms. - Female, Mrs - a married female
- ② **FULL NAME:** name of applicant. Please fill out with English letters.
 - Last Name: Family Name. Please fill out with family name.
 - First Name: Given Name. Please fill out with given name.
 - Middle Name/Nickname: Please fill out with the middle name (if any) here.
- ③ **Current Address:** Please fill out the Current Address (shipping address) with English letters, and the address here should be the same with address information stated in the KYC files you submit.
 - Lot/ Blk. No.: apartment number and room number. (e.g. Room No. 201, Apartment No. 1900)
 - Unit / House No.: Building Name and No. (Please leave this one blank if it does not apply) (e.g. Zhong xinyuan, Shijia Garden No.1)
 - Street / Compound Name: Street or Road Name (e.g. Tianshan Road)
 - Subd or Village / Barangay: District Name (Please leave this one blank if it does not apply) (e.g. Tianshan District)
 - Municipality / City / Province: City or Province Name (e.g. Shanghai)
 - Zip Code
- ④ **Please fill out with applicant's information.**
 - CONTACT NUMBER: Please fill out in the format of 'country code - phone number' instead of landline number. (e.g. fill out with 86-15012345678 for a Chinese phone number)
 - EMAIL ADDRESS : Please fill out with an email address that can receive overseas email.
 - CIVIL STATUS: SINGLE/MARRIED/SEPARATED/DIVORCED/WIDOWED
- ⑤ **Please fill out with applicant's information.**
 - DATE OF BIRTH: Format: MM/DD/YYYY. (e.g. if your date of birth is 1989/05/06, please fill out with '05/06/1989'.)
 - PLACE OF BIRTH: country where you were born.
 - NATIONALITY: (e.g. China)
- ⑥ **MOTHER'S MAIDEN NAME:** Mother's name. Please fill out with English letters. (e.g. Vivian Jones)

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EMPLOYMENT INFORMATION		
⑦	SOURCE OF FUNDS: <input checked="" type="checkbox"/> Employment <input type="checkbox"/> Business <input type="checkbox"/> Others	⑧ EMPLOYMENT STATUS: <input type="checkbox"/> Contractual <input checked="" type="checkbox"/> Regular / Permanent <input type="checkbox"/> Self Employed
⑨	GROSS MONTHLY INCOME: USD2000	⑩ AVERAGE MONTHLY TRANSACTION VOLUME: USD1000-3000
COMPANY TYPE: <input type="checkbox"/> Government <input type="checkbox"/> Private <input type="checkbox"/> Others:		
⑪	NATURE OF BUSINESS: Network Sales	
⑫	POSITION: Office Worker	RANK:
⑬	EMPLOYER / BUSINESS NAME: ABCD Co.,Ltd	
⑭	BUSINESS ADDRESS: 5F	ABC Plaza
	Floor	Building Name
		ABC Road
		Street Name
		Shanghai 200050
	Subd or Village	Barangay/District
		City / Province
		Zip Code
OFFICE CONTACT DETAILS:		
	Landline	Mobile Number
DECLARATION		
<p>By signing below, I/We are applying for an Omnipay Prepaid Card and I/we agree to abide by and be governed by the Terms and Conditions governing the issuance of the Omnipay Prepaid Card and all future amendments thereto, and agree to be bound by the provisions of these terms. I/We authorize Omnipay, Inc. to use, collect, process and verify my/our Personal Data, as defined under R.A. 10173, (the "information") in this application and to receive and exchange information about me/us, including requesting reports from your consumer credit reporting or reference schemes. I/We also authorize you and your affiliates to contact these sources for information at any time, to use information about me/us, including information from this application and from consumer credit reports, for marketing and administrative purposes, and for the purpose of any court, legal process, examination, inquiry, audit or investigation of any Authority and to share such information with each other. I/We hereby agree to waive my/our rights regarding the confidentiality of deposits under R.A. 1405, as amended, and as the disclosure is necessary and relevant in the evaluation of my/our application for an Omnipay Prepaid card. I/We further authorize and consent to Omnipay, Inc. to be the recipient of these information.</p> <p>I/We hold ourselves, jointly and severally liable for all obligations and liabilities incurred with the use of the Omnipay Prepaid Card in an, event my/our application for an Omnipay Prepaid Card is disapproved, Omnipay, Inc. is under no obligation to provide me/us with the reason for such decision.</p> <p>The accomplished application form and requirement/s submitted, become a property of Omnipay, Inc. is under no obligation to return the said documents. Please log on to www.omnipay.asia for the complete Terms and Conditions.</p>		
⑮	John Smith	
⑯	John Smith	
⑰		2023-04-11
	SIGNATURE OVER PRINTED NAME	DATE

