USER GUIDE: BANK GUARANTEE USING BUSINESS INTERNET BANKING PLUS

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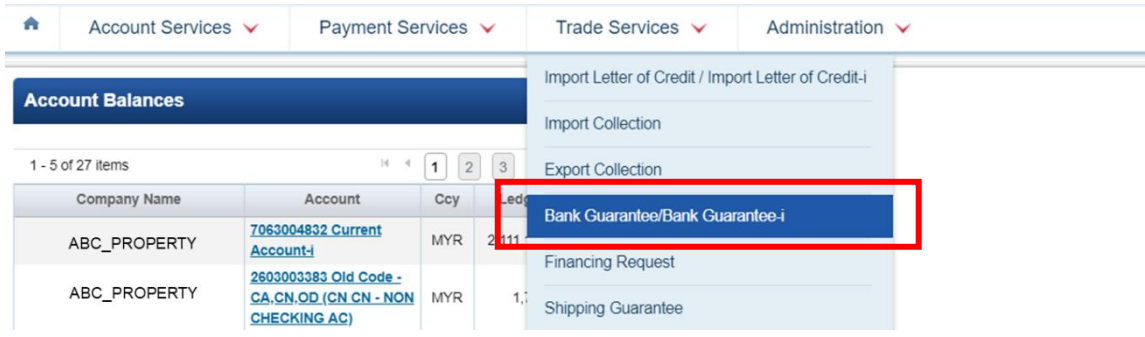**Important Notes:**
- User access right must be granted by Company Administrator.
- You may send requests related to Bank Guarantee for issuance, amendment, cancellation and send message to the Bank.
- You may also make inquiries on history of Bank Guarantee and access related advices.
- You may upload supporting documents / BG template via file upload function.

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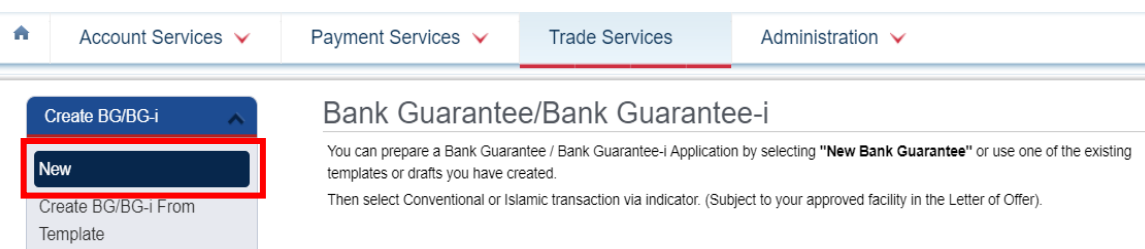
1. Issue Bank Guarantee

1.1 Create Bank Guarantee Application

Step 1

From the Top Menu Bar, select Trade Services > Bank Guarantee/Bank Guarantee-i.
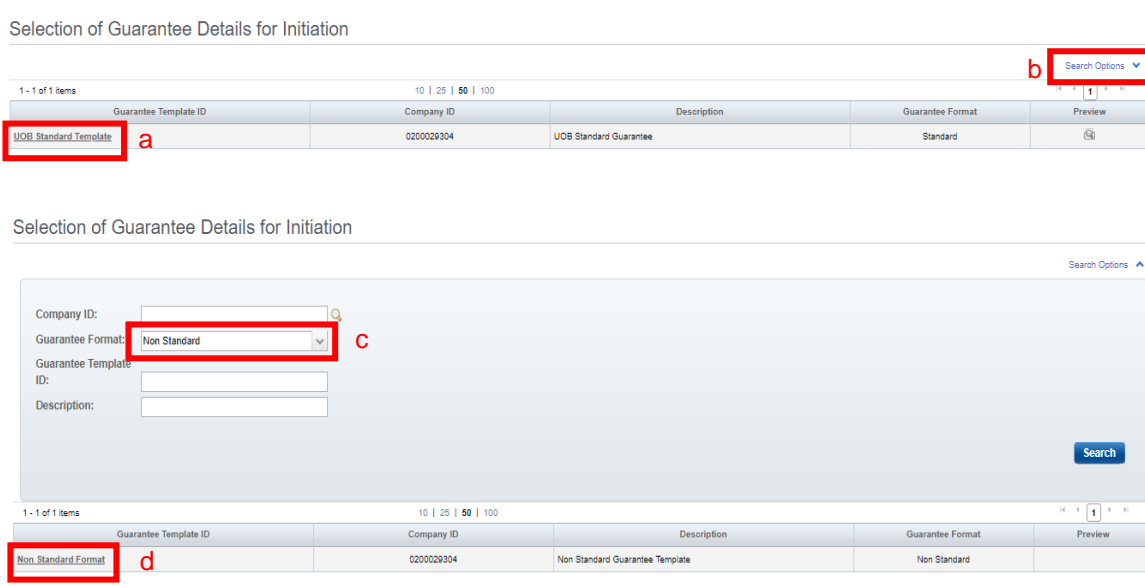
Step 2

From the Left Navigation Menu, select Create BG/BG-i **>** New.

