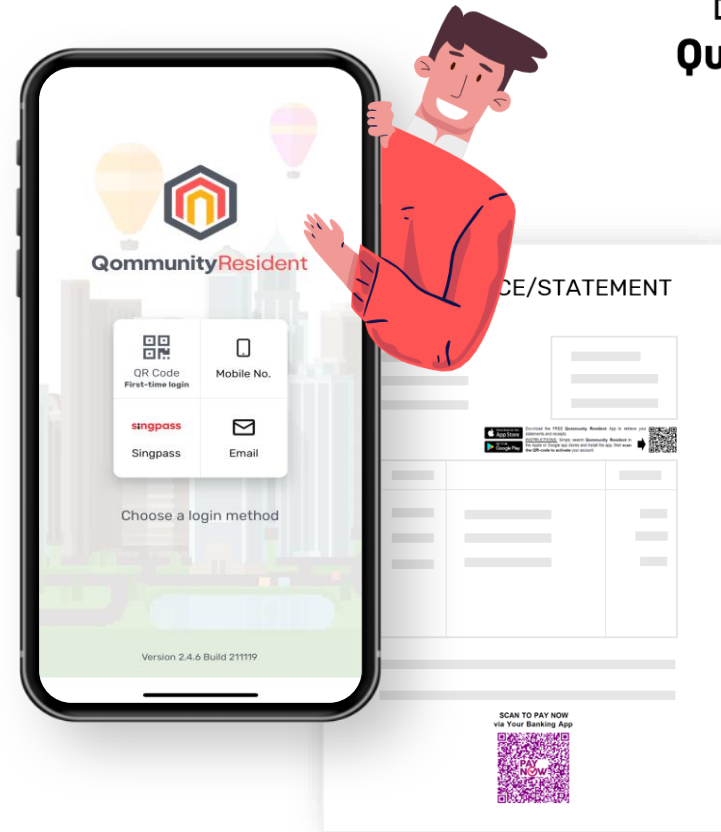


Guide to Register for Qornerstone QuickPay™

Pay condo bills securely and
instantly.



Powered
by DBS



Registration Link:

<https://www.cognitofrms.com/IBASETechnologyPteLtd/StartAcceptingDigitalPaymentsPlatFormFees>

How to Fill Up QuickPay Registration Form



Start Accepting Digital Payments

Activation form for Qornerstone QuickPay.

1 Page 1 2 Page 2 3 Page 3

A. Company Profile

Legal Entity Name *

Company Name must be the exact registered business entity name

Corporate UEN *

UEN is the standard identification number of an entity for convenient interaction with government agencies. Whether it is filing your corporate tax returns or applying for import and export permit.

PEPPOL ID

PEPPOL id is your unique address in the PEPPOL network, which allows your company or organization to receive PEPPOL invoices.

Legal Entity Name (Mandatory):
The legal entity name of the estate

Corporate UEN (Mandatory):
UEN of the MCST

PEPPOL ID (Non-mandatory):
Fill in only if applicable

How to Fill Up QuickPay Registration Form

Registered Address *

Address Line 1

Address Line 2

Postal / Zip Code Singapore

Billing Address

Address Line 1

Address Line 2

Postal / Zip Code Singapore

B. Business Contact Details

Name *

First Last

Email * **Contact No ***

Point of Contact for additional info regarding this application.

Registered Address (Mandatory):
The registered address of the estate

Billing Address (Non-mandatory):
If not filled in/required, Billing Address will be stated as the same as Registered Address (above)

Business Contact Details (Mandatory):
The staff, who is also the main contact person regarding this application. Notification on daily amount sweeps will be sent to this email address.
*First & Last Name are mandatory

How to Fill Up QuickPay Registration Form

Supporting Documents

Please upload bank statement, ACRA Biz file, SLA Certificate of Constitution or MC meeting minutes etc.

⊗ Item 1

Document *

Upload or drag files here.

+ Add Item

Next >

1

Supporting Documents (Mandatory):

- Bank statement showing the bank account details such as Bank Name, Account Number, and etc. (highly recommended to upload this document for Qornerstone to verify the bank account details)
- ACRA Biz file
- Any other documents

Click 'Next' to proceed to Page 2.

How to Fill Up QuickPay Registration Form

C. QuickPay Charges

(transaction fees and monthly charges may apply. Please indicate who will pay these charges.)

Who Pays? *

User MCST

Payment Option

Dropdown menu with options:

- PayNow Only
- Credit Card Only
- Both

QuickPay Charges (Mandatory):

- Select user-pay or MCST-pay for the Quickpay transaction fee.
- Select to turn on which payment method (PayNow Only, Credit Card Only, Both)

How to Fill Up QuickPay Registration Form

C. QuickPay Charges

(transaction fees and monthly charges may apply. Please indicate who will pay these charges.)

