

USER GUIDE: FINANCING REQUEST USING BUSINESS INTERNET BANKING PLUS

Important Notes:

- User access right must be granted by Company Administrator.
- You may send financing requests for Import Invoice Financing (IF) or Banker's Acceptance (BA), request to repay trade loans and send message to the Bank. If you request for BA financing, the BA draft must be submitted to the Bank on the next banking day.

- You may also make inquiries on the history of the financing and access related advices.
- You may upload supporting documents via the File Upload function.

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3	Send a Message to the Bank	10
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1. Apply for Import Financing

Step 1								
^	Account Services	✓ Payment Se	ervices	~	Trade Services 🗸	Administration 🗸		
Account	t Balances	14 4	1 2		Import Letter of Credit / Import Letter of Credit-i Import Collection			
Co	ompany Name	Account	Ccy	Leds	Export Collection			
ABC	C_PROPERTY	7063004832 Current Account-i	MYR	2,11	Bank Guarantee/Bank Guar	rantee-i		
ABC	C_PROPERTY	2603003383 Old Code - CA.CN,OD (CN CN - NON CHECKING AC)	MYR		Financing Request Shipping Guarantee			
From Top Menu Bar, select Trade Services > Financing Request.								

Ste	Step 2									
A	Account Services 🗸	Payment Services 🗸	Trade Services	Administration 🗸						
	Create TF Import Financing You can prepare a Financing Request by selecting "New Financing Request" or use one of the existing drafts you have created. You									
	Create From Import LC/LC-i Create From Import LC/LC-i Create From Import LC/LC-i									
Ero	m the Left Navigation	Menu select Create	TF Import > New	1						

Step 3									
Account Services V	Payment Services 🗸	Trade Services	Administration 🗸						
Create TF Import	Intermediary - C Please select a Type o	reate a New Imp f Financing	port Financing Request						
Pending TF Processed TF TF Management	Transaction Indicator:" Financing Type:"	Conventional Import Invoice Fin	ancing V Cancel						
Select the Transac a) Financing Ty applicable. b) Click ok	Select the Transaction Indicator, followed by: a) Financing Type: 'Import Invoice Financing' or 'Banker Acceptance/ Accepted Bills-i' where applicable. b) Click ok								

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Step	o 4.1 Gen	era	al Details	
			General Details	
			Transaction Indicator:	Conventional
			BIB Ref:	TF20110000298484
			Customer Reference:	
			Application Date:	26/11/2020 (dd/mm/yyyy)
			Requested Issue Date:*	✓ (dd/mm/yyyy)
		а	Tenor (days):*	
		Ь	Maturity Date:*	✓ (dd/mm/yyyy)
				(Subject to bank's approval)
			Financing Type:*	Import Invoice Financing
			Related Reference:	
			Description of Goods:	
				▲ ⊽
				v
1) 11)	Fill in the re Take note	eqı of t	uired details in this whole the following:	le section.

- a) Input the "Requested Issue Date" and "Tenor (days)".
 b) "Maturity Date" will be defaulted.
 III) Input fields indicated by an * are mandatory fields.
 IV) Tenor requested is subjected to bank's approval.

STEP 4.2 Financing Details

	Applicant Details		
	Company ID:*		a a
	Name:*		
	Address:*		
	Financing Bank		
	Financing Bank Name:*	UOBM	~
			•
	Amount Details		
Ь	Financing Amount:*		
U	Financing Anount.	<u> </u>	
С	Additional Details		
			
			•
licate the	e financing details as foll	OWS:	
	ant Details - select the C	company ID from List of Com	amount If foreign c
financi	ng, select the relevant c	currency and input foreign cu	irrency amount. (Plea
the cu	rency and amount shou	Ild follow the financing amou	int)

Additional Details - input other required information. e.g. foreign exchange contract and payment institution.

STEP 4.3 Instructio	ns to the Bank		
Instructions for the Bank Or	nly		
Principal Account:		Q 0	
Account Currency		а	Show Form Summary Top
Fee Account:*		Q,	
Account Currency*		b	
Other Information:			
a) Leave 'Principal A	ccount' and 'Accou	int Currency' blank.	

- b) Under 'Fee Account' field, click Q and select MYR account (the corresponding 'Account Currency' will be defaulted).
- c) Indicate other instructions to the Bank under Other information. e.g. Use this financing to settle other outstanding loans or remit proceeds to overseas.