[Page2 The second half of the form]

⑱	John Smith	Signature Authenticated by:
	Cardholder:	
⑲	John Smith	Signature over Printed Name
	(Signature over Printed Name)	

⑦ **SOURCE OF FUNDS:** Please select/fill out with your sources of funds.

※ If you choose others, please fill in the summary.

- Employment: salary, wages or other work payment.
- Business: incomes or revenues of a company.
- Others: Investment profit, Family Salary, Husband's salary, Pension, Insurance, or Gift, ect.

⑧ **EMPLOYMENT STATUS:** please select employment status.

- Contractual: temporary employment
- Regular / Permanent: lifetime employment, or housewife
- Self Employed: self-employment (have one's own business)

⑨ **GROSS MONTHLY INCOME :** If you mainly use JPY with your card, enter in JPY. Otherwise, please enter the conversion in USD.

⑩ **AVERAGE MONTHLY TRANSACTION VOLUME :** Please fill in the amount of money you expect to use your card at stores or ATMs each month. (e.g. USD1000-3000 or JPY100000-500000, etc.)

⑪ **NATURE OF BUSINESS:** Occupation, responsibility, industry type, enterprise type, etc. Please fill in the informaiton that best suits your source of funds. (e.g. Central Government, Retail and Manufacturing, Social Care, etc.)

※ If you are a housewife whose financial support comes from your husband's salary as a company employee, please fill in 'Financial support from husband, a company employee.' and provide your husband's company information in item ⑬⑭.

⑫ **POSITION:** Title, position, employment status, etc. (e.g. Office Worker, COO, President, Investor, Part-timer, House Wife, etc.)

※ If you are a housewife whose financial support comes from your husband's salary as a company employee, please fill in 'House Wife' and provide your husband's company information in item ⑬⑭.

⑬ **EMPLOYER/ BUSINESS NAME:** name of the company where you work. (If it does not belong to a company, please fill in information such as trade name, work name or professional name.)

⑭ **BUSINESS ADDRESS:** Company address, business address

- Floor: Floor No., Office No.
- Building Name: Building Name (Please leave this one blank if it does not apply) (e.g. Zhong xinyuan)
- Street Name: Street or Road Name (e.g. Tianshan Road)
- Subd or Village: Subdistrict or County or Village Name (Please leave this one blank if it does not apply.)
- Barangay/District: District Name (Please leave this one blank if it does not apply.)
- City/ Province: (e.g. Hangzhou City, Zhejiang Province)
- Zip Code

⑮ & ⑯ **SIGNATURE (SIGNATURE OVER PRINTED NAME):** autograph or electronic signature. Please refer to details stated in 'Signature' part of the Guideline.

⑯ & ⑱ **SIGNATURE OVER PRINTED NAME:** Please fill out with English letters of your name when you sign on the file.

