




UOB Business Internet Banking (BIB) Maintenance Form – Affiliated Company Users

1. Applicant's ("My") business details

 Registered Business Name

Business Registration No.

Existing BIB Login Group ID

2. Add new users (if you have more than 3 users, you can add more users in Appendix 1 – Add BIBPlus Users)

Please read the notes below before you fill up this section.

- ▶ **Enquirer:** View account details only.
- ▶ **Maker:** Create all transactions (except Payroll) and view account details. Authoriser is required to approve transactions created.
- ▶ **Payroll Maker:** Create payroll transactions and view payroll details. Payroll Authoriser is required to approve payroll transactions created.
- ▶ **Authoriser:** Create transactions, approve other user's transactions (except Payroll), and view account details.
- ▶ **Payroll Authoriser:** Create payroll, approve other user's payroll transactions, and view payroll details.
- ▶ **Verifier:** Verify transaction data input by user before submitting to Signatory.
- ▶ **Sender:** Release fully authorised transaction to bank for processing.

- Important:**
- The Bank will assign an ID at its sole discretion if the Preferred User ID is left blank or cannot be allocated.
 - By selecting Payroll role, you will be subscribed to BIBPlus Bulk Services for which fees may apply. Please refer to the BIBPlus Form Guide for details.
 - For existing BIBPlus users, you may opt to link your existing token to company group. Please contact the Bank for more information.
 - The Authorised Person(s) from the Affiliated Entity(ies) is required to complete Section 5.
 - It is mandatory for new Authoriser * to present themselves at Home / nearest Branch to perform biometric authentication together with BIBPlus Application Form
- * **N/A if it is existing Approved Signatories/Authorised Users** (in Current Account Operating Mandate)

User 1 Details

Link User to other Affiliated Entity(ies) from same Group ID (selected roles will apply for all entities listed below)

Name of Entity 1 <input type="text"/>	Business Registration No. for Entity 1 <input type="text"/>
Name of Entity 2 <input type="text"/>	Business Registration No. for Entity 2 <input type="text"/>
Name (underline surname) <input type="text"/>	Roles (please tick where applicable)
Country of Issuance (default MY) <input type="text"/>	<input type="checkbox"/> Enquirer <input type="checkbox"/> Administrator
Email Address (This is required to receive BIBPlus Email notifications) <input type="text"/>	<input type="checkbox"/> Maker <input type="checkbox"/> Payroll Maker
Mobile No. (This is required to receive BIBPlus SMS notifications) <input type="text"/>	<input type="checkbox"/> Verifier (non-payroll) <input type="checkbox"/> Payroll Verifier
User Specimen Signature	<input type="checkbox"/> Sender (non-payroll) <input type="checkbox"/> Payroll Sender
Preferred User ID (min 8 characters with no space or special character) <input type="text"/>	<input type="checkbox"/> Authoriser (non-payroll)
NRIC/Passport/FIN (default NRIC) <input type="text"/>	Payroll Authoriser (Please indicate specific payroll access. If not indicated, default is Full Access.)
	<input type="checkbox"/> Full Access <input type="checkbox"/> View Employee Details Only
	<input type="checkbox"/> View Payroll Amount Only
	Authoriser Group: A/B/C/D/E (Default Group = A)
	Daily Approval Currency & Limit: <input type="text"/> <input type="text"/>

2. Add new users (Continued)

User 2 Details

Link User to other Affiliated Entity(ies) from same Group ID (selected roles will apply for all entities listed below)

Name of Entity 1

Name of Entity 2

Name

(underline surname)

Country of Issuance

(default MY)

Email Address

(This is required to receive BIBPlus Email notifications)

Mobile No.

(This is required to receive BIBPlus SMS notifications)

User Specimen Signature

Preferred User ID

(min 8 characters with no space or special character)

NRIC/Passport/FIN

(default NRIC)

Business Registration No. for Entity 1

Business Registration No. for Entity 2

Roles

(please tick where applicable)

Enquirer

Administrator

Maker

Payroll Maker

Verifier (non-payroll)

Payroll Verifier

Sender (non-payroll)

Payroll Sender

Authoriser (non-payroll)

Payroll Authoriser

(Please indicate specific payroll access. If not indicated, default is Full Access.)

