MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY

USER GUIDE

MIDA Payment Channel

TABLE OF CONTENT

CHAPTER 1 INTRODUCTION	
1.1 INTENDED USER	3
1.2 WEB BROWSER	3
1.3 URL	3
1.4 COMMON FIELDS AND DEFINITIONS	3
CHAPTER 2	6
2.1 MIDA ONLINE PAYMENT	6
2.1.1 PREPARATION OF DOCUMENT BEFORE	
REGISTERING / BUY CERTIFICATE	6
2.1.2 LOGIN	7
2.1.3 REGISTER NEW ACCOUNT	9
2.1.4 SERVICE PAGE	
2.1.7 HOW TO DO PAYMENT	

CHAPTER 1 INTRODUCTION

This user manual will walkthrough the process of MIDA Payment Channel. Please refer the stepby-step instructions with illustrations to assist you understand further.

1.1 INTENDED USER

This user manual is targeted for:

- Company (Business User)
- MIDA Staff
- Ex-MIDA Staff
- Public

1.2 WEB BROWSER

Best viewed using Google Chrome at screen resolution of in 1920 x 1080 pixels.

1.3 URL

https://mpaychannel.mida.gov.my/

1.4 COMMON FIELDS AND DEFINITIONS

No.	Field	Description
1	Textbox	A box that allows user to enter information. Usually, it has characters limit.
		Authorised Person *

No.	Field	Description
2	Button	An item that allows user to click and it will respond according to its purpose; usually denoted as the button's name.
		Cancel
3	Radio Button	A selection features that allows the user to choose only ONE option from the data sets. Usually, it is round shaped.
		Account Type* Company MIDA Staff Ex-MIDA Staff Public
4	Checkbox	A selection features that allows the user to check/uncheck multiple options from the data sets. Usually, it is box shaped.
		 JUALAN BUKU- ONLINE- INVESTMENT PERFORMANCE REPORT (IPR) (RM 60) BOOKS No Remarks Details
		Remove Item
		□ JUALAN BUKU-HARDCOPY - INDUSTRIAL BUILDING SYSTEM (IBS) (RM120)
		BOOKS
		No Remarks Details
		Remove item
5	Dropdown	A feature that allows user to select a value from a series of option. Usually when user click a dropdown, a list of options will be display vertically, and user may select one value from the list.
		Manages Agency MIDA

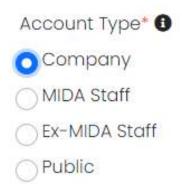
No.	Field	Description
6	Calendar	A feature that allows user to select a date from a calendar and/or time from a time range.
		01/12/2022
		December, 2022 • ↑ □ S M T W T F S 27 28 29 30 1 2 3
		27 28 29 30 1 2 3 4 5 6 7 8 9 10
		# 11 12 13 14 15 16 17 # 18 19 20 21 22 23 24 25 26 27 28 29 30 31
		1 2 3 4 5 6 7 Clear Today
7	Success Message	A message that is display once an action taken was successful. It displays √ in green colour.
		JUALAN BUKU- ONLINE- INVESTMENT PERFORMANCE REPORT (IPR) (RM 60) Already Added to Cart
8	Error / Failure Message	A message that is display once an action taken was failed. It is display in red colour.
		Old password is incorrect.

CHAPTER 2

2.1 MIDA ONLINE PAYMENT

2.1.1 PREPARATION OF DOCUMENT BEFORE REGISTERING / BUY CERTIFICATE

This facility is to register user to use MIDA Online Payment. There are several types of account for user to register as listed below:



Company user – to purchase digital certificate.

For company users that buy digital certificate, only one time registration is required, and the certificate is valid for two (2) years.

Please keep the payment receipt from the purchase of digital certificate.

Before proceeding to register certificate please scan/save document in pdf format and keep in user PC/Laptop first. These documents are needed during the registration of certificate.

- I/C of authorized person (i.e. manager level and above)
- Company authorisation letter (please refer sample below)
- Payment slip / receipt (refer 2.1.2 on how to do payment)
- > MIDA Staff to enquiry open or miscellaneous items and make payments.
- > Ex-MIDA Staff to enquiry open or miscellaneous items and make payments.
- > Public to enquiry open or miscellaneous items and make payments.

