



#### 4. My users' details (if you have more than 5 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.

► **Administrator:**

- Create/maintain all user and access profiles.
- Maintain User(s) passwords and assign tokens to all Company User(s) except Administrators and all Authorisers.  
Note: - All administrative setups are created and approved by any one Administrator.

► **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.

**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.

##### User 1 Details

Name (underline surname)	NRIC/Passport/FIN (default NRIC)	Country of Issuance (default MY)
Preferred User ID (min 8 characters with no space or special character)	Roles (please tick where applicable)	User Specimen Signature
Email Address (This is required to receive BIBPlus Email notifications)	<input type="checkbox"/> Enquirer	
Mobile No. (This is required to receive BIBPlus SMS notifications)	<input type="checkbox"/> Maker <input type="checkbox"/> Payroll Maker	
	<input type="checkbox"/> Authoriser <input type="checkbox"/> Payroll Authoriser	
	<input type="checkbox"/> Administrator	

##### User 2 Details

Name (underline surname)	NRIC/Passport/FIN (default NRIC)	Country of Issuance (default MY)
Preferred User ID (min 8 characters with no space or special character)	Roles (please tick where applicable)	User Specimen Signature
Email Address (This is required to receive BIBPlus Email notifications)	<input type="checkbox"/> Enquirer	
Mobile No. (This is required to receive BIBPlus SMS notifications)	<input type="checkbox"/> Maker <input type="checkbox"/> Payroll Maker	
	<input type="checkbox"/> Authoriser <input type="checkbox"/> Payroll Authoriser	
	<input type="checkbox"/> Administrator	

##### User 3 Details

Name (underline surname)	NRIC/Passport/FIN (default NRIC)	Country of Issuance (default MY)
Preferred User ID (min 8 characters with no space or special character)	Roles (please tick where applicable)	User Specimen Signature
Email Address (This is required to receive BIBPlus Email notifications)	<input type="checkbox"/> Enquirer	
Mobile No. (This is required to receive BIBPlus SMS notifications)	<input type="checkbox"/> Maker <input type="checkbox"/> Payroll Maker	
	<input type="checkbox"/> Authoriser <input type="checkbox"/> Payroll Authoriser	
	<input type="checkbox"/> Administrator	

**4. My users' details (Continued)** (if you have more than 5 users, you can add more users in Appendix 1 – Add BIBPlus Users)

**User 4 Details**

Name (underline surname)	NRIC/Passport/FIN (default NRIC)	Country of Issuance (default MY)
_____	_____	_____
Preferred User ID (min 8 characters with no space or special character)	Roles (please tick where applicable)	User Specimen Signature
_____	<input type="checkbox"/> Enquirer	_____
Email Address (This is required to receive BIBPlus Email notifications)	<input type="checkbox"/> Maker <input type="checkbox"/> Payroll Maker	
_____	<input type="checkbox"/> Authoriser <input type="checkbox"/> Payroll Authoriser	
Mobile No. (This is required to receive BIBPlus SMS notifications)	<input type="checkbox"/> Administrator	_____
_____		

**User 5 Details**

Name (underline surname)	NRIC/Passport/FIN (default NRIC)	Country of Issuance (default MY)
_____	_____	_____
Preferred User ID (min 8 characters with no space or special character)	Roles (please tick where applicable)	User Specimen Signature
_____	<input type="checkbox"/> Enquirer	_____
Email Address (This is required to receive BIBPlus Email notifications)	<input type="checkbox"/> Maker <input type="checkbox"/> Payroll Maker	
_____	<input type="checkbox"/> Authoriser <input type="checkbox"/> Payroll Authoriser	
Mobile No. (This is required to receive BIBPlus SMS notifications)	<input type="checkbox"/> Administrator	_____
_____		

**5. My transaction approval settings**  (Please tick where applicable)

- (S)** My Company Transaction Approval Control (tick one)  NO – DUAL CONTROL  
 Can authoriser approve own transactions? Authoriser can create a transaction BUT cannot approve the same transaction which must be approved by another Authoriser. (This is the default option if this section is left blank. Where Applicant has only one user, Single Control will apply.)
- YES – SINGLE CONTROL  
 Authoriser can create and approve the same transaction.

Note: For Single Control, the Applicant's account(s) may be more susceptible to account fraud as compared to Dual Control, where another person can verify and confirm the transaction.

