

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

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: **UOVBMYLXXX** or **UOVBM21XXX**
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A. Guide for Company Administrator: Assigning Group Roles to User Profile

Step 1

USERS MANAGEMENT
 Manage User Profiles
 Manage User Password
Manage User Account Access

Company ↑	First Name ◇	Last Name ◇	User ID ◇	Application Type	Action
BAI	MY11	Agei	MY11	Modified	⋮
SDN BHD	UIDBI	UID003	UIDB	-	⋮
SDN BHD	FNAM	LNAI	UMAS		<div style="border: 2px solid red; padding: 2px; background-color: #D9E1F2;">Edit</div> View Approved Details

- 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

Account and Product to Access

ACCOUNT (Default Company)

Select All Accounts

Current Account - Corporate - MYR

Limit transactions to only Pre-approved Payee? *

Yes

No

What can the user view?

Account Overview

Account Activities

What transactions can the user access?

Transactions* 🔍

Transactions Selected

What transactions can user access?


Search for Transactions

- RENTAS
- Shipping Guarantee
- Stop Cashier Order / Cheque Request
- TD Placement
- Telegraphic Transfer
- Transfer to a UOB account**
- Trust Receipt / Trust Receipt-i
- ULEMC

Cancel

Clear

Apply

- 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.

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

<input type="checkbox"/>	Bank Reference	Transaction / Value Date	Application Date	Status	Action
<input type="checkbox"/>	FT22060000563646	13/06/2022	13/06/2022	Pending Authorise	⋮
<input type="checkbox"/>	FT22060000564972	15/06/2022	15/06/2022	Pending Authorise	⋮
<input type="checkbox"/>	FT22060000564977	15/06/2022	15/06/2022	Pending Authorise	⋮

