




UOB Business Internet Banking (BIB) Maintenance Form – Custom


1. Applicant's ("My") business details

 Registered Business Name

Business Registration No.


Existing BIB Login Group ID

2. Update my contact person's details

 Name


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

3. My accounts to be linked to BIBPlus

 Link all active accounts held as at the date of this application.

Link these accounts to BIBPlus

Account No.	<input type="text"/>	Account No.	<input type="text"/>
Account No.	<input type="text"/>	Account No.	<input type="text"/>


 Delink these accounts from BIBPlus

Account No.	<input type="text"/>	Account No.	<input type="text"/>
Account No.	<input type="text"/>	Account No.	<input type="text"/>


Designated account for token and BIBPlus services charges (where applicable)

Account No.	<input type="text"/>	Currency	<input type="text"/>
	<input type="text"/>		<input type="text"/>

4. Optional BIBPlus Services (Fees may apply. Please refer to the BIBPlus Form Guide for details) (Please tick where applicable)

 <input type="checkbox"/> Add	Cash and Trade Transactions (For customers upgrading from Enquiry Only services)
<input type="checkbox"/> Add OR <input type="checkbox"/> Remove	Bulk Services - Payroll, Collection and Payment with Beneficiary Payment Advice
<input type="checkbox"/> Add OR <input type="checkbox"/> Remove	MT103 Copy (You can download the MT103 copy in BIBPlus. MT103 is a payment advice generated to indicate a payment instruction has been effected.)

5. Add New Users (if you have more than 2 users, you can add more users in Appendix 1 – Add BIBPlus Users)

-  For Company Administrator Approval Control (tick one)
Can Administrator approve own transactions?
- NO – DUAL CONTROL
Administrative setup by an administrator requires another administrator to approve.
- YES – SINGLE CONTROL
Administrator can create and approve the same administrative setup.
(This is the default option if this section is left blank)

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

- ▶ **Enquirer:** View account details only.
- ▶ **Administrator:**
 - Create/maintain all user and access profiles.
 - Maintain User(s) passwords and assign tokens to Company User(s) except Administrators and all Authorisers.
- ▶ **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:**
- The Bank will assign an ID at its sole discretion if the Preferred User ID is left blank or cannot be allocated.
 - 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.
 - For existing BIBPLUS users, you may opt to link your existing token to company group. Please contact the Bank for more information.

User 1 Details

Name (underline surname)		Roles (please tick where applicable)	
<input type="text"/>		<input type="checkbox"/> Enquirer	
Preferred User ID (min 8 characters with no space or special character)		<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 (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. (This is required to receive BIBPlus SMS notifications)		Payroll Authoriser (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	NRIC/Passport/FIN (default NRIC)	<input type="checkbox"/> View Payroll Amount Only	
<input type="text"/>	<input type="text"/>		
	Country of Issuance (default MY)	Authoriser Group: A/B/C/D/E (Default Group = A)	
<input type="text"/>	<input type="text"/>	Daily Approval Currency & Limit: <input type="text"/> <input type="text"/>	

User 2 Details

Name (underline surname)		Roles (please tick where applicable)	
<input type="text"/>		<input type="checkbox"/> Enquirer	
Preferred User ID (min 8 characters with no space or special character)		<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 (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. (This is required to receive BIBPlus SMS notifications)		Payroll Authoriser (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	NRIC/Passport/FIN (default NRIC)	<input type="checkbox"/> View Payroll Amount Only	
<input type="text"/>	<input type="text"/>		
	Country of Issuance (default MY)	Authoriser Group: A/B/C/D/E (Default Group = A)	
<input type="text"/>	<input type="text"/>	Daily Approval Currency & Limit: <input type="text"/> <input type="text"/>	

6. Update existing users' details (if you have more than 2 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.

► **Administrator:**

- Create/maintain all user and access profiles.
- Maintain User(s) passwords and assign tokens to Company User(s) except Administrators and all Authorisers.

