⋕⋕ UOB

USER GUIDE: TRANSFERRING FUNDS BETWEEN UOBM FOREIGN CURRENCY (FCY) AND MALAYSIAN RINGGIT (MYR) ACCOUNTS VIA INFINITY

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Important Notes:

- User access rights must be granted by Company Administrator for funds transfer to be performed from FCY accounts.

- For funds transfer performed via **bulk Foreign Telegraphic Transfer**:
  - Please send the relevant supporting documents by uploading them on the same module in Infinity before the transaction is approved by the authoriser.
  - If the supporting documents are not uploaded, the transaction will be rejected.
  - Please use BIC code: **UOVBMYKLXXX** or **UOVBMY21XXX**

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A. Guide for Company Administrator: Assigning Group Roles to User Profile

Step 1

a) From the top menu bar, go to **Admin** > **Users Management** > **Manage User Account Access**.

b) Select the User and click ⋮ to edit.

Step 2

a) Select the Accounts to be granted access to the User by selecting specific accounts or All Accounts.

b) At "What transactions can the user access?" click 🔍.

c) Tick "Transfer to a UOB account", click "Apply" and click "Next" at the end of the screen.

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Step 3

Which accounts can user access?

_____ (Default Company)

Current Account - Corporate   1063073771   MYR

Pre-Approved Payee	No
What can user(s) view?	2 products selected ⌄
What products can user(s) access?	64 products selected ⌄

Merchant IDs to Access

Cancel	Edit	**Submit**

Review the changes and click "Submit" for approval.

B. Guide for Company Administrator: Approving the User Account Setup

Step 1

USERS MANAGEMENT

Manage User Profiles

Manage User Password

Manage User Account Access

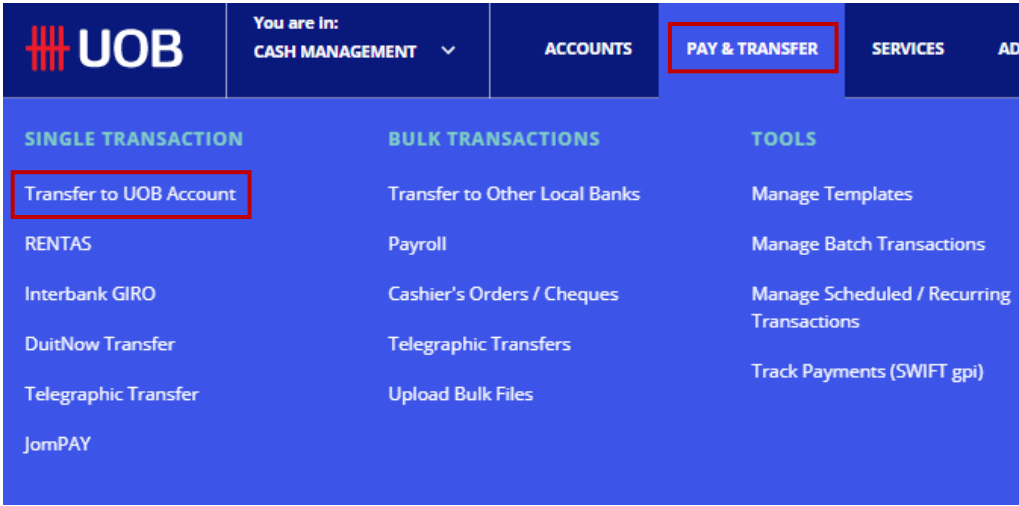| ☐	Bank Reference ⌄	Transaction / Value Date ↑	Application Date ⌄	Status	Action
☐	FT22060000563646	13/06/2022	13/06/2022	● Pending Authorise	⋮
					Edit
☐	FT22060000564972	15/06/2022	15/06/2022	● Pending Authorise	Approve
					Return to Maker
☐	FT22060000564977	15/06/2022	15/06/2022	● Pending Authorise	Delete

a)   From the top menu bar, go to **Admin** > **Users Management** > **Manage User Account Access**.

b)   Click ⋮ at the selected User and click "Approve" to proceed.