Sample of Authorization Letter



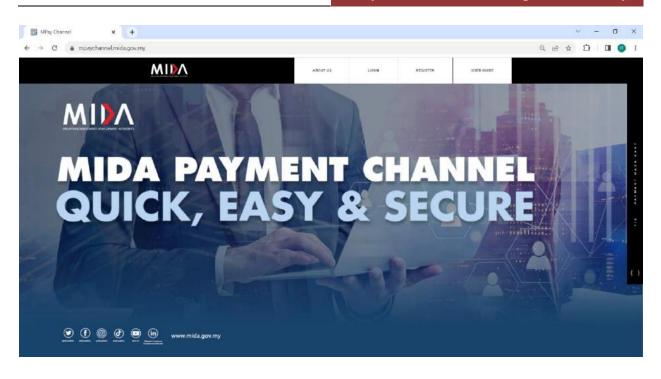
2.1.2 LOGIN

For those who already had an account can proceed to login page or else can register new account as shown in 2.1.3 Register New Account.

MIDA Payment Channel Portal is an internet-based payment gateway that allows real-time payments for online purchases of products, services or bill payments using FPX service.

Browse the official **MIDA Payment Channel Portal** which can be access via URL: <u>https://mpaychannel.mida.gov.my/</u>

Malaysian Investment Development Authority



- STEPS
 - i. LOGIN ACCOUNT
 - a. Click button at the top of the page to proceed to Login Page. Then, page as shown in the next page will be displayed.

MIN		
	MIDA	
	Sign into your account	
	Email Address	
	2	
	Password	
	<i>B</i>	
	C Remember me	
	Login	
	Forgot Your Password?	
	Register	
	Version: 10.0	
	invest Malaysia	

c. Click the Login button to proceed to the next level. If user forgot the password, please refer next page.

b.

ii. FORGOT YOUR PASSWORD

ign into your account Email Address		Res	et Password
	8	Step 1. Confirm Email	Step 2. Choose New Password
Password		E-mail address	
	S.	E-mail adaress	
🗆 Remember me			
Login		Send	Password Reset Link
Forgot Your Password? Register Version: 1.0.0			Login / Register

- a. Click on Forgot Your Password then enter registered **email address** (must use email that has been registered).
- b. Click Send Password Reset Link button.
- c. An email notification will be sent to your email address.

2.1.3 REGISTER NEW ACCOUNT

STEPS

i. CREATE AN ACCOUNT

The user must create their email address and password for the first time to get the account activate. Please follow below steps:

- a. Click Register link at the login page.
- b. Choose Account Type for as shown below:

Account Type* 0		Address I*	
Company		Address I	4
MIDA Staff			7
Ex-MIDA Stoff		Address 2*	
Public			1
Authorised Person *		Address 3	
There are a server in the address	1		4
	-	Poscode*	
Email Address *			4
	8	City*	
Password *			1
	10	State*	
		Choose Stote	
Confirm password *		Country*	
	28		
Mobile Number* (ag course)		Choose Country	•
		SSM Document * (ror toma wig - star 200) *	
Company Name *		Choose File No file chosen	
		Coptcha*	
		tdcted	
Company Registration Number® (IIII Number®		CARE 4 0	
		Enter Countries	
		Enter Captcha	
Required Fields*			
I have read and understood MDA Priva	m. The Free start of Taxan	an E. Conditions	

ii. COMPANY

a. Select Company for Account Type

Company			100
MIDA Staff			1
		Address 2*	
DEx MIDA Staff			1
Public			
Authorised Person *		Address 3	1000
	4		1
Email Address *		Poscode*	[in set]
			1
	R.	City*	
Password *			1
	8	State*	
Confirm password *		Choose State	
	R	Country*	
Mobile Number* (maanna)		Choose Country	+
		SSM Document * (PD turnationy - Visit 200) *	
Company Name *	- Hitter	Choose File No file chosen	
		Captcha*	
Company Registration Number* (stil kenservited		jPgbdC 😐	
		Jerbac	

Company Registration

- b. Fill out all the empty fields. The fields with asterisk (*) are required.
- c. Tick the checkbox below before clicking register button.



