

UOB BUSINESS INTERNET BANKING SERVICE (BIB) REGISTRATION FORM GUIDE

USEFUL INFO
AT A GLANCE

UOB Business Internet Banking (BIB) helps to enhance the efficiency of your business and improve the way you manage your cash flow. Through BIB, you have all your account information at your fingertips for better decision-making. You will also enjoy full control in performing your online banking transactions.

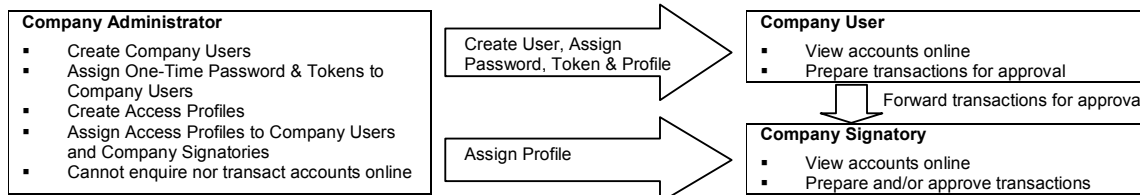
You can choose one of the following two packages:

BIB FUNCTIONS	BIB PACKAGES	
	BASIC	PROFESSIONAL
Account Enquiry <ul style="list-style-type: none"> View Statement View Summary 	✓	✓
Account Services <ul style="list-style-type: none"> Cheque Services Funds Transfer Bill Payments Time / Fixed Deposit Placement 	-	✓
Remittance Services <ul style="list-style-type: none"> Cashier's Order Demand Draft Telegraphic Transfer 	-	✓
Premium Services (Optional, subscription fee applies) <ul style="list-style-type: none"> Trade (<i>only applicable if your have Trade Facility with UOB</i>) Bulk Payment Bulk Payroll Bulk Collection eFX (<i>to obtain preferential exchange rates for commercial use</i>) For detailed description of each premium service, please refer to our UOB website (http://www.uob.com.sg/corporate/ebanking/bib/overview.html).	-	✓
Form to use	BASIC Package Registration Form	PROFESSIONAL Package Registration Form

Definition of Roles in UOB BIB:

Basic Package: (i) Company Administrator and (ii) Company User

Professional Package: (i) Company Administrator, (ii) Company Signatory and/or (iii) Company User



- Each User ID must have eight to 20 characters with no spacing or special characters, and must be unique. An applicant can appoint a person to hold dual roles as Company Administrator and Company Signatory **OR** Company Administrator and Company User. If the person holds dual roles as Company Administrator and Company Signatory **OR** Company Administrator and Company User, a different User ID is required for each role.

A person appointed to be a Company Signatory has all the Company User's BIB capabilities plus the authority to approve transactions. It is thus not necessary for the person to hold a different User ID for the Company User and Company Signatory roles.

- Every role requires a Security Token to login to BIB. Only one Security Token is required if a person plays dual roles. A fee of S\$20 (including GST) is payable for each new Security Token issued.
- Transactions approved by the Company Signatory(ies) via BIB can differ from the existing Current Account approval mandate.

Submission

Please complete all fields in the Registration Form (unless otherwise stated) and attached the required documents.

Type of Business	BIB Service Registration Form to be authorised by	Additional Document Required
Sole Proprietorship	Owner	-
Partnership / Limited Liability Partnership	Authorised Person(s) specified in resolution	Resolution to be signed by all partners
Club / Society / Association / Management of a Building	Authorised Person(s) specified in resolution	Resolution to be signed by any two office bearers (chairman/president, secretary or treasurer of the committee) or other governing body (or persons holding similar or equivalent positions).
Corporates, including Sole Directorships	Authorised Person(s) specified in resolution	Resolution to be signed by: a) Two Directors, or b) One Director and Company Secretary, or c) For Sole Directorship: Sole Director.

Please send the completed Registration Form to "BIB Section, UOB Ltd, Robinson Road P.O. Box 1282, Singapore 902532". UOB will take approximately five Banking Days from the date of its receipt of the application to process the request. An officer will contact the Authorised Person(s) if clarification is required. Please call us at 1800 22 66 121 if you have further enquiries.

