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

===
**Important Notes:**

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

▪ For funds transfer performed via single **Intrabank Funds Transfer**:
  o For us to process your application promptly, please send the relevant supporting documents to my-iaftservices@uob.com.my within one hour from the time of the application is approved by the Authoriser ("Approved Date"), and indicate the internet reference number.
  o However, if the documents are received by us after 3.30 p.m., it will be rejected.

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

A. Guide for BIBPlus Company Administrator: Assigning Group Roles to User Profile
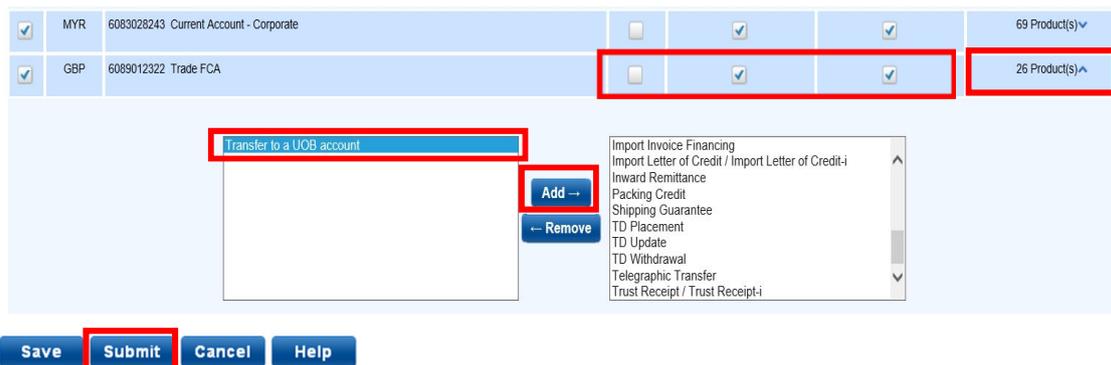**This is to enable funds transfer to be performed from FCY accounts.**

Step 1
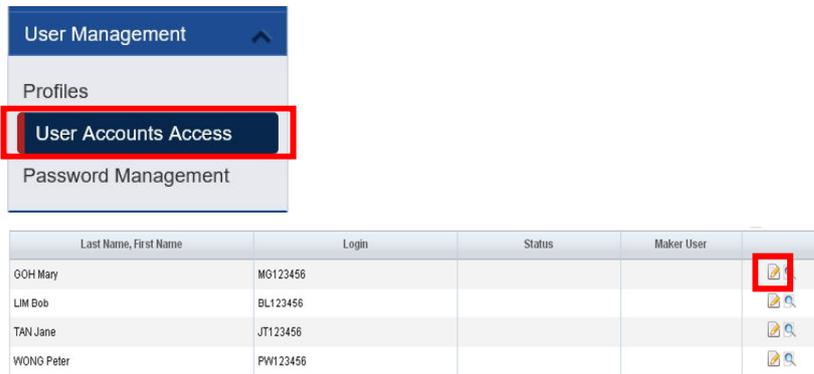
User Management	︿
Profiles	
User Accounts Access	
Password Management	

Last Name, First Name	Login	Status	Maker User	
GOH Mary	MG123456			✎
LIM Bob	BL123456			✎ 🔍
TAN Jane	JT123456			✎ 🔍
WONG Peter	PW123456			✎ 🔍

a) From the left navigation menu bar, select "User Accounts Access".
b) Click the ✎ icon for the selected User.

Step 2

☑	MYR	6083028243 Current Account - Corporate	☐	☑	☑	69 Product(s)⌄
☑	GBP	6089012322 Trade FCA	☐	☑	☑	26 Product(s)⌃

Transfer to a UOB account

	Import Invoice Financing
Add →	Import Letter of Credit / Import Letter of Credit-i
← Remove	Inward Remittance
	Packing Credit
	Shipping Guarantee
	TD Placement
	TD Update
	TD Withdrawal
	Telegraphic Transfer
	Trust Receipt / Trust Receipt-i

Save **Submit** **Cancel** **Help**

a) Select the Accounts to be granted access to the User by ticking ☑.
b) Click the "xx Product(s)" dropdown.
c) Select "Transfer to a UOB account", and click "Add".
d) Click "Submit" for approval.