► **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.

User 1 Details

Name
(underline surname)

Existing User ID

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

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

User Specimen Signature

NRIC/Passport/FIN
(default NRIC)

Country of Issuance
(default MY)

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

Name
(underline surname)

Existing User ID

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

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

User Specimen Signature

NRIC/Passport/FIN
(default NRIC)

Country of Issuance
(default MY)

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: _____

7. Authoriser approval controls

For Company Authoriser – Can authoriser approve own transactions?

(select one only)

- NO – Dual Control: Authoriser can create a transaction BUT cannot approve the same transaction which must be approved by another Authoriser.
- YES – Single Control: Authoriser can create AND approve the same transaction.

Sequential Approval:

(select one only)

- NO – Does not require the authorisation process to be performed sequentially. E.g. A or B in any order.
- YES – Requires the authorisation process to be performed sequentially. (E.g. A followed by B as opposed to A or B in any order)

Note: For Single Control, the Applicant's account(s) may be more susceptible to account fraud as compared to Dual Control, where another person can verify and confirm the transaction.

Bulk Services Controls (applicable for Bulk Services only)

Bulk Authorisation Limit: (select one only)

- Total Bulk Amount – Bulk authorisation limit validation using the Total Value of **ALL** the transactions in the Bulk.
(This is the default option if this section is left blank)
- Highest Transaction Amount – Bulk authorisation limit validation using Highest Transaction Value within the Bulk.

Note: 1. Authoriser Group refers to authorisation level of the respective Company Authoriser (please reference to selection in Section 5 and 6).
2. If Sequential Approval is selected above, it is required to indicate sequence of Authoriser Group approval (e.g. 1A > 1B denotes that the transaction needs to be approved by one Group A Authoriser followed by one Group B Authoriser) in Section 8.

8. My transaction approval settings (The details provided below will supercede your current approval settings)

- Apply the approval settings to all accounts (Default if this section is left blank)
- Apply the approval settings to accounts indicated below only

Authorisation Profile

Approval Limit Currency: (Default MYR if left blank)	Account No.	Account No.
C C Y	<input type="text"/>	<input type="text"/>
<input type="text"/>	Account No.	Account No.
<input type="text"/>	<input type="text"/>	<input type="text"/>

Apply to following transactions:

- All Transactions (default) Cash Transactions except bulk Bulk Collection Only Bulk Payroll Only Bulk Payment Only Trade Only

Approval Limit Amount (Based on Approval Limit Currency above)	Number of Authoriser(s) from Group A/B/C/D/E	Number of Authoriser(s) from Group A/B/C/D/E	Number of Authoriser(s) from Group A/B/C/D/E
Up to:	<input type="text"/>	+	<input type="text"/>
		OR	
<input type="text"/>	<input type="text"/>	+	<input type="text"/>
		OR	
	<input type="text"/>	+	<input type="text"/>

Approval Limit Amount (Based on Approval Limit Currency above)	Number of Authoriser(s) from Group A/B/C/D/E	Number of Authoriser(s) from Group A/B/C/D/E	Number of Authoriser(s) from Group A/B/C/D/E
Up to:	<input type="text"/>	+	<input type="text"/>
		OR	
<input type="text"/>	<input type="text"/>	+	<input type="text"/>
		OR	
	<input type="text"/>	+	<input type="text"/>

Note: 1. If Section 8 is left blank, the default Approval Settings for the newly linked account(s) in Section 3 will follow your default Approval Settings, if any, in BIBPlus.
2. Foreign currency transactions will be calculated based on the MYR-equivalent Approval Limit which the Applicant has indicated.
3. For additional authorisation setup, please submit appendix 3.
4. Trade approval settings apply to all accounts and cannot be set at account level. To indicate Trade approval settings separately from Cash approval settings, please select 'Trade Only'.

9. 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.

10. Other Instruction (Please tick where applicable)

I would like to terminate my BIBPlus service.

