UOB 大华银行

BIBPlus

APPLICATION FOR UOB BUSINESS INTERNET BANKING (BIB) - AFFILIATED COMPANY

Note: This application allows you access to BIBPlus via all platforms (desktop/laptop, mobile, tablet and UOB Business app).

Security Alert: Be aware of threats in the cyberspace. For more information about the threats and how you can be protected, please visit http://www.uob.com.sg/security_advisory

1a. Applicant's ("My") business details

Registered Business Name

Business Registration No.

Contact Person

Mobile No. (This is required to receive BIBPlus SMS notifications)

Email Address (This is required to receive BIBPlus Email notifications)

My Preferred Entity ID

Note: Minimum of 8 characters with no spacing or special characters.
The Bank will assign an ID at its sole discretion if the Preferred Entity ID is left blank or cannot be allocated.

1b. Primary BIBPlus company details (Company to which the applicant is affiliated)

Name of Primary BIBPlus Company

Primary BIBPlus Company Business Registration No.

Existing BIBPlus Group ID
(i.e. Applicant will use this existing Group ID to access BIBPlus)

2. My accounts to be linked to BIBPlus ☑ (Please tick where applicable)

☐ Link all active accounts held as at the date of this application (this is the default option if this section is left blank)

OR

☐ Link only the accounts listed below

Account No.

Account No.

Account No.

Account No.

Designated account for token
and BIBPlus services charges
(where applicable)

Account No. [ ][ ][ ][–][ ][ ][–][ ][ ][ ][–][ ]

Currency [ ][ ][ ]

3. Optional BIBPlus Services (Fees may apply. Please refer to the BIBPlus Form Guide for details) ☑ (Please tick where applicable)

☐ Bulk Services - Payroll, Collection and Payment with Beneficiary Payment Advice

☐ MT103 Copy (You can download the MT103 copy in BIBPlus. MT103 is a payment advice generated to indicate a payment instruction has been effected)

☐ eFX

4. Appoint existing users to applicant (if you have more than 2 users, you can add more users in Appendix 1 – Appoint existing BIBPlus Users)

Please read the notes below before you fill up this section.

- ▶ **Enquirer:** View account details only.
- ▶ **Maker:** Create all transactions (except Payroll) and view account details. Authoriser is required to approve transactions created.
- ▶ **Payroll Maker:** Create payroll transactions and view payroll details. Payroll Authoriser is required to approve payroll transactions created.
- ▶ **Authoriser:** Create transactions, approve other user's transactions (except Payroll), and view account details.

- ▶ **Payroll Authoriser:** Create payroll transactions online only (upload of payroll file can only be done by Payroll Maker), approve other user's payroll transactions, and view payroll details.
- ▶ **Verifier:** Verify transaction data input by user before submitting to Signatory.
- ▶ **Sender:** Release fully authorised transaction to bank for processing.
- ▶ **Proxy Authoriser:** Remote Authorisation permissions to authorise transactions on behalf of Signatory.

Important: • For authorisers and payroll authorisers, it is mandatory to provide a valid mobile number and submit a <u>Certified True Copy</u> of your identification document together with your application. Please refer to the BIBPlus Form Guide for the list of independent parties who can certify the document. Do note that the identification document <u>cannot</u> be certified by the company director.
• By selecting Payroll role, you will be subscribed to BIBPlus Bulk Services for which fees may apply. Please refer to the BIBPlus Form Guide for details.

User 1 Details

Existing User ID

Name
(underline surname)

Email Address
(This is required to receive BIBPlus Email notifications)

Mobile No.
(This is required to receive BIBPlus SMS notifications)

User Specimen Signature

Roles
(please tick where applicable)

☐ Enquirer

☐ Maker   ☐ Payroll Maker

☐ Verifier (non-payroll)   ☐ Payroll Verifier

☐ Sender (non-payroll)   ☐ Payroll Sender   ☐ Proxy Authoriser

☐ Authoriser (non-payroll)

Payroll Authoriser
(Please indicate specific payroll access)

☐ Full Access   ☐ View Employee Details Only
                        ☐ View Payroll Amount Only

Authoriser Group: A / B / C / D / E (Default Group = A)

Daily Approval Currency & Limit: |_____| |_____|

User 2 Details

Existing User ID

Name
(underline surname)

Email Address
(This is required to receive BIBPlus Email notifications)

Mobile No.
(This is required to receive BIBPlus SMS notifications)

User Specimen Signature

Roles
(please tick where applicable)

☐ Enquirer

☐ Maker   ☐ Payroll Maker

☐ Verifier (non-payroll)   ☐ Payroll Verifier

☐ Sender (non-payroll)   ☐ Payroll Sender   ☐ Proxy Authoriser

☐ Authoriser (non-payroll)

Payroll Authoriser
(Please indicate specific payroll access)

☐ Full Access   ☐ View Employee Details Only
                        ☐ View Payroll Amount Only

Authoriser Group: A / B / C / D / E (Default Group = A)

Daily Approval Currency & Limit: |_____| |_____|

5. Add New Users (if you have more than 2 users, you can add more users in Appendix 2 – Add BIBPlus Users)

Please read the notes below before you fill up this section.