Step 3

Select the Bank Guarantee format.
a) Select UOB standard format.
b) For non-standard format, click 'Search Option'.
c) Under the Guarantee Format Field, select 'Non Standard' and click 'Search'.
d) Select 'Non Standard Format'.

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Step 4 General Details

Create a New Bank Guarantee / Bank Guarantee-i

Save | Submit | Template | Cancel | Help

General Details

Show Form Summary | Top

Transaction Indicator:*	○ Conventional ○ Islamic
BIB Ref:	BG20110000296832
Template Name:	
Customer Reference:	
Subtype:	● Bank Guarantee/Bank Guarantee-i
	○ Counter Guarantee
Application Date:	19/11/2020 *(dd/mm/yyyy)*
Expiry Date:*	Fixed
*	*(dd/mm/yyyy)*
Effective Date:*	19/11/2020 *(dd/mm/yyyy)*
Claim Period (days):	
Claim Date:*	*(dd/mm/yyyy)*
	☐ Renewal a
Previous Guarantee Reference:	

I)   Complete the required information in this whole section. Fields with an * are mandatory.
II) For Bank Guarantee Renewal, take note of below:
   a)   Tick the 'Renewal' check box and input previous guarantee reference.

STEP 4.1 Applicant Details

Applicant Details

Company ID:*		🔍 a
Name:*		
Address:*		

a)   Select the Company ID from List of Companies by clicking 🔍

(Note: For single company access, system will default the company ID, name and address.)

STEP 4.2 Beneficiary Details

Beneficiary Details

Name and*
Address:*   a

Reference:

Contact Number:

Fax Number:

List of Counterparties   b

Abbreviated Name:

Name:

Search

1 - 5 of 8 items |◄ ◄ 1 2 ► ►| ↑

Group ID	Company ID	Name	Address Line 1	Address Line 2	Domicile	Country
FISHERMAN_CO	ABC_PROPERTY	Fisherman and Co. Ltd	Raja Laut	50350	Kuala Lumpur	MY
FSecureGroup	ABC_CITY	FSecureName				MY

Add a new counterparty

I)   Beneficiary's name and address are mandatory, you may:
  a) Input the Beneficiary's name and address in the fields provided.
  b) Click 🔍 to select from the existing counterparty list, or add a new counterparty.
II)   Provide other information, where applicable.

STEP 4.3 Amount Details & Bank Details

Amount Details

Guarantee/Invoice Amount:*   🔍   a

Bank Details

Recipient Bank Name:*   UOBM ▼

| **Issuing Bank*** | Advising Bank | Confirming Bank |

Type:*   Same as Recipient ▼   b

SWIFT Code:

Bank Name:

Address:

a) Click 🔍 to open currency list. Select currency and input the amount.
b) Select the Bank Guarantee Issuing Bank if you are requesting a counter guarantee to be issued to another bank.

STEP 4.4 Guarantee Details

Guarantee Details	
Guarantee Format:*	Standard
Guarantee Template ID:*	BG-uobs
	(View the Guarantee Template)
Purpose:*	[ ] a
Other Instructions:	[ ] b

a) Input purpose of guarantee, e.g. Performance Bond or Advance Payment.
b) Update other instructions related to the Bank Guarantee application here, if any.

STEP 4.5 Instructions for the Bank Only

Instructions for the Bank Only	
Send BG by:*	SWIFT a
Principal Account:	[ ] 🔍 ⊖
Account Currency	[ ] b
Fee Account:*	[ ] 🔍
Account Currency*	[ ] c
☐ Margin:	
Other Information:	

Show Form Summary | Top

I) Indicate your instructions to the Bank in this section. Take note:
    a) Select mode of issuance of BG.
    b) Leave "Principal Account" and "Account Currency" blank. Not applicable.
    c) Indicate the account to debit for charges.
II) Input other information, if any. Select "Margin" where applicable.

STEP 4.6 File Upload Details

File Upload Details (Max 5 files)

No files

Add a file   a

Save   Submit   Cancel   Help
              e

File Details   ✕

Title: [   ]   d

File: Choose File   No file chosen
         b

Cancel   Add   c

Save   Save as draft to be edited another time.

Cancel   Cancel transaction without saving.

Help   Access online User Help Guide.

Add a file   Attach supporting documents.