Login

e. Once registered, you will be redirect to page as shown below. Click button to use the system.

Malaysian Investment Development Authority



	MIDA	
	Services for MIDA	
	Apply Its view services for MIDA	
f. Fill the e	empty fields and click	
	Apply for BayarNow Services for MIDA	Back
	Please confirm your details below:	
	Name	
	NORHASRIN KATUK	
	E-mail address	
	norhasrin@mda.com	
	Company Name	
	SHELL SDN BHD	
	Company Registration Number	
	1000217	
	Current Position *	
	What position are you currently holding inside the company?	
	Mobile Number *	
	0196352709	
	A representative from MIDA may need to contact you for further verificatio	n.

g. Once the page is shown as in the next page, you will receive email notification

and can access the MIDA page. Then click button to redirect to Service Page.



Apply for BayarNow Services for MIDA

You now oan abcess MDA page, Please click back button.

iii. MIDA STAFF

a. Select MIDA Staff for Account Type.

		4
	Address 2*	
		1
	Address 3	
11201		1
4	Poscode*	
		1
25	City*	
		1
10	State*	
	Choose State	+
3	Country*	
	Choose Country	
	Captcha*	
	ipqbdC .	
00		
	Enter Captcha	
-		
Policy and Tem	is & Conditions	
MIDA	Register	
	R R R R R R R R R R R R R R R R R R R	

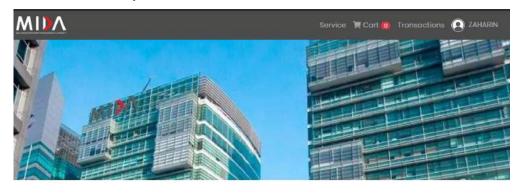
MIDA Staff Registration

Forgot Your Password? Login

- b. Fill out all the empty fields. The fields with asterisk (*) are required.
- c. Tick the checkbox below before clicking register button.

I have read and understood MIDA Privacy Policy and Terms & Conditions.

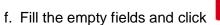
- d. Click MIDA Register button.
- e. Once registered, you will be redirect to page as shown below. Click Apply button to use the system.





Apply

view services for MDA



Apply for BayarNow Services for MIDA
Please confirm your details below:

Please confirm your details below:

Amme
ZAHARIN

E-mail address
Zaharin@yahoo.com
Current Position *

What position are you currently holding inside the company?
Mobile Number *

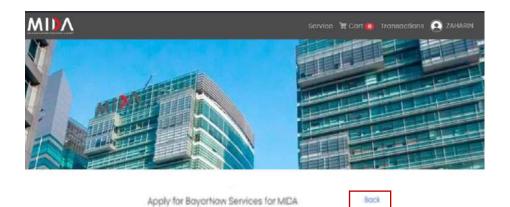
A representative from MIDA may need to contact you for further verification.

Apply

g. Once the page is shown as in the next page, you will receive email notification

Back

and can access the MIDA page. Then click button to redirect to Service Page.



iv. EX-MIDA STAFF

a. Select Ex-MIDA Staff for Account Type.

Account Type" ()		Address 1*	
Company			1
MDA Staff		Ackfress 2*	
Ex MIDA Staff		Postal Line 2	
) Public			1
legistered Person *		Address 3	
			1
	4	Poscode*	
imail Address *			1
	-	City*	
rassword *			1
	8	State*	
Confirm password *		Choose State	•
	8	Country*	
Aoble Number' (_{apazasaa})		Choose Country	•
		Captcha*	
C Number* (og moleccor)		jpgbdC 😐	
	-		
		Enter Captcha	

Individual (Ex-MIDA) Registration

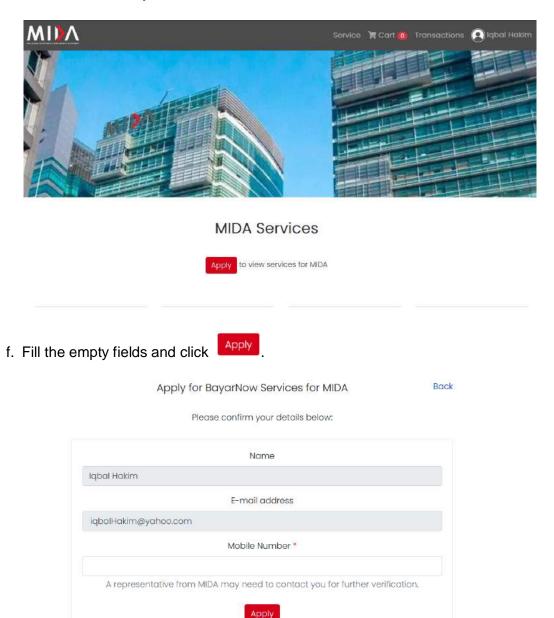
You now can occess MDA page. Please click back button

