



## 2. Add new users (Continued)

### User 2 Details

Link User to other Affiliated Entity(ies) from same Group ID (selected roles will apply for all entities listed below)

|  |   |
|--|---|
| Name of Entity 1   | Business Registration No. for Entity 1  |
| <input type="text"/>   | <input type="text"/>  |
| Name of Entity 2   | Business Registration No. for Entity 2  |
| <input type="text"/>   | <input type="text"/>  |
| Name<br>(underline surname)  | Roles<br>(please tick where applicable)   |
| <input type="text"/>   | <input type="checkbox"/> Enquirer <input type="checkbox"/> Administrator  |
| Country of Issuance<br>(default MY)  | <input type="checkbox"/> Maker <input type="checkbox"/> Payroll Maker   |
| <input type="text"/>   | <input type="checkbox"/> Verifier (non-payroll) <input type="checkbox"/> Payroll Verifier                                       |
| Email Address<br>(This is required to receive BIBPlus Email notifications) | <input type="checkbox"/> Sender (non-payroll) <input type="checkbox"/> Payroll Sender <input type="checkbox"/> Proxy Authoriser |
| <input type="text"/>   | <input type="checkbox"/> Authoriser (non-payroll)   |
| Mobile No.<br>(This is required to receive BIBPlus SMS notifications)      | Payroll Authoriser<br>(Please indicate specific payroll access. If not indicated, default is Full Access.)                      |
| <input type="text"/>   | <input type="checkbox"/> Full Access <input type="checkbox"/> View Employee Details Only  |
| User Specimen Signature  | <input type="checkbox"/> View Payroll Amount Only   |
| Preferred User ID<br>(min 8 characters with no space or special character) | Authoriser Group: A/B/C/D/E (Default Group = A)   |
| <input type="text"/>   | Daily Approval Currency & Limit: <input type="text"/> <input type="text"/>  |
| NRIC/Passport/FIN<br>(default NRIC)  |   |
| <input type="text"/>   |   |

### User 3 Details

Link User to other Affiliated Entity(ies) from same Group ID (selected roles will apply for all entities listed below)

|  |   |
|--|---|
| Name of Entity 1   | Business Registration No. for Entity 1  |
| <input type="text"/>   | <input type="text"/>  |
| Name of Entity 2   | Business Registration No. for Entity 2  |
| <input type="text"/>   | <input type="text"/>  |
| Name<br>(underline surname)  | Roles<br>(please tick where applicable)   |
| <input type="text"/>   | <input type="checkbox"/> Enquirer <input type="checkbox"/> Administrator  |
| Country of Issuance<br>(default MY)  | <input type="checkbox"/> Maker <input type="checkbox"/> Payroll Maker   |
| <input type="text"/>   | <input type="checkbox"/> Verifier (non-payroll) <input type="checkbox"/> Payroll Verifier                                       |
| Email Address<br>(This is required to receive BIBPlus Email notifications) | <input type="checkbox"/> Sender (non-payroll) <input type="checkbox"/> Payroll Sender <input type="checkbox"/> Proxy Authoriser |
| <input type="text"/>   | <input type="checkbox"/> Authoriser (non-payroll)   |
| Mobile No.<br>(This is required to receive BIBPlus SMS notifications)      | Payroll Authoriser<br>(Please indicate specific payroll access. If not indicated, default is Full Access.)                      |
| <input type="text"/>   | <input type="checkbox"/> Full Access <input type="checkbox"/> View Employee Details Only  |
| User Specimen Signature  | <input type="checkbox"/> View Payroll Amount Only   |
| Preferred User ID<br>(min 8 characters with no space or special character) | Authoriser Group: A/B/C/D/E (Default Group = A)   |
| <input type="text"/>   | Daily Approval Currency & Limit: <input type="text"/> <input type="text"/>  |
| NRIC/Passport/FIN<br>(default NRIC)  |   |
| <input type="text"/>   |   |