You may upload file to this Bank Guarantee Application:
a)   Click 'Add a File' and 'File Details' conversation box will pop-up.
b)   Click 'Choose File' to select the desired file.
c)   Click 'Add' to upload the files.
d)   You may insert a name under 'Title' for the uploaded File (optional).
e)   Once file upload is completed, click   Submit

Step 5

Submit Bank Guarantee/Bank Guarantee-i (Kafalah) Initiation

The submission to the approver is successful.
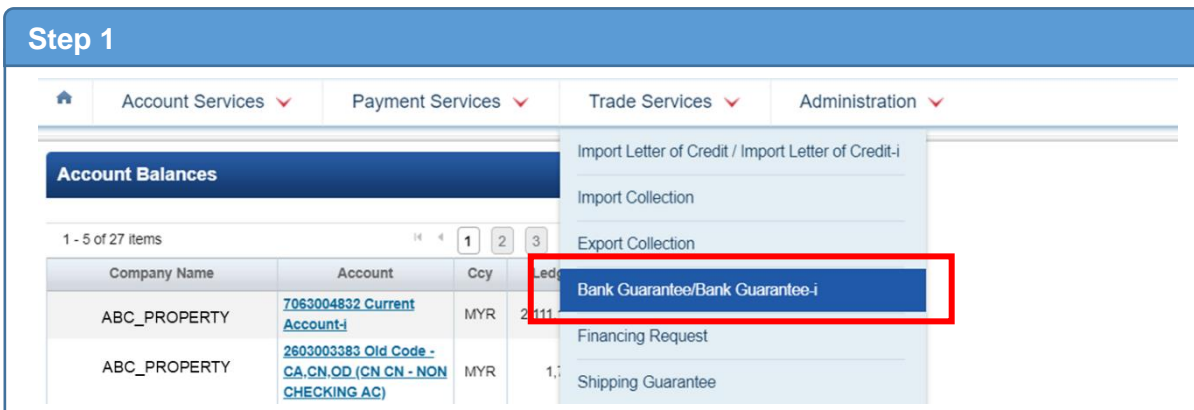
BIB Ref: BG20110000296832

Click here to view and print transaction details   a

a)   Upon successful submission, above screen will be displayed. You may click on this link to view and print the transaction details.

1.2 Create a Transaction Using Template

Step 1

From the Top Menu Bar, select Trade Services > Bank Guarantee/Bank Guarantee-i.

Step 2

From the Left Navigation Menu, select Create BG/BG-i **>** Create BG/BG-i From Template.
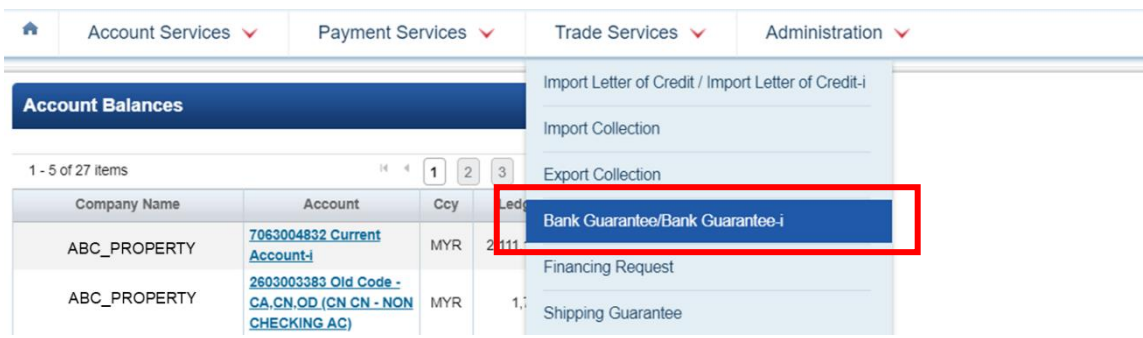
Step 3

Select the template to be used and repeat steps 4 to 5 from pages 3 to 6.
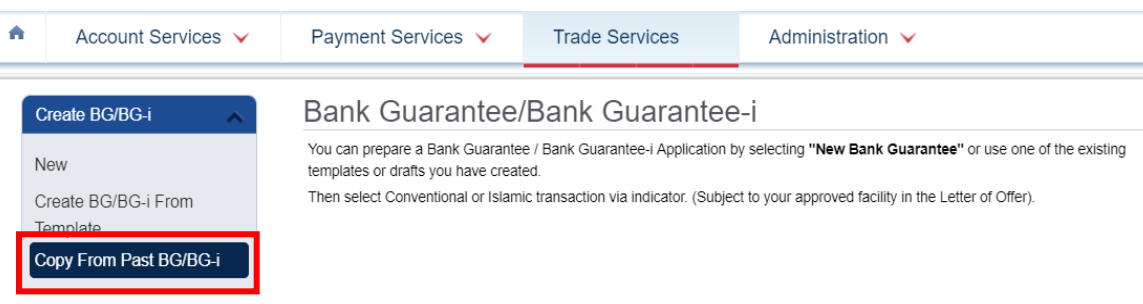
1.3 Create a Transaction from Past BG

Step 1

From the Top Menu Bar, select Trade Services > Bank Guarantee/Bank Guarantee-i.

