

USER GUIDE: BANK GUARANTEE USING BUSINESS INTERNET BANKING PLUS

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.

| Chapter | Title | Page |
|---------|---|------------------|
| 1 | Issue Bank Guarantee 1.1 Create Bank Guarantee Application 1.2 Create a Transaction Using Template 1.3 Create a Transaction from Past BG | 2 2 7 8 |
| 2 | Amend Bank Guarantee | 9 |
| 3 | Cancel Issued Bank Guarantee | 11 |
| 4 | Send a Message to the Bank | 13 |
| 5 | Bank Guarantee Inquiry | 15 |



1. Issue Bank Guarantee

1.1 Create Bank Guarantee Application

| tep 1 | | | | | | |
|---|-------------------|---|---|---|---|--|
| ervices 🗸 | Payment S | ervices | ¥ | Trade Services 🗸 | Administration 🖌 | |
| Account Balances | | | | | ort Letter of Credit-i | |
| | н | 1 2 | 3 | Export Collection | | |
| | Account | Ссу | Ledg | Bank Guarantoo/Bank Guar | antos i | |
| | | MYR | 2 111 | | | |
| ABC_PROPERTY 2603003383 Old Code - CA.CN.OD.(CN CN - NON CHECKING AC) MYR 1,: | | | | | | |
| | TY 70630 Accou | Account TY 7063004832 Current Account-i 2603003383 Old Code - CA.CN.OD (CN CN - NOI) | Id 4 1 2 Account Ccy TY 7063004832 Current Account-i MYR TY 2603003333 Old Code- CA,CN,OD (CN CN - NON MYR MYR | If 4 1 2 3 Account Ccy Ledge TY 7063004832 Current Account-i MYR 2 111 TY 2603003333 Old Code- CA,CN,OD (CN CN - NON MYR 1, | Import Letter of Credit / Import Import Collection Import Collection Account Cey Led Bank Guarantee/Bank Guar Account-I TY 2603003383 Old Code- CA,CN.OD (CN CN - NON MYR 1, Shipping Guarantee | |

| Ste | Step 2 | | | | | | | |
|-----|---|---------------------------------|--------------------------------------|--|--|--|--|--|
| A | Account Services 🗸 | Payment Services 🗸 | Trade Services | Administration 🗸 | | | | |
| | Create BG/BG-i Bank Guarantee/Bank Guarantee-i | | | | | | | |
| ſ | New You can prepare a Bank Guarantee / Bank Guarantee-i Application by selecting "New Bank Guarantee" or use one of the exist templates or drafts you have created. | | | | | | | |
| | Create BG/BG-i From Template | Then select Conventional or Isl | amic transaction via indicator. (Sul | bject to your approved facility in the Letter of Offer). | | | | |
| | | | | | | | | |

| FIOID THE | Len Navigation | menu, seleci | Create DG/DG-I > New. | |
|-----------|----------------|--------------|-----------------------|--|
| | | | | |
| | | | | |

| Step 3 | | | | |
|--|--|--|------------------|------------------|
| Selection of Guarantee Details for Init | iation | | | |
| | | | | Search Options 🗸 |
| 1 - 1 of 1 items | 10 25 50 100 | | | R 4 1 F R |
| Guarantee Template ID | Company ID | Description | Guarantee Format | Preview |
| UOB Standard Template a | 0200029304 | UOB Standard Guarantee | Standard | ŝ |
| Company ID: Guarantee Format: Description: | c | | | Search Options 🔺 |
| 1 - 1 of 1 items | 10 25 50 100 | | | R → 1 ► N |
| Guarantee Template ID | Company ID | Description | Guarantee Format | Preview |
| Non Standard Format | 0200029304 | Non Standard Guarantee Template | Non Standard | |
| Select the Bank Guarantee a) Select UOB standard b) For non-standard form c) Under the Guarantee d) Select 'Non Standard | format. hat, click 'Search O Format Field, selec | ption'. ct 'Non Standard' and click | 'Search'. | |