### 3. Update existing user details (if you have more than 3 users, you can update more users in Appendix 2 – Update Existing BIBPlus Users)

#### Please read the notes below before you fill up this section.

- ▶ **Enquirer:** View account details only.
- ▶ **Maker:** Create all transactions (except Payroll) and view account details. Authoriser is required to approve transactions created.
- ▶ **Payroll Maker:** Create payroll transactions and view payroll details. Payroll Authoriser is required to approve payroll transactions created.
- ▶ **Authoriser:** Create transactions, approve other user's transactions (except Payroll), and view account details.
- ▶ **Payroll Authoriser:** Create payroll, approve other user's payroll transactions, and view payroll details.
- ▶ **Verifier:** Verify transaction data input by user before submitting to Signatory.
- ▶ **Sender:** Release fully authorised transaction to bank for processing.
- ▶ **Proxy Authoriser:** Remote Authorisation permissions to authorise transactions on behalf of Signatory.

- Important:**
- Setup details indicated in this form will supercede existing setup and information.
  - By selecting Payroll role, you will be subscribed to BIBPlus Bulk Services for which fees may apply. Please refer to the BIBPlus Form Guide for details.
  - Upon UNLINKING, User(s) will not be able to access the accounts & transactions of the Applicant.

#### User 1 Details

Link to applicant (Please complete the details below)

Unlink from applicant

Name  
(underline surname)

\_\_\_\_\_

Roles  
(please tick where applicable)

Enquirer  Administrator

Existing User ID  
(min 8 characters with no space or special character)

\_\_\_\_\_

Maker  Payroll Maker

Verifier (non-payroll)  Payroll Verifier

Email Address  
(This is required to receive BIBPlus Email notifications)

\_\_\_\_\_

Sender (non-payroll)  Payroll Sender  Proxy Authoriser

Mobile No.  
(This is required to receive BIBPlus SMS notifications)

\_\_\_\_\_

Authoriser (non-payroll)

Payroll Authoriser  
(Please indicate specific payroll access. If not indicated, default is Full Access.)

Full Access  View Employee Details Only

View Payroll Amount Only

User Specimen Signature

\_\_\_\_\_

Authoriser Group: A/B/C/D/E (Default Group = A)

Daily Approval Currency & Limit: \_\_\_\_\_

#### User 2 Details

Link to applicant (Please complete the details below)

Unlink from applicant

Name  
(underline surname)

\_\_\_\_\_

Roles  
(please tick where applicable)

Enquirer  Administrator

Existing User ID  
(min 8 characters with no space or special character)

\_\_\_\_\_

Maker  Payroll Maker

Verifier (non-payroll)  Payroll Verifier

Email Address  
(This is required to receive BIBPlus Email notifications)

\_\_\_\_\_

Sender (non-payroll)  Payroll Sender  Proxy Authoriser

Mobile No.  
(This is required to receive BIBPlus SMS notifications)

\_\_\_\_\_

Authoriser (non-payroll)

Payroll Authoriser  
(Please indicate specific payroll access. If not indicated, default is Full Access.)

Full Access  View Employee Details Only

View Payroll Amount Only

User Specimen Signature

\_\_\_\_\_

Authoriser Group: A/B/C/D/E (Default Group = A)

Daily Approval Currency & Limit: \_\_\_\_\_

### 3. Update existing user details (Continued)

#### User 3 Details

Link to applicant (Please complete the details below)

Unlink from applicant

Name  
(underline surname)

\_\_\_\_\_

Existing User ID  
(min 8 characters with no space or special character)

\_\_\_\_\_

Email Address  
(This is required to receive BIBPlus Email notifications)

\_\_\_\_\_

Mobile No.  
(This is required to receive BIBPLUS SMS notifications)

\_\_\_\_\_

User Specimen Signature

\_\_\_\_\_

Roles  
(please tick where applicable)

Enquirer  Administrator

Maker  Payroll Maker

Verifier (non-payroll)  Payroll Verifier

Sender (non-payroll)  Payroll Sender  Proxy Authoriser

Authoriser (non-payroll)

Payroll Authoriser  
(Please indicate specific payroll access. If not indicated, default is Full Access.)