Step 2

From the Left Navigation Menu, select Create BG/BG-i **>** Copy From Past BG/BG-i.
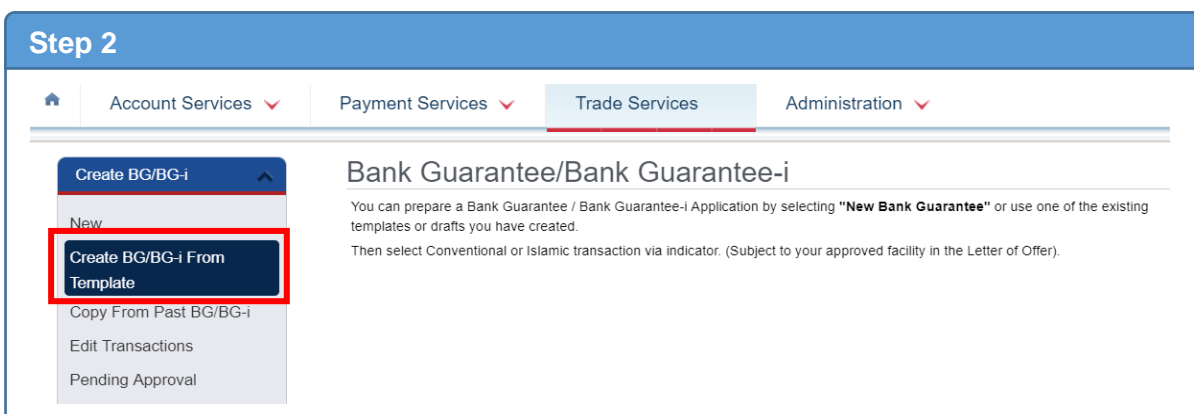
Step 3

Select the past BG to be used and repeat steps 4 to 5 from pages 3 to 6.

![UOB logo](UOB 大华银行)
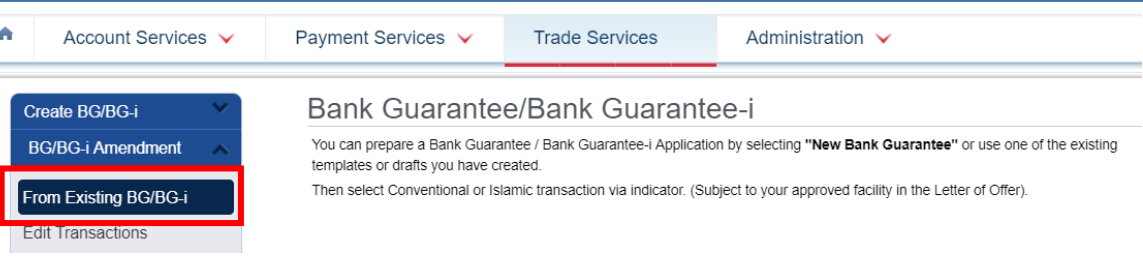
2. Amend Bank Guarantee