₩UOB ★[±]₩

| Step 4 General Details | | | | | | | |
|--|------------------|---------------------|------|-----------|---------------|-------------|------|
| Create a New Bank Guarantee / Bank Guarantee-i | | | | | | | |
| | | | | Submit | Template | Cancel | Help |
| | | | Save | SUDMIT | remplate | Cancel | пеір |
| General Details | | | | | | | |
| Transaction Indicator:* | Conventional | Islamic | | | Show Form Sun | nmary Top | |
| BIB Ref: | BG20110000296 | 6832 | | | | | |
| Template Name: | | | | | | | |
| Customer Reference: | | | | | | | |
| Subtype: | Bank Guarante | ee/Bank Guarantee-i | | | | | |
| | Counter Guara | antee | | | | | |
| Application Date: | 19/11/2020 (dd/m | m/yyyy) | | | | | |
| Expiry Date:* | Fixed | ~ | | | | | |
| ż | | ✓ (dd/mm/yyyy) | | | | | |
| Effective Date:* | 19/11/2020 | ✓ (dd/mm/yyyy) | | | | | |
| Claim Period (days): | | | | | | | |
| Claim Date:* | | ✓ (dd/mm/yyyy) | | | | | |
| | Renewal | | а | | | | |
| Previous Guarantee Reference: | | | | | | | |
| | | | | | | | |
| I) Complete the requi | | | | elds with | an * are r | mandatory. | |

a) Tick the 'Renewal' check box and input previous guarantee reference.

| STEP 4.1 Applicant Details | | | | | |
|---|---|--|--|--|--|
| Applicant Details | | | | | |
| Company ID:* Name:* Address:* | Image: Constraint of the second se | | | | |
| a) Select the Company ID from List of Companies by clicking 🤐 | | | | | |
| (Note: For single company acc | cess, system will default the company ID, name and address.) | | | | |

| Beneficiary Details Image and " Image and " <th>STEP 4.2 Benefic</th> <th>ciary Deta</th> <th>ils</th> <th></th> <th></th> <th></th> <th></th> <th></th> | STEP 4.2 Benefic | ciary Deta | ils | | | | | |
|--|---------------------|---------------------|--------------|-------------|----------------|----------------|--------------|-------------|
| Address:" | Beneficiary Details | | | | | | | |
| Reference: Contact Number: Fax Number: Fax Number: List of Counterparties Abbreviated Name: Name: Search 1 - 5 of 8 items 1 - 5 o | Name and* | | | а | | | | 7 |
| Contact Number: | Address:* | | | | | | | |
| Contact Number: | | | | | | | | |
| rax Number: | Reference: | | | | | | | |
| List of Counterparties Abbreviated Name: | Contact Number: | | | | | | | / |
| Abbreviated Name: | Fax Number: | | | | | | | |
| Abbreviated Name: | | | | | | | | |
| I - 5 of 8 items I - 5 of 8 items <th< th=""><th></th><th>List of Counterpart</th><th>ies</th><th></th><th></th><th></th><th></th><th>×</th></th<> | | List of Counterpart | ies | | | | | × |
| I - 5 of 8 Items II - 5 of 8 Items Group ID Company ID Name Address Line 1 Address Line 2 Domicile Country FISHERMAN_CO ABC_PROPERTY Fisherman and Co. Ltd Raja Laut 50350 Kuaia Lumpur MY FSecure@roup ABC_CITY FSecureName Includie Includie MY Includie Includie Includie Includie Includie Includie Includie Includie Includie Includie Includie Includie Includie Includie | | Abbreviated Name: | | | | | | |
| I - 5 of 8 liems 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 Income Income MY Income Income Income Income Income Income Income Income Income Income Income Income Income Income Income Income | | Name: | | | | | | |
| Group ID Company ID Name Address Line 1 Address Line 2 Domicile Country FISHERMAN_CQ ABc_PROPERTY Fisherman and Co. Ltd Raja Laut 50350 Kuala Lumpur MY FSecureGroup ABC_CITY FSecureName Image: Company ID MY Image: Company ID ABC_CITY FSecureName Image: Company ID MY Image: Company ID ABC_CITY FSecureName Image: Company ID MY Image: Company ID ABC_CITY FSecureName Image: Company ID MY Image: Company ID ABC_CITY FSecureName Image: Company ID Image: Company ID MY Image: Company ID ABC_CITY FSecureName Image: Company ID Image: | | | Search | | | | | |
| FISHERMAN_CO ABC_PROPERTY FIsherman and Co. Ltd Raja Laut 50350 Kuala Lumpur MY FSecuraGroup ABC_CITY FSecureName Image: Comparison of the | | 1 - 5 of 8 items | | | | | H 4 1 2 | 2 🕨 🖬 🔹 |
| EISHERMAN_CO ABC_PROPERTY Ltd Raja Laut 50350 Kuala Lumpur MY ESecureGroup ABC_CITY FSecureName Image: Comparison of the secure of the | | Group ID | Company ID | | Address Line 1 | Address Line 2 | Domicile | Country |
| | | FISHERMAN_CO | ABC_PROPERTY | | Raja Laut | 50350 | Kuala Lumpur | MY |
| Add a new counterparty | | <u>FSecureGroup</u> | ABC_CITY | FSecureName | | | | MY |
| Add a new counterparty | | | | | | | | |
| Add a new counterparty | | | | | | | | |
| Add a new counterparty | | | | | | | | |
| | | | | | | | Add a new co | ounterparty |
| | | | | | | | | |

- a) Input the Beneficiary's name and address in the fields provided.
 b) Click Q to select from the existing counterparty list, or add a new counterparty. Provide other information, where applicable.

STEP 4.3 Amount Details & Bank Details

| Amount Details | |
|--|---|
| Guarantee/Invoice Amount:* | a a |
| Bank Details | |
| Recipient Bank Name:* | JOBM |
| Issuing Bank* Advising Bank | Confirming Bank |
| _{Type:*} b | Same as Recipient |
| SWIFT Code: | |
| Bank Name: | |
| Address: | |
| | |
| | |
| a) Click Q to open co b) Select the Bank Gu issued to another ba | urrency list. Select currency and input the amount. arantee Issuing Bank if you are requesting a counter guarantee to be ank. |

| STEP 4.4 Guarantee Details | | | | | | |
|----------------------------|-------------------------------|---|---|--|--|--|
| Guarantee Details | | | | | | |
| Guarantee Format:* | Standard | ~ | | | | |
| Guarantee Template ID:* | BG-uobs | | | | | |
| | (View the Guarantee Template) | | | | | |
| Purpose:* | а | | _ | | | |
| Other Instructions: | | | b | | | |
| | | - | | | | |
| | | | | | | |
| | | | | | | |
| | | • | | | | |

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

| end BG by:* | SWIFT | ✓ | | |
|-------------------|---------|---------------------|------------|-------------------------|
| rincipal Account: | | | Q, 0 | |
| ccount Currency | | | b | |
| ee Account:* | | | C C | |
| account Currency* | | | Ŭ | |
| | Margin: | | | |
| ther Information: | | | | |
| | | | ^ I | |
| | | | * | Show Form Summary Top |

- c) Indicate the account to debit for charges.
- Input other information, if any. Select "Margin" where applicable.

₩UΟΒ★準银行

| STEP 4.6 File Upload Details | | | | | |
|---|-------------------------|--|--|--|--|
| File Upload Details (Max 5 files) | | | | | |
| No files | е | | | | |
| | Save Submit Cancel Help | | | | |
| File Details | | | | | |
| File: b Choose File Vo file chosen | | | | | |
| Cancel Add C | | | | | |
| 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. | | | | | |

- Click 'Choose File' to select the desired file.
- Click 'Add' to upload the files.
- You may insert a name under 'Title' for the uploaded File (optional). 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 а

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

| • | Account Services | Payment Se | ervices | ~ | Trade Services 🗸 | Administration 🖌 |
|------------|------------------|---------------------------------------|---------|-------|--------------------------------|------------------------|
| | | | | | Import Letter of Credit / Impo | ort Letter of Credit-i |
| Accou | nt Balances | | | | Import Collection | |
| 1 - 5 of 2 | 7 items | 14 4 | 1 2 | 3 | Export Collection | |
| c | ompany Name | Account | Ccy | Ledg | Penk Querentes/Denk Quer | |
| A | BC_PROPERTY | 7063004832 Current Account-i | MYR | 2 111 | Bank Guarantee/Bank Guar | antee-i |
| | | 2603003383 Old Code - | | | Financing Request | |
| A | BC_PROPERTY | CA,CN,OD (CN CN - NON CHECKING AC) | MYR | 1,1 | Shipping Guarantee | |

| Ste | p 2 | | | |
|------|-----------------------------------|---|-------------------------------------|---|
| • | Account Services 🗸 | Payment Services 🗸 | Trade Services | Administration 🗸 |
| | Create BG/BG-i | Bank Guarantee | e/Bank Guarante | ee-i |
| 1 | lew | You can prepare a Bank Guaran templates or drafts you have cre | | on by selecting "New Bank Guarantee" or use one of the existing |
| | Create BG/BG-i From | Then select Conventional or Isla | amic transaction via indicator. (Su | bject to your approved facility in the Letter of Offer). |
| | emplate Copy From Past BG/BG-i | | | |
| | Edit Transactions | | | |
| F | Pending Approval | | | |
| _ | | | | |
| Fron | n the Left Navigatior | n Menu, select Creat | e BG/BG-i > Crea | ate BG/BG-i From Template. |

| Step 3 | |
|--------|--|

| | | Searc |
|--------------|---|-------|
| Description: | | |
| Company ID: | Q | |



| 1.3 | Create a | Transaction | from | Past | BG |
|-----|----------|----------------------|------|------|----|
| | orouto u | i i u ilou o li o li | | | |

| Account Servic | es 🗸 | Payment Se | ervices | × | Trade Services 🗸 | Administration | ¥ |
|--|-------------------|-----------------------|---------|-------|--------------------------------|------------------------|---|
| | | | | | Import Letter of Credit / Impo | ort Letter of Credit-i | |
| Account Balances | | | | | Import Collection | | |
| 1 - 5 of 27 items | | 14 - 4 | 1 2 | 3 | Export Collection | | |
| Company Name | | Account | Ссу | Ledg | Bank Guarantee/Bank Guar | | |
| ABC_PROPERTY | 706300 Accourt | 14832 Current nt-i | MYR | 2 111 | | antee-i | |
| ABC PROPERTY CA CO OD (CN CN - NON MYR 1 | | Financing Request | | | | | |

| ep 2 | | | | | | |
|------------------------|---|--|---|--|--|--|
| Account Services 🗸 | Payment Services 🗸 | Trade Services | Administration 🖌 | | | |
| Create BG/BG-i | Bank Guarantee | /Bank Guarantee | è-i | | | |
| New | 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. | | | | | |
| Create BG/BG-i From | Then select Conventional or Islam | ic transaction via indicator. (Subject | ct to your approved facility in the Letter of Offer). | | | |
| Template | | | | | | |
| Copy From Past BG/BG-i | | | | | | |

| ISL OF EXIST | ing Bank Guarantee | | | | | | |
|-----------------------------|------------------------------|----------------------------|-------------------|-----|-----------|------------|----------|
| | | Parin Gaurance P | | | | Search | h Optior |
| Transaction | | | | | | | |
| Indicator: | | ~ | | | | | |
| BIB Ref: | * | | | | | | |
| Company ID: | | | Q, | | | | |
| Bank Ref: | | | | | | | |
| Beneficiary Na | | | | | | | |
| Ccy: | Q | | | | | | |
| | | | | | | Se | earch |
| | | | | | | | |
| 1 - 32 of 32 items | | 10 25 50 100 | | | | H 4 - | 1) ⊦ |
| | Company ID | Bank Ref | Beneficiary Name | Ссу | Amount | Issue Date | Expir |
| BIB Ref | | | MERGER CONVERSION | MYR | 20,000.00 | 01/03/2017 | 28/0 |
| BIB Ref BG20080000268391 | ABC_PROPERTY | 345FG091542 | WERGER CONVERSION | | | | |
| | ABC_PROPERTY ABC_PROPERTY | 345FG091542 387FG090743 | MERGER CONVERSION | MYR | 20,000.00 | 24/06/2016 | 19/0 |

₩UOB ★¥₩行

2. Amend Bank Guarantee

| h | Account Services | Payment Se | rvices | ~ | Trade Services 🗸 | Administration | ¥ |
|-------------|------------------|---------------------------------------|--------|-------|--------------------------------|------------------------|---|
| | | | | | Import Letter of Credit / Impo | ort Letter of Credit-i | |
| ACCO | unt Balances | | | | Import Collection | | |
| 1-50 | f 27 items | 14 4 | 1 2 | 3 | Export Collection | - | |
| | Company Name | Account | Ссу | Ledg | Bank Guarantee/Bank Guara | antan i | |
| | ABC_PROPERTY | 7063004832 Current Account-i | MYR | 2 111 | | 11166-1 | |
| | | 2603003383 Old Code - | | | Financing Request | | |
| | ABC_PROPERTY | CA,CN,OD (CN CN - NON CHECKING AC) | MYR | 1,1 | Shipping Guarantee | | |

| | Account Services 🗸 | Payment Services 🗸 | Trade Services | Administration 🗸 |
|-----------|--|--|----------------|---|
| BC Fro | eate BG/BG-i G/BG-i Amendment om Existing BG/BG-i it Transactions | You can prepare a Bank Guara templates or drafts you have cr | eated. | PC-I n by selecting "New Bank Guarantee" or use one of the existing eject to your approved facility in the Letter of Offer). |

| tep 3 | | | | | | | |
|---------------------------|-------------------|--------------------|-------------------|-----|------------|------------|-----------|
| ist of Existir | ng Bank Guarantee | / Bank Guarantee-i | | | | | |
| | 0 | | | | | Search | h Options |
| Transaction Indicator: | | ~ | | | | | |
| BIB Ref: | * | | | | | | |
| Company ID: | | | Q | | | | |
| Bank Ref: | | | | | | | |
| Beneficiary Nam | ie: | | | | | | |
| Ccy: | Q | | | | | | |
| | | | | | | Se | arch |
| 1 - 32 of 32 items | | 10 25 50 100 | | | | н н н | 1 > > |
| BIB Ref | Company ID | Bank Ref | Beneficiary Name | Ссу | Amount | Issue Date | Expiry |
| BG20080000268391 | ABC_PROPERTY | 345FG091542 | MERGER CONVERSION | MYR | 20,000.00 | 01/03/2017 | 28/02/2 |
| 3G20080000268137 | ABC_PROPERTY | 387FG090743 | MERGER CONVERSION | MYR | 20,000.00 | 24/06/2016 | 19/06/2 |
| BG20080000268115 | ABC_PROPERTY | 345PG090592 | MERGER CONVERSION | MYR | 852,000.00 | 06/05/2016 | 05/05/2 |
| | | | | | | | |

世日日 UOB 大华银行

| Step 4 General Det | ails |
|-------------------------------|---------------------------|
| 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 V (dd/mm/yyyy) |
| New Claim Date: | ✓ (dd/mm/yyyy) |

Complete the amendment information for the Bank Guarantee.
 You may amond the Bank Guarantee expire date, offective date, and claim a

|) You may amend the Bank | Guarantee expiry date, | , effective date and | d 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 Ban | k Only | | | | | |
| Send BG by:* | SWIFT 🗸 | | | | | |
| Principal Account: | Q. 0 | | | | | |
| Account Currency | | | | | | |
| Fee Account:* | Q | | | | | |
| Account Currency* | | | | | | |
| | Margin: | | | | | |
| Other Information: | | | | | | |
| | ^ I | | | | | |
| | * | 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. | | | | | | |

₩UOB ★¥₩行

| STEP 4.4 File Upload Details | | | | | | | | | | |
|------------------------------|---|---|--|--|--|--|--|--|--|--|
| File U | pload Details | (Max 5 files) | | | | | | | | |
| No files | No files | | | | | | | | | |
| Add a | file | | | | | | | | | |
| | | Save Approve Later Submit Cancel Help | | | | | | | | |
| 2 | 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. | | | | | | | | | |



3. Cancel Issued Bank Guarantee

| A | Account Services | Payment Se | ervices | ¥ | Trade Services 🖌 | Administration | ¥ |
|--------------|------------------|---------------------------------------|---------|---------------------|--------------------------------|------------------------|---|
| | | | | | Import Letter of Credit / Impo | ort Letter of Credit-i | |
| Acco | ount Balances | | | | Import Collection | | |
| 1-5 | of 27 items | 14 4 | 1 2 | 3 | Export Collection | | |
| | Company Name | Account | Ccy | Led | Darah Orizonta (Darah Orizon | | |
| | ABC_PROPERTY | 7063004832 Current Account-i | MYR | 2,1 [,] 1, | Bank Guarantee/Bank Guara | antee-i | |
| | | 2603003383 Old Code - | | | Financing Request | | |
| ABC_PROPERTY | | CA,CN,OD (CN CN - NON CHECKING AC) | MYR | 1, | Shipping Guarantee | | |

₩UOB ★ # 報行

| Ste | Step 2 | | | | | | | | | |
|-----|--|---|----------------|---|--|--|--|--|--|--|
| ٨ | Account Services 🗸 | Payment Services 🗸 | Trade Services | Administration 🗸 | | | | | | |
| | Create BG/BG-i BG/BG-i Amendment BG/BG-i Amendment Message to Bank From Existing BG/BG-i Edit Transactions Pending Approval | You can prepare a Bank Guar templates or drafts you have (| created. | tion by selecting "New Bank Guarantee" or use one of the existing ubject to your approved facility in the Letter of Offer). | | | | | | |
| Fro | From the Left Navigation Menu, select Message to Bank > From Existing BG/BG-i. | | | | | | | | | |

| | Step 3 | | | | | | | | | | |
|---|--|--------------------|--------------------|-------------------|-----|------------|------------|-------------|--|--|--|
| | List of Existing Bank Guarantee / Bank Guarantee-i | | | | | | | | | | |
| | 1 - 28 of 28 items | | 10 25 50 100 | | | | ⊣ 1 | ► N | | | |
| _ | BIB Ref | Company ID | Bank Ref | Beneficiary Name | Ссу | Amount | Issue Date | Expiry Date | | | |
| ſ | 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 th | e Bank Guarantee r | ecord to cancel. | | | | | | | | |

₩UOB ★ \$ \$ \$

| Step 4 | | | | | | |
|--|-------------------------|---|-----|-----------------|-------------------------|--|
| Create Message | | | | | | |
| | | | Sav | e Approve Later | Submit Cancel Help | |
| General Details | | | | | a. | |
| BIB Ref: | BG20080000268391 | | | | | |
| Customer Reference: | MC | | | | | |
| Bank Reference: | 345FG091542 | | | | | |
| Issue Date: | 01/03/2017 (dd/mm/yyyy) | | | | Show Form Summary Top | |
| Expiry Date: | 28/02/2018 | | | | | |
| Message Type:* | Cancel | ~ | | | | |
| | Cancel | ▲ | | | | |
| Other Information | Correspondence | | | | | |
| Please input other instruct | lou (li Suy) dese. | × | | | | |
| File Upload Details (Max | 5 files) | | | | | |
| No files Add a file | | | | | | |
|) Select "Cancel" at Message Type Field. I) Provide other information or specify any instruction in the "Other Information" Field. II) You may upload file via "Add a File". | | | | | | |

IV) Once all information has been duly completed and file uploaded, click **Submit**

| Ste | ep 5 |
|-----|---|
| | Submit Free Format Message |
| | The submission to the Bank is successful. |
| | BIB Ref. BG20080000268391 Click here to view and print transaction details |
| 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

| | Account Services | Payment Se | rvices | ~ | Trade Services 🗸 | Administration 🗸 |
|--------------------------|------------------|---------------------------------------|--------|--------|--------------------------------|------------------------|
| | | | | | Import Letter of Credit / Impo | ort Letter of Credit-i |
| Account Balances | | | | | Import Collection | |
| 1-50 | of 27 items | 14 4 | 1 2 | 3 | Export Collection | |
| | Company Name | Account | Ссу | Ledg | Bank Guarantee/Bank Guara | notos i |
| | ABC_PROPERTY | 7063004832 Current Account-i | MYR 3 | 2,111, | | |
| | | 2603003383 Old Code - | | | Financing Request | |
| ABC_PROPERTY CA,CN,OD (C | | CA,CN,OD (CN CN - NON CHECKING AC) | - | 1,1 | Shipping Guarantee | |

世日日 UOB 大华银行

| Ste | Step 2 | | | | | | | | | |
|-----|--|---|----------------|---|--|--|--|--|--|--|
| ٨ | Account Services 🗸 | Payment Services 🗸 | Trade Services | Administration 🗸 | | | | | | |
| | Create BG/BG-i BG/BG-i Amendment BG/BG-i Amendment Message to Bank From Existing BG/BG-i Edit Transactions Pending Approval | You can prepare a Bank Guar templates or drafts you have (| created. | tion by selecting "New Bank Guarantee" or use one of the existing ubject to your approved facility in the Letter of Offer). | | | | | | |
| Fro | From the Left Navigation Menu, select Message to Bank > From Existing BG/BG-i. | | | | | | | | | |

| Step 3 | | | | | | | | | | |
|--|--|-------------------|-----|------------|------------|-------------|--|--|--|--|
| List of Existing Bank Guarantee / Bank Guarantee-i | | | | | | | | | | |
| 1 - 28 of 28 items | 10 25 50 100 | | | | H 4 1 | 1 ≻ → | | | | |
| BIB Ref Company ID | Bank Ref | Beneficiary Name | Ссу | 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 re | B0200000000000000000000000000000000000 | | | | | | | | | |

₩UOB ★¥₩行

| Step 4 | | | | | |
|---|--|-------------------|--------------------|-------------------------|---|
| Create Message | | | | | |
| | | | Save Approve Later | Submit Cancel Help | |
| General Details | | | | í | 8 |
| BIB Ref: Customer Reference: Bank Reference: Issue Date: Expiry Date: Message Type:* | BG20080000268391 MC 345FG091542 01/03/2017 (dd/mm/yyyy) 28/02/2018 Cancel | ~ | | Show Form Summary Top | |
| Other Information | Correspondence | | | | |
| Flease input other instruct File Upload Details (Max No files Add a file | | ▲ | | | |
| II) Indicate yo | respondence" at M ur message / instru | ction in the "Oth | n" 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

| Account Services ∨ Payment Services ∨ | | | | Trade Services 🗸 | Administration 🖌 |
|---------------------------------------|---------------------------------------|-----|--------|--------------------------------|------------------------|
| | | | | Import Letter of Credit / Impo | ort Letter of Credit-i |
| Account Balances | | | | Import Collection | |
| 1 - 5 of 27 items | | | | Export Collection | |
| Company Name | Account | Ссу | Ludg | | |
| ABC_PROPERTY | 7063004832 Current Account-i | MYR | 2,111, | Bank Guarantee/Bank Guar | antee-i |
| | 2603003383 Old Code - | | | Financing Request | |
| ABC_PROPERTY | CA,CN,OD (CN CN - NON CHECKING AC) | MYR | 1,1 | Shipping Guarantee | |

| ħ | Account Services 🗸 | Payment Services 🗸 | Trade Services | Administration 🗸 | | | | | | |
|-----|---------------------|--------------------|---|------------------|--|--|--|--|--|--|
| Cre | eate BG/BG-i | Bank Guarantee | /Bank Guarantee | e-i | | | | | | |
| BG | /BG-i Amendment 🛛 🗡 | | You can prepare a Bank Guarantee / Bank Guarantee-i Application by selecting "New Bank Guarantee" or use one of the existing | | | | | | | |
| Mes | ssage to Bank 🛛 💙 | | templates or drafts you have created. Then select Conventional or Islamic transaction via indicator. (Subject to your approved facility in the Letter of Offer). | | | | | | | |
| Per | nding BG/BG-i | | | | | | | | | |
| Pro | ocessed BG / BG-i | | | | | | | | | |
| | | | | | | | | | | |

Step 3

| ist of Bank Gua | arantee / Bank | Guarantee-i | Transactions | | | | | |
|--------------------------------|---------------------------------|--------------------|-------------------------------|-----|-----------|------------|-------------|----------------|
| | | | | | | | Se | arch Options 🔺 |
| Please enter the criteria to | filter the transaction(s) searc | h. | | | | | | |
| Transaction Indicator: | | ~ | | | | | | |
| Company ID: | | Q | | | | | | |
| BIB Ref: | * | a | | | | | | |
| Bank Ref: | | | | | | | | |
| Status: | | ~ | | | | | | |
| Customer Reference: | | | | | | | | |
| Ccy: | Q | | | | | | | |
| Amount From: | т | io: | | | | | | |
| Beneficiary / Counterparty: | | | | | | | | |
| Expiry Date From: | т 🗸 | io: | ~ | | | | | |
| | | | | | | | 1 | Search |
| 1 - 32 of 32 items | | 10 25 50 | 100 | | | | 14 4 | 1 - |
| BIB Ref | Bank Ref | Customer Reference | Beneficiary / Counterparty | Ссу | Amount | Issue Date | Expiry Date | Status |
| 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.

| Consolidated Su Bank Guarantee/Bank Gua | | | | | Action Initiate a new | 1S v application fro | om this trans | | d | |
|--|--|-----------|----------------|-----------------|----------------------------|-------------------------|---------------|-----|-----------|-----------|
| BIB Ref: Customer Reference: Bank Reference: Company ID: Guarantee/Invoice Amount: Outstanding Amount: Renewal: Applicant Details | BG20080000268 MC 345FG091542 ABC PROPERTY MYR 20,000.00 MYR 20,000.00 No | | | | Amend this I Message to | | | | | |
| Issuer's Ref: Beneficiary Details | 000000001400 | 113981 | | | | | | | | |
| Name and Address: | MERGER CONV ADDRESS LINE | | I | | | | | | | b |
| 1 - 2 of 2 items | | 10 3 | 25 50 | 100 | | | | | i i 1 |) × × |
| Last Updated Date | Туре | Status | | Торіс | | | Ссу | Amo | ount | _ |
| 28/08/2020 | New | Processed | | BG New | | | MYR | | 20,000.00 | 8 |
| 28/08/2020 | lew | Processed | | BG New | | | MYR | | 20,000.00 | 88 |
| Pending Transaction | S | | | | | | | | | |
| 1 - 1 of 1 items | | 10 | 25 50 | 100 | | | | | |) × ×i |
| | Туре | | | Status | | Ссу | Ccy Amount | | t Input | |
| R Mess | age Correspondence | | Submitted | ubmitted (Sent) | | | | | 1 | 9/11/2020 |
| | | | | | | | | | | С |
| /iew the Consolidat) Guarantee Am | | | ding / | Amount. | | | | | | |

- View pending transactions related to this Bank Guarantee record. You may initiate to create an amendment/ message to the Bank for this Bank Guarantee or create another new Bank Guarantee from this record.

####