▸ **Enquirer:** View account details only.

▸ **Maker:** Create all transactions (except Payroll) and view account details. Authoriser is required to approve transactions created.

▸ **Payroll Maker:** Create payroll transactions and view payroll details. Payroll Authoriser is required to approve payroll transactions created.

▸ **Authoriser:** Create transactions, approve other user's transactions (except Payroll), and view account details.

▸ **Payroll Authoriser:** Create payroll transactions online only (upload of payroll file can only be done by Payroll Maker), approve other user's payroll transactions, and view payroll details.

▸ **Verifier:** Verify transaction data input by user before submitting to Signatory.

▸ **Sender:** Release fully authorised transaction to bank for processing.

▸ **Proxy Authoriser:** Remote Authorisation permissions to authorise transactions on behalf of Signatory.

Important:
- The Bank will assign an ID at its sole discretion if the Preferred User ID is left blank or cannot be allocated.
- 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 the BIBPlus Form Guide for the list of independent parties who can certify the document. Do note that the identification document cannot be certified by the company director.
- By selecting Payroll role, you will be subscribed to BIBPlus Bulk Services for which fees may apply. Please refer to the BIBPlus Form Guide for details.
- For existing BIBPlus users, you may opt to link your existing token to company group. Please contact the Bank for more information.

User 1 Details

Name
(underline surname)

Preferred User ID
(min 8 characters with no space or special character)

Email Address
(This is required to receive BIBPlus Email notifications)

Mobile No.
(This is required to receive BIBPlus SMS notifications)

User Specimen Signature

NRIC/Passport/FIN
(default NRIC)

Country of Issuance
(default SG)

☐ Assign token from Company (If left unchecked, the Bank will assign new token)

Roles
(please tick where applicable)

☐ Enquirer

☐ Maker   ☐ Payroll Maker

☐ Verifier (non-payroll)   ☐ Payroll Verifier

☐ Sender (non-payroll)   ☐ Payroll Sender   ☐ Proxy Authoriser

☐ Authoriser (non-payroll)

Payroll Authoriser
(Please indicate specific payroll access)

☐ Full Access   ☐ View Employee Details Only
                              ☐ View Payroll Amount Only

Authoriser Group: A/B/C/D/E (Default Group = A)

Daily Approval Currency & Limit: |_____| |_____|

User 2 Details

Name
(underline surname)

Preferred User ID
(min 8 characters with no space or special character)

Email Address
(This is required to receive BIBPlus Email notifications)

Mobile No.
(This is required to receive BIBPlus SMS notifications)

User Specimen Signature

NRIC/Passport/FIN
(default NRIC)

Country of Issuance
(default SG)

☐ Assign token from Company (If left unchecked, the Bank will assign new token)

Roles
(please tick where applicable)

☐ Enquirer

☐ Maker   ☐ Payroll Maker

☐ Verifier (non-payroll)   ☐ Payroll Verifier

☐ Sender (non-payroll)   ☐ Payroll Sender   ☐ Proxy Authoriser

☐ Authoriser (non-payroll)

Payroll Authoriser
(Please indicate specific payroll access)

☐ Full Access   ☐ View Employee Details Only
                              ☐ View Payroll Amount Only

Authoriser Group: A/B/C/D/E (Default Group = A)

Daily Approval Currency & Limit: |_____| |_____|

6. Authoriser approval controls

For Company Authoriser – Can authoriser approve own transactions?
(select one only)

☐ NO – Dual Control: Authoriser <u>can</u> create a transaction BUT <u>cannot</u> approve the same transaction which must be approved by another Authoriser.
(This is the default option if this section is left blank. Where the Applicant has only one user, Single Control will apply)

☐ YES – Single Control: Authoriser <u>can</u> create AND approve the same transaction.
(The Applicant's account(s) may be more susceptible to account fraud as compared to Dual Control, where another person can verify and confirm the transaction)

Sequential Approval:
(select one only)

☐ NO – Does not require the authorisation process to be performed sequentially. E.g. A or B in any order.
(This is the default option if this section is left blank)

☐ YES – Requires the authorisation process to be performed sequentially. E.g. A followed by B as opposed to A or B in any order.

Bulk Services Controls (applicable for Bulk Services only)

Bulk Authorisation Limit: (select one only)

☐ Total Bulk Amount – Bulk authorisation limit validation using the Total Value of **ALL** the transactions in the Bulk.
(This is the default option if this section is left blank)

☐ Highest Transaction Amount – Bulk authorisation limit validation using Highest Transaction Value within the Bulk.

Note: 1. Authoriser Group refers to authorisation level of the respective Company Authoriser (please reference to selection in Section 4 and 5).
2. If Sequential Approval is selected above, it is required to indicate sequence of Authoriser Group approval (e.g. 1A › 1B denotes that the transaction needs to be approved by one Group A Authoriser followed by one Group B Authoriser) in Section 7.