Step 1
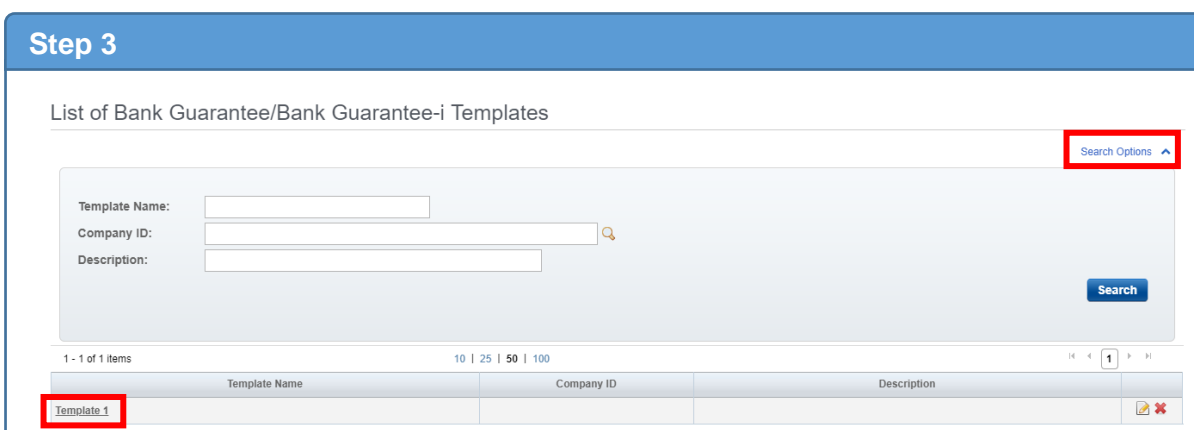

From the Top Menu Bar, select Trade Services > Bank Guarantee/Bank Guarantee-i.
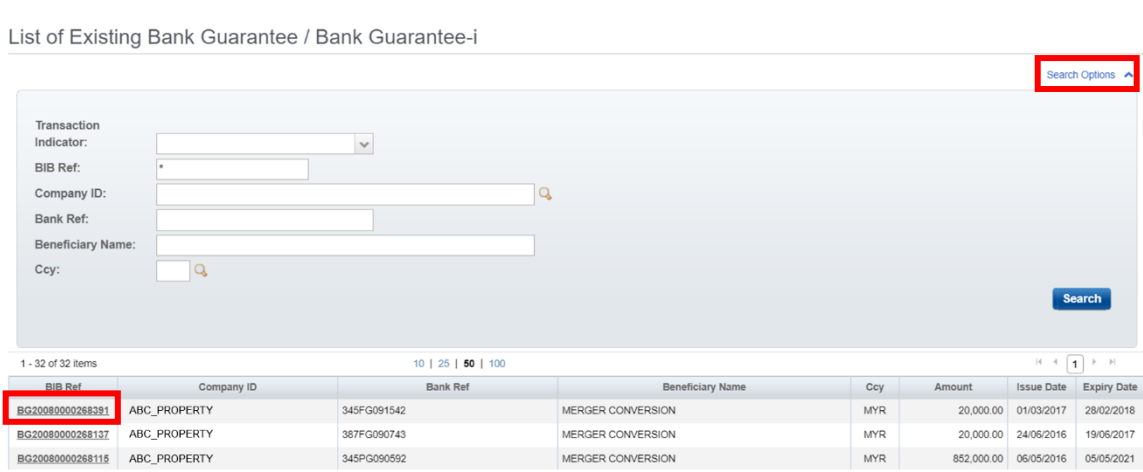
Step 2

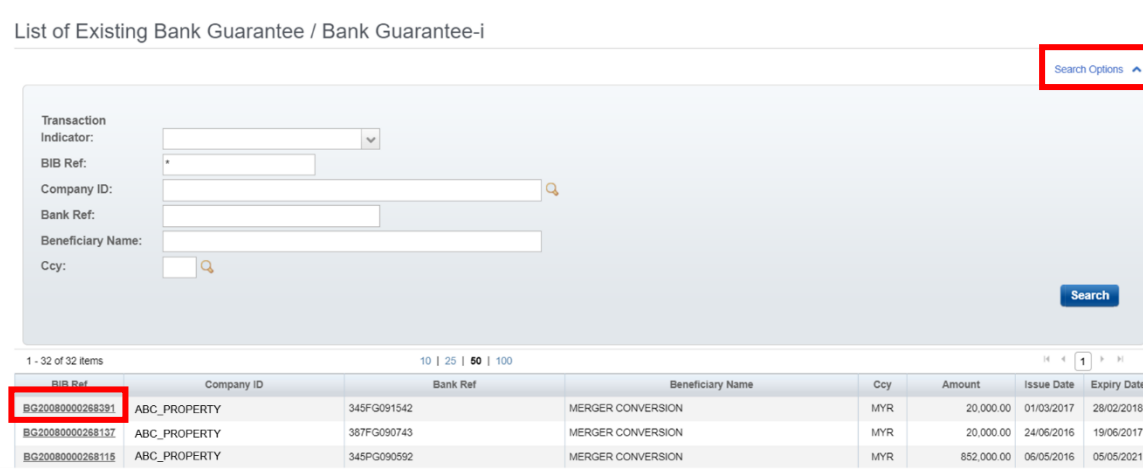From the Left Navigation Menu, select BG/BG-i Amendment > From Existing BG/BG-i.

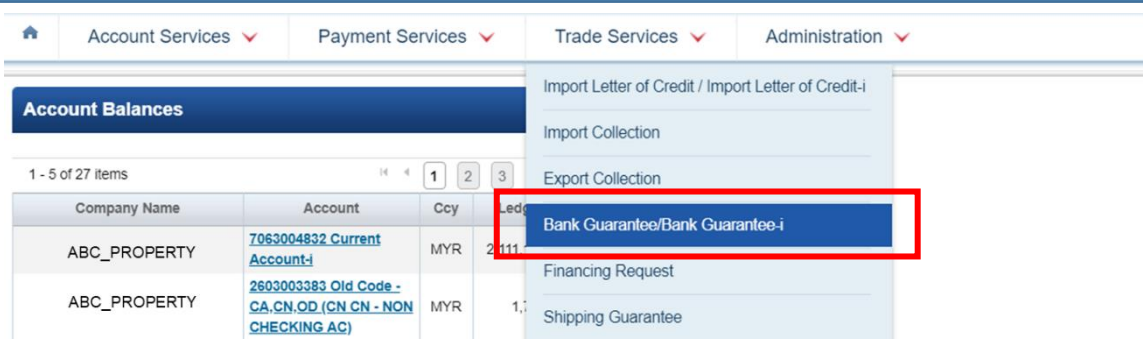### Step 3

List of Existing Bank Guarantee / Bank Guarantee-i

Select the Bank Guarantee to be amended.