Apply

- b. Fill out all the empty fields. The fields with asterisk (*) are required.
- c. Tick the checkbox below before clicking register button.

I have read and understood MIDA Privacy Policy and Terms & Conditions.

- d. Click MIDA Register button.
- e. Once registered, you will be redirect to page as shown below. Click button to use the system.

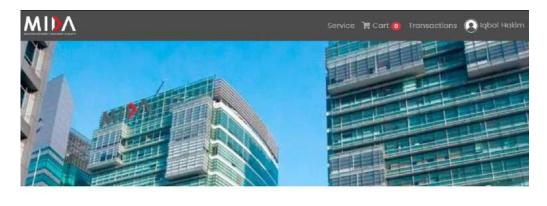


Book

g. Once the page is shown as in the next page, you will receive email notification

Back

and can access the MIDA page. Then click button to redirect to Service Page.



Apply for BoyarNow Services for MIDA

Tou now can access MIDA page Please click back button.

v. PUBLIC

a. Select Public for Account Type.

ccount Type* 🛛		Address T	
Company			1
MIDA Staff		Address 2*	10741
) Ex MIDA Staff			
Public			1
egistered Person *		Address 3	
	2		1
		Poscode*	
mail Address *			1
	25	City*	
* browsea			1
	8	State*	
confirm password *		Choose State	=
	B	Country*	
toble Number* (_{vg scolarmi})		Choose Country	+
		Capteha*	
C Number* (ap totation)		jP9bdC 😐	
		Enter Captoha	

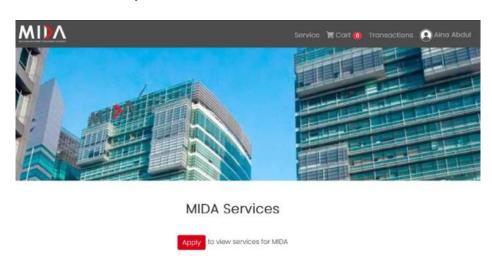
Individual (Public) Registration

Apply

- b. Fill out all the empty fields. The fields with asterisk (*) are required.
- c. Tick the checkbox below before clicking register button.

I have read and understood MIDA Privacy Policy and Terms & Conditions.

- d. Click MIDA Register button.
- e. Once registered, you will be redirect to page as shown below. Click button to use the system.



f. Fill the empty fields and click



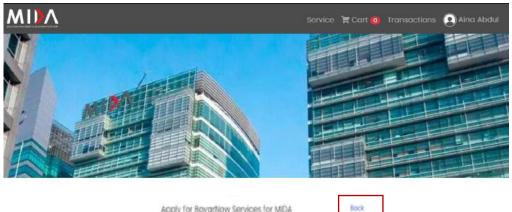
Apply for BayarNow Services for MIDA Back
Please confirm your details below:

	Name
Aina Ab	odul
	E-mail address
ainaAb	dul@yahoo.com
	Mobile Number *
A r	epresentative from MIDA may need to contact you for further verification.
	Apply

g. Once the page is shown as in the next page, you will receive email notification

Back

button to redirect to Service and can access the MIDA page. Then click Page.



Apply for BayarNaw Services for MDA

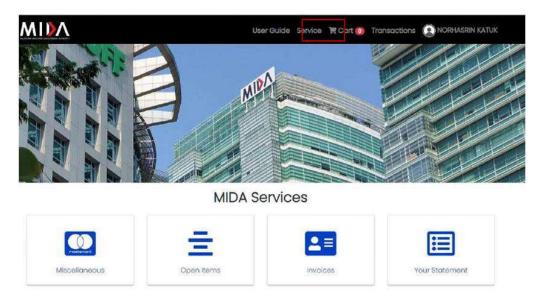
You now can access MEA page. Please click back button.