Edit

Approve

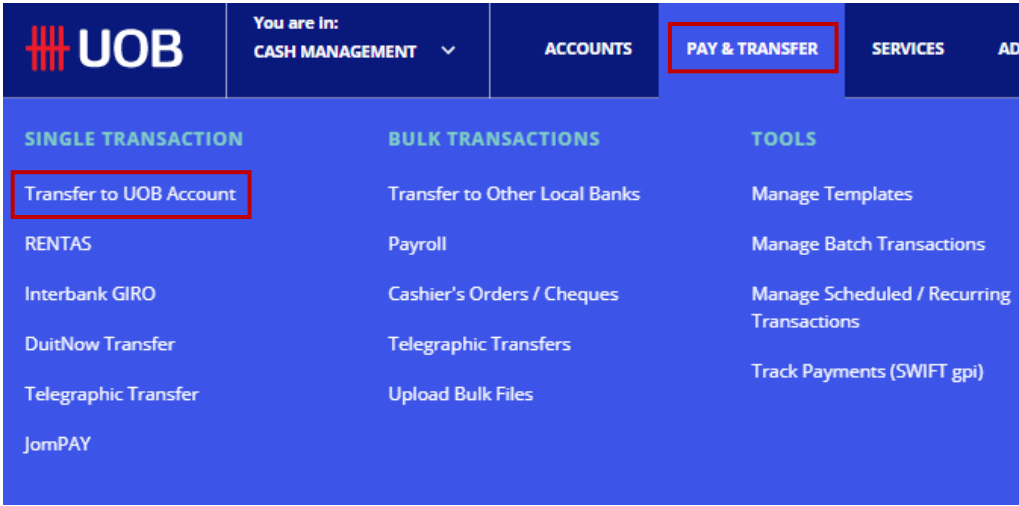
Return to Maker

Delete

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

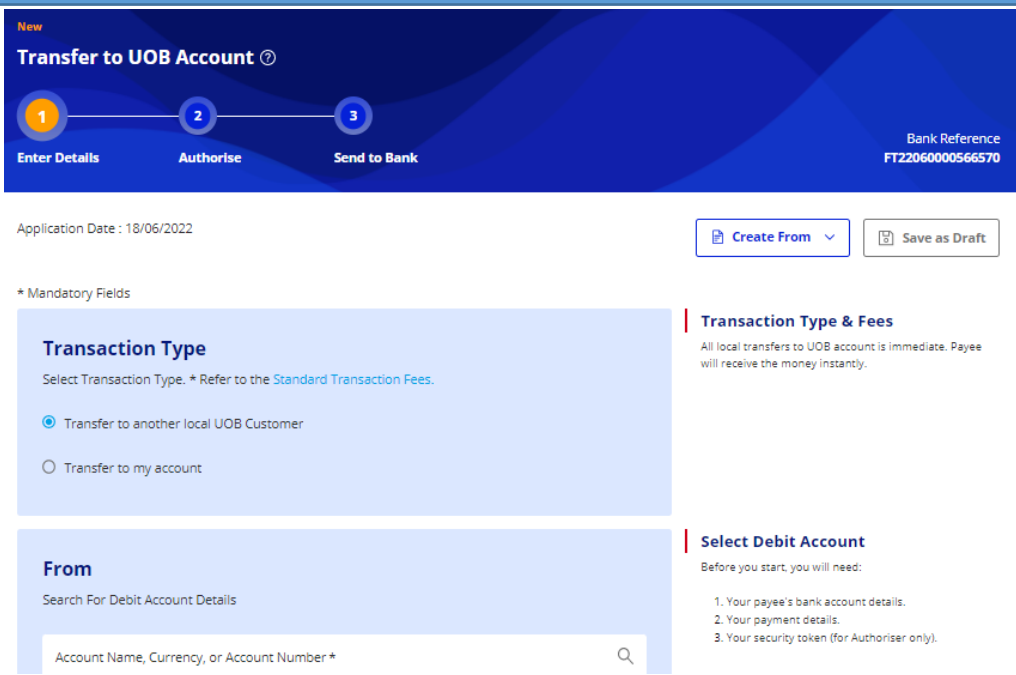
Step 1



The screenshot shows the UOB Infinity interface. At the top, there is a navigation bar with the UOB logo, 'You are in: CASH MANAGEMENT', and tabs for 'ACCOUNTS', 'PAY & TRANSFER', 'SERVICES', and 'AD'. Under the 'PAY & TRANSFER' tab, there are three main categories: 'SINGLE TRANSACTION', 'BULK TRANSACTIONS', and 'TOOLS'. Under 'SINGLE TRANSACTION', the option 'Transfer to UOB Account' is highlighted with a red box. Other options include RENTAS, Interbank GIRO, DuitNow Transfer, Telegraphic Transfer, and JomPAY. Under 'BULK TRANSACTIONS', options include Transfer to Other Local Banks, Payroll, Cashier's Orders / Cheques, Telegraphic Transfers, and Upload Bulk Files. Under 'TOOLS', options include Manage Templates, Manage Batch Transactions, Manage Scheduled / Recurring Transactions, and Track Payments (SWIFT gpi).

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



The screenshot shows the 'New Transfer to UOB Account' screen. At the top, there is a progress indicator with three steps: 1. Enter Details, 2. Authorise, and 3. Send to Bank. The 'Enter Details' step is currently active. Below the progress indicator, there is a 'Bank Reference' field with the value 'FT22060000566570'. The 'Application Date' is '18/06/2022'. There are two buttons: 'Create From' and 'Save as Draft'. Below the buttons, there is a section for 'Mandatory Fields'. The 'Transaction Type' section has two radio buttons: 'Transfer to another local UOB Customer' (selected) and 'Transfer to my account'. The 'From' section has a search box for 'Debit Account Details' with the placeholder text 'Account Name, Currency, or Account Number *'. To the right of the search box, there is a section for 'Transaction Type & Fees' and 'Select Debit Account'. The 'Transaction Type & Fees' section states: 'All local transfers to UOB account is immediate. Payee will receive the money instantly.' The 'Select Debit Account' section states: 'Before you start, you will need: 1. Your payee's bank account details. 2. Your payment details. 3. Your security token (for Authoriser only).'

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

Step 3

From

Search For Debit Account Details

To

Enter payee's details

Pre-Approved Payee

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

Use FX Rate
Use FX Contract

Enter amount to get FX rate.

Transaction Amount*

USD 1,000.00

Equivalent Amount*

MYR 4,260.50

Indicative Rate

1 USD = 4.2605 MYR

Cancel
Save as Template
Next

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

Cancel
Edit
Add to My Tasks
Submit

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

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
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 on to your Infinity Secure and press

- 4 | Enter the following **8 digits**

1	2	3	4
5	6	7	8

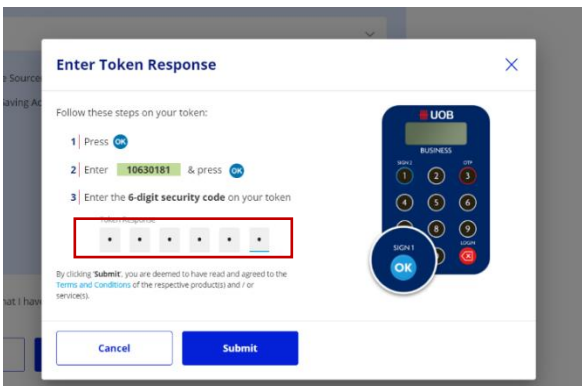
 on to your Infinity Secure and press

- 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.