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Step 4 General Details

General Details

BIB Ref:	BG20080000268391
Bank Reference:	345FG091542
Issue Date:	01/03/2017
Original Expiry Date:	(28/02/2018)
New Expiry Date:	▾
	▾ (dd/mm/yyyy)
Original Effective Date:	01/03/2017
New Effective Date:	▾ (dd/mm/yyyy)
Original Claim Period (days):	N.A.
New Claim Period (days):	
Original Claim Date:	28/04/2018 ▾ (dd/mm/yyyy)
New Claim Date:	▾ (dd/mm/yyyy)

I) Complete the amendment information for the Bank Guarantee.
II) You may amend the Bank Guarantee expiry date, effective date and claim date details.

STEP 4.2 Amount Details

Amount Details

Original Guarantee Amount:	MYR	20,000.00
Increase Amount:	MYR	
Decrease Amount:	MYR	
New Guarantee Amount:	MYR	20,000.00

Amendment Narrative

You may amend the Bank Guarantee amount by indicating whether to increase or decrease the Bank Guarantee amount. The new Bank Guarantee amount will be auto-generated.

STEP 4.3 Instructions for the Bank Only

Instructions for the Bank Only

Send BG by:*	SWIFT ▾
Principal Account:	🔍 ⛔
Account Currency	
Fee Account:*	🔍
Account Currency*	
	☐ **Margin:**
Other Information:	

Show Form Summary | Top

Provide your instructions to bank in the respective fields. Fields with an * are mandatory. Principal Account is not applicable. Select Margin, where applicable.

STEP 4.4 File Upload Details

File Upload Details (Max 5 files)

No files

[Add a file]

[Save] [Approve Later] [Submit] [Cancel] [Help]

Save	Save as draft to be edited another time.
Cancel	Cancel transaction without saving.
Help	Access online User Help Guide.
Add a file	Attach supporting documents.
Approve Later	To submit and approve by batch later. Only applicable for single level matrix.

You may upload supporting documents via "Add a File". Once all information has been duly completed and file uploaded, click [Submit].

Step 5

Submit Amendment

The submission to the approver is successful.

BIB Ref: BG19120000222565

Click here to view and print transaction details   a

a)   Upon successful submission, above screen will be displayed. You may click on this link to view and print the transaction details.

3.   Cancel Issued Bank Guarantee

Step 1

🏠	Account Services ⌄	Payment Services ⌄	Trade Services ⌄	Administration ⌄

Account Balances

1 - 5 of 27 items   ⏮ ◀ [1] [2] [3]

Import Letter of Credit / Import Letter of Credit-i

Import Collection

Export Collection

Company Name	Account	Ccy	
ABC_PROPERTY	7063004832 Current Account-i	MYR	2,1...
ABC_PROPERTY	2603003383 Old Code - CA,CN,OD (CN CN - NON CHECKING AC)	MYR	1,...

Bank Guarantee/Bank Guarantee-i

Financing Request

Shipping Guarantee

From the Top Menu Bar, select Trade Services > Bank Guarantee/Bank Guarantee-i.

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Step 2

| 🏠 | Account Services ⌄ | Payment Services ⌄ | Trade Services | Administration ⌄ |

Create BG/BG-i ⌄
BG/BG-i Amendment ⌄
Message to Bank ⌃
From Existing BG/BG-i
Edit Transactions
Pending Approval

Bank Guarantee/Bank Guarantee-i

You can prepare a Bank Guarantee / Bank Guarantee-i Application by selecting **"New Bank Guarantee"** or use one of the existing templates or drafts you have created.

Then select Conventional or Islamic transaction via indicator. (Subject to your approved facility in the Letter of Offer).

From the Left Navigation Menu, select Message to Bank > From Existing BG/BG-i.

Step 3

List of Existing Bank Guarantee / Bank Guarantee-i

Search Options ⌃

Transaction Indicator:
BIB Ref: *
Company ID:
Bank Ref:
Beneficiary Name:
Ccy:

Search

1 - 28 of 28 items   10 | 25 | **50** | 100

BIB Ref	Company ID	Bank Ref	Beneficiary Name	Ccy	Amount	Issue Date	Expiry Date
BG20080000268391	ABC_PROPERTY	345FG091542	MERGER CONVERSION	MYR	20,000.00	01/03/2017	28/02/2018
BG20080000268137	ABC_PROPERTY	387FG090743	MERGER CONVERSION	MYR	20,000.00	24/06/2016	19/06/2017
BG20080000268115	ABC_PROPERTY	345PG090592	MERGER CONVERSION	MYR	852,000.00	06/05/2016	05/05/2021

Select the Bank Guarantee record to cancel.