C. How to Perform Foreign Currency Transfer to UOB Malaysia account via single Intrabank Funds Transfer in Infinity
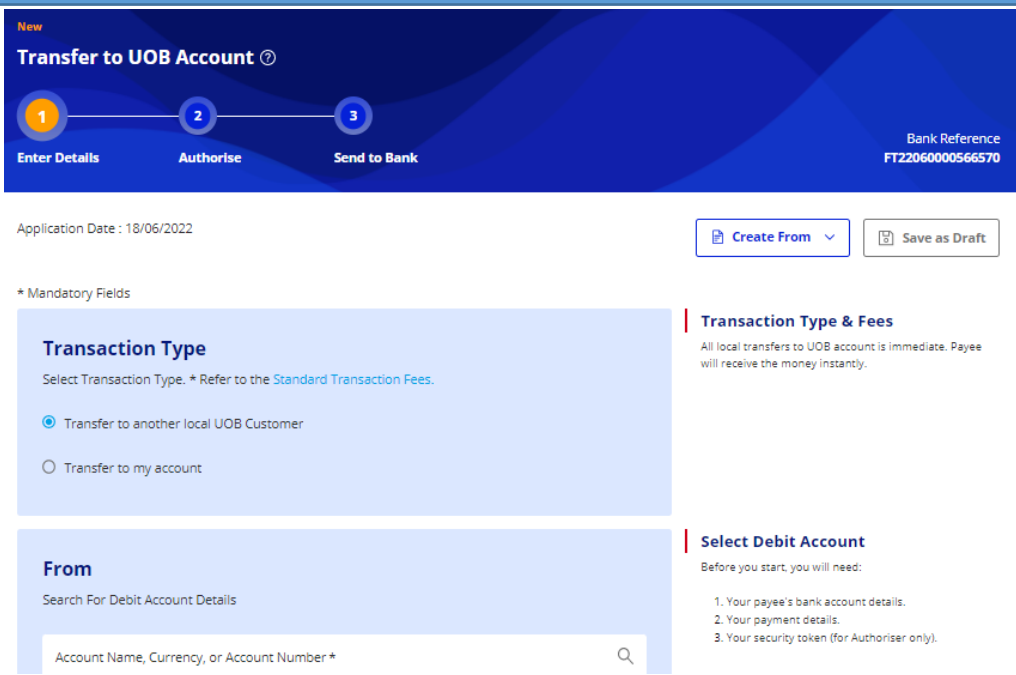
Step 1

At the top menu bar, go to Pay & Transfer > Single Transaction > Transfer to UOB Account.
If you have previously created a Template, you can also create transactions by selecting "Create From Template".

Step 2

Enter all required details on the "New Transfer to UOB Account" screen. Please ensure all fields with an asterisk (*) are not left blank.

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Step 3

From
Search For Debit Account Details

Account Name, Currency, or Account Number *
MYR   221300

To
Enter payee's details

Payee Name *
NUSME

📄 Pre-Approved Payee

Account Number *
60890

Currency *
USD

Select Debit Account

Before you start, you will need:

1. Your payee's bank account details.
2. Your payment details.
3. Your security token (for Authoriser only).

Find Payee

You can search by Payee's name or bank account number. If this is the first time you are transferring funds to a payee, please enter the new payee details directly.

After entering a valid Foreign Currency Account Number, the currency will automatically be displayed.

Step 4

Amount & When
Enter transaction details

Transfer Date *
20/06/2022

Currency *
USD

Recipient Reference *
Trading

Use FX Rate	Use FX Contract

Enter amount to get FX rate.

Indicative Rate
1 USD = 4.2605 MYR

Transaction Amount *
USD 1,000.00

Equivalent Amount *
MYR 4,260.50

Cancel	Save as Template	**Next**

Add to My Tasks to submit with your other transactions later.

Cancel	Edit	Add to My Tasks	**Submit**

a) Enter the amount under "Amount & When". The exchange rate will be displayed accordingly.
b) After entering all payment details, click "Next".
c) After reviewing all payment details, click "Submit" to proceed with approval.

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Step 5

Authorise Transaction ✕

We have sent a notification to your UOB Infinity Secure enabled device. Do ensure that you are connected to the internet to receive it.

Confirm the request within the next 60 seconds to proceed.