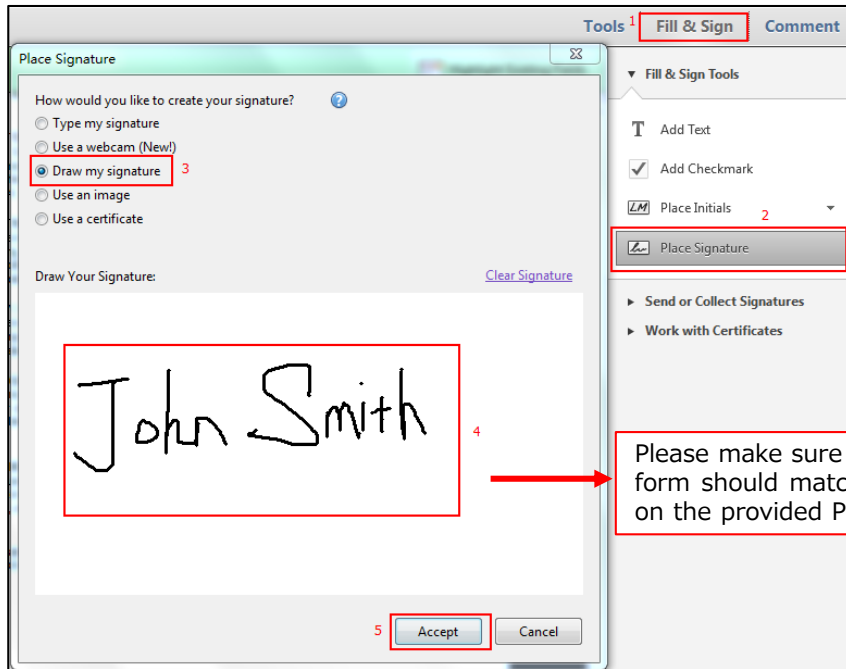
⑰ **DATE:** date of application or signing. Format: YYYY-MM-DD. (e.g. if you apply on 2023/04/11, please fill out with '2023-04-11'.)

※ Please look up for Occupation Category, Occupation Branch, or Source of Funds on Internet and have them translated if you do not know the exact English expressions.

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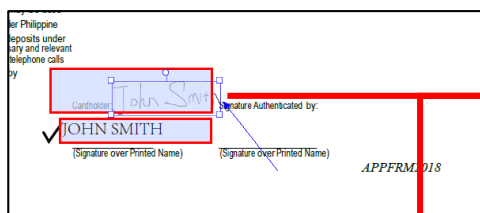
2.1 Affix your signature by computer

You can affix your signature by using the function of Fill & Sign or print out the form and sign on it, then send the scanned copy to your card agency. (Signature is needed under Page 1 and 2)

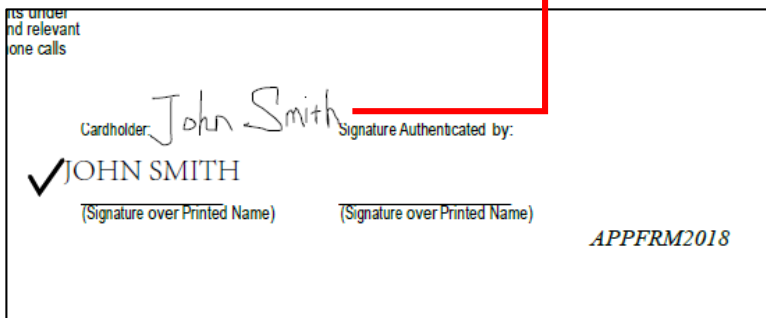


Please make sure the signature on the form should match with the signature on the provided POI (Proof of identity).

You can resize the signature and place it near to your printed name.



Please make sure the signature on the form should match with the signature on the provided POI (Proof of identity).



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3. Fill the form on mobile phone

Open the form UPI Prepaid Card Application Form with the application Adobe Acrobat. Fill out and sign the form by using black font. Please note that the highlighted sections are mandatory.