Transaction Approval Limit	Approval Mandate <input checked="" type="checkbox"/> (Please tick where applicable)
up to MYR _____	<input type="checkbox"/> Any 1 Authoriser <input type="checkbox"/> Any 2 Authoriser <input type="checkbox"/> Any 3 Authoriser
up to MYR _____	<input type="checkbox"/> Any 1 Authoriser <input type="checkbox"/> Any 2 Authoriser <input type="checkbox"/> Any 3 Authoriser
up to MYR _____	<input type="checkbox"/> Any 1 Authoriser <input type="checkbox"/> Any 2 Authoriser <input type="checkbox"/> Any 3 Authoriser

Note: 1. Foreign currency transactions will be calculated based on the MYR-equivalent Approval Limit which the Applicant has indicated.  
 2. The Transaction Approval Limit will apply to all authorisers.

## 6. Declaration by Applicant

I/We, on behalf of the Applicant, hereby:

- a) apply for UOB Business Internet Banking Service ("BIB Service") on the terms of the UOB BIB Service Agreement ("BIB Agreement") and the terms stated in this form;
- b) confirm that the Applicant has obtained and agrees to be bound by the BIB Agreement (available at uob.com.my) and any amendment or variation thereof;
- c) confirm that the Applicant has obtained and agrees to be bound by the terms and conditions applicable to each of the services that the Applicant has applied for and any amendment or variation thereof;
- d) authorise the Bank to issue password(s) and token(s) to the Company User(s), Company Administrator(s) and Company Signatory(ies), where applicable. Company User refers to Enquirer, Maker, and Payroll Maker. Company Administrator refers to Administrator. Company Signatory refers to Authoriser and Payroll Authoriser;
- e) confirm that each of the Company Signatories named herein is authorised to operate and use any of the services granted and provided to the Applicant through the BIB Service, based on the Approval Mandate and Transaction Approval Limit set out in this form. I/We confirm that if I/we do not indicate the Approval Mandate or Transaction Approval Limit, each Company Signatory is deemed to be authorised to approve transactions of any amount. If the Approval Mandate is indicated but not the Transaction Approval Limit, the Company Signatories are deemed to be authorised to approve transactions of any amount according to the Approval Mandate;
- f) 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;
- g) 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, losses, damages, 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;
- h) confirm that, in the event of any change of Company Administrators and/or Company Signatories, the Applicant shall immediately revoke the relevant User IDs through the submission of request, instruction or relevant form to the Bank;
- i) authorise the Bank to debit all fees and charges relating to this application and/or use of the BIB Service from the designated account or any other account of the Applicant;
- j) acknowledge that, if the Applicant has opted for Single Control, the Applicant's account(s) for which the Applicant uses the BIB Service may be more susceptible to account fraud as compared to if the Applicant had opted for Dual Control since under Dual Control, each person can act as a check against the other person. By opting for Single Control, the Applicant agrees to assume and be responsible for all the risks associated with Single Control;
- 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, losses, damages, 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) enclose a certified true copy of the Applicant's board (or equivalent) resolution (where required by the Bank); and
- m) 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.

### Authorised Person(s)/Approved Person(s)

Name	Signature	Name	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>

### 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.

### For Bank's Use Only \*Please delete or tick where applicable

Customer Segment :

- Business Banking     Enterprise Banking     Commercial Banking     Corporate Banking     Financial Institutions Group  
 Business Banking - SME     Enterprise Banking - SME     Commercial Banking - SME

#### Attended by:

Name and Signature  
Contact No.   
Date

#### EWF Maker:

Name and Signature  
Contact No.   
Date   
Job Batch No.

#### EWF Checker:

Name and Signature  
Contact No.   
Date   
Total No. of Pages

### Remarks

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

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Mobile No. (This is required to receive BIBPlus SMS notifications)	<input type="checkbox"/> Maker <input type="checkbox"/> Payroll Maker	
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Name (underline surname)	NRIC/Passport/FIN (default NRIC)	Country of Issuance (default MY)
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Email Address (This is required to receive BIBPlus Email notifications)	<input type="checkbox"/> Enquirer	
Mobile No. (This is required to receive BIBPlus SMS notifications)	<input type="checkbox"/> Maker <input type="checkbox"/> Payroll Maker	
	<input type="checkbox"/> Authoriser <input type="checkbox"/> Payroll Authoriser	
	<input type="checkbox"/> Administrator	

**User 3 Details**

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Preferred User ID (min 8 characters with no space or special character)	Roles (please tick where applicable)	User Specimen Signature
Email Address (This is required to receive BIBPlus Email notifications)	<input type="checkbox"/> Enquirer	
Mobile No. (This is required to receive BIBPlus SMS notifications)	<input type="checkbox"/> Maker <input type="checkbox"/> Payroll Maker	
	<input type="checkbox"/> Authoriser <input type="checkbox"/> Payroll Authoriser	
	<input type="checkbox"/> Administrator	

**Authorised Person(s) / Approved Person(s)**

Name	Signature	Name	Signature
Date		Date	