I did not receive the notification

Enter Token Response ✕

Please select token type to proceed.

| **Infinity Secure** | **Physical Token** |

Follow these steps on your UOB Infinity App:

1 | Open UOB Infinity App 📱 & select Infinity Secure 🔒

2 | Select [🔑 Transaction Key II] & follow the instructions given

3 | Enter the following **4 digits**

1	1	0	0
Skip	Skip	Skip	Skip

on to your Infinity Secure and press **Next**

4 | Enter the following **8 digits**

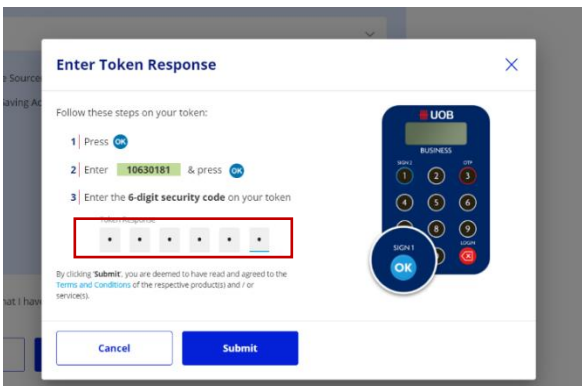| 1	2	3	4
5	6	7	8

on to your Infinity Secure and press **Generate Key**

5 | Enter the **6-digit transaction key** generated

Key Response

By clicking 'Submit', you are deemed to have read and agreed to the Terms and Conditions of the respective product(s) and / or service(s).
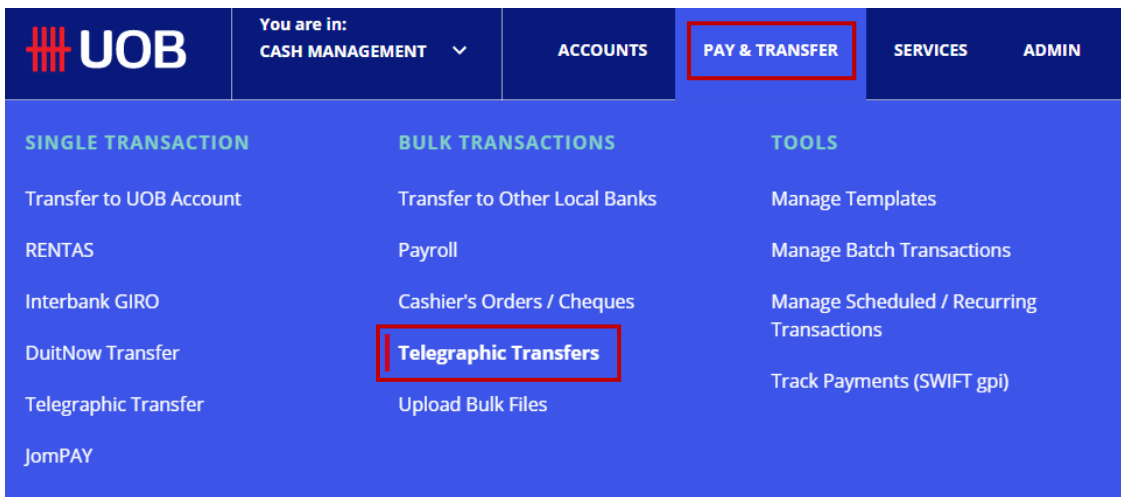
☐ Set as default authentication method.

Cancel   **Submit**

Enter Token Response ✕

Follow these steps on your token:

1 | Press **OK**

2 | Enter 10630181 & press **OK**

3 | Enter the **6-digit security code** on your token

Token Response
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By clicking 'Submit', you are deemed to have read and agreed to the Terms and Conditions of the respective product(s) and / or service(s).

Cancel   **Submit**

Enter "Token Response" by following the on-screen instructions and click "**Submit**".

Note: Approval from Administrator checker is required for dual-control setup.