↓ APP: Adobe Acrobat



The image shows a screenshot of the 'UPI PREPAID CARD APPLICATION FORM'. The form is divided into several sections: 'PERSONAL INFORMATION', 'EMPLOYMENT HISTORY', 'OFFICE CONTACT DETAILS', and 'DECLARATION'. The 'PERSONAL INFORMATION' section includes fields for 'FULL NAME', 'NAME TO APPEAR ON CARD', 'NATIONALITY', 'CONTACT NUMBER', 'EMAIL', 'DATE OF BIRTH', 'PLACE OF BIRTH', 'CIVIL STATUS', 'NAME OF SPOUSE', 'MOTHER'S MAIDEN NAME', and 'JOB PASSPORT NUMBER'. The 'EMPLOYMENT HISTORY' section includes fields for 'SOURCE OF FUNDS', 'EMPLOYMENT STATUS', 'COMPANY TYPE', 'NATURE OF BUSINESS', 'POSITION', 'EMPLOYER BUSINESS NAME', and 'BUSINESS ADDRESS'. The 'OFFICE CONTACT DETAILS' section includes fields for 'City', 'Province', 'State', and 'Zipcode Post code'. The 'DECLARATION' section includes a checkbox for 'I have read and agree to the terms and conditions of the UPI Prepaid Card Application Form'. A red box highlights the 'DECLARATION' section, and a red arrow points from this box to the 'Copy to Acrobat' option in the sharing menu.



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3.1. Affix your signature by Tablet PC or phone

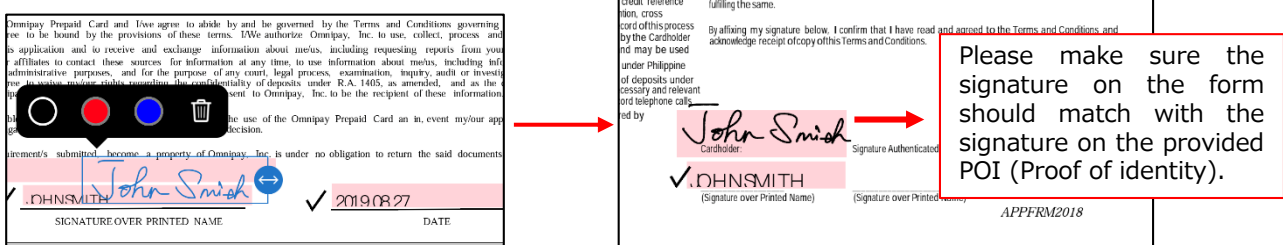
You can affix your signature by using the function of Fill & Sign or print out the form and sign on it, then send the scanned copy to your card agency. (Signature is needed under Page 1 and 2)

Note: For iPhone users, please use the function of Fill & Sign, do NOT print out and send the scanned copy.



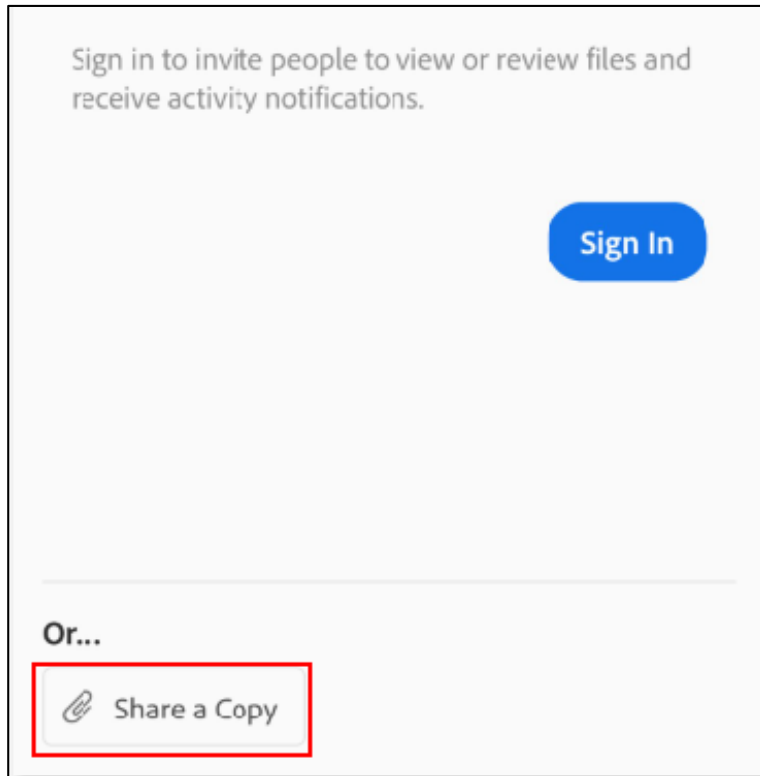
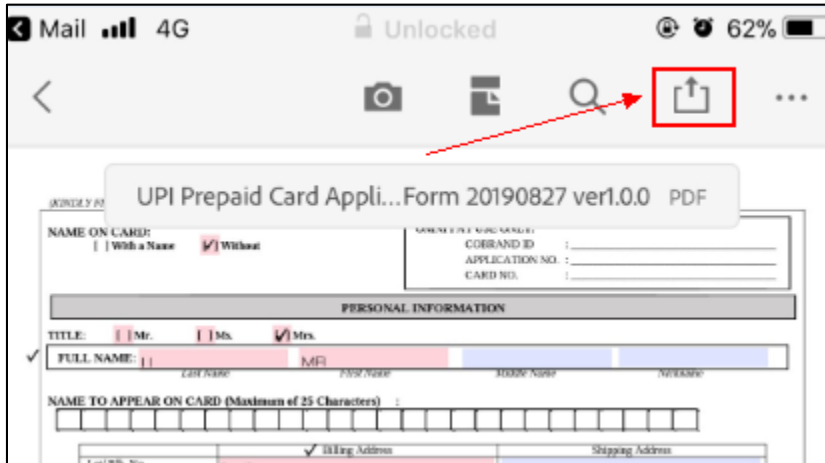
Tap the screen and place your signature near to your printed name. (Please choose black color)