2.1.4 SERVICE PAGE

At the top of the page contains the navigation bar which list such as

i. HOME PAGE



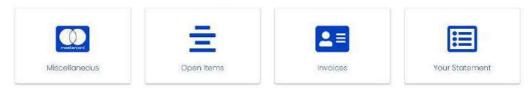


For Account Type: **Company, MIDA Staff** and **Ex-MIDA Staff** there are 4 Services listed such as:

- Miscellaneous
- Open Items
- Invoices
- Your Statement



MIDA Services



For Account Type: Public there 1 Services listed such as

• Miscellaneous





ii. CART PAGE

a. Click button to redirect to Cart Page as shown below. This page will display all your items in the cart.

MIN	Service 🗮 Cart 💿 Transactions 💽 NORHASRIN KATUK
(0) Items in your cart	Cart Summary
	Total
← Continue shopping	MYR 0.00
	Te Checkout
	Support
	J +603 2267 3633
	Please contact with us if you have any questions.

iii. TRANSACTIONS HISTORY PAGE

a. Click **Transactions** button to redirect to Transaction History Page as shown in the next page. This page will display all the transaction that you have made.

MIDV					Service 🎽 🤇	Cart 🗿 Trans	sactions (NORHASRIN KATUK
			B	ayarNow Transaction	s			
Show 10 ¢ entrie	95					Search:		
Payment Date 1	Service	Reference Number	11	Document Reference	Receipt Number 11	Amount	Status	- 11
				No data available in table				
Showing 0 to 0 of 0	entries						Previous	Next

iv. MY ACCOUNT PAGE

a. To see your details, click My Account button

button in the dropdown as shown below.



b. My Account Page display as shown in the next page.

Change Avatar			
Authorised Person		Address	
NORHASRIN KATUK		SHELL SON BHD L	011
Email Address		Address 2	
hasrin@yahoo.com		JALAN MESRA	
Registration Number		Address 3	
10000			
Mobile Number		Poscode	
44442222		57200	
		City	
		KUALA LUMPUR	
		State	
		WP KUALA LUMPL	JR
		Country	
		MALAYSIA	
Change Password			
Old password	New password		Confirm password

- c. To change your password, scroll to the end of the page until page as shown below is display. Then fill out all empty fields and click Change Password to proceed.
- d. Click ^{Concel} to discard changes.

v. LOGOUT

a. To logout from your account, click Logout button as shown in the next page, and you will be redirect to home page.



- SERVICES STEPS
 - i. MISCELLANOUS
 - a. Click on Miscellaneous button as shown below to make payment such as DigiCert, E-Stats Data, etc.



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MDA		Service)tt Cart 📀	Transactions	NORHASRIN KATUK
	Payment Details : Miscel	laneous			
	Company Name				
	SHELL SDN BHD				
	Company Registration No				
	1000217				
	Registered Person / Name				
	NORHASRIN KATUK				
	Type of Payment*				
	YURAN PENYERTAAN / PARTICIPATION FEE			Ŷ	
	Payment Details 0				
	FEES				
	Amount (RM)*				
	60.00				
	Remarks				
				1	
	Cancel		Add to car	t 🗮 Pay	

Example on Type of Payment available

Choose payment type	
Choose payment type	
YURAN PENYERTAAN / PARTICIPATION FEE	
JUALAN BUKU / BOOK SALE	
TAJAAN / SPONSORSHIP	
SIJIL DIGITAL / DIGITAL CERTIFICATE	
LAIN - LAIN / OTHERS (NOT FOR DIGITAL CERTIFICATE SERVICE)	
DOKUMEN TENDER / TENDER DOCUMENT	
PULANGAN VAT / VAT REFUND	
DATA E-STATS	

- b. Page as shown above will be displayed, then, fill out all the empty fields and can choose whether to:
 - i. Click Add to cart 🗮 button to add payment in the cart.
 - ii. Your cart on the top of page will be updated as shown below.

🐂 Cart በ

iii. Then click the bu

📜 Cart 🚺

button to see your cart page as shown below.