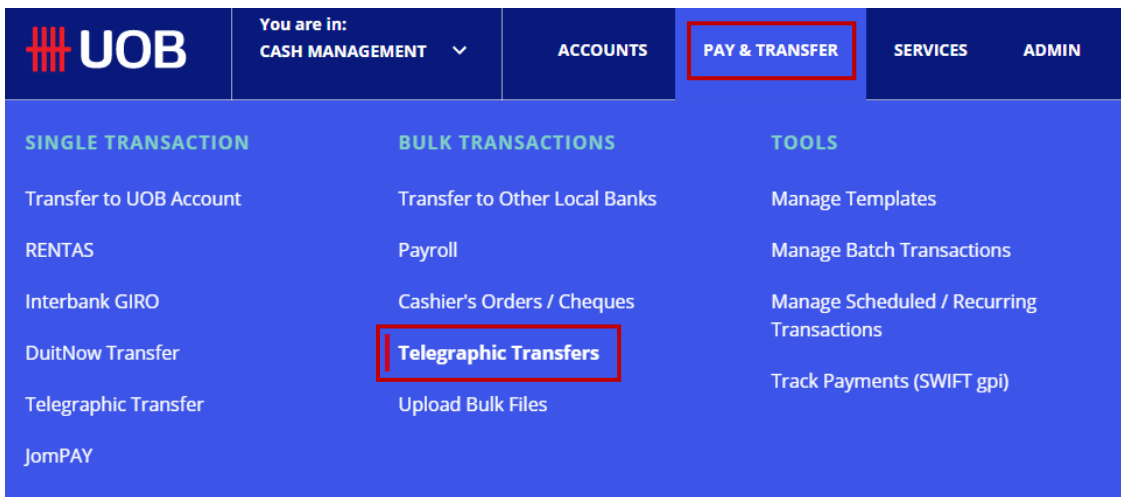


Enter "Token Response" by following the on-screen instructions and click "Submit".

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

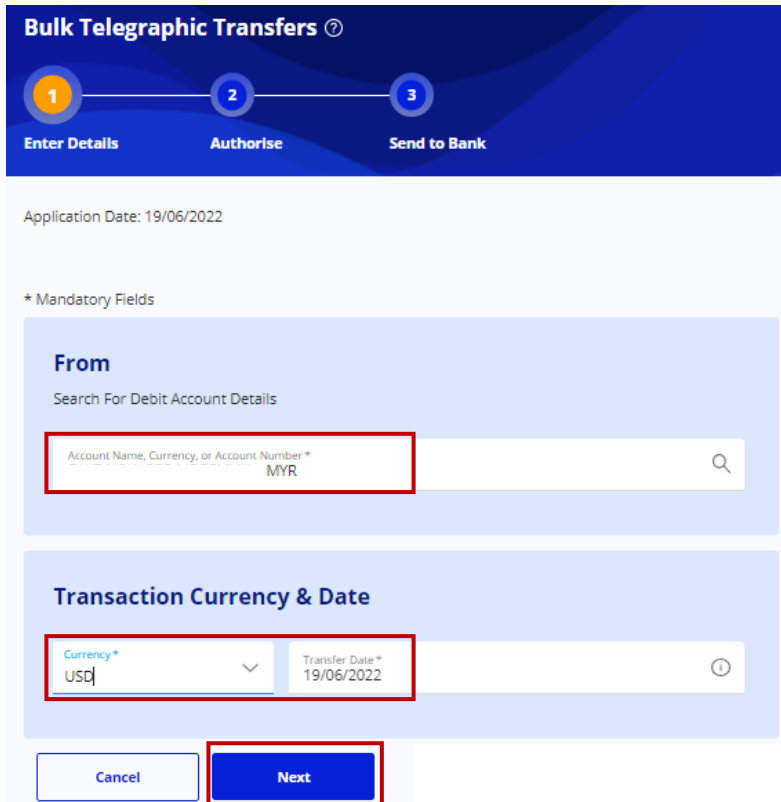
Step 1



The screenshot shows the UOB Infinity interface. At the top, there is a navigation bar with 'UOB' logo, 'You are in: CASH MANAGEMENT', and tabs for 'ACCOUNTS', 'PAY & TRANSFER', 'SERVICES', and 'ADMIN'. The 'PAY & TRANSFER' tab is selected. Below this, there are three columns: 'SINGLE TRANSACTION', 'BULK TRANSACTIONS', and 'TOOLS'. Under 'BULK TRANSACTIONS', the 'Telegraphic Transfers' option is highlighted with a red box.

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



The screenshot shows the 'Bulk Telegraphic Transfers' form. At the top, there is a progress bar with three steps: 1. Enter Details, 2. Authorise, and 3. Send to Bank. The 'From' field is highlighted with a red box. Below this, there is a 'Transaction Currency & Date' section with a 'Currency*' dropdown set to 'USD' and a 'Transfer Date*' field set to '19/06/2022'. The 'Next' button is highlighted with a red box.

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

Step 3

Payee Name / Address 3

Payee Country *

Bank Country *
Malaysia

Bank Name *
UNITED OVERSEAS BANK (MALAYSIA) BERHAD

SWIFT BIC Code *
UOVBMKXXX

Bank Address
JALAN RAJA LAUT

- Enter all transaction details. Fields with * are mandatory.
- Please enter following details for foreign currency fund transfer to UOB account:
 - Bank Country: **Malaysia**
 - SWIFT BIC Code: **UOVBMKXXX** or **UOVBMK21XXX**
 - 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, .ppt, .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](#)

- 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.
- Click "Add New Transaction".
- Fill up the new transaction details if you have more than one transaction.

Step 5

Bulk Transaction Summary

Overview

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

Cancel

Next

- 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.
- Click "Next" to proceed with transaction.

Step 6

Cancel

Edit

Save as Template

Add to My Tasks

Submit

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