You can also resize the signature, make it appropriate.



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Share the form to email, etc.



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4. Required documents when applying for a card

Three documents are required when applying for a card: Application Form, signed Proof of Identity and Proof of Address.

【Application Form】

Please be sure to write the same signature (with your own handwriting) as that on your POI at the bottom Page 1 and Page 2. Please fill in your current mailing address at the address.

【Proof of Identity】

- Passport
- Driver's License
- Other photo identification issued by government or administrative departments

The document must contain the following information:

Name, Date of Birth, Holder's Photo, Certificate No, Issuance Date, Valid Term, Issuing Authority Name

※ Please submit documents valid for at least 6 months.

【Proof of Address】

- Driver's License
- Documents issued by government and administrative departments, such as Residence Permit, etc.
- Receipts for utility bills, including electricity, gas, and water bills
- Statements from banks, credit card companies, telephone companies and other financial institutions or telecommunications providers

The document must contain the following information:

Name, Address, Issuing Authority name, printed with Issuance Date or Valid Term (handwritten version is not acceptable).

※ Current mailing address

※ Documents must be valid within three months of issuance or at least six months prior to expiration, and must match the address on the application form.

※ Any utility receipts or other documents that do not show the address will not be accepted.

[For POI without signature]

If your POI doesn't bear your signature (like driving licence), please provide the document as requested as below:

- ① Sign three times on a blank sheet in the same language, font and shape as you used to fill in the card application form.
- ② Place your POI next to the signature, then take a photo or make a scan copy, and submit it with the card application form.



4-1. If POI is a passport

Application Form + Passport + Proof of Address

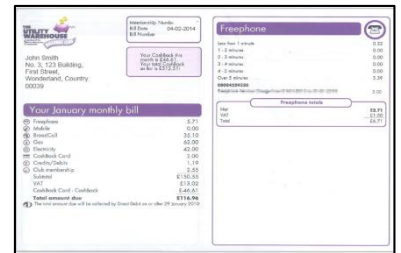
In addition to the Application Form and Passport, a Proof of Address is required.