11. Declaration by applicant

I/We, on behalf of the Applicant, hereby:

- a) Request the changes or amendments to be made to my/our BIB Service as set out above;
- b) confirm that the Applicant has obtained and agrees to be bound by the UOB BIB Service Agreement ("BIB Agreement") (available at uob.com.my) and any amendment or variation thereof;
- c) confirm that the Applicant has obtained and agrees to be bound by the terms and conditions applicable to each of the services that the Applicant has applied for and any amendment or variation thereof;
- d) authorise the Bank to issue password(s) and token(s) to the Company User(s), Company Administrator(s) and Company Signatory(ies), where applicable. Company User refers to Enquirer, Maker, Verifier, Sender, Proxy Authoriser and Payroll Maker. Company Administrator refers to Administrator. Company Signatory refers to Authoriser and Payroll Authoriser;
- e) confirm that each of the Company Signatories named herein is authorised to operate and use any of the services granted and provided to the Applicant through the BIB Service, based on the Approval Mandate and Transaction Approval Limit set out above. I/We confirm that if I/we do not indicate the Approval Mandate or Transaction Approval Limit, each Company Signatory is deemed to be authorised to approve transactions of any amount. If the Approval Mandate is indicated but not the Transaction Approval Limit, the Company Signatories are deemed to be authorised to approve transactions of any amount according to the Approval Mandate;
- f) 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;
- g) 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;
- h) confirm that, in the event of any change of Company Administrators and/or Company Signatories, the Applicant shall immediately revoke the relevant User IDs through the submission of request, instruction or relevant form to the Bank;
- i) authorise the Bank to debit all fees and charges relating to this application and/or use of the BIB Service from the designated account or any other account of the Applicant;
- j) acknowledge that, if the Applicant have opted for Single Control, the Applicant's Account(s) for which the Applicant uses the BIB Service may be more susceptible to account fraud as compared to if the Applicant had opted for Dual Control since under Dual Control, each person can act as a check against the other person. By opting for Single Control, the Applicant agrees to assume and be responsible for all the risks associated with Single Control;
- 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, losses, damages, 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) enclose a certified true copy of my/our board (or equivalent) resolution (where required by the Bank); and
- m) 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.

Authorised Person(s)/Approved Person(s)

Name	Signature	Name	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>

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:

Name and Signature
Contact No.
Date

EWF Maker:

Name and Signature
Contact No.
Date
Job Batch No.

EWF Checker:

Name and Signature
Contact No.
Date
Total No. of Pages

Remarks

Note: • The Bank will assign an ID at its sole discretion if the Preferred User ID is left blank or cannot be allocated.

- 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.
- For existing BIBPlus users, you may opt to link your existing token to company group. Please contact the Bank for more information.

User 1 Details

Name (underline surname)		Roles (please tick where applicable)	
<input type="text"/>		<input type="checkbox"/> Enquirer	
Preferred User ID (min 8 characters with no space or special character)		<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 (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. (This is required to receive BIBPlus SMS notifications)		Payroll Authoriser (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	NRIC/Passport/FIN (default NRIC)	<input type="checkbox"/> View Payroll Amount Only	
<input type="text"/>	<input type="text"/>	Authoriser Group: A/B/C/D/E (Default Group = A)	
	Country of Issuance (default MY)	Daily Approval Currency & Limit: <input type="text"/> <input type="text"/>	
<input type="text"/>	<input type="text"/>		

User 2 Details

Name (underline surname)		Roles (please tick where applicable)	
<input type="text"/>		<input type="checkbox"/> Enquirer	
Preferred User ID (min 8 characters with no space or special character)		<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 (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. (This is required to receive BIBPlus SMS notifications)		Payroll Authoriser (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	NRIC/Passport/FIN (default NRIC)	<input type="checkbox"/> View Payroll Amount Only	
<input type="text"/>	<input type="text"/>	Authoriser Group: A/B/C/D/E (Default Group = A)	
	Country of Issuance (default MY)	Daily Approval Currency & Limit: <input type="text"/> <input type="text"/>	
<input type="text"/>	<input type="text"/>		

Authorised Person(s)/Approved Person(s)

Name	Signature	Name	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date		Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: • 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.