STEP 4.4 File Upload Details
File Upload Details (Max 5 files) No files Add a file a Save Submit Cancel Help
File Details X Title: d File: b Choose File No file chosen Cancel Add C
Save as draft to be edited another time. Cancel Cancel Help Access online User Help Guide. Attach supporting documents.
 You may upload file to this financing request: a) Click 'Add a File' and 'File Details' conversation box will pop-up. b) Click 'Choose File' to select the desired file. c) Click 'Add' to upload the files.

d) You may insert a name under 'Title' for the uploaded file (optional).

	Title	File Name	ow ronn Summary top
	File 1	Testing Excel.xlsx	₩
1	File 2	Testing PDF.pdf	😽 🗶
	File 3	Testing Word.docx	😽 🗶
1	File 4	Testing Text.txt	寻 🗶
		Save Approve Later Sut	omit Cancel

The uploaded files will be displayed as above. The file extension allowed to be uploaded are *.xls*, *.doc*, *.pdf* and *.txt*. Click \bigcirc to download the files again and click \bigotimes to delete the uploaded file. Once file upload is completed, click \bigcirc to submit transaction.



2. Repay Outstanding Loan

Account Service	Payment Se	rvices	~		
Account Service	Fayment Se	I VICES	·		
				Import Letter of Credit / Impo	ort Letter of Credit-i
count Balances				Import Collection	
5 of 27 items	14 - 4	1 2	3	Export Collection	
Company Name	Account	Ссу	Led	Bank Guarantoo/Bank Guar	antoo i
ABC_PROPERTY	7063004832 Current Account-i	MYR	2,11 ,	Einancing Request	211(66-1
	2603003383 Old Code -				
ABC_PROPERTY	CA,CN,OD (CN CN - NON CHECKING AC)	MYR	1,1	Shipping Guarantee	
	CHECKING AC)			Shipping Guarantee	

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ep 2				
Account Serv	ices 🗸	Payment Services 🗸	Trade Services	Administration 🗸
Create TF Import	~	Financing		
Create TF Export	~	You can prepare a Financing Re	equest by selecting "New Financing by accessing "Undate from Exit	ng Request" or use one of the existing drafts you have created. You
Update TF	~	Then select Conventional or Isla	amic transaction via indicator. (Sub	ject to your approved facility in the Letter of Offer).
From Existing TF				
Edit Transactions				

From the Left Navigation Menu, select Update TF > From Existing TF.

Step 3								
Account Services 🗸	Payment Services 🗸	Trade Services	Administration 🗸					Ń
Crisele TF Import Create TF Export Update TF Export Create TF Export Create TF Exits Transactions Pending Approval Pending TF Processed TF TF Managament Create Cre	List of Previous BIB Ref: Bank Ref: Company ID: Ccy:	Financing Record	d Q					Search Options
	1 - 82 of 82 items		10 25 50	100				K ≪ 1 > H
	BIB Ref	Company ID	Bank Ref	Related Reference	Ccy	Amount	Issue Date	Maturity Date
	TF19050000132216	ABC_PROPERTY	381IF092843		MYR	303,000.00	28/10/2020	25/02/2021
	TF18070000067958	ABC_PROPERTY	381IF092813	TESTING	MYR	13,000.00	13/08/2020	11/12/2020
	TF2002000230389	ABC_PROPERTY	346IL094703	TESTING	MYR	15,000.00	13/08/2020	11/12/2020
	TF2008000026811	ABC_PROPERTY	345IF090280	TESTING	MYR	14,000.00	13/08/2020	11/12/2020

Select the outstanding loan to repay.

Step 4		
Account Services 🗸	Payment Services V Trade Services Administration V	ĸ
Create TF Import Create TF Export Update TF	Update an Existing Financing Record	Save Approve Later Submit Cancel Holp
From Exlating TF Edit Transactions Pending Approval Pending TF Processed TF TF Management	General Details BIB Ref: TF19050000132216 Customer Reference: P9 TESTING Bank Reference: 301/F092043 Issue Date: 10/05/2019 Message Type:* Correspondence Other Information Partial Payment PrivalFull Payment Later	al Show Form Summary Top
Select 'Partial	File Upload Details (Max 6 files and 1 Mb each) No files Add a file Payment' or 'Final/Full Payment'.	

