



TRANSITION TO JOMPAY FOR SUBSCRIPTION PAYMENTS

Dear Members,

Payments of bills by members especially by way of cheques, cash and credit cards creates significant back office work load and reconciliation issues for the Finance staff. The more efficient payment method used by most merchant and businesses is JomPAY. It is simple, easy to use and convenient payment method with lower bank charges. JomPAY can be accessed via mobile, online and ATM channels of Banks.

The Management of the Royal Selangor Club notes that while JomPAY is already available as a payment option for subscriptions, its usage among members remains low. We are therefore taking this opportunity to encourage all members to adopt JomPAY more widely, as it offers clear benefits to both the Club and our members.

After a careful review of our current payment methods and operational costs, we have decided to gradually encourage the use of JomPAY as our primary payment method for membership subscriptions.

The Advantages of Using JOMPAY

- **Cost Efficiency for the Club**

At present, the Club bears approximately RM13,000-RM15,000 per month in credit card processing charges. By encouraging members to pay their subscriptions via JomPAY, the service charges borne by the Club will be substantially lower compared to credit card transactions. The Club can use the extra cost saving to improve the services and maintenance of the Club.

- **Bank Reconciliation**

Currently, the Club manually reconciles approximately 1,200 transactions per month, which is a time-consuming and labour-intensive process. By adopting JomPAY, we can significantly streamline bank reconciliation, reduce administrative workload, and improve overall financial administration and work load.

- **Operational Efficiency**

Adopting JomPAY will enable Finance staff to mitigate delays and errors and enable a more efficient payment process, ensuring that your subscriptions are accurately recorded in a timely manner.

Implementation Guidelines

To facilitate a smooth transition, the following measures will be implemented:

- JomPAY Guidelines at the Counter – The Club will establish clear guidelines for members to utilise JomPAY at our reception counters. Our front office and management staff will be on hand to assist members with the process.
- Gradual phasing Out of Cash and Cheque Payments – The Club will try to phase out members payments made via cash and cheque over a period of time. Members are encouraged to adopt JomPAY as it easier and more efficient payment mode. Cash payment while not encouraged can still be paid at the Club's reception counter.

We kindly request all members to familiarise themselves with the JomPAY payment method and to begin using it at the earliest opportunity. Further details and step-by-step guides will be made available at the Club's reception counters and through our official communication channels.

Please refer to the step-by-step guide in the attachment below for your reference and action.

We thank you for your continued support and cooperation in making this transition a success. Should you have any questions or require assistance, please do not hesitate to contact the Finance staff, Mr. Syazwan & Ms. Anis or Club's administration office.

Yours sincerely,

Management

Royal Selangor Club

Attachment – How to Pay Your Monthly Club Bills Using JomPAY (Maybank Example)

What is JomPAY?

JomPAY is a simple, safe and convenient way to pay bills directly from your online banking account. There is **no need to write cheques or visit the club**. Payments can be made anytime, anywhere using your bank's online banking or mobile banking app or ATM

All you need is:

- The Club's **JomPAY Biller Code (84970)**
- Your **Ref-1 number** (your Membership Number)



Step-by-Step Guide (Maybank2u / MAE App)

1. Log in

Open the **Maybank2u** website or **MAE App** and log in.

2. Select “Pay & Transfer”

Tap or click **Pay & Transfer**.

3. Choose “JomPAY”

Select **Pay Bills**, then choose **JomPAY**.

4. Enter the Biller Code

Key in the Club’s **JomPAY Biller Code (84970)**.

5. Enter Ref-1

Enter your Membership Number

6. Enter Ref-2 (if required)

Optional . You may leave this blank or may key in your full name

7. Enter the Amount

Key in the amount shown on your monthly Club bill.

8. Select Your Account

Choose the Maybank account you wish to pay from.

9. Check the Details

Ensure the following are correct:

- Biller Code. **84970**
- Membership Number (Ref-1)
- Payment Amount

10. Confirm Payment

Click Confirm to complete the payment.

11. Save the Receipt

Download or take a screenshot of the payment receipt for your records.



JomPAY payment using a Maybank ATM

Before going to the ATM, have your bill or payment instructions ready. You will need the **JomPAY Biller Code, Ref-1, Ref-2** if applicable, and the payment amount.

1. Insert your **Maybank ATM/debit card**.
2. Enter your **ATM PIN**.
3. Select "**PAY BILLS**."
4. Select "**JOMPAY**."
5. Select "**JOMPAY BILL PAYMENT**."
6. Read and accept the **JomPAY Terms** and Conditions by selecting "**YES**."
7. Enter the **payment amount** and confirm.
8. Select the account from which payment will be made:
 - Savings Account; or
 - Current Account.
9. Enter the Biller Code **84970**
10. Enter **Ref-1** membership number.
11. Enter **Ref-2** Optional . If Ref-2 is not applicable, select "**NEXT**."
12. Check the displayed details carefully:
 - Biller name; **Royal Selangor Club**
 - Biller Code; **84970**
 - Ref-1 **Your membership number**
 - Ref-2; Optional
 - Payment amount; and
 - Account being debited.
13. Select "**NEXT**" or "**CONFIRM**" to complete the payment.
14. Collect and retain the **ATM receipt/JomPAY** reference number as proof of payment.



Helpful Tips

- ✓ Always use the correct Membership Number in **Ref-1** so your payment is credited to your account.
- ✓ Pay before the due date to avoid late payment charges.
- ✓ You can save the Club as a favourite payee to make future payments even faster.

Information Required

- Biller Code: 84970
- Ref-1 (Membership Number):
- Ref-2 (if applicable):

Other banks that offer JomPAY through ATMs include:

- Maybank
- CIMB Bank
- Public Bank
- RHB Bank
- Bank Simpanan Nasional (BSN)
- Bank of China (Malaysia)