GLOSSARY

TERM	DESCRIPTION
Account Linking	UOB / FEB Current, Time / Fixed Deposit and Loan accounts held by your Company can be linked to UOB BIB Service for online access.
Company ID	This is the Login ID which will represent your Company. All users will login using this Company ID and their respective User IDs.
Contact Person	This is the person whom we will contact for enquiries pertaining to BIB.
Company Registration Number	The registration number as indicated in the Registry of Company document.
Designated Account	Token and subscription fees (if any) will be debited from this account. All correspondence relating to your UOB BIB Service will be sent to the mailing address for this account.
Group Company Functions	The parent company can apply for UOB BIB Service to view and/or transact on the accounts of both the parent and affiliated companies.
Token	To use existing token for related companies, please submit BIB Private Token Request Forms – Token Owner (CYB-82/F) & Token Sharing (CYB-83/F). Token Owner – to be completed by company which has applied for the existing token. Token Sharing – to be completed by company which will be using the privatised token.
Transaction Approval Mandate	This is only applicable if you have registered for Professional Package and/or Premium Option(s). The transaction approval mandate indicates the number of Signatories required to approve transactions and their approval limit.
User ID	This is the User ID for each CA or CS to login. All users will login using the Company ID and their respective User IDs.



**MAINTENANCE
FORM**

**UNITED OVERSEAS BANK LIMITED (“UOB”)
BUSINESS INTERNET BANKING (“BIB”) SERVICE MAINTENANCE FORM**

PLEASE SEND THE COMPLETED FORM TO:
BIB SECTION, UNITED OVERSEAS BANK LIMITED, ROBINSON ROAD P.O. BOX 1282, SINGAPORE 902532

IMPORTANT NOTE: All fields must be completed unless otherwise stated.
* Please delete where inapplicable.

PART 1: PARTICULARS OF APPLICANT

(Corporation / Sole Proprietorship / Limited Liability Partnership / Partnership / Society / Association / Club / Management Corporation of a Building)

Name of Applicant	Business Registration Number
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PART 2: MAINTENANCE FEATURES

Item(s) requiring maintenance	Part(s) to be completed
1. Downgrading from Professional Package to Basic Package	Parts 3A and 9
2. Upgrading from Basic Package to Professional Package	Parts 3B, 8 and 9
3. Addition/Removal of Premium Service(s) ^{Note 1}	Parts 3C, 8 (if applicable) and 9
4. Termination of BIB Service	Parts 3D and 9
5. Maintenance of bank accounts	Parts 4 and/or 5 and 9
6. Change of contact person	Parts 6 and 9
7. Set-up/Maintenance of Company Administrators	Parts 7 and 9
8. Set-up/Maintenance of Company Signatories	Parts 8 and 9

PART 3: ADDITION/REMOVAL OF PREMIUM SERVICE(S) ^{NOTE 1}

All bank accounts linked for Account Enquiry will remain linked on any subsequent upgrade of the BIB service package by the Applicant.
An affiliated company's BIB service package will automatically follow the upgraded or downgraded BIB service package of the Originating Company.

Part 3A: Downgrading to Basic Package (Account Enquiry only)

Part 3B: Upgrading to Professional Package

	(Please tick where applicable)		
	Add	Remove	Premium Service
<input type="checkbox"/> Part 3C: Addition/Removal of Premium Service(s) ^{Note 1}	<input type="checkbox"/>	<input type="checkbox"/>	Trade Services
	<input type="checkbox"/>	<input type="checkbox"/>	Bulk Payment
	<input type="checkbox"/>	<input type="checkbox"/>	Bulk Payroll
	<input type="checkbox"/>	<input type="checkbox"/>	Bulk Collection
	<input type="checkbox"/>	<input type="checkbox"/>	eFX

Part 3D: Termination of BIB Service

Note 1: Premium Services are offered through the Professional Package. If any Premium Service is selected to be added, an Applicant with an existing Basic Package will automatically be upgraded to the Professional Package. The basic Professional Package (i.e. without any Premium Service) will apply if an Applicant selects to remove all existing Premium Service(s).

PART 4: ACCOUNT-LINKING

Only Current, Time/Fixed Deposit and Loan Accounts held by the Applicant with UOB and Far Eastern Bank Limited (“FEB”) can be linked to the BIB Service.