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Step 5											
Update an Exist	ting Financin	g Record									
							Save	Approve Later	Submit	Cancel	Help
General Details									_		۹.
BIB Ref:	TF19050	000132216							Show Form	n Summary Top	
Customer Reference:	P9 TEST	ING									
Bank Reference:	381IF092	843									
Issue Date:	13/05/201	19 (dd/mm/yyyy)									
Maturity Date:	Final/Eull F	laumont		a							
Outstanding Amount:	Final/Full F		~	ŭ							
Interest Amount:	MYR 30,	500.00	b b								
	As of 18/0	J6/2019									
Repayment Mode:	O Princip	al									
	O Princip	al+Interest									
Repayment Amount:*	MYR 30,0	00.00									
	Repayme	ent amount for	Final/Full Pay	ment instruction will	be determined by ban	k upon the date of pr	rocessing of th	e transaction.			
Settlement Method:*			~								
Principal Account:				 C 							
Account Currency											
Fee Account:*				Q.							
Account Currency											
Fill in the red	quired det	ails an	d take I	note of the	e following:						
a) Ensure	either 'Fir	nal/ Ful	I Paym	ent' or 'P	artial Paym	ent' is sel	ected.				
b) Click or	h 🔍 to y		itetand	ina interes	st amount						
			nstanu	ing interes	si amouni.						
					×						
Drincip	al			Interest	Interest						
Amoun	t From Date	To Date	Days	Rate/Profit/ Ta'widh Rate	Amt/Profit/Ta'widh Amt						
30000.00	15/05/2019	18/06/2019	34	6.7100	187.51						
				MYR	187.51						
<u></u>											
c) Indicate	the 'Drip		ccount	for cottle	mont of los			unt and "		count	for
c) indicate			ccount	tor settle			e amoi		ee Al		
settlem	ent of Inte	rest/C	narges								



Step 5.1 Process	for Partial Payment (foreign currency)
Transaction Indicator:	Conventional
BIB Ref:	TF1807000067958
Bank Reference:	381IF092813
Issue Date:	11/05/2018 (dd/mm/yyyy)
Maturity Date:	18/10/2018
Message Type:*	Partial Payment 🗸
Outstanding Amount:	USD 10,000.00
Interest Amount:	
	As of 22/10/2018
Repayment Mode:	Principal
	Show Form Summary Top
Repayment Amount:*	USD 5,000.00
	Repayment amount for Final/Full Payment instruction will be determined by bank upon the date of processing of
the transaction.	
Settlement Method:*	Debit Account V D
Principal Account:*	1949000481 AC NAME1 2500086098 AC N/ 🔍 🖨
Account Currency*	USD
Fee Account:*	1943068459 AC NAME1 2500086098 AC N/ 🔍
Account Currency*	MYR

a) Under Repayment Mode, select settlement of Principal only or both Principal + Interest.
 b) Select the Principal Account to be debited.

Step 5.2 Proc	cess for Partial Settlement with FX Conversion			
General Details	al.			
BIB Ref:	TF20020000230389			
Bank Reference:	345IL094703			
Issue Date:	13/02/2020 (dd/mm/yyyy)			
Maturity Date:	12/06/2020			
Message Type:*	Partial Payment 🗸			
Outstanding Amount:	USD 10,000.00 Show Form Summary [Top			
Interest Amount:	USD 317.90 Q			
	As of 16/12/2020			
Repayment Mode:	Principal			
	Principal+Interest			
Repayment Amount:*	USD 3.000.00			
	Repayment amount for Final/Full Payment instruction will be determined by bank upon the date of processing of the transaction.			
Settlement Method:*	Debit Account 🗸			
Principal Account:*	2093015632 AC NAME1 2093015632 🔍 🗧			
Account Currency*	MYR			
Fee Account:*	2093015632 AC NAME1 2093015632			
Account Currency*	MYR			
	0			
Exchange Rate				
Foreign Exchange Rates:	Use Prevailing Board Rates Utilise FX Contract(s)			
Exchange Rate: 4.260	D5000 The rate is indicative only. Equivalent Amount: MYR 12 781.50			
Tolerance Rate: 4.899	15749 Equivalent Amount: MYR 14.698.72			
a) Select MYR Principal Account for settlement. b) Indicate the Exchange Rate.				



