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Date:

Country: Barbados

Merchant Information

Legal Business Name:https

://shopigvco.com/Website URL:

Website General Requirements

	Yes	No
1. Provides a clear description of goods and/or services offered.	<input type="checkbox"/>	<input type="checkbox"/>
2. Indicates the currency of the transaction.	<input type="checkbox"/>	<input type="checkbox"/>
3. Provides clear delivery policy including the delivery method, timeframe and multiple shipments (when applicable).	<input type="checkbox"/>	<input type="checkbox"/>
4. Provides clear disclosure of your business name and location (corporation legal entity name, address and country of origin). Note: This information should be visible either at checkout with total purchase amount and/or during the sequence of pages during checkout.	<input type="checkbox"/>	<input type="checkbox"/>
5. Provides customer service contact information including telephone number, e-mail address and customer service hours of operation.	<input type="checkbox"/>	<input type="checkbox"/>
6. Provides address of your permanent establishment. Note: This information may be displayed on any page within your website but must be readily accessible by the cardholder.	<input type="checkbox"/>	<input type="checkbox"/>
7. Displays card association logos in colour.	<input type="checkbox"/>	<input type="checkbox"/>
8. Clearly visible Terms & Conditions and export or legal restrictions. Note: This information should be visible either at checkout with total purchase amount and/or during the sequence of pages during checkout.	<input type="checkbox"/>	<input type="checkbox"/>
9. Clear privacy statement concise with disclosures on what information is collected and tracked and with whom it is shared.	<input type="checkbox"/>	<input type="checkbox"/>
10. Clear return/refund/cancellation policy described in full detail providing cardholders with their options before purchasing the product/service. The policy should be disclosed during the sequence of pages before the final checkout and include an acceptance/acknowledgement button. The disclosure may be a link to a separate page only if that link includes an acceptance/acknowledgement button and refers to the return/refund/cancellation policy.	<input type="checkbox"/>	<input type="checkbox"/>
11. Provides cardholder the ability to review order prior to final checkout.	<input type="checkbox"/>	<input type="checkbox"/>
12. Order confirmation page with a receipt of the transaction including clear statement advising cardholders to retain a copy of the transaction.	<input type="checkbox"/>	<input type="checkbox"/>

Website Security Verification

- | | Yes | No |
|--|--------------------------|--------------------------|
| 13. Use of Magento Commerce 2 or another e-commerce platform which is PCI DSS compliant. | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Secure site certificate or other means of security is clearly displayed. | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Security method for the transmission of payment data is SSLA Secured 128 bit. | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Web hosting company contact information is clearly displayed. | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. CAPTCHA form at the checkout has been installed. | <input type="checkbox"/> | <input type="checkbox"/> |

Merchant Services Policy and Procedure Requirements

- | | Yes | No |
|---|--------------------------|--------------------------|
| 18. Your business is not involved and your website does not contain or link to prohibited activity as outlined below: | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Nutraceuticals - Merchant who is involved in the purchase and sale of specific goods which claim to have a health benefit. | | |
| b. Free Trial Period - Merchant who allows the customer to purchase goods or services by using a free trial period, after which customers are charged on a recurring basis. | | |
| c. Gambling - Merchant who is involved in gambling activity including online, casino and sale of lottery tickets. | | |
| d. Cryptocurrency - Merchant who is associated with the purchase and sale of digital cryptocurrencies. | | |
| e. Counterfeit Activity - Merchant who is involved in the purchase and sale of counterfeit goods including the unauthorized use of intellectual property. | | |
| f. Online Cigarettes Sales - Merchant who is involved in the online sale of cigarette goods. | | |
| g. Online Pharmacy - Merchant who is involved in the sale and distribution of prescription and over-the-counter medications online. | | |
| h. Binary Option - Merchant who is involved in financial exotic options where the payoff is either a fixed monetary amount or nothing at all. | | |
| i. Aggregator Model - Merchant who sells products or services which it does not own on behalf of other merchants, providing them with payment processing services. | | |
| j. Prohibited Adult Content and Human Trafficking - Merchant who is involved in the sale and distribution of prohibited adult content and human trafficking. | | |
| k. Gaming - Merchant who is involved in the sale or use of a video game that is played through the internet or other computer network and involves the exchange of money. | | |
| 19. Are you currently processing E-commerce transactions with another acquirer? If so, previous processing statements will be requested. | <input type="checkbox"/> | <input type="checkbox"/> |

E-commerce Best Practices

- Ensure to install security plug-ins and use HTTPS.
- Regularly ensure shopping cart, other services, and all software are upgraded or patched to the latest versions.
- Setup a Web Application Firewall to block suspicious and malicious requests from reaching the website.
- Limit access to the administrative portals and accounts to only those who need them.
- Require strong administrative passwords (use a password manager for best results) and enable two-factor authentication.
- Invest in automatic back-ups.
- Consider implementing a Fraud monitoring tool.
- Do not request an authorization until the goods or services are ready to be dispatched.

- Ensure that the transaction amount used in the authorization message matches the value of the goods in an individual shipment, including any additional charges for posting and packing.
- Ensure that the combined amount of all shipments does not exceed the total amount agreed with the cardholder. The merchant must send an e-mail notification to the cardholder explaining that the order will be sent in more than one shipment, and that a payment will be requested for each shipment.
- Ensure the cardholder is advised if, as a result of multiple or partial deliveries, the original price is exceeded or the total completion of the order has taken more than thirty (30) calendar days from the time the cardholder placed the order. The merchant will then be required to make a new purchase order for the additional amount and, if appropriate, include the revised delivery date. This new transaction must be appropriately authorized and processed.
- Always ensure the merchant location disclosed to the cardholder is the location used in the transaction.
- For a minimum of 120 days, make available to the cardholder the transaction date and transaction amount if requested.

Merchant Authorized Signature

E-commerce Website Review Checklist
completed and verified by:

Date:

[Name of Authorized Signatory]

[Position Title]