Application Form

Proof of Identity



Proof of Address

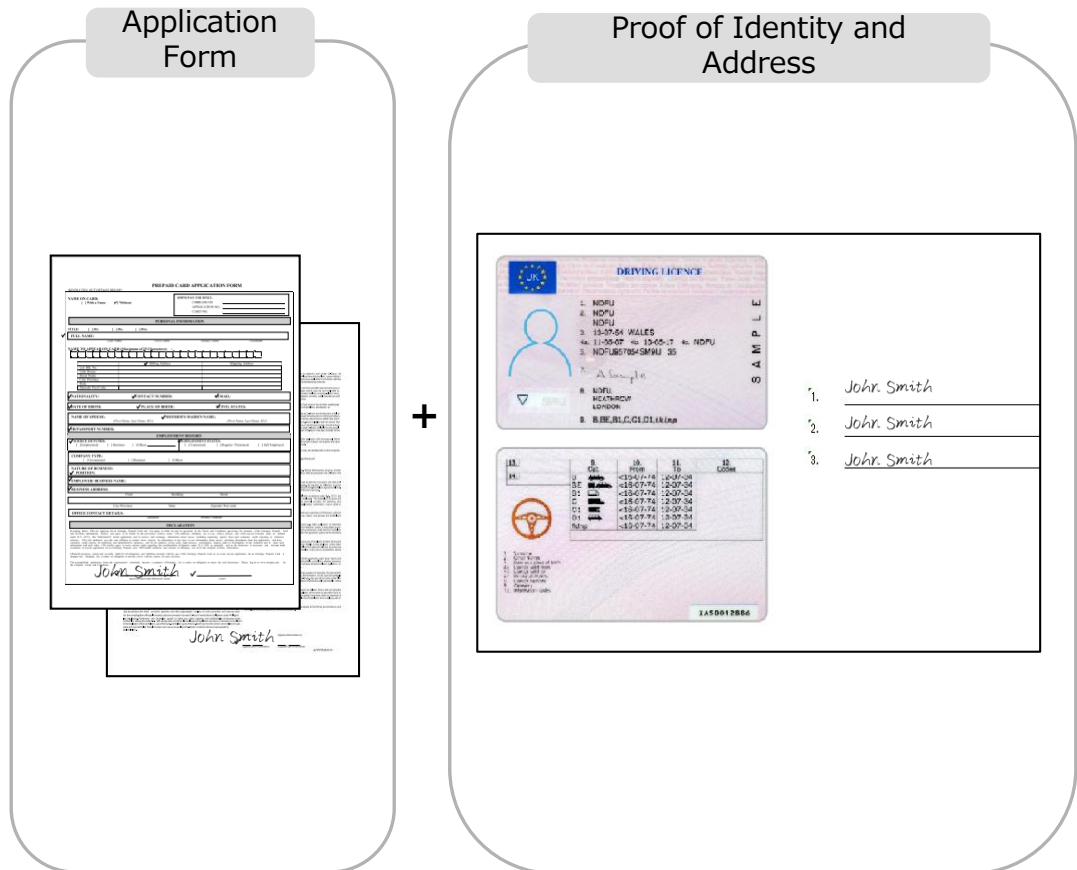


Please sign the application form in the same language and form as the passport bears the signature of the holder. (Different fonts and shapes are not accepted)
 Besides, as there is no address information on the passport, an additional proof of address must be attached.

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4-2. If POI is driver's license and the address filled in the application form matches the address on the driver's license