Step 5.3 Pro	cess for Full / Final Settlement with FX Conversion			
General Details	8 .			
BIB Ref:	TF20020000230389			
Bank Reference:	3451L094703			
Issue Date:	13/02/2020 (dd/mm/yyyy)			
Maturity Date:	12/06/2020			
Message Type:*	Final/Full Payment 🗸			
Outstanding Amount:	USD 10,000.00			
Interest Amount:	USD 317.90 Q			
	As of 16/12/2020			
Repayment Mode:	Principal Show Form Summary top			
	Principal+Interest			
Repayment Amount:*	USD 10.317.90			
	Repayment amount for Final/Full Payment instruction will be determined by bank upon the date of processing of the transaction.			
Settlement Method:*	Debit Account 🗸			
Principal Account:*	2093015659 AC NAME1 2093015659 🔍 🖨			
Account Currency*	MYR a			
Fee Account:*	2093015632 AC NAME1 2093015632 🔍			
Account Currency	MYR			
	D			
Exchange Rate				
Foreign Exchange Rates:	● Use Prevailing Board Rates 🔘 Utilise FX Contract(s)			
Exchange Rate: 4.2605	000 The rate is indicative only. Equivalent Amount: MYR 43,959.41			
Toloranoo Pato:	740 Equivalent Amount: 10/0 For C2 22			
toterance Rate: 4.8995	Equivalent Amount: MYR 50,553.32			
a) Select MYR Principal Account for settlement.				

STEP 5.4 Other Information & File Upload Details					
Other Information					
Final/Full Payment	a				
File Upload Details (Max 5 files)					
Add a file b	C Save Approve Later Submit Cancel Help				
Save as draft to be edited another time. Cancel Cancel transaction without saving. Help Access online User Help Guide. Add a file Attach supporting documents. To submit and approve by batch later. Only applicable for single level matrix.					
 a) Indicate other instructions to the Bank. b) Upload file, if any. c) Upon completion, click Submit 					

Ste	6
	Submit Request for Financing
	The submission to the Bank is successful.
	BIB Ref: TF16060000378044 Click here to view and print transaction details
a)	Jpon successful submission, above screen will display. You may click on this link to view and print the transaction details.

3. Send a Message to the Bank

Step 1					
Account Service:	s 🗸 Payment Se	rvices 🗸		Trade Services 🖌	Administration V
Account Balances			5	Import Letter of Credit / Impor Import Collection	ort Letter of Credit-i
Company Name	Account	Ccy L	.ed{	Export Collection	
ABC_PROPERTY	7063004832 Current Account-i	MYR 2,1	11.7	Bank Guarantee/Bank Guara	antee-i
ABC_PROPERTY	2603003383 Old Code - CA,CN,OD (CN CN - NON CHECKING AC)	MYR	1,1	Shipping Guarantee	
From the Top Men	u Bar, select Tra	de Serv	ice	es > Financing Reg	nuest

Step 2	step 2						
♠ Account Services ∨	Payment Services 🗸	Trade Services	Administration 🗸				
Create TF Import Create TF Export Update TF From Existing TF Edit Transactions Pending Approval	Financing You can prepare a Financing Re can also repay outstanding loan Then select Conventional or Isla	equest by selecting "New Financir s by accessing "Update from Exis mic transaction via indicator. (Sub	ng Request" or use one of the existing drafts you have created. You sting Financing Records" Jject to your approved facility in the Letter of Offer).				
From the Left Navigation	rom the Left Navigation Menu, select Update TF > From Existing TF.						

Account Services V	Payment Services V	Trade Service	Administr Record	ration 🗸				
ate TF Import ate TF Export ate TF	List of Previous	Financing F	Record					
late TF								
							Sea	arch Options 🔺
om Existing TF Transactions ding Approval	BIB Ref: Bank Ref: Company ID:	R						
ding TF	Ccy:	Q		·				
bessed TF Management								Search
	1 - 50 of 244 items		10 25 50	100		H 4 1	234	5 1 1
	BIB Ref	Company ID	Bank Ref	Related Reference	Ccy	Amount	Issue Date	Maturity Date
	TF20110000292301	ABC_PROPERTY	945BA090029		MYR	81,000.00	02/11/2020	01/01/2021
	TF20110000292281	ABC_PROPERTY	945BA090028		MYR	81,000.00	02/11/2020	23/11/2020
	TF20110000292280	ABC_PROPERTY	345BA124208		MYR	100,000.00	02/11/2020	23/11/2020
	TF2010000291007	ABC_PROPERTY	345BA124212		MYR	330,000.00	02/11/2020	25/11/2020

Select the financing record to send a message to the Bank.