Current Account Number	Account Linkage To BIB Service (Please tick):	
	Link	Unlink
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
Time/Fixed Deposit Account / Loan Account Number	Account Linkage To BIB Service (Please tick):	
	Link	Unlink
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

1. If your existing service package is the Professional Package with or without Premium Service(s) and has a specified Transaction Approval Mandate, the new bank account(s) that you have requested to be linked to the BIB Service will follow your existing specified Transaction Approval Mandate. If a different Transaction Approval Mandate is to apply to the new bank account(s), please complete a UOB BIB Service Transaction Approval Mandate Customisation Form (CYB-66).
2. If you have only one SGD Current Account with UOB/FEB, this Current Account will be the designated account for debiting applicable fees and charges.

PART 8: SET-UP/MAINTENANCE OF COMPANY SIGNATORIES

8.1 BIB Transaction Approval Mandate And Approval Limit

Please indicate the approval mandate which specifies the number of Company Signatories required to approve transactions and the transaction approval limit (i.e. the amount in Singapore Dollars that a Company Signatory can approve for each submitted transaction). Any one Company Signatory may approve a "Stop Cheque" or "Bulk Collection" request. This new mandate will supersede your existing Transaction Approval Mandate.

For upgrading from the Basic Package to the Professional Package, if this section is left blank, the Applicant is deemed to have selected "Any 1 signatory". **If the transaction approval limit is not indicated, each Company Signatory is deemed to be authorised to approve transactions of any amount.** The Applicant may customise the approval mandate by submitting a UOB BIB Service Transaction Approval Mandate Customisation Form (CYB-66).

Approval Limit *** <i>(Please indicate the amount below)</i>	Approval Mandate <i>(Please tick)</i>		
Up to SGD (in '000)	<input type="checkbox"/> Any 1 Signatory	<input type="checkbox"/> Any 2 Signatories	<input type="checkbox"/> Any 3 Signatories
Up to SGD (in '000)	<input type="checkbox"/> Any 1 Signatory	<input type="checkbox"/> Any 2 Signatories	<input type="checkbox"/> Any 3 Signatories
Up to SGD (in '000)	<input type="checkbox"/> Any 1 Signatory	<input type="checkbox"/> Any 2 Signatories	<input type="checkbox"/> Any 3 Signatories

*** Foreign currency transactions will be calculated based on the SGD-equivalent Approval Limit.

8.2 Appointment of New Company Signatories

Company Signatory 1

Personal Particulars	Use Existing Company Administrator's / Company Signatory's Security Token <small>Note 6</small>	Signatory Group <small>Note 7</small> <i>(Please circle one)</i>	Signature
Name As In NRIC / Passport * (Dr / Mdm / Mr / Mrs / Ms *)	<input type="checkbox"/> Yes	A / B / C	
NRIC / Passport No.*			
Preferred User ID (8 to 20 characters with no spacing or special characters and must be unique) <small>Note 5</small>			

Company Signatory 2

Personal Particulars	Use Existing Company Administrator's / Company Signatory's Security Token <small>Note 6</small>	Signatory Group <small>Note 7</small> <i>(Please circle one)</i>	Signature
Name As In NRIC / Passport * (Dr / Mdm / Mr / Mrs / Ms *)	<input type="checkbox"/> Yes	A / B / C	
NRIC / Passport No.*			
Preferred User ID (8 to 20 characters with no spacing or special characters and must be unique) <small>Note 5</small>			

8.3 Existing Company Signatories

Company Signatory 1

Personal Particulars	Maintenance
Name As In NRIC / Passport * (Dr / Mdm / Mr / Mrs / Ms *)	<input type="checkbox"/> Delete User <small>Note 8</small> <input type="checkbox"/> Replace Lost Security Token (Subject to Security Token fee) <input type="checkbox"/> Change Signatory Group (Please circle one): A / B / C <small>Note 7</small>
NRIC / Passport No.*	

Company Signatory 2

Personal Particulars	Maintenance
Name As In NRIC / Passport * (Dr / Mdm / Mr / Mrs / Ms *)	<input type="checkbox"/> Delete User <small>Note 8</small> <input type="checkbox"/> Replace Lost Security Token (Subject to Security Token fee) <input type="checkbox"/> Change Signatory Group (Please circle one): A / B / C <small>Note 7</small>
NRIC / Passport No.*	

Note 5: Each User ID must have eight to 20 characters with no spacing or special characters, and must be unique. If the Applicant appoints a person to hold dual roles as Company Administrator and Company Signatory, please also complete Part 7.2 and indicate a different User ID for each role. UOB will assign a User ID to a Company Signatory if his/her preferred User ID cannot be allotted to him/her.

