




#### 4. My users' details (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.  
(This is the default option if this section is left blank)
- YES – SINGLE CONTROL  
Administrator can create and approve the same administrative setup.

#### 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 <input type="checkbox"/> Administrator
Country of Issuance (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 (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 <input type="checkbox"/> View Payroll Amount Only
User Specimen Signature	Preferred User ID (min 8 characters with no space or special character)	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"/>
	NRIC/Passport/FIN (default NRIC)	
<input type="text"/>	<input type="text"/>	

#### User 2 Details

Name (underline surname)		Roles (please tick where applicable)
<input type="text"/>		<input type="checkbox"/> Enquirer <input type="checkbox"/> Administrator
Country of Issuance (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 (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 <input type="checkbox"/> View Payroll Amount Only
User Specimen Signature	Preferred User ID (min 8 characters with no space or special character)	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"/>
	NRIC/Passport/FIN (default NRIC)	
<input type="text"/>	<input type="text"/>	

## 5. 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.  
(This is the default option if this section is left blank)
- 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.  
(This is the default option if this section is left blank)
- 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).  
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 6.

## 6. My transaction 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)

C C Y  
| | |

Account No.

| | | | |

Account No.

| | | | |

Account No.

| | | | |

Account No.

| | | | |

Apply to following transactions:

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

Approval Limit Amount

(Based on Approval Limit Currency above)

Up to:

| | | | |

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

| | | | |

OR



| | | | |

| | | | |

OR



| | | | |

| | | | |

Approval Limit Amount

(Based on Approval Limit Currency above)

Up to:

| | | | |

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

| | | | |

OR



| | | | |

| | | | |

OR



| | | | |

| | | | |

Note: 1. Foreign currency transactions will be calculated based on the MYR-equivalent Approval Limit which the Applicant has indicated.  
2. For additional authorisation setup, please submit appendix 2.

## 7. Declaration by applicant

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

- apply for UOB Business Internet Banking Service ("BIB Service") on the terms of the UOB BIB Service Agreement ("BIB Agreement") and the terms stated in this form;
- confirm that the Applicant has obtained and agrees to be bound by the BIB Agreement (available at uob.com.my) and any amendment or variation thereof;
- 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;
- 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;
- 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 in this form. 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;
- 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;
- 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;
- 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;
- 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;
- acknowledge that, if the Applicant has 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;
- 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;
- enclose a certified true copy of the Applicant's board (or equivalent) resolution (where required by the Bank); and
- 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

\*Please delete or  where applicable

Customer Segment :

- Business Banking     Enterprise Banking     Commercial Banking     Corporate Banking     Financial Institutions Group  
 Business Banking - SME     Enterprise Banking - SME     Commercial Banking - SME

#### 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

**User 1 Details**

Name <small>(underline surname)</small>		Roles <small>(please tick where applicable)</small>	
<input type="text"/>		<input type="checkbox"/> Enquirer	<input type="checkbox"/> Administrator
Country of Issuance <small>(default MY)</small>		<input type="checkbox"/> Maker	<input type="checkbox"/> Payroll Maker
<input type="text"/>		<input type="checkbox"/> Verifier <small>(non-payroll)</small>	<input type="checkbox"/> Payroll Verifier
Email Address <small>(This is required to receive BIBPlus Email notifications)</small>		<input type="checkbox"/> Sender <small>(non-payroll)</small>	<input type="checkbox"/> Payroll Sender <input type="checkbox"/> Proxy Authoriser
<input type="text"/>		<input type="checkbox"/> Authoriser <small>(non-payroll)</small>	
Mobile No. <small>(This is required to receive BIBPlus SMS notifications)</small>		Payroll Authoriser <small>(Please indicate specific payroll access. If not indicated, default is Full Access.)</small>	
<input type="text"/>		<input type="checkbox"/> Full Access	<input type="checkbox"/> View Employee Details Only
User Specimen Signature	Preferred User ID <small>(min 8 characters with no space or special character)</small>	<input type="checkbox"/> View Payroll Amount Only	
<input type="text"/>	<input type="text"/>		
	NRIC/Passport/FIN <small>(default NRIC)</small>	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 <small>(underline surname)</small>		Roles <small>(please tick where applicable)</small>	
<input type="text"/>		<input type="checkbox"/> Enquirer	<input type="checkbox"/> Administrator
Country of Issuance <small>(default MY)</small>		<input type="checkbox"/> Maker	<input type="checkbox"/> Payroll Maker
<input type="text"/>		<input type="checkbox"/> Verifier <small>(non-payroll)</small>	<input type="checkbox"/> Payroll Verifier
Email Address <small>(This is required to receive BIBPlus Email notifications)</small>		<input type="checkbox"/> Sender <small>(non-payroll)</small>	<input type="checkbox"/> Payroll Sender <input type="checkbox"/> Proxy Authoriser
<input type="text"/>		<input type="checkbox"/> Authoriser <small>(non-payroll)</small>	
Mobile No. <small>(This is required to receive BIBPlus SMS notifications)</small>		Payroll Authoriser <small>(Please indicate specific payroll access. If not indicated, default is Full Access.)</small>	
<input type="text"/>		<input type="checkbox"/> Full Access	<input type="checkbox"/> View Employee Details Only
User Specimen Signature	Preferred User ID <small>(min 8 characters with no space or special character)</small>	<input type="checkbox"/> View Payroll Amount Only	
<input type="text"/>	<input type="text"/>		
	NRIC/Passport/FIN <small>(default NRIC)</small>	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"/>	

**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"/>

**Add 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"/>

Apply to following transactions:

- All Transactions (default)  
  All Transactions except bulk  
  Bulk Collection Only  
  Bulk Payroll Only  
  Bulk Payment 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"/>

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"/>

**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"/>	