MIN	Service 🕅	Cart 👔 Transactions 😧 NORHASRIN KATUK
(1) Items in your cart		Cart Summary
	1 MYR 60.00	MYR 0.00
No Remarks Details Remove Item		R Chockout
← Continue shopping		Support
		+603 2267 3633 Please contact with us if you have any questions.

** Please note that user can only make payment for Open Items & Invoices or

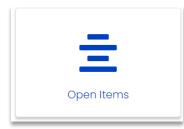
Miscellaneous separately. For example, if checkbox for Miscellaneous are checked, the checkbox for Open Items & Invoices are disabled to be checked.

Customer Informations		Item Details		
Customer Name NORHASRIN KATUK	Customer Email hasrin@yahoo.com	Item	Quantity	Price (MYR)
Address 1 SHELL SDN BHD LOT 1, JALAN M	ESRA,	yuran penyertaan / participation fee -	1	12.00
57200, KUALA LUMPUR, WP KUA LUMPUR, MALAYSIA	ALA	Total		MYR 12.00
		Cancel		Pay

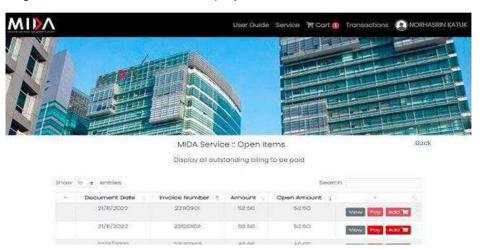
- v. Click Pay button to redirect to payment process.
- vi. Click Cancel button to cancel your payment and user will redirect to Service Page.

ii. OPEN ITEMS

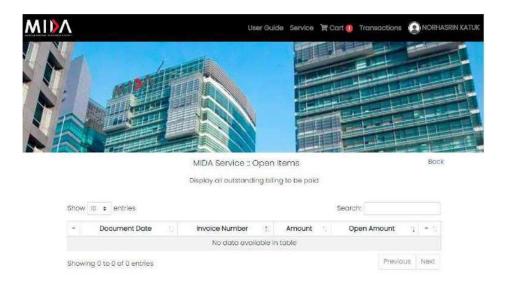
a. Click on Open Items button as shown below to display all outstanding billing that is to be paid.



b. Page as shown below will be displayed if there is data.



Meanwhile, if there is no data, the page will be displayed as shown in the next page.



- c. To make payment for the Open Items, user can choose whether to:
 - i. Click Add T button to add the payment in the cart.

Cart

** Button will be disable if the item already in the cart.

ii. Your cart on the top of page will be updated as shown below.

🛱 Cart 🙆	

iii. Then click the

button to see your cart page as shown below.

		Service 🏾 Cart 💈 Transactions <table-cell> NORHASRIN KATUR</table-cell>
(2) Items in your cart		Cart Summary
D YURAN PENYERTAAN / PARTICIPATION FEE	1 MYF	MYR 0.00
No Remarks Details a Remove item		TE Checkout
D 22110901	1 MYF 52.50	
■ Remove item ← Continue shopping		+603 2267 3633 Please contact with us if you have any questions.

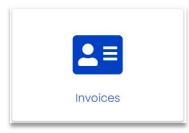
** Please note that user can only make payment for Open Items& Invoices or Miscellaneous separately. For example, if checkbox for Open Items &Invoices are checked, the checkbox for Miscellaneous are disabled to be

checked.

v. Click Pay button to redirect to payment process.

iii. INVOICES

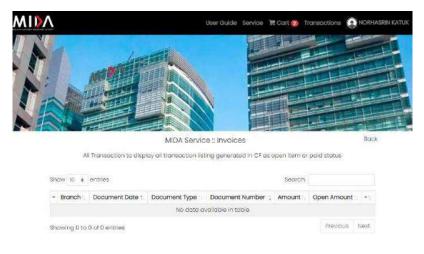
a. Click on Invoices button as shown below to display all outstanding billing that is to be paid.



i. Page as shown below will be displayed if there is data.