Who Pays? *

User MCST

Payment Option

Both

Please download the OPN agreement from [MSA - OPN SG \[Cornerstone S merchants\].pdf](#) and attach it below if you opt to turn on credit card option or both.

OPN Agreement *

Upload or drag files here.

Please download the QuickPay - MCST agreement from [QuickPay_MCST Agreement.pdf](#) and attach it below if you opt to turn on paynow option or both.

QuickPay - MCST Agreement *

Upload or drag files here.

- Click on the hyperlink in red to view and download the agreements.
- Fill and sign the agreements (the applicable agreement will show based on your selection for 'Who Pays' & Payment option).
- Upload the agreement.

How to Fill Up QuickPay Registration Form

1 Page 1 2 Page 2 3 Page 3

D. Bank Account

MCST Bank *



MCST Bank *

DBS

ANZ

Bank of China

BNP Paribas

Citibank

CIMB

DBS

Deutsche Bank

HSBC

HL Bank

PayNow Corporate UEN *

How can I receive payments with PayNow Corporate?

You can publish your UEN or your PayNow QR code on your bill, invoice, business card, website, app, email and even at in-store counter.

- Businesses can pay to your UEN via internet or mobile banking.
- Individuals can scan your QR using a mobile banking app from any PayNow participating banks.

MCST Bank (Mandatory):

Click on the dropdown-icon to select the Bank

*PayNow Corporate UEN (Mandatory):

Input the PayNow Corporate UEN No.

***MCST Bank Account must be PayNow Corporate-registered.**

How to Fill Up QuickPay Registration Form

Account Details

Account Name *

This name will appear on the bank statement and email notification.

Branch Code *

Branch Codes are 3 digit figures registered to a branch.

SWIFT Code *

SWIFT Codes are 8 or 11 characters.

Account Number *

Account numbers are 7-11 digit figures registered to a bank account.

- BOC: 11 digits
- BNP paribas: 11 digits
- CIMB: 10 digits
- Citibank: 10 digits
- DBS: usually 10 digits
- HSBC: length varies
- ICBC: 11 digits
- Maybank: 11 digits
- OCBC: length varies
- Standard Chartered: 10 digits
- UOB: 10 digits

< Back

Next >

Account Details (Mandatory):
Fill in the Account Name, Branch Code, Swift Code, Account Number

Click 'Next' to proceed to Page 3.

How to Fill Up QuickPay Registration Form

1 Page 1 2 Page 2 3 Page 3

E. Account Verification

(transaction fees and monthly charges may apply. Please indicate who will pay these charges.)

Verified by

⊗ Approver 1

Name *

First Last

Email * Phone *

Role

[+ Add Approver](#)

I acknowledge that the information above is correct. By signing this form I am authorising Cornerstone to keep my information on file. I also acknowledge and accept the Subscription Terms and Conditions stated by Cornerstone.

[Terms of Use](#)

[Data Protection and Security Policy](#)

[General FAQs](#)

[Security FAQs](#)

[< Back](#) [Submit](#)

Account Verification - Approver (Mandatory):

Fill in the Council Member info -> Office Bearers like Chairman or Treasurer

*First & Last Name are mandatory

An email notification will be sent to Approver upon online submission.

