




Maintenance for UOB Business Internet Banking (BIB) – Services and User Maintenance


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

 Registered Business Name

Business Registration No.


Existing BIB Login Group ID

2. Update my contact person's details

 Name


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

3. My accounts to be linked to BIBPlus (Please tick where applicable)

 Link all active accounts held as at the date of this application.

Link these accounts to BIBPlus

Account No.	<input type="text"/>	Account No.	<input type="text"/>
Account No.	<input type="text"/>	Account No.	<input type="text"/>


 Delink these accounts from BIBPlus

Account No.	<input type="text"/>	Account No.	<input type="text"/>
Account No.	<input type="text"/>	Account No.	<input type="text"/>

Designated account for token and BIBPlus services charges (where applicable)

Account No.	<input type="text"/>	Currency	<input type="text"/>
	<input type="text"/>	M	Y
	<input type="text"/>		R

4. Optional BIBPlus Services (Fees may apply. Please refer to the BIBPlus Form Guide for details) (Please tick where applicable)

 <input type="checkbox"/> Add	Cash and Trade Transactions (For customers upgrading from Enquiry Only services)
<input type="checkbox"/> Add OR <input type="checkbox"/> Remove	Bulk Services - Payroll, Collection and Payment with Beneficiary Payment Advice
<input type="checkbox"/> Add OR <input type="checkbox"/> Remove	MT103 Copy (You can download the MT103 copy in BIBPlus. MT103 is a payment advice generated to indicate a payment instruction has been effected.)
<input type="checkbox"/> Add OR <input type="checkbox"/> Remove	SWIFT gpi Credit Confirmation Report <input type="checkbox"/> CSV type (open in Excel) <input type="checkbox"/> Text type (open in NotePad) <small>(Select one report type only)</small>

5. Add new users (if you have more than 3 users, you can add more users in Appendix 1 – Add BIBPlus Users) Please tick where applicable

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

User 2 Details

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

User 3 Details

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

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

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

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► **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 transactions, approve other user's payroll transactions, and view payroll details.

- Important:**
- Please fill up all the information below.
 - The details provided below will supercede your current user setup except User ID which cannot be changed.
 - By selecting Payroll role, you will be subscribed to 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)
Existing 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)
Existing 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)
Existing 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	

7. My transaction approval settings (The details provided below will supercede your current approval settings)


- (S)** Can authoriser approve own transactions? NO – DUAL CONTROL
Authoriser can create a transaction BUT cannot approve the same transaction which must be approved by another Authoriser.
- 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="text"/>	<input type="checkbox"/> Any 1 Authoriser <input type="checkbox"/> Any 2 Authoriser <input type="checkbox"/> Any 3 Authoriser
up to MYR <input type="text"/>	<input type="checkbox"/> Any 1 Authoriser <input type="checkbox"/> Any 2 Authoriser <input type="checkbox"/> Any 3 Authoriser
up to MYR <input type="text"/>	<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.
3. If Section 7 is left blank, the default Approval Settings for the newly linked account(s) in Section 3 will follow your default Approval Settings, if any, in BIBPlus.

8. Delete Users (Please provide details below)

 Name	<input type="text"/>	
User ID	NRIC/Passport/FIN (Default NRIC)	
<input type="text"/>	<input type="text"/>	
<hr/>		
Name	<input type="text"/>	
User ID	NRIC/Passport/FIN (Default NRIC)	
<input type="text"/>	<input type="text"/>	
<hr/>		
Name	<input type="text"/>	
User ID	NRIC/Passport/FIN (Default NRIC)	
<input type="text"/>	<input type="text"/>	

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

9. Other Instruction (Please tick where applicable)

- I would like to terminate my BIBPlus service.

10. Declaration by Applicant

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

- a) Request the changes or amendments to be made to my/our BIB Service as set out above;
- b) confirm that the Applicant has obtained and agrees to be bound by the UOB BIB Service Agreement ("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 above. 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) 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;
- 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 have 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 my/our 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)

e m a N _____ Date _____	e r u t a n g i S _____ Date _____
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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

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

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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	
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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	

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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	

Authorised Person(s)/Approved Person(s)

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

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

User 2 Details

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

User 3 Details

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

Authorised Person(s)/Approved Person(s)

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