User 1 Details

<p>Name (underline surname)</p> <p>Existing User ID</p> <p>Email Address (This is required to receive BIBPlus Email notifications)</p> <p>Mobile No. (This is required to receive BIBPlus SMS notifications)</p> <p>User Specimen Signature</p> <p>NRIC/Passport/FIN (default NRIC)</p> <p>Country of Issuance (default MY)</p>	<p>Roles (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 (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 <input type="checkbox"/> View Payroll Amount Only</p> <p>Authoriser Group: A/B/C/D/E (Default Group = A)</p> <p>Daily Approval Currency & Limit: _____</p>
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User 2 Details

<p>Name (underline surname)</p> <p>Existing User ID</p> <p>Email Address (This is required to receive BIBPlus Email notifications)</p> <p>Mobile No. (This is required to receive BIBPlus SMS notifications)</p> <p>User Specimen Signature</p> <p>NRIC/Passport/FIN (default NRIC)</p> <p>Country of Issuance (default MY)</p>	<p>Roles (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 (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 <input type="checkbox"/> View Payroll Amount Only</p> <p>Authoriser Group: A/B/C/D/E (Default Group = A)</p> <p>Daily Approval Currency & Limit: _____</p>
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Authorised Person(s) / Approved Person(s)

Name	Signature	Name	Signature
_____	_____	_____	_____
Date	_____	Date	_____
_____	_____	_____	_____

Add Authorisation Profile

Approval Limit Currency: <small>(Default MYR if left blank)</small>	Account No. _____	Account No. _____
C C Y 	Account No. _____	Account No. _____

Apply to following transactions:

- All Transactions (default)
 Cash Transactions except bulk
 Bulk Collection Only
 Bulk Payroll Only
 Bulk Payment Only
 Trade Only

Approval Limit Amount <small>(Based on Approval Limit Currency above)</small> Up to: _____ _____	Number of Authoriser(s) from Group A/B/C/D/E _____ + _____ + _____ _____ OR _____ _____ + _____ + _____ _____ OR _____ _____ + _____ + _____	Number of Authoriser(s) from Group A/B/C/D/E _____ + _____ + _____ _____ OR _____ _____ + _____ + _____ _____ OR _____ _____ + _____ + _____
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Approval Limit Amount <small>(Based on Approval Limit Currency above)</small> Up to: _____ _____	Number of Authoriser(s) from Group A/B/C/D/E _____ + _____ + _____ _____ OR _____ _____ + _____ + _____ _____ OR _____ _____ + _____ + _____	Number of Authoriser(s) from Group A/B/C/D/E _____ + _____ + _____ _____ OR _____ _____ + _____ + _____ _____ OR _____ _____ + _____ + _____
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Approval Limit Amount <small>(Based on Approval Limit Currency above)</small> Up to: _____ _____	Number of Authoriser(s) from Group A/B/C/D/E _____ + _____ + _____ _____ OR _____ _____ + _____ + _____ _____ OR _____ _____ + _____ + _____	Number of Authoriser(s) from Group A/B/C/D/E _____ + _____ + _____ _____ OR _____ _____ + _____ + _____ _____ OR _____ _____ + _____ + _____
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- Note: 1. Foreign currency transactions will be calculated based on the MYR-equivalent Approval Limit which the Applicant has indicated.
 2. Trade approval settings apply to all accounts and cannot be set at account level. To indicate Trade approval settings separately from Cash approval settings, please select 'Trade Only'.

Authorised Person(s) / Approved Person(s)

Name	Signature	Name	Signature
_____	_____	_____	_____
Date	_____	Date	_____
_____	_____	_____	_____