Full Access  View Employee Details Only

View Payroll Amount Only

Authoriser Group: A/B/C/D/E (Default Group = A)

Daily Approval Currency & Limit: \_\_\_\_\_

### 4. Delete Users (Please provide details below)

 Name

\_\_\_\_\_

User ID

NRIC/Passport/FIN  
(Default NRIC)

\_\_\_\_\_

\_\_\_\_\_

Name

\_\_\_\_\_

User ID

NRIC/Passport/FIN  
(Default NRIC)

\_\_\_\_\_

\_\_\_\_\_

Name

\_\_\_\_\_

User ID

NRIC/Passport/FIN  
(Default NRIC)

\_\_\_\_\_

\_\_\_\_\_

Note: Deleted User(s) will be removed from all his/her other roles and all linked entities.

## 5. Declaration

I/We, on behalf of the Applicant and Entity(ies) respectively, hereby:

- a) Request the changes or amendments to be made to my/our BIB Service as set out above;
- b) confirm that I/we have obtained and agree to be bound by the UOB BIB Service Agreement ("BIB Agreement") and any amendment or variation thereof;
- c) confirm that I/we have obtained and agree to be bound by the terms and conditions applicable to each of the services that I/we have applied for and any amendment or variation thereof;
- d) confirm that each of the Company Signatories named herein is authorised to operate and use any of the services granted and provided to me/us through the BIB Service, based on the approval mandate and approval limit set out in this form. I/We confirm that if I/we do not indicate the approval mandate or approval limit, each Company Signatory is deemed to be authorised by me/us to approve transactions of any amount. If the approval mandate is indicated but not the approval limit, the Company Signatories are deemed to be authorised by me/us to approve transactions of any amount according to the approval mandate;
- e) confirm and agree that any existing mandate or instructions which I/we may have with the UOB Group Bank(s) will not apply in relation to my/our use of BIB;
- f) confirm that all the information provided here is true and accurate to the best of my/our knowledge as at the date of this application;
- g) authorise the Bank to issue password(s) and token(s) to the Company User(s) and Company Signatory(ies), where applicable. Company User refers to Enquirer, Maker, Verifier, Sender, Proxy Authoriser and Payroll Maker. Company Signatory refers to Authoriser and Payroll Authoriser;
- h) confirm that the person(s) who is/are the Company Administrator(s) of the Primary BIBPlus Company shall also be the Company Administrator(s) of the Applicant in respect of the BIB Service.
- i) confirm that, in the event of any change of Company Users and/or Company Signatories, I/we shall immediately revoke the relevant User IDs through the submission of request, instruction or relevant form to the Bank;
- j) authorise the Bank to debit all fees and charges relating to my/our application and/or use of the BIB Service from my/our designated account(s), including the Applicant's;
- k) agree so long as the Bank act in good faith in acting upon or carrying out any Instruction and provided I/we have fulfilled my/our obligation as provided in BIB agreement, to indemnify and hold the Bank harmless from and against any and all costs, claims, demands, losses, charges and/or expenses which the Bank may sustain, incur or be liable for in connection with, or resulting from or any earlier application for, the BIB Service, including (where applicable) as a result of the Applicant opting for Single Control and/or the Applicant not providing all email addresses and mobile numbers;
- l) acknowledge and agree that if we appoint the same persons to be the Company Users and/or Company Signatories for both the Applicant and the Entity(ies), I/we will have access to each other's account and other information, and the persons so appointed will be able to operate and utilise my/our respective services, and I/we consent to the disclosure of my/our information to each other.
- m) enclose a certified true copy of my/our board (or equivalent) resolution (where required by the Bank); and
- n) agree that the Bank may amend the BIB Agreement at any time and/or may terminate the provision of the Single Control option at any time with notice to the Applicant.