Step 4

Create Message

Save Approve Later Submit Cancel Help

General Details

BIB Ref:	BG20080000268391
Customer Reference:	MC
Bank Reference:	345FG091542
Issue Date:	01/03/2017 *(dd/mm/yyyy)*
Expiry Date:	28/02/2018
Message Type:*	Cancel

Show Form Summary | Top

Other Information

Cancel
Correspondence

Please input other instruction (if any) here.

File Upload Details (Max 5 files)

No files

Add a file

I) Select "Cancel" at Message Type Field.
II) Provide other information or specify any instruction in the "Other Information" Field.
III) You may upload file via "Add a File".
IV) Once all information has been duly completed and file uploaded, click [Submit].

Step 5

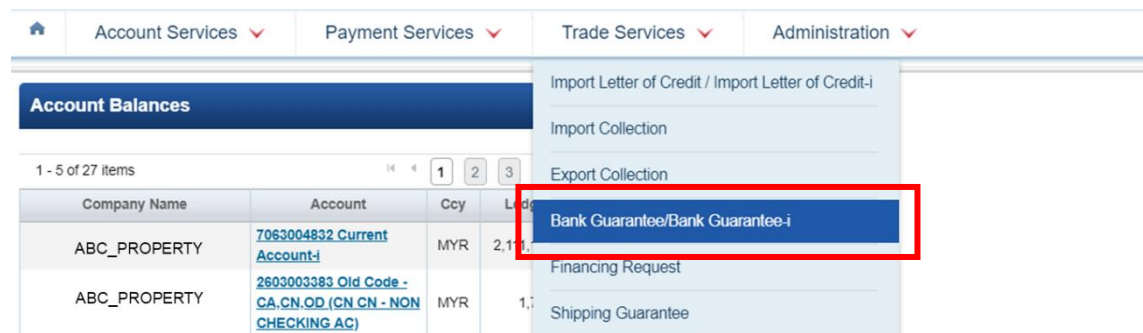### Submit Free Format Message

The submission to the Bank is successful.

BIB Ref: BG20080000268391

Click here to view and print transaction details   a

a) Upon successful submission, above screen will be displayed. You may click on this link to view and print the transaction details.

4. Send a Message to the Bank

Step 1

🏠 Account Services ⌄   Payment Services ⌄   Trade Services ⌄   Administration ⌄

Account Balances

Import Letter of Credit / Import Letter of Credit-i

Import Collection

1 - 5 of 27 items |◄ ◄ 1 2 3

Export Collection

Company Name	Account	Ccy	Ledg
ABC_PROPERTY	7063004832 Current Account-i	MYR	2,11
ABC_PROPERTY	2603003383 Old Code - CA,CN,OD (CN CN - NON CHECKING AC)	MYR	1,7

Bank Guarantee/Bank Guarantee-i

Financing Request

Shipping Guarantee

From the Top Menu Bar, select Trade Services > Bank Guarantee/Bank Guarantee-i.

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Step 2

| 🏠 | Account Services ▼ | Payment Services ▼ | Trade Services | Administration ▼ |

Create BG/BG-i ▼
BG/BG-i Amendment ▼
Message to Bank ▲
From Existing BG/BG-i
Edit Transactions
Pending Approval

Bank Guarantee/Bank Guarantee-i

You can prepare a Bank Guarantee / Bank Guarantee-i Application by selecting **"New Bank Guarantee"** or use one of the existing templates or drafts you have created.

Then select Conventional or Islamic transaction via indicator. (Subject to your approved facility in the Letter of Offer).

From the Left Navigation Menu, select Message to Bank > From Existing BG/BG-i.

Step 3

List of Existing Bank Guarantee / Bank Guarantee-i

Search Options ▲

Transaction Indicator:	[▼]
BIB Ref:	*
Company ID:	[ ] 🔍
Bank Ref:	[ ]
Beneficiary Name:	[ ]
Ccy:	[ ] 🔍

Search

1 - 28 of 28 items   10 | 25 | **50** | 100 |◁ ◁ [1] ▷ ▷|

BIB Ref	Company ID	Bank Ref	Beneficiary Name	Ccy	Amount	Issue Date	Expiry Date
BG20080000268391	ABC_PROPERTY	345FG091542	MERGER CONVERSION	MYR	20,000.00	01/03/2017	28/02/2018
BG20080000268137	ABC_PROPERTY	387FG090743	MERGER CONVERSION	MYR	20,000.00	24/06/2016	19/06/2017
BG20080000268115	ABC_PROPERTY	345PG090592	MERGER CONVERSION	MYR	852,000.00	06/05/2016	05/05/2021

Select the Bank Guarantee record to send the message to the Bank.

Step 4

Create Message

Save | Approve Later | Submit | Cancel | Help

General Details

BIB Ref:	BG20080000268391
Customer Reference:	MC
Bank Reference:	345FG091542
Issue Date:	01/03/2017 (dd/mm/yyyy)
Expiry Date:	28/02/2018
Message Type:*	Cancel

Show Form Summary | Top

Cancel

Other Information

Correspondence

Please input other instruction (if any) here.