Full Access

View Employee Details Only

View Payroll Amount Only

Authoriser Group: A/B/C/D/E (Default Group = A)

Daily Approval Currency & Limit:

User 3 Details

Link User to other Affiliated Entity(ies) from same Group ID (selected roles will apply for all entities listed below)

Name of Entity 1

Name of Entity 2

Name

(underline surname)

Country of Issuance

(default MY)

Email Address

(This is required to receive BIBPlus Email notifications)

Mobile No.

(This is required to receive BIBPlus SMS notifications)

User Specimen Signature

Preferred User ID

(min 8 characters with no space or special character)

NRIC/Passport/FIN

(default NRIC)

Business Registration No. for Entity 1

Business Registration No. for Entity 2

Roles

(please tick where applicable)

Enquirer

Administrator

Maker

Payroll Maker

Verifier (non-payroll)

Payroll Verifier

Sender (non-payroll)

Payroll Sender

Authoriser (non-payroll)

Payroll Authoriser

(Please indicate specific payroll access. If not indicated, default is Full Access.)

Full Access

View Employee Details Only

View Payroll Amount Only

Authoriser Group: A/B/C/D/E (Default Group = A)

Daily Approval Currency & Limit:

3. Update existing user details (if you have more than 3 users, you can update more users in Appendix 2 – Update Existing BIBPlus Users)

Please read the notes below before you fill up this section.

- ▶ **Enquirer:** View account details only.
- ▶ **Maker:** Create all transactions (except Payroll) and view account details. Authoriser is required to approve transactions created.
- ▶ **Payroll Maker:** Create payroll transactions and view payroll details. Payroll Authoriser is required to approve payroll transactions created.
- ▶ **Authoriser:** Create transactions, approve other user's transactions (except Payroll), and view account details.
- ▶ **Payroll Authoriser:** Create payroll, approve other user's payroll transactions, and view payroll details.
- ▶ **Verifier:** Verify transaction data input by user before submitting to Signatory.
- ▶ **Sender:** Release fully authorised transaction to bank for processing.

- Important:**
- Setup details indicated in this form will supercede existing setup and information.
 - By selecting Payroll role, you will be subscribed to BIBPlus Bulk Services for which fees may apply. Please refer to the BIBPlus Form Guide for details.
 - Upon UNLINKING, User(s) will not be able to access the accounts & transactions of the Applicant.

User 1 Details

Link to applicant (Please complete the details below)

Unlink from applicant

Name
(underline surname)

Roles
(please tick where applicable)

Enquirer Administrator

Existing User ID
(min 8 characters with no space or special character)

Maker Payroll Maker

Verifier (non-payroll) Payroll Verifier

Email Address
(This is required to receive BIBPlus Email notifications)

Sender (non-payroll) Payroll Sender

Mobile No.
(This is required to receive BIBPlus SMS notifications)

Authoriser (non-payroll)

Payroll Authoriser
(Please indicate specific payroll access. If not indicated, default is Full Access.)

Full Access View Employee Details Only

View Payroll Amount Only

User Specimen Signature

Authoriser Group: A/B/C/D/E (Default Group = A)

Daily Approval Currency & Limit: _____

User 2 Details

Link to applicant (Please complete the details below)

Unlink from applicant

Name
(underline surname)

Roles
(please tick where applicable)

Enquirer Administrator

Existing User ID
(min 8 characters with no space or special character)

Maker Payroll Maker

Verifier (non-payroll) Payroll Verifier

Email Address
(This is required to receive BIBPlus Email notifications)

Sender (non-payroll) Payroll Sender

Mobile No.
(This is required to receive BIBPlus SMS notifications)

Authoriser (non-payroll)

Payroll Authoriser
(Please indicate specific payroll access. If not indicated, default is Full Access.)

Full Access View Employee Details Only

View Payroll Amount Only

User Specimen Signature

Authoriser Group: A/B/C/D/E (Default Group = A)

Daily Approval Currency & Limit: _____

3. Update existing user details (Continued)

User 3 Details

Link to applicant (Please complete the details below)

Unlink from applicant

Name
(underline surname)

Existing User ID
(min 8 characters with no space or special character)

Email Address
(This is required to receive BIBPlus Email notifications)

Mobile No.
(This is required to receive BIBPlus SMS notifications)

User Specimen Signature

Roles
(please tick where applicable)

Enquirer Administrator

Maker Payroll Maker

Verifier (non-payroll) Payroll Verifier

Sender (non-payroll) Payroll Sender

Authoriser (non-payroll)

Payroll Authoriser
(Please indicate specific payroll access. If not indicated, default is Full Access.)