### 1. Applicant (as per Part 1):

| Authorised Person's/Approved Person's Name | Signature            | Authorised Person's/Approved Person's Name | Signature            |
|--|----------------------|--|----------------------|
| <input type="text"/>                       | <input type="text"/> | <input type="text"/>                       | <input type="text"/> |
| Date                                       | <input type="text"/> | Date                                       | <input type="text"/> |

### 2. Entity 1 (as per Part 2):

| Authorised Person's/Approved Person's Name | Signature            | Authorised Person's/Approved Person's Name | Signature            |
|--|----------------------|--|----------------------|
| <input type="text"/>                       | <input type="text"/> | <input type="text"/>                       | <input type="text"/> |
| Date                                       | <input type="text"/> | Date                                       | <input type="text"/> |

### 3. Entity 2 (as per Part 2):

| Authorised Person's/Approved Person's Name | Signature            | Authorised Person's/Approved Person's Name | Signature            |
|--|----------------------|--|----------------------|
| <input type="text"/>                       | <input type="text"/> | <input type="text"/>                       | <input type="text"/> |
| Date                                       | <input type="text"/> | Date                                       | <input type="text"/> |

## 5. Declaration (Continued)

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### Please send the completed form to a UOB Branch near you.

- The Bank will process your application within 5 business days.
  - Do call the Bank at **603-26128 121** (Kuala Lumpur), **604-2401 121** (Penang), **607-2881 121** (Johor Bahru), **6 082-287 121** (Kuching), **6 088-477 121** (Kota Kinabalu) if the user IDs/passwords/tokens are not received after 5 business days.
- 

### For Bank's Use Only

Attended by:

EWF Maker:

EWF Checker:

\_\_\_\_\_  
Name and Signature

Contact No. \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Name and Signature

Contact No. \_\_\_\_\_

Date \_\_\_\_\_

Job Batch No. \_\_\_\_\_

\_\_\_\_\_  
Name and Signature

Contact No. \_\_\_\_\_

Date \_\_\_\_\_

Total No. of Pages \_\_\_\_\_

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### Remarks

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Note: Authorised person's(s) signatory(ies) from Applicant and Affiliated Entity(ies) are required on page 2 of this Appendix.

**User 1 Details**

Link User to other Affiliated Entity(ies) from same Group ID (selected roles will apply for all entities listed below)

|  |  |   |  |
|--|--|---|--|
| Name of Entity 1   |  | Business Registration No. for Entity 1  |  |
| <input type="text"/>   |  | <input type="text"/>  |  |
| Name of Entity 2   |  | Business Registration No. for Entity 2  |  |
| <input type="text"/>   |  | <input type="text"/>  |  |
| Name<br>(underline surname)  |  | Roles<br>(please tick where applicable)   |  |
| <input type="text"/>   |  | <input type="checkbox"/> Enquirer <input type="checkbox"/> Administrator  |  |
| Country of Issuance<br>(default MY)  |  | <input type="checkbox"/> Maker <input type="checkbox"/> Payroll Maker   |  |
| <input type="text"/>   |  | <input type="checkbox"/> Verifier (non-payroll) <input type="checkbox"/> Payroll Verifier                                       |  |
| Email Address<br>(This is required to receive BIBPlus Email notifications) |  | <input type="checkbox"/> Sender (non-payroll) <input type="checkbox"/> Payroll Sender <input type="checkbox"/> Proxy Authoriser |  |
| <input type="text"/>   |  | <input type="checkbox"/> Authoriser (non-payroll)   |  |
| Mobile No.<br>(This is required to receive BIBPlus SMS notifications)      |  | Payroll Authoriser<br>(Please indicate specific payroll access. If not indicated, default is Full Access.)                      |  |
| <input type="text"/>   |  | <input type="checkbox"/> Full Access <input type="checkbox"/> View Employee Details Only  |  |
| User Specimen Signature  | Preferred User ID<br>(min 8 characters with no space or special character) | <input type="checkbox"/> View Payroll Amount Only   |  |
| <input type="text"/>   | <input type="text"/>   | Authoriser Group: A/B/C/D/E (Default Group = A)   |  |
|  | NRIC/Passport/FIN<br>(default NRIC)  | Daily Approval Currency & Limit: <input type="text"/> <input type="text"/>  |  |
| <input type="text"/>   | <input type="text"/>   |   |  |