D. How to Perform Foreign Currency Transfer to UOB Malaysia account via bulk Foreign Telegraphic Transfer in Infinity
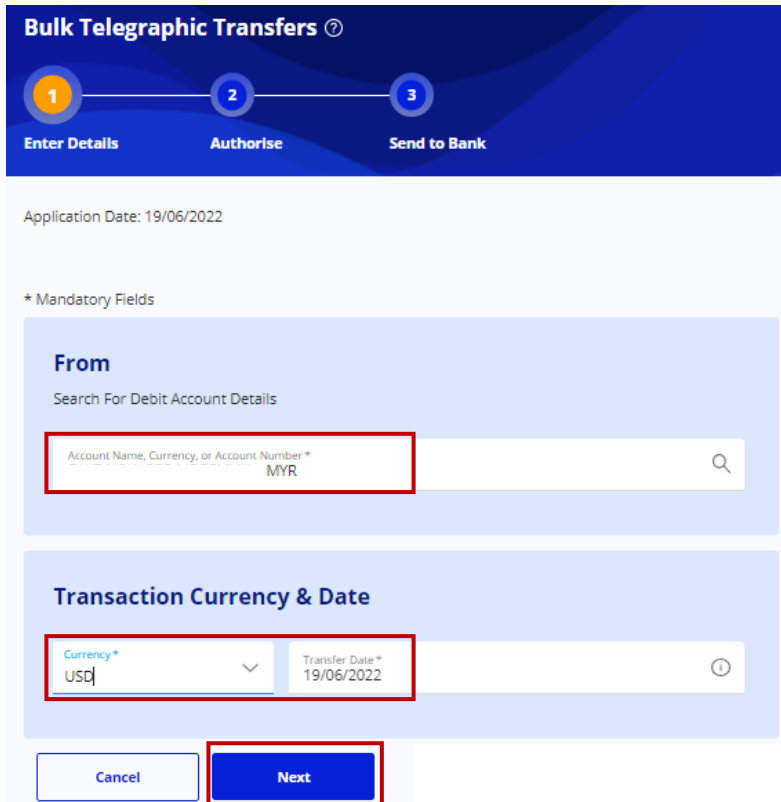
Step 1

At the top menu bar, go to Pay & Transfer > Single Transaction > Transfer to UOB Account.
If you have previously created a Template, you can also create transactions by selecting "Create From Template".

Step 2

a) Select the "Debit Account Details" and "Transaction Currency & Date".
b) Click "Next" to proceed.

![UOB logo]

Step 3

Payee Name / Address 3

Payee Country *

Bank Country *
Malaysia

Bank Name *
UNITED OVERSEAS BANK (MALAYSIA) BERHAD

SWIFT BIC Code *
UOVBMYKLXXX

Bank Address
JALAN RAJA LAUT

a) Enter all transaction details. Fields with * are mandatory.
b) Please enter following details for foreign currency fund transfer to UOB account:
   - Bank Country: **Malaysia**
   - SWIFT BIC Code: **UOVBMYKLXXX** or **UOVBMY21XXX**
   - Bank Name: **United Overseas Bank (Malaysia) Berhad**

Step 4

Upload Supporting Document(s)

Drag your files (.zip, .jpg, .gif, .tiff, .bmp, .pdf, .png, .doc, .xls, .xml, .rar, .txt, .docx, .csv, .xlsx, .pgp, .pptx, .jpeg, .msg, .tif, .xps) here or choose file
You can upload up to 5 file each time. Maximum file size 10MB per file

Another to this Payee   **Add New Transaction**

a) At "Upload Supporting Document(s)", click "choose file" to select your files for uploading. Upon successful uploading, your supporting documents will be listed on the screen.
b) Click "Add New Transaction".
c) Fill up the new transaction details if you have more than one transaction.

![UOB logo](ǁǁǁ UOB)

Step 5

Bulk Transaction Summary

Overview

No. of Transactions	Highest Amount	Total Amount
1	USD 10,000.00	USD 10,000.00

Cancel   **Next**

a) The "Bulk Transaction Summary" will then display the total bulk amount, total number of transactions and highest transaction amount each time a new transaction is added.
b) Click "Next" to proceed with transaction.

Step 6

Cancel   Edit   Save as Template   Add to My Tasks   **Submit**

a) Review the transaction details and click "Submit" to proceed with approval.
b) Authoriser(s) to proceed with approval using Infinity Secure or Physical Token. For details, refer to Section C – Step 5 in this User Guide.