Full Access View Employee Details Only

View Payroll Amount Only

Authoriser Group: A/B/C/D/E (Default Group = A)

Daily Approval Currency & Limit: _____

4. Delete Users (Please provide details below)



Name

User ID

NRIC/Passport/FIN
(Default NRIC)

Name

User ID

NRIC/Passport/FIN
(Default NRIC)

Name

User ID

NRIC/Passport/FIN
(Default NRIC)

Note: Deleted User(s) will be removed from all his/her other roles and all linked entities.

5. Declaration

I/We, on behalf of the Applicant and Entity(ies) respectively, hereby:

- a) Request the changes or amendments to be made to my/our BIB Service as set out above;
- b) confirm that I/we have obtained and agree to be bound by the UOB BIB Service Agreement ("BIB Agreement") and any amendment or variation thereof;
- c) confirm that I/we have obtained and agree to be bound by the terms and conditions applicable to each of the services that I/we have applied for and any amendment or variation thereof;
- d) confirm that each of the Company Signatories named herein is authorised to operate and use any of the services granted and provided to me/us through the BIB Service, based on the approval mandate and approval limit set out in this form. I/We confirm that if I/we do not indicate the approval mandate or approval limit, each Company Signatory is deemed to be authorised by me/us to approve transactions of any amount. If the approval mandate is indicated but not the approval limit, the Company Signatories are deemed to be authorised by me/us to approve transactions of any amount according to the approval mandate;
- e) confirm and agree that any existing mandate or instructions which I/we may have with the UOB Group Bank(s) will not apply in relation to my/our use of BIB;
- f) confirm that all the information provided here is true and accurate to the best of my/our knowledge as at the date of this application;
- g) authorise the Bank to issue password(s) and token(s) to the Company User(s) and Company Signatory(ies), where applicable. Company User refers to Enquirer, Maker, Verifier, Sender, Proxy Authoriser and Payroll Maker. Company Signatory refers to Authoriser and Payroll Authoriser;
- h) confirm that the person(s) who is/are the Company Administrator(s) of the Primary BIBPlus Company shall also be the Company Administrator(s) of the Applicant in respect of the BIB Service.
- i) confirm that, in the event of any change of Company Users and/or Company Signatories, I/we shall immediately revoke the relevant User IDs through the submission of request, instruction or relevant form to the Bank;
- j) authorise the Bank to debit all fees and charges relating to my/our application and/or use of the BIB Service from my/our designated account(s), including the Applicant's;
- k) agree so long as the Bank act in good faith in acting upon or carrying out any Instruction and provided I/we have fulfilled my/our obligation as provided in BIB agreement, to indemnify and hold the Bank harmless from and against any and all costs, claims, demands, losses, charges and/or expenses which the Bank may sustain, incur or be liable for in connection with, or resulting from or any earlier application for, the BIB Service, including (where applicable) as a result of the Applicant opting for Single Control and/or the Applicant not providing all email addresses and mobile numbers;
- l) acknowledge and agree that if we appoint the same persons to be the Company Users and/or Company Signatories for both the Applicant and the Entity(ies), I/we will have access to each other's account and other information, and the persons so appointed will be able to operate and utilise my/our respective services, and I/we consent to the disclosure of my/our information to each other.
- m) enclose a certified true copy of my/our board (or equivalent) resolution (where required by the Bank); and
- n) agree that the Bank may amend the BIB Agreement at any time and/or may terminate the provision of the Single Control option at any time with notice to the Applicant.

1. Applicant (as per Part 1):

Authorised Person's/Approved Person's Name	Signature	Authorised Person's/Approved Person's Name	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>

2. Entity 1 (as per Part 2):

Authorised Person's/Approved Person's Name	Signature	Authorised Person's/Approved Person's Name	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>

3. Entity 2 (as per Part 2):

Authorised Person's/Approved Person's Name	Signature	Authorised Person's/Approved Person's Name	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>

5. Declaration (Continued)

Please send the completed form to a UOB Branch near you.