\mathbf{N}				User Guid	e Service	'ह Carl 👩 T	ransactions	NORHASRIN I
					THEFT			
	H H							
SPatro		ansaction to disp		ervice :: Invoi on listing gener		s open item of	poid status	Back
57000						teoror:	poid status	Bask
57004 - 8	10 a e	Document 1	Xay all transacti	on listing gener Document	ated in CF a	Search Open	۱ ۱	Back
- 1	io e e Iranch	Document 1 Date	Xay all transacti Document Type	on listing gener Document Number	ated in CF a	Search Open Amount		

Meanwhile, if there is no data, the page will be displayed as shown below.



Cart

- b. To make payment for the Invoices, user can choose whether to:
 - Add F button to add the payment in the cart. Click i. ** Button will be disable if the item already in the cart.
 - Your cart on the top of page will be updated as shown below. ii.
 - Then click the **E** button to see your cart page as shown below. iii.

(3) Items in your cart			Cart Summary
D YURAN PENYERTAAN / PARTICIPATION FEE	1	MYR	Total MYR 0.00
PEE		60.00	MIR 0.00
No Remarks Details			and the second se
il Remove item			💥 Cheokout
0 22110174	1	MYR	
auv.		52.50	Support
🗑 Remove-item			
D BI001021	1	MYR	+603 2267 3633 Please contact with us if you have any questions.
nw		45.00	Preside consider which die it you have daily questions.
🖀 Remizive item			

iv. Click the checkbox down which items that you want to pay. Then click 📜 Checkout

button to proceed to payment process.

** Please note that user can only make payment for Open Items & Invoices or Miscellaneous separately. For example, if checkbox for Open Items & Invoices are checked, the checkbox for Miscellaneous are disabled to be checked.

Click Pay button to redirect to payment process. v.

iv. YOUR STATEMENT

a. Click on Your Statement button as shown below to display user statements in pdf format.



2.1.7 HOW TO DO PAYMENT

Payment shall be made via Online MIDA Payment Channel.

MIDA Payment Channel Portal is an internet-based payment gateway that allows real-time payments for online purchases of products, services or bill payments using FPX service.

Browse the official **MIDA Payment Channel Portal website** which can be accessed via URL: <u>https://mpaychannel.mida.gov.my/</u>

• STEPS

a. From checkout page click ^{Pay} button to make payment. The page then will display as shown below.

LEMBAGA PEMBANGUNAN PELABURAN MALAYSIA
MIDA SENTRAL NO.5 JALAN STESEN SENTRAL 5 KL
SENTRAL
50470 KL SENTRAL, KUALA LUMPUR, MALAYSIA
Tel: 60322632479 Fax: 60
URL: http://mida.gov.my
Email partner@kiplepay.com

Amount (MYR)	60.00	
Order ID	20220000000002	
Card Number	1234 1234 1234 1234	
cvv		0
Expiry Date	MM / YY	0
Cardholde	r Details - <i>[Optional]</i>	+
□ I here by agree with the <u>Terms of S</u>		
Please refer to merchant refund polic	<i></i>	
Back	Pay Online	

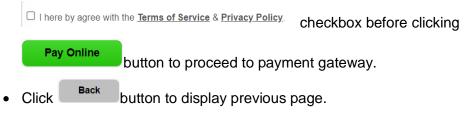
b. To choose your payment options click button. Page as shown below will be display.

SECURE ONLI	NE PAYMENT	Card Payment «	Payment Options
Card Payment	Ø FPX	@ Maybank Maybank2u	CIMB Clicks
PB Bank.com	connect	RHBNow	BANKUSLAM
A SANGRANDAT	States Seek Maintain	() BSN	AFFINBANK
allianceenline	AmOnline	HSBC 🕸	Negatit Japait Ger
OCBC Bank	Standard S	# UOB	
Maybank2E	BizChannel@CIMB	PB Conkor B2B	connect
RHBMow B2B	Deutsche Bunk B2B	BANK (ISLAM B2B	HSBC 🐼 📴
AmOnline B2B	FPX B2B	ALLIANCE BANK B2B	tinda Japan de B28
Освс В28	(B2B)	Standard Standard Standard	HUOB B28
Touch	AGRO BANK Internet for Anter	GrobPay	Coost
支付宝	BNP PARIBAS	AFFINMAX (B2B	CITI Corporate 826
Gi-bizrakyat 828	PB Enterprise 828	HUOB Regional B28	

- c. Payment Options steps:
 - i. Card Payment
 - Click button as your payment options. Page as shown in the next page will be display.