Note 6: An existing Security Token is one that UOB has issued to another company's Company Administrator or Company Signatory. If this existing Security Token is to be used, please select "Yes" and submit the Private Token Request Form – Token Owner Company (CYB-82F) and Private Token Request Form – Token Sharing Company (CYB-83F). If "Yes" is not selected, the Applicant is deemed to have requested new Security Tokens by submitting this form. A fee of S\$20 (including GST) is payable for each new Security Token issued.

Note 7: Select an applicable Signatory Group (A, B or C). If the choice of Signatory Group is not indicated, the Company Signatory is deemed to be assigned to Group A which has the highest transaction approval limit.

Note 8: The Security Token does not need to be returned to UOB.

PART 9: DECLARATION BY APPLICANT

I/We, on behalf of the Applicant, hereby

- request the changes or amendments to be made to my/our BIB Service as set out above.
- confirm that I/we have obtained the UOB BIB Service Agreement ("BIB Agreement") at uob.com.sg, have read and understood the BIB Agreement, and agree to be bound by all the terms therein and any amendment or variation thereof.
- confirm that I/we have read and understood the terms and conditions applicable to each of the services that I/we have applied for, and agree to be bound by such terms and conditions and any amendment or variation thereof.
- confirm that each of the Company Signatories named herein is authorised to operate and utilise any of the services granted and provided to me/us through the BIB Service, and that the approval mandate and approval limit conferred on the Company Signatories as set out in my/our UOB BIB Service Registration Form and any subsequent amendment shall apply in this respect. 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.
- confirm that all the information provided herein is true and accurate to the best of my/our knowledge as at the date of this request.
- authorise UOB to issue Password(s) and Security Token(s) to the authorised Company Administrator(s) and Company Signatory(ies), where applicable.
- authorise UOB to debit all subscription and Security Token fees, and administration and service charges relating to my/our application and/or use of the BIB Service from the designated account.
- agree to indemnify and hold harmless the Bank from and against any and all costs, claims, demands, losses, charges and expenses howsoever and of whatsoever nature which the Bank may sustain, incur or be liable for in connection with, or arising as a consequence of this or any earlier application for, the use of the BIB Service.

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;">Authorised Person's Name</td> <td style="width: 40%; border-bottom: 1px solid black;">Signature</td> </tr> <tr> <td colspan="2">Designation: _____</td> </tr> <tr> <td colspan="2">Date: _____</td> </tr> </table>	Authorised Person's Name	Signature	Designation: _____		Date: _____		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;">Authorised Person's Name</td> <td style="width: 40%; border-bottom: 1px solid black;">Signature</td> </tr> <tr> <td colspan="2">Designation: _____</td> </tr> <tr> <td colspan="2">Date: _____</td> </tr> </table>	Authorised Person's Name	Signature	Designation: _____		Date: _____	
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Authorised Person's Name	Signature												
Designation: _____													
Date: _____													

IMPORTANT NOTES

- UOB will take approximately five Banking Days from the date of its receipt of this application to mail the User IDs, Passwords and Security Tokens to the mailing address for the designated account. Please call 1800 226 6121 if you do not receive the User IDs/Passwords/Security Tokens after five Banking Days.
- For linking of new bank accounts and upgrading/downgrading of BIB service packages, the Company Administrator will need to create a new Data Access Profile to include the new bank accounts and assign to a Company Signatory/Company User. If you have subscribed for the Professional Package/Premium Service(s), the inclusion of the new bank accounts and upgrade of service package will **cancel** all existing online transactions that are prepared but not sent to UOB.
- Any amendment of the Transaction Approval Mandate will **cancel** all existing online transactions that are not sent to UOB.
- All pages of any attachment accompanying this application must be signed by the Authorised Person(s).

FOR BANK USE ONLY

TB Sales / RM:	Received By:	Signature Verified By:	Processed By:	Approved By:
Name	Name/ Initial / Date	Name/ Initial / Date	Name/ Initial / Date	Name/ Initial / Date
Remarks:				