

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.

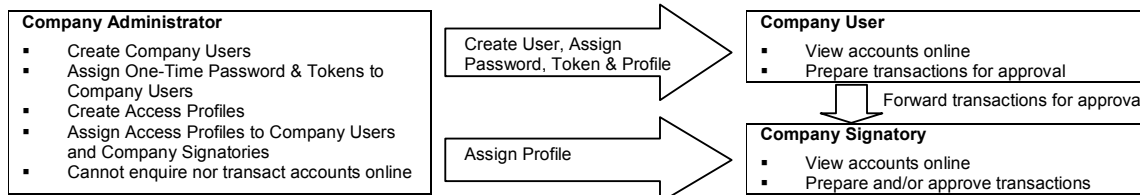
You can choose one of the following two packages:

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.



**UNITED OVERSEAS BANK LIMITED (“UOB”)
BUSINESS INTERNET BANKING (“BIB”) SERVICE REGISTRATION FORM
(FOR AFFILIATED COMPANY ONLY)**

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

REGISTRATION FORM FOR
AFFILIATED COMPANY

IMPORTANT NOTE: All fields must be completed unless otherwise stated.

* Please delete where inapplicable.

PART 1A: PARTICULARS OF AFFILIATED COMPANY (“APPLICANT”)			
Name of Applicant	Business Registration Number	Fax Number	
PART 1B: PARTICULARS OF ORIGINATING COMPANY (Company To Which The Applicant Is Affiliated)			
Originating Company Name		Originating Company Registration Number	
SERVICE PACKAGE & ACCOUNT SET-UP			
<ul style="list-style-type: none"> ▪ The Applicant’s BIB Service package will follow that of the Originating Company. ▪ The Company Administrator(s) appointed by the Originating Company will administer the User and Profile set-up for the Applicant. ▪ Part 2 of this Registration Form is only applicable if the Originating Company has subscribed for the Professional Package with or without Premium Service(s). 			
DEFINITION OF ROLES			
<ul style="list-style-type: none"> ▪ A Company Signatory can perform account enquiries, create and/or approve transactions. ▪ At least one Company Signatory is required if the Originating Company has subscribed for the Professional Package with or without Premium Service(s). 		<ul style="list-style-type: none"> ▪ Security Tokens will be assigned by UOB to all Company Signatories. Please call 1800 226 6121 for assistance if a Company Signatory prefers to use his/her existing Security Token applied for by a different company for the BIB Service. ▪ A fee of S\$20 (including GST) is payable for each new Security Token issued. 	
PART 2: AUTHORITY OF COMPANY SIGNATORIES			
Please leave this Part 2 blank if:			
<ul style="list-style-type: none"> ▪ the Applicant is applying for the Account Enquiry feature only, whether under the Basic Package or Professional Package; or ▪ the Originating Company has applied for the Basic Package. 			
2.1 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.			
If the Applicant does not indicate the approval mandate, the default approval mandate will be “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 which the Applicant has indicated.			
2.2 Company Signatory			
The Company Signatory(ies) may be the Originating Company’s Company Signatory(ies) and/or other person(s). Please tick where applicable:			
<input type="checkbox"/> Existing Company Signatory(ies) from Originating Company (Go to Part 2.3)			
<input type="checkbox"/> New Company Signatory(ies) (Go to Part 2.4)			
2.3 Appointment of Existing Company Signatory from Originating Company			
Name as in NRIC / Passport	NRIC / Passport No.	Signatory Group <small>Note 1</small>	
		A / B / C / NA (for eFX only) *	
		A / B / C / NA (for eFX only) *	
		A / B / C / NA (for eFX only) *	
		A / B / C / NA (for eFX only) *	

2.4 Appointment of New Company Signatory

(If the Signatory Group is not indicated in this section, the Company Signatory(ies) (non-eFX) is/are deemed to be assigned to Group A)

Company Signatory 1												
Personal Particulars			Use Existing Company Administrator's / Company Signatory's Security Token <small>Note 2</small>				Signatory Group <small>Note 1</small>			Signature		
Name As in NRIC / Passport * (Dr / Mdm / Mr / Mrs / Ms *)			<input type="checkbox"/> Yes				A / B / C / NA (for eFX only) *					
NRIC / Passport No. *	Telephone No.											
Preferred User ID (8 to 20 characters with no spacing or special characters and must be unique) <small>Note 3</small>												