	MIDA SENTRAL NO 5 J	NAN PELABURAN MALA ALAN STESEN SENTRAL SEN L, KUALA LUMPUR, MALA Tel: 60322632479 Fa URL: <u>http://mida.g</u> Email: <u>partner@kiplepa</u>
SECURE ONLINE PAYMEN	T Card Payment «	Payment Options
Amount (MYR)	60.00	
Order ID	2022000000002	
Card Number	1234 1234 1234 1234	
cvv		0
Expiry Date	MM / YY	0
Cardholde	er Details - [Optional]	+
□ I here by agree with the Terms of §	Service & Privacy Policy.	
Please refer to merchant refund police	cy.	
Back	Pay Online	
Powered By:		000
MERCHANTSERVICES	azer Merchant Services	

• Fill all your card details then click



ii. FPX

Click

PX	
PX	

button as your payment options. Page as

shown in the next page will be display.

SECURE ONLINE PAYMEN	T Options Payment Options
Total (MYR)	60.00
Order ID	2022000000006
Name	NORHASRIN KATUK
Email	norhasrin@mda.com
Contact Number	0123641708
Payment Bank	Maybank2U ~
Description	4028
	you have read and agreed to the Service & Privacy Policy
Cancel	Pay Online Through FPX

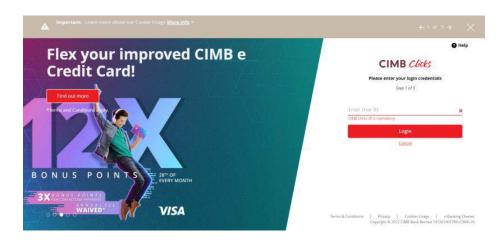
- Fill all the details and choose your payment bank before clicking
 Pay Online Through FPX button to proceed to payment gateway.
- Click Cancel button to cancel the payment.

iii. Other banking payment

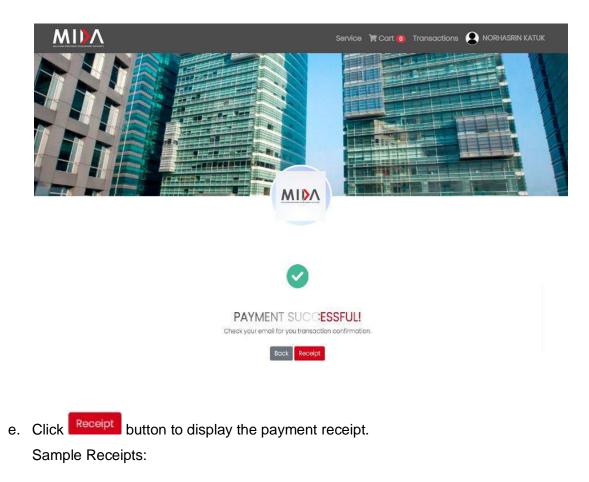
• Example: To pay using CIMB bank click **CIMB** *Clicks* button as your payment options. Page as shown in the next page will be displayed.

CIMB Cliebs « Payment Options
60.00
2022000000006
NORHASRIN KATUK
norhasrin@mda.com
0123641708
4028
you have read and agreed to the Service & Privacy Policy.
nline via CIMB Clicks

proceeds to CIMB Clicks page as shown below.



d. When the payment is success, page as show below will be display.



Kuala 50470	(alan Stesen Sentral 5 TARIKH : 09/05/2023 Lumpur Sentral NO. RESIT : 022430 Kuala Lumpur, Malaysia ID PENGGUNA : acct 3 2267 3633 / Fax: 603 2274 8505 KOD PTJ / DANA : H00
RESIT RASMI	
DITERIMA DARIPADA	nadia staff 6
ALAMAT	NADIA STAFF 6 ROAD
UNTUK BAYARAN	JUALAN BUKU/BOOK SALE
RINGGIT MALAYSIA	SEPULUH DAN SEN LIMA PULUH SAHAJA.
RM	10.50
CARA BAYAR/RUJUKAN	[IBG / N2023000000031

f. Click button to redirect to Service Page.