B. Guide for BIBPlus Company Administrator: Approving the User Account Setup
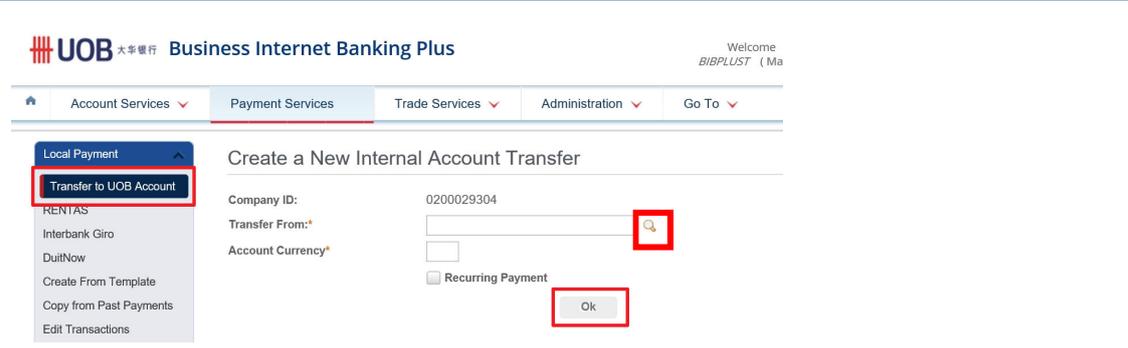
Step 1

Last Name, First Name	Login	Status	Maker User	
CANTREY RUTH HUNG CARPENTER MARK HATTON LUCIA EDWARD	12345678901234567890123456789012	Awaiting for Approval (New)	COCBA16	

Approve **Reject** **Return** **Cancel**

a) From the left navigation menu bar, select "User Accounts Access".
b) Select the 🔳 icon to open the User Account screen for approval.
c) Click "Approve" after confirming the User Account setup to proceed.

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

Step 1

Business Internet Banking Plus

Create a New Internal Account Transfer

Company ID: 0200029304
Transfer From:*
Account Currency*
☐ Recurring Payment
Ok

a) Go to "Payment Services" > "Local Payment" > "Transfer to UOB Account".
  (You can also create transactions by selecting "Create From Template" if you have previously created a Template)
b) Search for the account number you want to transfer from.
c) Click "Ok" to proceed.

Step 2

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

Step 3

a) After entering a valid Foreign Currency Beneficiary Account, the currency name will automatically be displayed.

Step 4

Beneficiary Account:* USD 1069044749

Beneficiary Residence Status:* ● Resident ○ Non Resident

Transaction Details

Amount:* USD 2.00
Transfer Date:* 09/04/2020 ▼ *(dd/mm/yyyy)*
Other Payment Details:
Recipient Reference:* Testing PI

Exchange Rate

Foreign Exchange Rates: ● Use Prevailing Board Rates ○ Utilise FX Contract(s)

Exchange Rate: 4.4020000   The rate is indicative only.   **Equivalent Amount:** MYR 8.80

Tolerance Rate: 4.402   **Equivalent Amount:** MYR 8.80

Balance of Payments Details

Purpose Code and Description:* Admin-Adjustment 🔍
Further Purpose Description:

Transactor Relationship:* N - Non-Affiliated ▾

Beneficiary Originating Country:* MY 🔍

a) After the amount under "Transaction Details" is keyed in, the exchange rate will displayed accordingly.

Step 5

Amount:* USD 2.00
Transfer Date:* 09/04/2020 ▼ *(dd/mm/yyyy)*
Other Payment Details:
Recipient Reference:* Testing PI

Exchange Rate

Foreign Exchange Rates: ● Use Prevailing Board Rates ○ Utilise FX Contract(s)

Exchange Rate: 4.4020000   The rate is indicative only.   **Equivalent Amount:** MYR 8.80

Tolerance Rate: 4.402   **Equivalent Amount:** MYR 8.80

Balance of Payments Deta...

Authentication

1. Press SIGN 2 button on your token.
2. Enter Code 1 into the token and press OK button.
3. Enter Code 2 into the token and press the OK button again.
4. The token will display a 6 digit code.
5. Input the 6 digit code into the Token Response field.
6. Click "Submit" button to complete the authorisation.