Application Form + Driver's License with three signatures



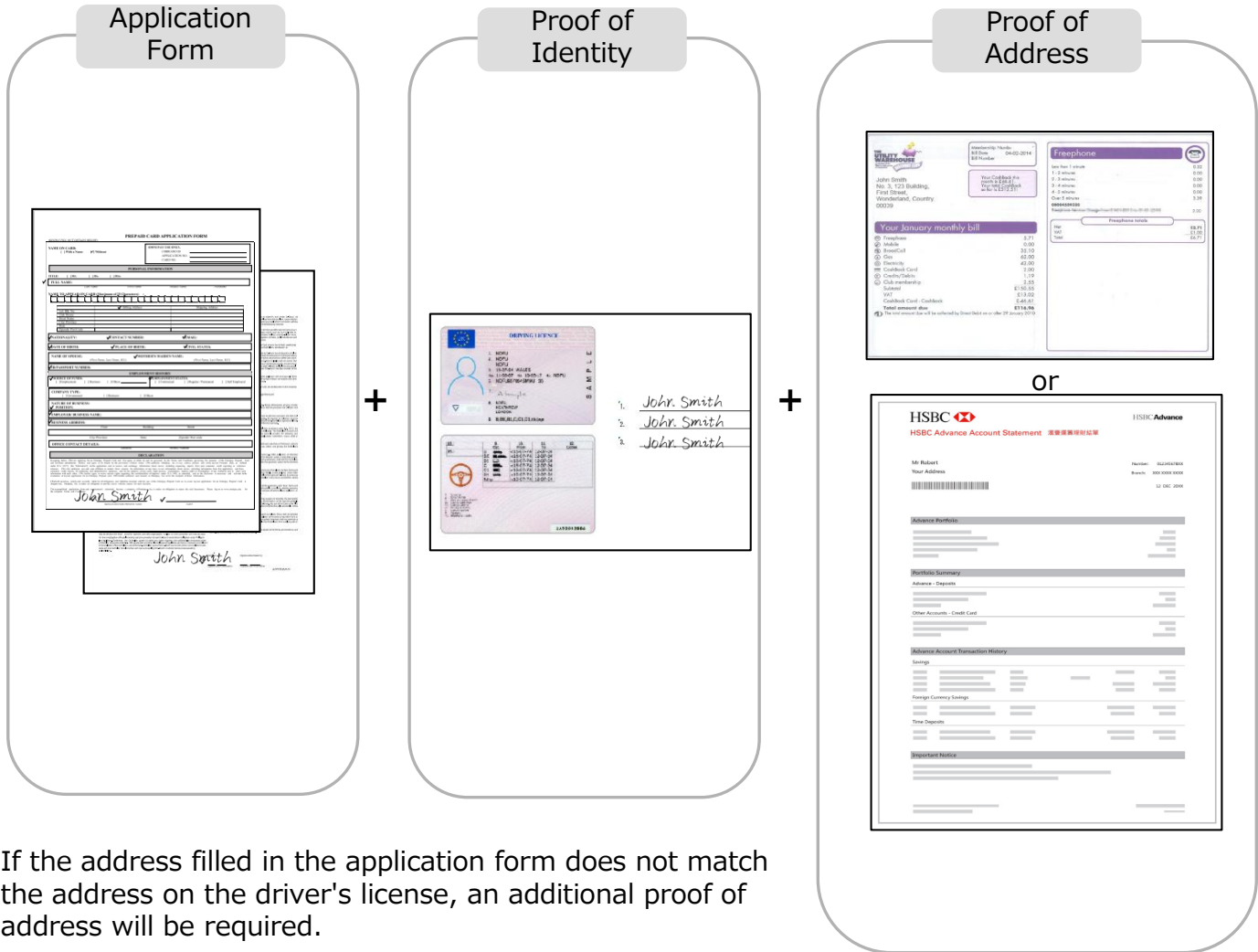
Unlike passport, the driver's license does not bear your signature, so please sign three times on a blank sheet in the same language as you used to fill in the card application form. Place your driver's license next to the signature, take a photo or scan and submit it.

If the address filled in the application form matches the address on the driver's license, and the driver's license can be used as both proof of identity and proof of address, then there is no need to submit additional proof of address.

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4-3. If POI is driver's license and the address filled in the application form does not match the address on the driver's license

Application Form + Driver's License with three signatures + other proof of address



If the address filled in the application form does not match the address on the driver's license, an additional proof of address will be required.

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5. Possible reasons for application NG or documents re-submission

Please note that documents must be resubmitted due to the following circumstances:

1. The two signatures required in the application form are missing.
Signatures are required at the bottom of both page 1 and page 2.

2. The signature on POI is different in shape from the signature on the application form.

Please provide your signature on the application form in the same shape as the signature on the POI so that there will be no difference in the shape and details of the signature.

3. The information provided in the application form is different from the information in the submitted KYC documents.

- ※ The address/number is different.
- ※ The spelling on the application form is different from the spelling on the ID card. (zi and zhi, ci and chi, etc.)