



Hi Agoda partners,

please refer below instructions when uploading supporting documentations on Agoda system.

### 1. Personal identification document

Click 'Card ID file' button and upload supporting documentations which include information. Please make sure the file clearly shows the holder's name.

Bank location

Account holder or beneficiary name

Local Beneficiary Name

Account holder or beneficiary address

Account holder or beneficiary telephone

Account holder or beneficiary fax

Bank Account Name

Bank Account No.

Swift code

IBAN No.

Bank Name

Local Bank Name

Bank code

Branch name

Branch code

Bank Account Type

Currency

Bank Address

Intermediate Bank Name

Intermediate Bank Swift Code

Intermediate Bank Address

Status

Card Id file  No file chosen

Bank account files  No file chosen

Supported file type: .pdf, .jpg, .jpeg, .png  
Maximum file size is 1 MB  
NOTE: Please upload only bank account documents here and not included PCI data.  
For more information please contact Agoda support.

Example of valid personal identification document:

Document	Type	Acceptable	Unacceptable	Reason
Personal identification document	ID card			Reflection covers holder's name
	Passport			

	Driver's license			
--	------------------	--	--	--

Example of invalid personal identification document:

Document	Type	Unacceptable	Reason
Personal identification document	All		Reflection masking holder's name

## 2. Bank account supporting document

Click 'Bank account files' button and upload supporting documentations which clearly show information:

1. Bank name
2. Account name
3. Account number or IBAN

Bank location:

Account holder or beneficiary name:

Local Beneficiary Name:

Account holder or beneficiary address:

Account holder or beneficiary telephone:

Account holder or beneficiary fax:

Bank Account Name:

Bank Account No.:

Swift code:

IBAN No.:

Bank Name:

Local Bank Name:

Bank code:

Branch name:

Branch code:

Bank Account Type:

Currency:

Bank Address:

Intermediate Bank Name:

Intermediate Bank Swift Code:

Intermediate Bank Address:

Status:

Card M file:  No file chosen

**Bank account files:  No file chosen**

\* Supported file type: pdf, jpg, jpeg, png  
NOTE: Maximum file size is 1 MB  
Please upload only bank account documents here and not included PCI data.  
For more information please contact Agoda support


Example of valid bank account supporting document:

Document	Type	Valid example	Reason
----------	------	---------------	--------

<b>Bank account supporting document</b>	Bank passbook		<b>Reflection covers holder's name</b>
	Bank statement		
	Bank online screenshot		
	Cancelled cheque		

Example of **invalid** bank account supporting document:

Document	Type	Invalid example	Reason
Bank account supporting document	Debit card/Credit card		Credit/debit card is NOT accepted

	<p>Bank slip/Credit card slip</p>		<p>Bank/credit card slip is NOT accepted</p>
--	-----------------------------------	---	--