(attach your national ID and send using the finance contact email you specified when setting up the Paybill / Till Number to [lipanampesa@safaricom.co.ke](mailto:lipanampesa@safaricom.co.ke) and M-PESABusiness@safaricom.co.ke )

YOUR LETTERHEAD

COMPANY ADDRESS

TO : MPESA BUSINESS

DATE :

**RE: CREATION OF BUSINESS ADMIN ACCOUNT**

Kindly assist with the subject. Required information is as below.

Org Name:

ShortCode: (this is the paybill number)

First Name: (of applicant)

Last Name:

ID Type:

ID Number:

DOB:

Nationality:

Desired admin username:

Email:

Phone:

Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Director

(all signatories of the paybill / till number should sign. If there is only 1 signatory, this should be stated explicitly i.e I am the only signatory to this paybill / till number)

COMPANY STAMP HERE