**User 2 Details**

Link User to other Affiliated Entity(ies) from same Group ID (selected roles will apply for all entities listed below)

|  |  |   |  |
|--|--|---|--|
| Name of Entity 1   |  | Business Registration No. for Entity 1  |  |
| <input type="text"/>   |  | <input type="text"/>  |  |
| Name of Entity 2   |  | Business Registration No. for Entity 2  |  |
| <input type="text"/>   |  | <input type="text"/>  |  |
| Name<br>(underline surname)  |  | Roles<br>(please tick where applicable)   |  |
| <input type="text"/>   |  | <input type="checkbox"/> Enquirer <input type="checkbox"/> Administrator  |  |
| Country of Issuance<br>(default MY)  |  | <input type="checkbox"/> Maker <input type="checkbox"/> Payroll Maker   |  |
| <input type="text"/>   |  | <input type="checkbox"/> Verifier (non-payroll) <input type="checkbox"/> Payroll Verifier                                       |  |
| Email Address<br>(This is required to receive BIBPlus Email notifications) |  | <input type="checkbox"/> Sender (non-payroll) <input type="checkbox"/> Payroll Sender <input type="checkbox"/> Proxy Authoriser |  |
| <input type="text"/>   |  | <input type="checkbox"/> Authoriser (non-payroll)   |  |
| Mobile No.<br>(This is required to receive BIBPlus SMS notifications)      |  | Payroll Authoriser<br>(Please indicate specific payroll access. If not indicated, default is Full Access.)                      |  |
| <input type="text"/>   |  | <input type="checkbox"/> Full Access <input type="checkbox"/> View Employee Details Only  |  |
| User Specimen Signature  | Preferred User ID<br>(min 8 characters with no space or special character) | <input type="checkbox"/> View Payroll Amount Only   |  |
| <input type="text"/>   | <input type="text"/>   | Authoriser Group: A/B/C/D/E (Default Group = A)   |  |
|  | NRIC/Passport/FIN<br>(default NRIC)  | Daily Approval Currency & Limit: <input type="text"/> <input type="text"/>  |  |
| <input type="text"/>   | <input type="text"/>   |   |  |

Note: Authorised person's(s) signatory(ies) from Applicant and Affiliated Entity(ies) are required on page 2 of this Appendix.

**User 3 Details**

Link User to other Affiliated Entity(ies) from same Group ID (selected roles will apply for all entities listed below)

|   |  |
|---|--|
| <p>Name of Entity 1<br/>_____</p> <p>Name of Entity 2<br/>_____</p> <p>Name<br/>(underline surname)<br/>_____</p> <p>Country of Issuance<br/>(default MY)<br/>_____</p> <p>Email Address<br/>(This is required to receive BIBPlus Email notifications)<br/>_____</p> <p>Mobile No.<br/>(This is required to receive BIBPlus SMS notifications)<br/>_____</p> <p>User Specimen Signature<br/>_____</p> | <p>Business Registration No. for Entity 1<br/>_____</p> <p>Business Registration No. for Entity 2<br/>_____</p> <p>Roles<br/>(please tick where applicable)</p> <p><input type="checkbox"/> Enquirer      <input type="checkbox"/> Administrator</p> <p><input type="checkbox"/> Maker      <input type="checkbox"/> Payroll Maker</p> <p><input type="checkbox"/> Verifier (non-payroll)      <input type="checkbox"/> Payroll Verifier</p> <p><input type="checkbox"/> Sender (non-payroll)      <input type="checkbox"/> Payroll Sender      <input type="checkbox"/> Proxy Authoriser</p> <p><input type="checkbox"/> Authoriser (non-payroll)</p> <p>Payroll Authoriser<br/>(Please indicate specific payroll access. If not indicated, default is Full Access.)</p> <p><input type="checkbox"/> Full Access      <input type="checkbox"/> View Employee Details Only</p> <p><input type="checkbox"/> View Payroll Amount Only</p> <p>Authoriser Group: A/B/C/D/E (Default Group = A)</p> <p>Daily Approval Currency &amp; Limit: _____</p> |
| <p>Preferred User ID<br/>(min 8 characters with no space or special character)<br/>_____</p> <p>NRIC/Passport/FIN<br/>(default NRIC)<br/>_____</p>  |  |