Code 1   0200
Code 2   10690447

Token Response [ ] ← This value is required.

By clicking "Submit", you are deemed to have read & agreed to the terms and conditions of the respective **product(s) and/or service(s).**

[Cancel] [Submit]

Purpose Code and Description:* Admin-A...

Transactor Relationship:* N - Non-...

Beneficiary Originating Country:* MY

Approval Code:

Remarks for approval

[Save] [Approve Later] [Submit] [Template] [Cancel] [Help]

a) After filling in all mandatory fields, click "Submit" to send for approval.
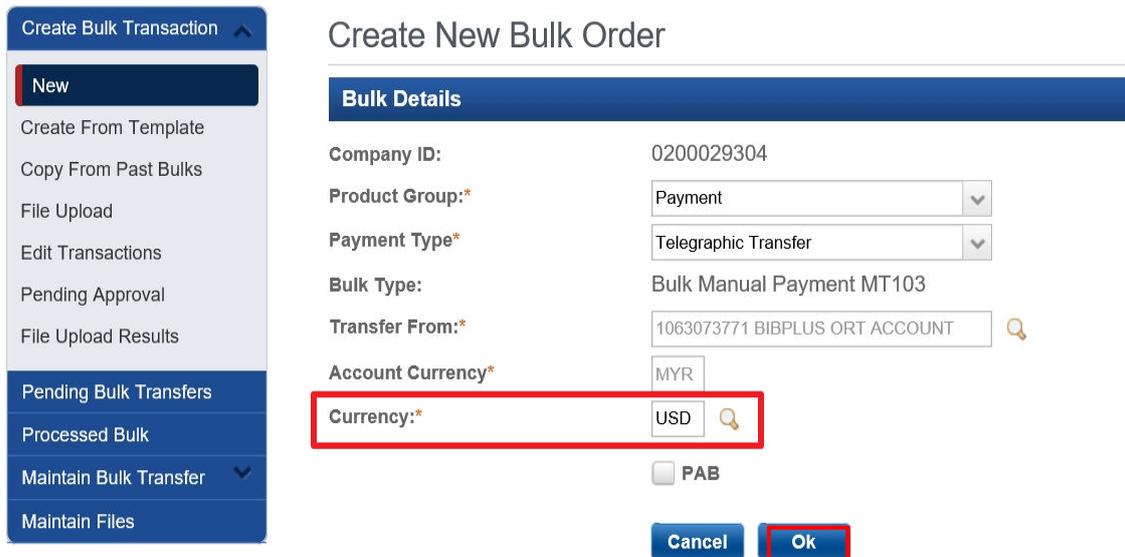b) Please follow the "Authentication" message on your screen to proceed.

D. How to Perform Foreign Currency Transfer to UOB Malaysia account via bulk Foreign Telegraphic Transfer in BIBPlus

Step 1

a) Go to "Payment Services" > "Bulk Services" > "New".
(You can also create transactions by selecting "Create From Template" if you have previously created a Template)

Step 2

a) Select the remittance currency and beneficiary account under "Currency".
b) Select "Ok" to proceed.

Step 3

Create New Bulk Order

| | Save | Approve Later | Submit | Template | Cancel | Help |

General Details

Company ID:	0200029304	BIB Ref:	BK20040017701953
Transfer From:	MYR 1063073771 BIBPLUS ORT ACCOUNT	Template Name:	
Payment Type:	Telegraphic Transfer	Application Date:	09/04/2020 *(dd/mm/yyyy)*
Product Group:	Payment	Value Date:*	09/04/2020 *(dd/mm/yyyy)*
Bulk Description:		Bulk Customer Reference:	BK20040017701953

Bulk Summary

Total amount of records:	USD	Highest Amount of records:	USD
No. of records:	0		

Add transaction

Search Options

0 items

Bulk Ref	Bank Code	Branch Code	Account Number	Beneficiary Name	Amount	Customer Ref	Status
			No Records Found				

a) Click "Add transaction" to create transaction for bulk Foreign Telegraphic Transfer.