Company Signatory 2												
Personal Particulars			Use Existing Company Administrator's / Company Signatory's Security Token <small>Note 2</small>				Signatory Group <small>Note 1</small>			Signature		
Name As in NRIC / Passport * (Dr / Mdm / Mr / Mrs / Ms *)			<input type="checkbox"/> Yes				A / B / C / NA (for eFX only) *					
NRIC / Passport No. *	Telephone No.											
Preferred User ID (8 to 20 characters with no spacing or special characters and must be unique) <small>Note 3</small>												

Company Signatory 3												
Personal Particulars			Use Existing Company Administrator's / Company Signatory's Security Token <small>Note 2</small>				Signatory Group <small>Note 1</small>			Signature		
Name As in NRIC / Passport * (Dr / Mdm / Mr / Mrs / Ms *)			<input type="checkbox"/> Yes				A / B / C / NA (for eFX only) *					
NRIC / Passport No. *	Telephone No.											
Preferred User ID (8 to 20 characters with no spacing or special characters and must be unique) <small>Note 3</small>												

Company Signatory 4												
Personal Particulars			Use Existing Company Administrator's / Company Signatory's Security Token <small>Note 2</small>				Signatory Group <small>Note 1</small>			Signature		
Name as in NRIC / Passport * (Dr / Mdm / Mr / Mrs / Ms *)			<input type="checkbox"/> Yes				A / B / C / NA (for eFX only) *					
NRIC / Passport No. *	Telephone No.											
Preferred User ID (8 to 20 characters with no spacing or special characters and must be unique) <small>Note 3</small>												

PART 3: ACCOUNT-LINKING

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

SGD Current Accounts	Currency	Account Number
	SGD	
	SGD	
Non-SGD Current Accounts		
Time/Fixed Deposit Accounts; Loan Accounts	Account Type (Please tick applicable box)	Account Number
	<input type="checkbox"/> Time/Fixed Deposit Account <input type="checkbox"/> Loan Account	
	<input type="checkbox"/> Time/Fixed Deposit Account <input type="checkbox"/> Loan Account	
	<input type="checkbox"/> Time/Fixed Deposit Account <input type="checkbox"/> Loan Account	

Note 1: 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. Please select "NA (for eFX only)" if a Company Signatory is restricted to only performing eFX transactions and is not required to approve other transactions.

Note 2: 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 3: Each User ID must have eight to 20 characters with no spacing or special characters, and must be unique. UOB will assign a User ID to a Company Signatory if his/her preferred User ID cannot be allotted to him/her.

PART 4: DECLARATION BY APPLICANT AND ORIGINATING COMPANY

I/We, on behalf of the Applicant and Originating Company respectively, hereby

- apply for the BIB Service as defined in the UOB BIB Service Agreement ("BIB Agreement") in accordance with the scope of the BIB Service as applied for by the Originating Company and with the terms and notes stated in this form.
- confirm that I/we have obtained the 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 Part 2 herein 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 application.
- authorise UOB to issue Password(s) and Security Token(s) to the authorised Company Administrator(s) and Company Signatory(ies), where applicable.
- confirm that, in the event of any change of Company Signatories, I/we shall revoke the relevant User IDs through the submission of a request, instruction or relevant maintenance form to UOB.
- 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.
- enclose a certified true copy of my/our board (or equivalent) resolution.

APPLICANT

Authorised Person's Name _____ Signature _____ Designation: _____ Date: _____	Authorised Person's Name _____ Signature _____ Designation: _____ Date: _____

ORIGINATING COMPANY

Authorised Person's Name _____ Signature _____ Designation: _____ Date: _____	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, if new Company Signatory(ies) is/are indicated in the application. Please call us at 1800 226 6121 if you do not receive the User IDs/Passwords/Security Tokens after five Banking Days.
- If a Company Signatory has left your company or has assumed a new role that does not perform BIB monetary transactions, please call 1800 226 6121 to request a UOB BIB Service Maintenance Form to terminate his/her access to the BIB Service. Alternatively, you can download the form from uob.com.sg.

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:
