UOB 大华银行

USER GUIDE: FINANCING REQUEST USING BUSINESS INTERNET BANKING PLUS

===

Important Notes:

- User access right must be granted by Company Administrator.
- You may send financing requests for Import Invoice Financing (IF) or Banker's Acceptance (BA), request to repay trade loans and send message to the Bank. If you request for BA financing, the BA draft must be submitted to the Bank on the next banking day.
- You may also make inquiries on the history of the financing and access related advices.
- You may upload supporting documents via the File Upload function.

===
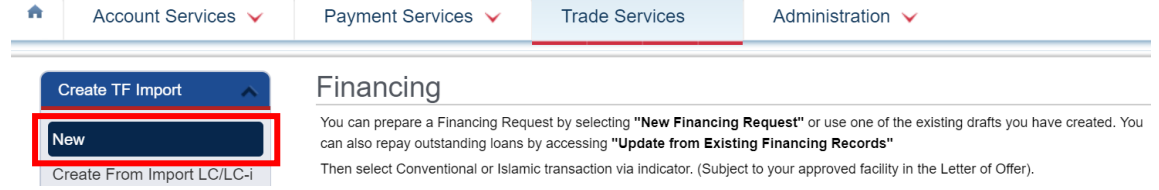
1. Apply for Import Financing
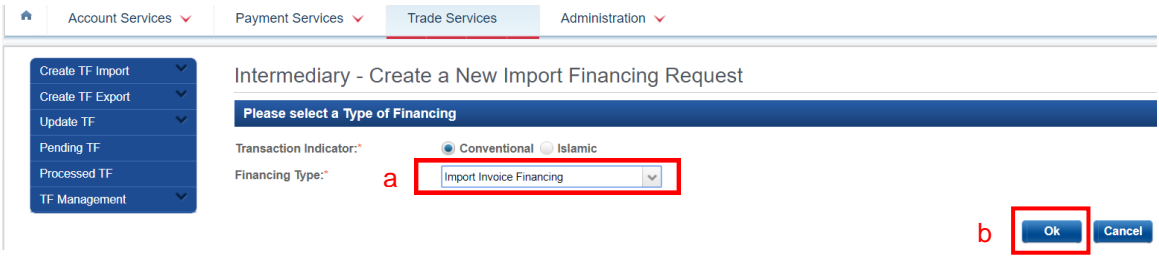
Step 1

From Top Menu Bar, select Trade Services > Financing Request.

Step 2

From the Left Navigation Menu, select Create TF Import > New.

Step 3

Select the Transaction Indicator, followed by:
a)   Financing Type: 'Import Invoice Financing' or 'Banker Acceptance/ Accepted Bills-i' where applicable.
b)   Click   Ok

![UOB 大华银行]

Step 4.1 General Details

General Details

Transaction Indicator:	Conventional
BIB Ref:	TF20110000298484
Customer Reference:	
Application Date:	26/11/2020 *(dd/mm/yyyy)*
a Requested Issue Date:*	*(dd/mm/yyyy)*
Tenor (days):*	
b Maturity Date:*	*(dd/mm/yyyy)*
	(Subject to bank's approval)
Financing Type:*	Import Invoice Financing
Related Reference:	
Description of Goods:	

I)   Fill in the required details in this whole section.
II) Take note of the following:
    a) Input the "Requested Issue Date" and "Tenor (days)".
    b) "Maturity Date" will be defaulted.
III) Input fields indicated by an * are mandatory fields.
IV) Tenor requested is subjected to bank's approval.

STEP 4.2 Financing Details

Applicant Details

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

Financing Bank

Financing Bank Name:*	UOBM

Amount Details

b Financing Amount:*   🔍

c ### Additional Details

Indicate the financing details as follows:
a) Applicant Details - select the Company ID from List of Companies by clicking 🔍
b) Amount Details - If MYR financing, select MYR and update amount. If foreign currency financing, select the relevant currency and input foreign currency amount. (Please take note the currency and amount should follow the financing amount)
c) Additional Details – input other required information. e.g. foreign exchange contract and payment institution.

UOB 大华银行

STEP 4.3 Instructions to the Bank

Instructions for the Bank Only

Principal Account: [   ] 🔍 ●   a
Account Currency [   ]

Show Form Summary | Top

Fee Account:* [   ] 🔍
Account Currency* [   ]   b

Other Information:
[   ] 📝   c

a) Leave 'Principal Account' and 'Account Currency' blank.
b) Under 'Fee Account' field, click 🔍 and select MYR account (the corresponding 'Account Currency' will be defaulted).
c) Indicate other instructions to the Bank under Other information. e.g. Use this financing to settle other outstanding loans or remit proceeds to overseas.

STEP 4.4 File Upload Details

File Upload Details (Max 5 files)

No files
[Add a file]   a

[Save] [Submit] [Cancel] [Help]

File Details   ✖

Title: [   ]   d
File: b [Choose File] No file chosen

[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 financing request:
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).

File Upload Details (Max 5 files)

Show Form Summary | Top

.	Title	File Name		
📄	File 1	Testing Excel.xlsx	⬇	✖
📕	File 2	Testing PDF.pdf	⬇	✖
📄	File 3	Testing Word.docx	⬇	✖
📊	File 4	Testing Text.txt	⬇	✖

Add a file

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

The uploaded files will be displayed as above. The file extension allowed to be uploaded are *.xls*, *.doc*, *.pdf* and *.txt*. Click ⬇ to download the files again and click ✖ to delete the uploaded file. Once file upload is completed, click **Submit** to submit transaction.

Step 5

Submit Request for Financing
The submission to the Bank is successful.

BIB Ref: TF16060000378044

a ⟶ 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.

---

2. Repay Outstanding Loan

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

Bank Guarantee/Bank Guarantee-i

| ABC_PROPERTY | 7063004832 Current Account-i | MYR | 2,11 |

Financing Request

| ABC_PROPERTY | 2603003383 Old Code - CA,CN,OD (CN CN - NON CHECKING AC) | MYR | 1, |

Shipping Guarantee

From the Top Menu Bar, select Trade Services > Financing Request.

Step 2

Financing

You can prepare a Financing Request by selecting **"New Financing Request"** or use one of the existing drafts you have created. You can also repay outstanding loans by accessing **"Update from Existing Financing Records"**

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

From the Left Navigation Menu, select Update TF > From Existing TF.

Step 3

List of Previous Financing Record

Select the outstanding loan to repay.

Step 4

Update an Existing Financing Record

Select 'Partial Payment' or 'Final/Full Payment'.

![UOB Logo] 大华银行

Step 5

Update an Existing Financing Record

| Save | Approve Later | Submit | Cancel | Help |

General Details   Show Form Summary | Top

BIB Ref:	TF19050000132216
Customer Reference:	P9 TESTING
Bank Reference:	381IF092843
Issue Date:	13/05/2019 *(dd/mm/yyyy)*
Maturity Date:	10/09/2019
Message Type:*	Final/Full Payment ▼	a
Outstanding Amount:	MYR 30,000.00	
Interest Amount:	MYR	🔍 b
	As of 18/06/2019	
Repayment Mode:	○ Principal	
	○ Principal+Interest	
Repayment Amount:*	MYR 30,000.00	
	Repayment amount for Final/Full Payment instruction will be determined by bank upon the date of processing of the transaction.	
Settlement Method:*	▼	
Principal Account:		🔍 ⊖ c
Account Currency		
Fee Account:*		🔍
Account Currency		

Fill in the required details and take note of the following:

a)   Ensure either 'Final/ Full Payment' or 'Partial Payment' is selected.

b)   Click on 🔍 to view outstanding interest amount.

Principal Amount	From Date	To Date	Days	Interest Rate/Profit/ Ta'widh Rate	Interest Amt/Profit/Ta'widh Amt
30000.00	15/05/2019	18/06/2019	34	6.7100	187.51
				MYR	187.51

c)   Indicate the 'Principle Account' for settlement of loan principle amount and 'Fee Account' for settlement of Interest/Charges.

Step 5.1 Process for Partial Payment (foreign currency)

Transaction Indicator:	Conventional
BIB Ref:	TF18070000067958
Bank Reference:	381IF092813
Issue Date:	11/05/2018 (dd/mm/yyyy)
Maturity Date:	18/10/2018
Message Type:*	Partial Payment
Outstanding Amount:	USD 10,000.00
Interest Amount:	USD
	As of 22/10/2018
Repayment Mode:	○ Principal **a** ● Principal+Interest
Repayment Amount:*	USD 5,000.00
the transaction.	Repayment amount for Final/Full Payment instruction will be determined by bank upon the date of processing of
Settlement Method:*	Debit Account **b**
Principal Account:*	1949000481 AC NAME1 2500086098 AC N/
Account Currency*	USD
Fee Account:*	1943068459 AC NAME1 2500086098 AC N/
Account Currency*	MYR

Show Form Summary | Top

a) Under Repayment Mode, select settlement of Principal only or both Principal + Interest.
b) Select the Principal Account to be debited.

Step 5.2 Process for Partial Settlement with FX Conversion

General Details

BIB Ref:	TF20020000230389
Bank Reference:	345IL094703
Issue Date:	13/02/2020 (dd/mm/yyyy)
Maturity Date:	12/06/2020
Message Type:*	Partial Payment
Outstanding Amount:	USD 10,000.00
Interest Amount:	USD 317.90
	As of 16/12/2020
Repayment Mode:	● Principal
	○ Principal+Interest
Repayment Amount:*	USD 3,000.00
	Repayment amount for Final/Full Payment instruction will be determined by bank upon the date of processing of the transaction.
Settlement Method:*	Debit Account **a**
Principal Account:*	2093015632 AC NAME1 2093015632
Account Currency*	MYR
Fee Account:*	2093015632 AC NAME1 2093015632
Account Currency*	MYR

Show Form Summary | Top

b

Exchange Rate

Foreign Exchange Rates:	● Use Prevailing Board Rates	○ Utilise FX Contract(s)		
Exchange Rate:	4.2605000	The rate is indicative only.	Equivalent Amount:	MYR 12,781.50
Tolerance Rate:	4.8995749		Equivalent Amount:	MYR 14,698.72

a) Select MYR Principal Account for settlement.
b) Indicate the Exchange Rate.

Step 5.3 Process for Full / Final Settlement with FX Conversion

General Details

BIB Ref:	TF20020000230389
Bank Reference:	345IL094703
Issue Date:	13/02/2020 *(dd/mm/yyyy)*
Maturity Date:	12/06/2020
Message Type:*	Final/Full Payment
Outstanding Amount:	USD 10,000.00
Interest Amount:	USD 317.90
	As of 16/12/2020

Repayment Mode: ○ Principal
                  ○ Principal+Interest

Repayment Amount:*   USD 10,317.90

Repayment amount for Final/Full Payment instruction will be determined by bank upon the date of processing of the transaction.

Settlement Method:*   Debit Account

Principal Account:*   2093015659 AC NAME1 2093015659   **a**
Account Currency:*   MYR

Fee Account:*   2093015632 AC NAME1 2093015632
Account Currency   MYR

b

Exchange Rate

Foreign Exchange Rates: ● Use Prevailing Board Rates   ○ Utilise FX Contract(s)

Exchange Rate:	4.2605000	The rate is indicative only.	Equivalent Amount:	MYR 43,959.41
Tolerance Rate:	4.8995749		Equivalent Amount:	MYR 50,553.32

a)   Select MYR Principal Account for settlement.
b)   Indicate the Exchange Rate.

STEP 5.4 Other Information & File Upload Details

Other Information

Final/Full Payment   **a**

File Upload Details (Max 5 files)

No files

Add a file   **b**   **c**

[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.

a)   Indicate other instructions to the Bank.
b)   Upload file, if any.
c)   Upon completion, click [Submit]

Step 6

Submit Request for Financing

The submission to the Bank is successful.
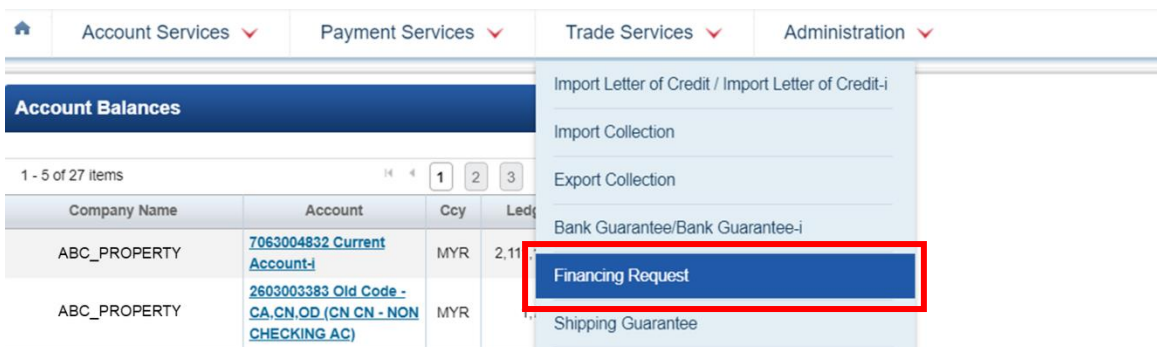
BIB Ref: TF16060000378044

a   Click here to view and print transaction details

a)   Upon successful submission, above screen will display. You may click on this link to view and print the transaction details.
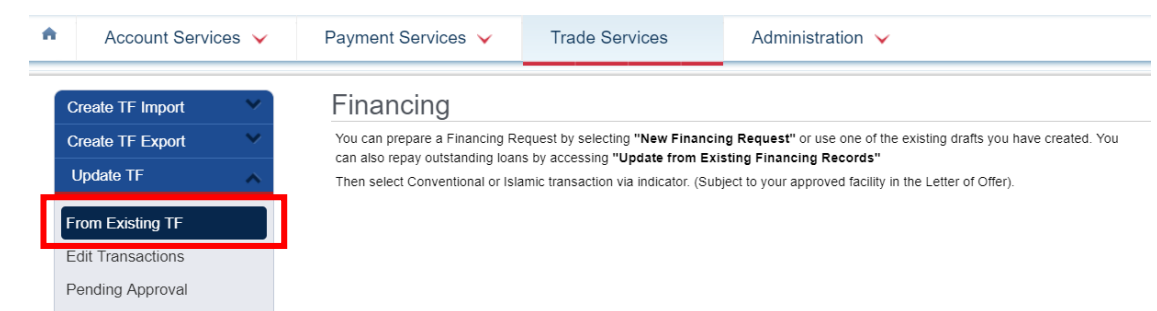
3. Send a Message to the Bank

Step 1

From the Top Menu Bar, select Trade Services > Financing Request.

Step 2

From the Left Navigation Menu, select Update TF > From Existing TF.

![UOB 大华银行 logo]

Step 3

🏠	Account Services ▾	Payment Services ▾	**Trade Services**	Administration ▾				

List of Previous Financing Record

Create TF Import ▾
Create TF Export ▾
Update TF ▴
From Existing TF
Edit Transactions
Pending Approval
Pending TF
Processed TF
TF Management ▾

Search Options ▴

BIB Ref: `*`
Bank Ref: [   ]
Company ID: [   ] 🔍
Ccy: [   ] 🔍

Search

1 - 50 of 244 items   10 | 25 | **50** | 100   ⏮ ◀ **1** 2 3 4 5 ▶ ⏭ ⬆

BIB Ref	Company ID	Bank Ref	Related Reference	Ccy	Amount	Issue Date	Maturity Date
TF20110000292301	ABC_PROPERTY	945BA090029		MYR	81,000.00	02/11/2020	01/01/2021
TF20110000292281	ABC_PROPERTY	945BA090028		MYR	81,000.00	02/11/2020	23/11/2020
TF20110000292280	ABC_PROPERTY	345BA124208		MYR	100,000.00	02/11/2020	23/11/2020
TF20100000291007	ABC_PROPERTY	345BA124212		MYR	330,000.00	02/11/2020	25/11/2020

Select the financing record to send a message to the Bank.

Step 4

Update an Existing Financing Record

Save   **Approve Later**   **Submit**   **Cancel**   **Help**

General Details

BIB Ref: TF20110000292301
Customer Reference: 556608
Bank Reference: 945BA090029
Issue Date: 02/11/2020 *(dd/mm/yyyy)*
Maturity Date: 01/01/2021   Show Form Summary | Top
Message Type:*   [Correspondence   ▾]

  Correspondence
  Partial Payment
  Final/Full Payment

Other Information

    Please input other instruction (if any) here.

File Upload Details (Max 5 files)

No files

Add a file

💡   **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.

Select Correspondence from Message Type and input message to send to the Bank or attach supporting documents for the Bank's information. Click **Submit** upon completion.

Step 5

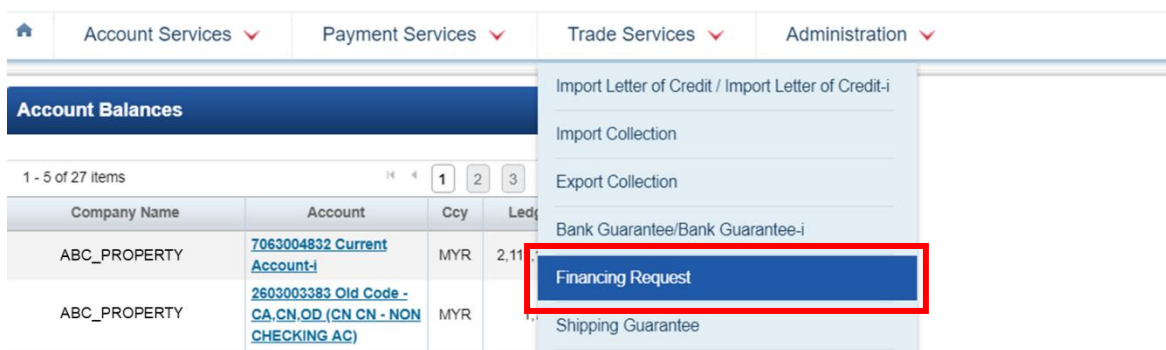## Submit Request for Financing

The submission to the Bank is successful.

BIB Ref: TF16060000378044

a 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.
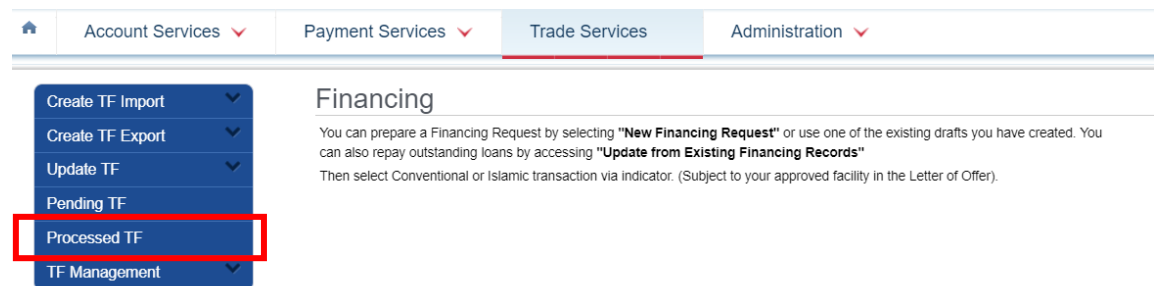
4. Perform Financing Request Inquiry

Step 1

From the Top Menu Bar, select Trade Services > Financing Request.

Step 2

From the Left Navigation Menu, select Processed Trade Finance.

UOB 大华银行

Step 3

List of Financing Transactions

Search Options ∧

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

Company ID:		
BIB Ref:	*	a
Bank Ref:		
Status:		
Customer Reference:		
Ccy:		
Amount From:	To:	
Maturity Date From:	To:	

Search

1 - 50 of 259 items   10 | 25 | **50** | 100   ⏮ ◀ **1** 2 3 4 5 6 ▶ ⏭ ▾

	BIB Ref	Company ID	Bank Ref	Customer Reference	Ccy	Amount	Issue Date	Maturity Date	Status
b 📁	TF20110000292301	ABC_PROPERTY	345IF090282	556608	MYR	81,000.00	02/11/2020	01/01/2021	Processed

Search for Financing Transactions:
a) To search for specific TF, 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: TF2011* will provide all possible search results with TF2011 at the front, including TF20110000292301, TF20110000456897 etc.
b) Click the Folder for details.

Step 3.1 Consolidated Summary View Page

Consolidated Summary

Financing Request

BIB Ref:	TF20110000292301
Customer Reference:	556608
Bank Reference:	945BA090029
Company ID:	ABC_PROPERTY
Amount Details	MYR 81,000.00
Outstanding Amount:	MYR 81,000.00

a

Applicant Details

Name and Address:	NAME1 1400102179
	ADDRESS LINE 1 SEQ 001
	ADDRESS LINE 2
	ADDRESS LINE 4
Bank Name :	UOBM
Issuer's Ref:	0000000001400102179

b

1 - 1 of 1 items   10 | 25 | **50** | 100   ⏮ ◀ **1** ▶ ⏭

Last Updated Date	Type	Status	Topic	Ccy	Amount	
02/11/2020	New	Processed	BA New	MYR	81,000.00	👥

Pending Transactions
0 items

c

Type	Status	Ccy	Amount	Input
No Records Found				

View the Consolidated Summary for:
a) Loan amount and Outstanding Amount.
b) History of the Trade Financing record and related advices.
c) View pending transactions related to this Trade Finance record.

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