

UOB Business Internet Banking Plus (BIBPlus) Forms Guide

BIBPlus offers the following services:

Account Enquiry

- Account Summary
- Account Statement
- Fixed Deposit Account Summary
- Inward Remittance Enquiry
- Advices & Notification
- Loan Summary
- Cheque Status Enquiry
- Trade Bill Summary

Account/Payment Services

- Time Deposit Placement
- Cheque Services (Stop Cheque, Cheque Book Request)
- Local Funds Transfer (Transfer within UOB, Transfer to other banks – FAST, MEPS)
- Bill Payment
- Cashier's Order
- Demand Draft
- Telegraphic Transfer

Trade Services

- Import LC Application
- Import Bill and Import Collection notification
- Shipping Guarantee
- Banker's Guarantee
- Trade Finance (Import/Export Loan)

Optional BIBPlus Services

- Bulk Services - Payment, Payroll, Collection (SGD20 monthly subscription fee applies)
- MT103 copy (SGD30 monthly subscription fee applies)
- eFX (Waived)

Every User ID requires a separate security token to login to BIBPlus. A fee of S\$20 (including GST) applies for each new security token issued. For full list of BIBPlus fees, please refer to uob.com.sg/bibpluspricing.

List of BIBPlus Forms

	Name of Form	Form ID	Purpose of Form
Apply for BIBPlus			
1	BIB Registration Form (Standard)	CYB-107/F	<ul style="list-style-type: none"> View account balances Create and approve own transactions.
2	BIB Registration Form (Custom – Express)	CYB-56/F	<ul style="list-style-type: none"> View account details and/or Create and approve the same transaction or, Segregate transaction creation from approval or Segregate payroll functions.
3	BIB Registration Form – Customise (Full) Available on request	CYB-56F Full	<ul style="list-style-type: none"> View account details and/or Create and approve the same transaction or, Create but cannot approve the same transaction. It must be approved by another authoriser. Allow user to customise the transaction approval settings. Assign specific access right(s) to user(s) e.g. payroll user.
4	BIB Registration Form – Affiliate Company Available on request	CYB-64F Full	<ul style="list-style-type: none"> Allow Affiliated entities to apply for BIB under the same Group ID Each affiliated entity can subscribe to different BIB packages
Amend Existing BIBPlus Services			
5	BIB Services and User Maintenance Form (Express)	CYB-67/F	<ul style="list-style-type: none"> Add/remove optional services Add/delete accounts to be linked to BIBPlus Add/amend/delete users Amend user information and user access rights Amend transactional approval settings Update specimen signatures of existing users Terminate BIBPlus
6	BIB Maintenance Form (Custom) Available on request	CYB-66/F	<ul style="list-style-type: none"> Amend / customise other BIBPlus services: Upgrade to full BIBPlus services including optional services Amend accounts to be set up in BIBPlus Amend Administrator/Signatory approval settings Add new users Amend roles and/or permissions of existing users Delete existing users Amend/customise BIBPlus Transaction Approval mandates
Update BIBPlus User Access and Token Usage			
7	BIB Password and Token Maintenance Form	CYB-77/F	<ul style="list-style-type: none"> Activate User ID Re-issue login password Replace lost/faulty tokens Request for additional tokens (to be assigned to other users by the Company Administrator)
8	BIB Token Sharing Form A	CYB-82/F	<ul style="list-style-type: none"> Form A - Request for token holder to use existing token to access unaffiliated company
	BIB Token Sharing Form B	CYB-83/F	<ul style="list-style-type: none"> Form B – For unaffiliated company to grand access to token holder to access BIBPlus using the same token
Maintenance of Affiliate Company Users			
9	BIB Maintenance Form - Affiliate Company Users Available on request	CYB-92/F	Request to amend BIB User roles in affiliated entities: <ul style="list-style-type: none"> Add new users Link new users to another affiliated entity Link existing users to applicant entity Un-link existing users to applicant entity Delete user from the BIB Group

Quick Reference on which forms to be used:

Registration	Q1	Customer is an affiliated entity who would like to apply for BIBPlus under their Primary Group ID?	Yes	BIB Registration Form – Affiliate Company (CYB-64/F)
			No	Continue to Q2
	Q2	All users can create and approve their own transactions?	Yes	BIB Registration Form (Standard) (CYB-107/F)
			No	Continue to Q3
	Q3	Customer requires customized approval mandates with transaction type differentiation or require verify/send options?	Yes	BIB Registration Form – Customise (Full) (CYB-56F Full)
			No	BIB Registration Form (Custom – Express) (CYB-56/F)
Maintenance	Q1	Customer is an affiliated entity who has BIBPlus under their Primary Group ID?	Yes	BIB Maintenance Form - Affiliate Company Users (CYB-92/F)
			No	Continue to Q2
	Q2	Customer would like to amend their approving mandates with transaction type differentiation or require verify/send options?	Yes	BIB Maintenance Form (Custom) (CYB-66/F)
			No	BIB Services and User Maintenance Form (Express) (CYB-67/F)
	Q3	To replace token or request for new tokens?	Yes	BIB Password and Token Maintenance Form (CYB-92/F)
	Q4	User would like to request to use their existing token to access BIBPlus for another unaffiliated company	Yes	Token Sharing Forms A & B (CYB-82/F & CYB-83/F)

For customers who have not signed / submitted the Bank's Account and Services Resolution, you will be required to submit the respective resolution form to the Bank. Please refer to below table for more information:

Type of Business / Organisation	BIBPlus Service Registration Form to be authorised by	Additional Document Required
Sole Proprietorship	Owner	Nil
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 by Sole Director.
Statutory Boards and Ministries	Authorised Person(s) specified in Account Operating Resolution	Nil

For companies undergoing liquidation, all BIBPlus Forms can be signed by appointed Liquidator as per ACRA.

List of Independent Parties to Certify Identification Documents

The following are examples of independent parties who can certify identification documents. Do note that the identification documents **cannot** be certified by the company director.

- i. Company secretary;
- ii. Independent bank staff (i.e. with no financial interest tied to the customer);
- iii. Notary public;
- iv. Legal Counsel (External & Internal);
- v. Certified public or professional accountant;
- vi. Member of judiciary;
- vii. Embassy, consulate or High Commission of the country of Issue of the documentary evidence

Note: Employment letter or valid work passes may be requested at bank's discretion for appointed authorisers

Submission of Form

Please send completed form(s) with required documents to:

**BIB Section, United Overseas Bank Limited,
Bras Basah Post Office, P.O. Box 106, Singapore 911804**

Important notes:

- For authorisers and payroll authorisers, it is **mandatory** to provide a valid mobile number and submit a Certified True Copy of your identification document together with your application. Please refer to above list of independent parties who can certify the document.
- Transaction approval mandate by an Authoriser in BIBPlus need not be the same as the existing Current Account approval mandate.
- All fields on the forms are mandatory unless otherwise stated.
- The Bank will process your application within five business days from the date of receipt of the completed form.

For further information, please visit our UOB website www.uob.com.sg/BIBPlus or call us at 1800 226 6121 (from Mondays to Fridays 9.00am – 6.30pm excluding public holidays)