Step 4

Update an E	Existing Financing Record
	Save Approve Later Submit Cancel Help
General Details	at a
BIB Ref:	TF20110000292301
Customer Reference	e: 556608
Bank Reference:	945BA090029
Issue Date:	02/11/2020 (dd/mm/yyyy)
Maturity Date:	01/01/2021 Show Form Summary Top
Message Type:*	Correspondence
	Correspondence
Other Information	on Partial Payment
File Upload Deta No files Add a file	ails (Max 5 files)
	Save as draft to be edited another time.
Cancel	Cancel transaction without saving.
Help	Access online User Help Guide.
Add a file	Attach supporting documents.
Approve Later	To submit and approve by batch later. Only applicable for single level matrix.
Select Corres supporting de	spondence from Message Type and input message to send to the Bank or attach ocuments for the Bank's information. Click submit upon completion.

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Ste	p 5
	Submit Request for Financing
	The submission to the Bank is successful.
	BIB Ref: TF16060000378044 Click here to view and print transaction details
a)	Upon successful submission, above screen will be displayed. You may click on this link to view and print the transaction details.

4. Perform Financing Request Inquiry

Step 1								
Account Services V Payment Services V			~	Trade Services 🗸	Administration 🖌			
Account Balances				Import Letter of Credit / Import Letter of Credit-i				
1 - 5 of 27 items H 4 1 2 3				Export Collection				
Company Name	Account	Ссу	Ledg	Bank Cuarantoo/Bank Cuarantoo i				
ABC_PROPERTY	7063004832 Current Account-i	MYR	2,11 .:	Einancing Request				
ABC_PROPERTY	2603003383 Old Code - CA,CN,OD (CN CN - NON CHECKING AC)	MYR		Shipping Guarantee				
From the Top Menu Bar, select Trade Services > Financing Request								

Step 2									
٨	Account Services 🗸	Payment Services 🗸	Trade Services	Administration 🖌					
Create TF Import									
Fro	From the Left Navigation Menu, select Processed Trade Finance.								

Step 3									
List of Financing Transactions									
Please enter the criteria to	Please enter the criteria to filter the transaction(s) search.								
Company ID:	Company ID:								
BIB Ref: Bank Ref:	•	а							
Status:	~								
Customer Reference:									
Ccy:	Q								
Amount From:	Amount From: To:								
Maturity Date From:	✓ То:	~							
								Search	
1 - 50 of 259 items		10 25 50 100				н	4 1 2 3 4	56 + + +	
BIB Ref	Company ID	Bank Ref	Customer Reference	Ссу	Amount	Issue Date	Maturity Date	Status	
D TF20110000292301	ABC_PROPERTY	3451F090282	556608	MYR	81,000.00	02/11/2020	01/01/2021	Processed	

Search for Financing Transactions:

- a) To search for specific TF, search by BIB Ref or Bank Ref. You may use an asterisk (*) at the end of the BIB Ref or Bank Ref, to search for variable endings. For example: TF2011* will provide all possible search results with TF2011 at the front, including TF20110000292301, TF20110000456897 etc.
- b) Click the Folder for details.

Step	3.1 Cons	olidated S	ummary V	iew Page					
C	Consolidated S	Summary							
E () () () () () () () () () () () () ()	Financing Request BIB Ref: Customer Reference: Bank Reference: Company ID: Amount Details Dutstanding Amount:	TF2011000029230 556608 945BA090029 ABC_ROPERTY MYR 81,000.00 MYR 81,000.00	a a						
4	Applicant Details				l				
,	Name and Address:	NAME1 14001021 ADDRESS LINE 1 ADDRESS LINE 2 ADDRESS LINE 4	79 SEQ 001						
1	Bank Name : ssuer's Ref:	UOBM 00000000140010	02179						b
1 - 1 of 1 ite	ems		10 25 50	100				∺ 1)	E H
Last	Updated Date	Туре	Status	Тор	ic	Ссу	Amount		
9	02/11/2020	New	Processed	BA New		MYR		81,000.00	88
Pendir ^{0 items}	ng Transactior	IS							С
		Туре		Status		Ссу	Amount	Inp	ut
				No Records Found					
View t a) L b) F	View the Consolidated Summary for: a) Loan amount and Outstanding Amount. b) History of the Trade Financing record and related advices.								

c) View pending transactions related to this Trade Finance record.

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