**1. Applicant** (as per Part 1):

|  |  |
|--|--|
| <p>Authorised Person's/Approved Person's Name      Signature</p> <p>_____</p> <p>Date</p> <p>_____</p> | <p>Authorised Person's/Approved Person's Name      Signature</p> <p>_____</p> <p>Date</p> <p>_____</p> |
|--|--|

**2. Entity 1** (as per Part 2):

|  |  |
|--|--|
| <p>Authorised Person's/Approved Person's Name      Signature</p> <p>_____</p> <p>Date</p> <p>_____</p> | <p>Authorised Person's/Approved Person's Name      Signature</p> <p>_____</p> <p>Date</p> <p>_____</p> |
|--|--|

**3. Entity 2** (as per Part 2):

|  |  |
|--|--|
| <p>Authorised Person's/Approved Person's Name      Signature</p> <p>_____</p> <p>Date</p> <p>_____</p> | <p>Authorised Person's/Approved Person's Name      Signature</p> <p>_____</p> <p>Date</p> <p>_____</p> |
|--|--|



**User 1 Details**

Link to applicant (Please complete the details below)  Unlink from applicant

Name  
(underline surname)

\_\_\_\_\_

Existing User ID  
(min 8 characters with no space or special character)

\_\_\_\_\_

Email Address  
(This is required to receive BIBPlus Email notifications)

\_\_\_\_\_

Mobile No.  
(This is required to receive BIBPLUS SMS notifications)

\_\_\_\_\_

User Specimen Signature

\_\_\_\_\_

Roles  
(please tick where applicable)

Enquirer  Administrator

Maker  Payroll Maker

Verifier (non-payroll)  Payroll Verifier

Sender (non-payroll)  Payroll Sender  Proxy Authoriser

Authoriser (non-payroll)

Payroll Authoriser  
(Please indicate specific payroll access. If not indicated, default is Full Access.)

Full Access  View Employee Details Only

View Payroll Amount Only

Authoriser Group: A/B/C/D/E (Default Group = A)

Daily Approval Currency & Limit: \_\_\_\_\_

**User 2 Details**

Link to applicant (Please complete the details below)  Unlink from applicant

Name  
(underline surname)

\_\_\_\_\_

Existing User ID  
(min 8 characters with no space or special character)

\_\_\_\_\_

Email Address  
(This is required to receive BIBPlus Email notifications)

\_\_\_\_\_

Mobile No.  
(This is required to receive BIBPLUS SMS notifications)

\_\_\_\_\_

User Specimen Signature

\_\_\_\_\_

Roles  
(please tick where applicable)

Enquirer  Administrator

Maker  Payroll Maker

Verifier (non-payroll)  Payroll Verifier

Sender (non-payroll)  Payroll Sender  Proxy Authoriser

Authoriser (non-payroll)

Payroll Authoriser  
(Please indicate specific payroll access. If not indicated, default is Full Access.)

Full Access  View Employee Details Only

View Payroll Amount Only

Authoriser Group: A/B/C/D/E (Default Group = A)

Daily Approval Currency & Limit: \_\_\_\_\_

**Authorised Person(s)/Approved Person(s)**

| Name  | Signature | Name  | Signature |
|-------|-----------|-------|-----------|
| _____ | _____     | _____ | _____     |
| Date  | _____     | Date  | _____     |
| _____ | _____     | _____ | _____     |