- The Bank will process your application within 5 business days.
 - Do call the Bank at **603-26128 121** (Kuala Lumpur), **604-2401 121** (Penang), **607-2881 121** (Johor Bahru), **6 082-287 121** (Kuching), **6 088-477 121** (Kota Kinabalu) if the user IDs/passwords/tokens are not received after 5 business days.
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For Bank's Use Only

Attended by:

EWF Maker:

EWF Checker:

Name and Signature

Contact No. _____

Date _____

Name and Signature

Contact No. _____

Date _____

Job Batch No. _____

Name and Signature

Contact No. _____

Date _____

Total No. of Pages _____

Remarks

Note: Authorised person's(s) signatory(ies) from Applicant and Affiliated Entity(ies) are required on page 2 of this Appendix.

User 1 Details

Link User to other Affiliated Entity(ies) from same Group ID (selected roles will apply for all entities listed below)

Name of Entity 1		Business Registration No. for Entity 1	
<input type="text"/>		<input type="text"/>	
Name of Entity 2		Business Registration No. for Entity 2	
<input type="text"/>		<input type="text"/>	
Name (underline surname)		Roles (please tick where applicable)	
<input type="text"/>		<input type="checkbox"/> Enquirer <input type="checkbox"/> Administrator	
Country of Issuance (default MY)		<input type="checkbox"/> Maker <input type="checkbox"/> Payroll Maker	
<input type="text"/>		<input type="checkbox"/> Verifier (non-payroll) <input type="checkbox"/> Payroll Verifier	
Email Address (This is required to receive BIBPlus Email notifications)		<input type="checkbox"/> Sender (non-payroll) <input type="checkbox"/> Payroll Sender	
<input type="text"/>		<input type="checkbox"/> Authoriser (non-payroll)	
Mobile No. (This is required to receive BIBPlus SMS notifications)		Payroll Authoriser (Please indicate specific payroll access. If not indicated, default is Full Access.)	
<input type="text"/>		<input type="checkbox"/> Full Access <input type="checkbox"/> View Employee Details Only	
User Specimen Signature	Preferred User ID (min 8 characters with no space or special character)	<input type="checkbox"/> View Payroll Amount Only	
<input type="text"/>	<input type="text"/>	Authoriser Group: A/B/C/D/E (Default Group = A)	
	NRIC/Passport/FIN (default NRIC)	Daily Approval Currency & Limit: <input type="text"/> <input type="text"/>	
<input type="text"/>	<input type="text"/>		

User 2 Details

Link User to other Affiliated Entity(ies) from same Group ID (selected roles will apply for all entities listed below)

Name of Entity 1		Business Registration No. for Entity 1	
<input type="text"/>		<input type="text"/>	
Name of Entity 2		Business Registration No. for Entity 2	
<input type="text"/>		<input type="text"/>	
Name (underline surname)		Roles (please tick where applicable)	
<input type="text"/>		<input type="checkbox"/> Enquirer <input type="checkbox"/> Administrator	
Country of Issuance (default MY)		<input type="checkbox"/> Maker <input type="checkbox"/> Payroll Maker	
<input type="text"/>		<input type="checkbox"/> Verifier (non-payroll) <input type="checkbox"/> Payroll Verifier	
Email Address (This is required to receive BIBPlus Email notifications)		<input type="checkbox"/> Sender (non-payroll) <input type="checkbox"/> Payroll Sender	
<input type="text"/>		<input type="checkbox"/> Authoriser (non-payroll)	
Mobile No. (This is required to receive BIBPlus SMS notifications)		Payroll Authoriser (Please indicate specific payroll access. If not indicated, default is Full Access.)	
<input type="text"/>		<input type="checkbox"/> Full Access <input type="checkbox"/> View Employee Details Only	
User Specimen Signature	Preferred User ID (min 8 characters with no space or special character)	<input type="checkbox"/> View Payroll Amount Only	
<input type="text"/>	<input type="text"/>	Authoriser Group: A/B/C/D/E (Default Group = A)	
	NRIC/Passport/FIN (default NRIC)	Daily Approval Currency & Limit: <input type="text"/> <input type="text"/>	
<input type="text"/>	<input type="text"/>		

Note: Authorised person's(s) signatory(ies) from Applicant and Affiliated Entity(ies) are required on page 2 of this Appendix.