File Upload Details (Max 5 files)

No files

Add a file

I) Select "Correspondence" at Message Type Field.
II) Indicate your message / instruction in the "Other Information" Field.
III) You may upload file via "Add a File".
IV) Once all information has been duly completed and file uploaded, click **Submit**.

Step 5

Submit Free Format Message

The submission to the Bank is successful.

BIB Ref: BG20080000268391

Click here to view and print transaction details   a

a) Upon successful submission, above screen will be displayed. You may click on this link to view and print the transaction details.

5. Bank Guarantee Inquiry

Step 1

🏠	Account Services ⌄	Payment Services ⌄	Trade Services ⌄	Administration ⌄

Import Letter of Credit / Import Letter of Credit-i

Account Balances

Import Collection

1 - 5 of 27 items |◄ ◄ 1 2 3

Export Collection

Company Name	Account	Ccy	L
ABC_PROPERTY	7063004832 Current Account-i	MYR	2,11
ABC_PROPERTY	2603003383 Old Code - CA,CN,OD (CN CN - NON CHECKING AC)	MYR	1,

Bank Guarantee/Bank Guarantee-i

Financing Request

Shipping Guarantee

From the Top Menu Bar, select Trade Services > Bank Guarantee/Bank Guarantee-i.

Step 2

| 🏠 | Account Services ⌄ | Payment Services ⌄ | Trade Services | Administration ⌄ |

Bank Guarantee/Bank Guarantee-i

- Create BG/BG-i
- BG/BG-i Amendment
- Message to Bank
- Pending BG/BG-i
- **Processed BG / BG-i**
- BG/BG-i Maintenance

You can prepare a Bank Guarantee / Bank Guarantee-i Application by selecting **"New Bank Guarantee"** or use one of the existing templates or drafts you have created.

Then select Conventional or Islamic transaction via indicator. (Subject to your approved facility in the Letter of Offer).

From the Left Navigation Menu, select Processed BG / BG-i.

Step 3

List of Bank Guarantee / Bank Guarantee-i Transactions

Search Options ⌃

Please enter the criteria to filter the transaction(s) search.

Transaction Indicator:	[⌄]
Company ID:	[ ] 🔍
BIB Ref:	[*]	a
Bank Ref:	[ ]
Status:	[⌄]
Customer Reference:	[ ]
Ccy:	[ ] 🔍
Amount From:	[ ] To: [ ]
Beneficiary / Counterparty:	[ ]
Expiry Date From:	[⌄] To: [⌄]

Search

1 - 32 of 32 items   10 | 25 | **50** | 100 |◁ ◁ [1] ▷ ▷|

	BIB Ref	Bank Ref	Customer Reference	Beneficiary / Counterparty	Ccy	Amount	Issue Date	Expiry Date	Status
b 📁	BG20080000268391	345FG091542	MC	MERGER CONVERSION	MYR	20,000.00	01/03/2017	28/02/2018	Processed

Search for Bank Guarantee Transactions:
a)   To search for specific Bank Guarantee, search by BIB Ref or Bank Ref.
      You may use an asterisk (*) at the end of the BIB Ref or Bank Ref, to search for variable endings. For example: BG2008* will provide all possible search results with BG2008 at the front, including BG20080000268391, BG20080000437899, BG20080000265359 etc.
b)   Click the Folder icon for details.

Step 3.1 Consolidated Summary View Page

Consolidated Summary

Bank Guarantee/Bank Guarantee-i

BIB Ref:	BG20080000268391
Customer Reference:	MC
Bank Reference:	345FG091542
Company ID:	ABC_PROPERTY
Guarantee/Invoice Amount:	MYR 20,000.00
Outstanding Amount:	MYR 20,000.00
Renewal:	No

a

Applicant Details

Issuer's Ref:	0000000001400113981

Beneficiary Details

Name and	MERGER CONVERSION
Address:	ADDRESS LINE 2

Actions

d

Initiate a new application from this transaction

Amend this transaction

Message to the bank

b

1 - 2 of 2 items   10 | 25 | **50** | 100 |◄ ◄ **1** ► ►|

Last Updated Date	Type	Status	Topic	Ccy	Amount	
28/08/2020	New	Processed	BG New	MYR	20,000.00	👥
28/08/2020	New	Processed	BG New	MYR	20,000.00	👥

Pending Transactions

1 - 1 of 1 items   10 | 25 | **50** | 100 |◄ ◄ **1** ► ►|

	Type	Status	Ccy	Amount	Input
🔍	Message Correspondence	Submitted (Sent)			19/11/2020

c

View the Consolidated Summary for:
a) Guarantee Amount and Outstanding Amount.
b) History of the Bank Guarantee record and related advices.
c) View pending transactions related to this Bank Guarantee record.
d) You may initiate to create an amendment/ message to the Bank for this Bank Guarantee or create another new Bank Guarantee from this record.

==============End of User Guide==============