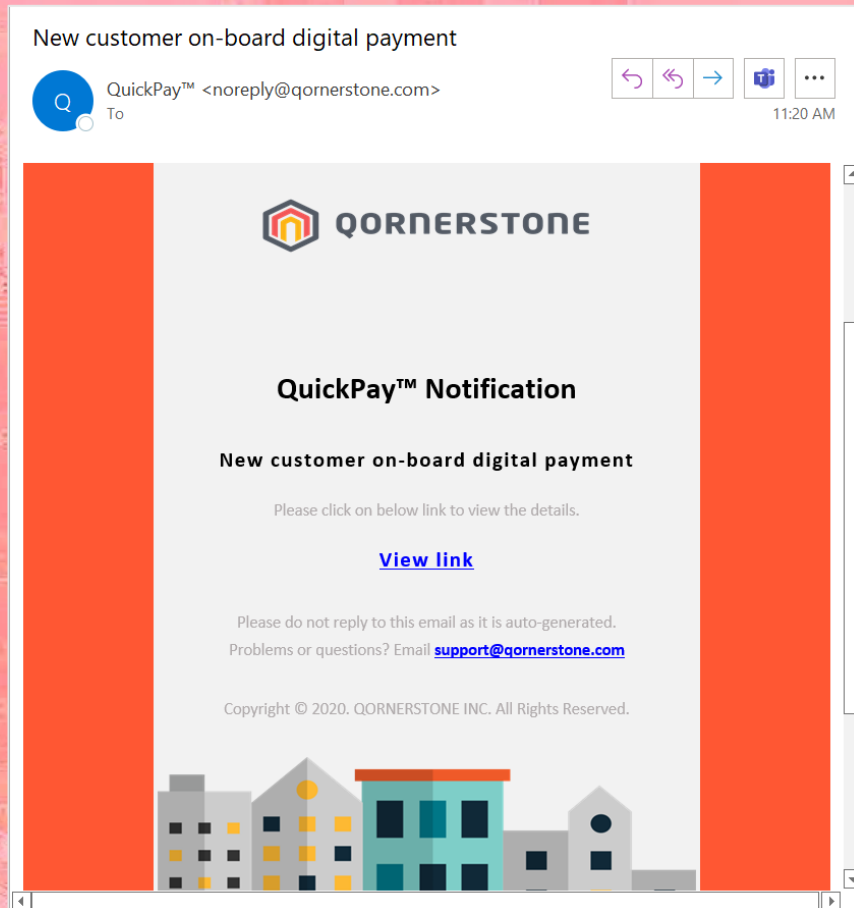
Tick the checkbox and click on any links to view the information.

Click 'Submit' to submit your application.

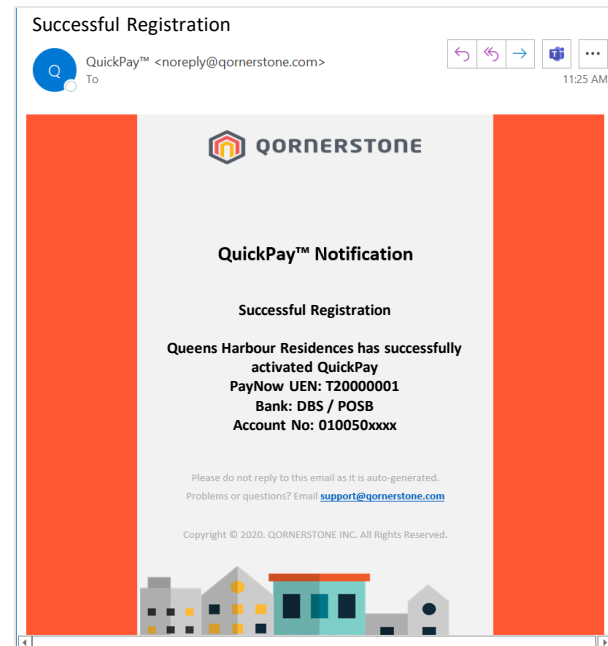
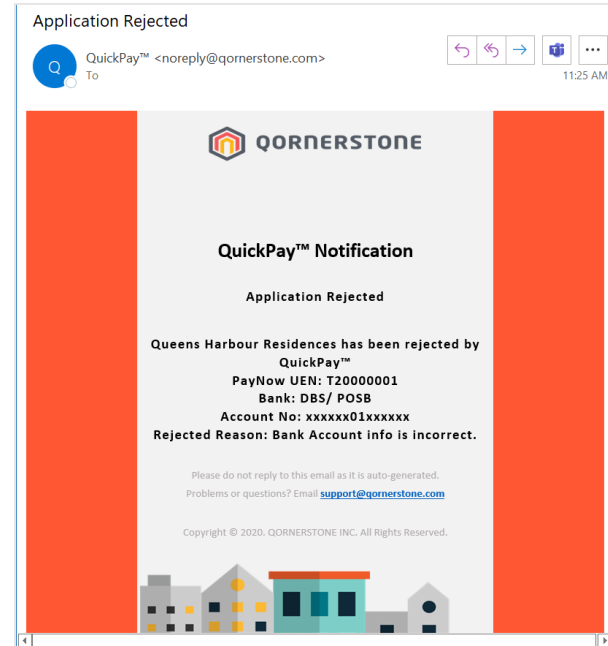
What's Next

1

Upon form submission, both the Business Contact Person & Account Verifier, as stated in the QuickPay Registration Form, will receive an email notification. *No action is required. This email is for information purposes only.*



2



When QuickPay Registration is Rejected:

An email notification will be sent to Business Contact Person only. *Qornerstone will inform Business Contact Person via email on the reason of rejection. A re-submission of QuickPay registration form is required.*

When QuickPay Registration is Approved:

An email notification will be sent to both the Business Contact Person & Account Verifier. *No action is required. This email is for information purposes only.*