====================This section is intentionally left blank====================

UOB 大华银行

Step 4

Add Transaction to Bulk

[Add] [Cancel] [Help]

General Details

Bulk Reference Id:	BK20040017701953	Bank:	UOBM
Company ID:	0200029304	BIB Ref:	FT20040017702055
Transfer From:	MYR 1063073771 BIBPLUS ORT ACCOUNT	Application Date:	09/04/2020 *(dd/mm/yyyy)*
Payment Type:	Telegraphic Transfer		

Beneficiary Details

Name and Address:*	REMITTANCE BENEFICIARY NAME	SWIFT BIC Code:	UOVBMYKLXXX
	BENEFICIARY NAME AND ADDRESS 1	Bank Name and Address:	UNITED OVERSEAS BANK (MALAYSIA) BE
	BENEFICIARY NAME AND ADDRESS 2		HAD 10-12 MEDAN PASAR
Country*			MALAYSIA
IBAN / Account:*		Country:*	MY
			☐ Show Branch Address:
Beneficiary Residence Status:*	○ Resident ○ Non Resident	Clearing Code Description:	
Own/Third Party*	○ Own ○ Third Party	Clearing Code:	

Note: Please provide IBAN for payments to Europe or other countries where IBAN is required.

Transaction Details

Amount:*	USD 12.00	Processing Date:	09/04/2020 *(dd/mm/yyyy)*
Charge Option:*	OUR - All charges to be paid by me	Account for Charges:	
Customer Reference:		Account Currency:	
Payment Details To Beneficiary:			

Exchange Rate

Foreign Exchange Rates: ● Use Prevailing Board Rates ○ Utilise FX Contract(s)

Exchange Rate:	4.4020000	The rate is indicative only.	Equivalent Amount:	MYR 52.82
Tolerance Rate:	5.0622999		Equivalent Amount:	MYR 60.75

Balance of Payments Details

Purpose Code and Description:	Admin-Adjustment	Further Purpose Description:	
Transactor Relationship:	N - Non-Affiliated	Ultimate Beneficiary Name :	
Beneficiary Originating Country:	MY	Ultimate Beneficiary Country :	
Approval Code:			

a) Enter the required details on the screen. Fields with an asterisk (*) are mandatory.
b) For SWIFT BIC code, only select **UOVBMYKLXXX** or **UOVBMY21XXX**.

Step 5

Balance of Payments Details

Purpose Code and Description:	Admin-Adjustment
Transactor Relationship:	N - Non-Affiliated
Beneficiary Originating Country:	MY
Approval Code:	

Further Purpose Description:

Ultimate Beneficiary Name :

Ultimate Beneficiary Country :

Beneficiary Advice Details

Beneficiary Advices ☐

Instruction to Bank:

☐ Add Instruction to Bank:

Remarks for approval

File Upload Details (Max 5 files)

Disclaimer: The File Upload will be checked and validated by Bank upon submission of the documents for the transaction (If required).

No files

[Add a file]

a)   Next, you must upload your relevant supporting documents. To do so, at "File Upload Details", click "Add a file" to select your files for uploading.
b)   Follow the pop-up instruction message on your screen to proceed, and click "Add".

Step 6

Beneficiary Advice Details

Beneficiary Advices ☐

Instruction to Bank:

☐ Add Instruction to Bank:

Confirmation

⚠ You are going to add this transaction to the Bulk. Please confirm.

[Cancel] [Ok]

Remarks for approval

File Upload Details (Max 5 files)

Disclaimer: The File Upload will be checked and validated by Bank upon submission of the documents for the transaction (If required).

.	Title	File Name	
📄	supporting doc	FDS - MY IAFT FCY Service code change (GEB)- v2.0.pdf	⬇ ✖

[Add a file]

[Add] [Cancel] [Help]

a)   Upon successful uploading, your supporting documents will be listed on the screen.
b)   Click "Ok" on the "Confirmation" pop-up window.
c)   Then, click "Add" to continue.

![UOB 大华银行 logo]

Step 7

a) The "Bulk Summary" section will then display the total bulk amount, total number of records and highest transaction amount within the bulk each time a new transaction is added.

Step 8

a) To proceed for approval, click "Submit".
b) Follow the pop-up instruction message displayed on your screen to complete the transaction.

=====================End of User Guide=====================