User 3 Details

Link User to other Affiliated Entity(ies) from same Group ID (selected roles will apply for all entities listed below)

<p>Name of Entity 1 _____</p> <p>Name of Entity 2 _____</p> <p>Name (underline surname) _____</p> <p>Country of Issuance (default MY) _____</p> <p>Email Address (This is required to receive BIBPlus Email notifications) _____</p> <p>Mobile No. (This is required to receive BIBPlus SMS notifications) _____</p> <p>User Specimen Signature _____</p>	<p>Business Registration No. for Entity 1 _____</p> <p>Business Registration No. for Entity 2 _____</p> <p>Roles (please tick where applicable)</p> <p><input type="checkbox"/> Enquirer <input type="checkbox"/> Administrator</p> <hr/> <p><input type="checkbox"/> Maker <input type="checkbox"/> Payroll Maker</p> <hr/> <p><input type="checkbox"/> Verifier (non-payroll) <input type="checkbox"/> Payroll Verifier</p> <hr/> <p><input type="checkbox"/> Sender (non-payroll) <input type="checkbox"/> Payroll Sender</p> <hr/> <p><input type="checkbox"/> Authoriser (non-payroll)</p> <hr/> <p>Payroll Authoriser (Please indicate specific payroll access. If not indicated, default is Full Access.)</p> <p><input type="checkbox"/> Full Access <input type="checkbox"/> View Employee Details Only</p> <p><input type="checkbox"/> View Payroll Amount Only</p> <hr/> <p>Authoriser Group: A/B/C/D/E (Default Group = A)</p> <p>Daily Approval Currency & Limit: _____</p>
<p>Preferred User ID (min 8 characters with no space or special character) _____</p> <p>NRIC/Passport/FIN (default NRIC) _____</p>	

1. Applicant (as per Part 1):

<p>Authorised Person's/Approved Person's Name Signature</p> <p>_____</p> <p>Date _____</p>	<p>Authorised Person's/Approved Person's Name Signature</p> <p>_____</p> <p>Date _____</p>
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2. Entity 1 (as per Part 2):

<p>Authorised Person's/Approved Person's Name Signature</p> <p>_____</p> <p>Date _____</p>	<p>Authorised Person's/Approved Person's Name Signature</p> <p>_____</p> <p>Date _____</p>
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3. Entity 2 (as per Part 2):

<p>Authorised Person's/Approved Person's Name Signature</p> <p>_____</p> <p>Date _____</p>	<p>Authorised Person's/Approved Person's Name Signature</p> <p>_____</p> <p>Date _____</p>
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User 1 Details

Link to applicant (Please complete the details below)

Unlink from applicant

Name
(underline surname)

Existing User ID
(min 8 characters with no space or special character)

Email Address
(This is required to receive BIBPlus Email notifications)

Mobile No.
(This is required to receive BIBPlus SMS notifications)

User Specimen Signature

Roles
(please tick where applicable)

Enquirer Administrator

Maker Payroll Maker

Verifier (non-payroll) Payroll Verifier

Sender (non-payroll) Payroll Sender

Authoriser (non-payroll)

Payroll Authoriser
(Please indicate specific payroll access. If not indicated, default is Full Access.)

Full Access View Employee Details Only

View Payroll Amount Only

Authoriser Group: A/B/C/D/E (Default Group = A)

Daily Approval Currency & Limit: _____

User 2 Details

Link to applicant (Please complete the details below)

Unlink from applicant

Name
(underline surname)

Existing User ID
(min 8 characters with no space or special character)

Email Address
(This is required to receive BIBPlus Email notifications)

Mobile No.
(This is required to receive BIBPlus SMS notifications)

User Specimen Signature

Roles
(please tick where applicable)

Enquirer Administrator

Maker Payroll Maker

Verifier (non-payroll) Payroll Verifier

Sender (non-payroll) Payroll Sender

Authoriser (non-payroll)

Payroll Authoriser
(Please indicate specific payroll access. If not indicated, default is Full Access.)

Full Access View Employee Details Only

View Payroll Amount Only

Authoriser Group: A/B/C/D/E (Default Group = A)

Daily Approval Currency & Limit: _____

Authorised Person(s)/Approved Person(s)

Name	Signature	Name	Signature
_____	_____	_____	_____
Date	_____	Date	_____
_____	_____	_____	_____