7. My transaction approval settings

☐ Apply the approval settings to all accounts (Default if this section is left blank)

☐ Apply the approval settings to accounts indicated below only

Authorisation Profile

Approval Limit Currency:
(Default SGD if left blank)

C   C   Y

Account No.

Account No.

Account No.

Account No.

Apply to following transactions:

☐ All Transactions (default) ☐ Cash Transactions except bulk ☐ Bulk Collection Only ☐ Bulk Payroll Only ☐ Bulk Payment Only ☐ Trade Only

Approval Limit Amount
(Based on Approval Limit Currency above)

Up to:

Number of Authoriser(s) from Group A/B/C/D/E	Number of Authoriser(s) from Group A/B/C/D/E	Number of Authoriser(s) from Group A/B/C/D/E

+   OR   +   OR   +

Approval Limit Amount
(Based on Approval Limit Currency above)

Up to:

Number of Authoriser(s) from Group A/B/C/D/E	Number of Authoriser(s) from Group A/B/C/D/E	Number of Authoriser(s) from Group A/B/C/D/E

+   OR   +   OR   +

Note: 1. Foreign currency transactions will be calculated based on the SGD-equivalent Approval Limit which the Applicant has indicated.
2. For additional authorisation setup, please submit appendix 3.
3. Trade approval settings apply to all accounts and cannot be set at account level. To indicate Trade approval settings separately from Cash approval settings, please select 'Trade Only'.

8. Declaration by applicant and primary BIBPlus company

I/We, on behalf of the Applicant and Primary BIBPlus Company respectively, hereby:

a) apply for UOB Business Internet Banking Service ("BIB Service") on the terms of the UOB Business Internet Banking Service Agreement ("BIB Agreement") and the terms stated in this form. The Applicant confirms that it is a Customer Affiliate (as defined in the BIB Agreement) of the Primary BIBPlus Company.

b) confirm that I/we have obtained and agree to be bound by the BIB Agreement (also available at uob.com.sg) and any amendment or variation thereof;

c) confirm that I/we have obtained and agree to be bound by the terms and conditions applicable to each of the services that I/we have applied for and any amendment or variation thereof;

d) confirm that each of the Company Signatories named herein is authorised to operate and use any of the services granted and provided to me/us through the BIB Service, based on the approval mandate and approval limit set out in this form. 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;

e) confirm and agree that any existing mandate or instructions which I/we may have with the UOB Group Bank(s) will not apply in relation to my/our use of BIB;

f) confirm that all the information provided here is true and accurate to the best of my/our knowledge as at the date of this application;

g) authorise the Bank to issue password(s) and token(s) to the Company User(s) and Company Signatory(ies), where applicable. Company User refers to Enquirer, Maker, Verifier, Sender, Proxy Authoriser and Payroll Maker. Company Signatory refers to Authoriser and Payroll Authoriser;

h) confirm that the person(s) who is/are the Company Administrator(s) of the Primary BIBPlus Company shall also be the Company Administrator(s) of the Applicant in respect of the BIB Service.

i) confirm that, in the event of any change of Company Users and/or Company Signatories, I/we shall immediately revoke the relevant User IDs through the submission of request, instruction or relevant form to the Bank;

j) authorise the Bank to debit all fees and charges relating to my/our application and/or use of the BIB Service from my/our designated account(s), including the Applicant's;

k) acknowledge that, if the Applicant have opted for Single Control, the Applicant's Account(s) for which the Applicant uses the BIB Service may be more susceptible to account fraud as compared to if the Applicant had opted for Dual Control since under Dual Control, each person can act as a check against the other person. By opting for Single Control, the Applicant agrees to assume and be responsible for all the risks associated with Single Control;

l) agree, to the fullest extent permitted by law, to indemnify and hold the Bank harmless from and against any and all costs, claims, losses, damages, charges and/or expenses which the Bank may sustain, incur or be liable for in connection with, or resulting from or any earlier application for, the BIB Service, including (where applicable) as a result of the Applicant opting for Single Control and/or the Applicant not providing all email addresses and mobile numbers;

m) acknowledge and agree that if we appoint the same persons to be the Company Users and/or Company Signatories for both the Applicant and the Primary BIBPlus Company, I/we will have access to each other's account and other information, and the persons so appointed will be able to operate and utilise my/our respective services, and I/we consent to the disclosure of my/our information to each other.

n) enclose a certified true copy of my/our board (or equivalent) resolution (where required by the Bank); and

o) agree that the Bank may amend the BIB Agreement at any time and/or may terminate the provision of the Single Control option at any time with notice to the Applicant.

Applicant

Authorised Person's/Approved Person's Name   Signature   Authorised Person's/Approved Person's Name   Signature

Date   Date

Primary BIBPlus Company

Authorised Person's/Approved Person's Name   Signature   Authorised Person's/Approved Person's Name   Signature

Date   Date

Please send the completed form to BIB Section, United Overseas Bank Limited, Bras Basah Post Office, P.O. Box 106, Singapore 911804

- The Bank will process your application within 5 business days.
- Do call the Bank at **1800 226 6121** if the user IDs/passwords/tokens are not received after 5 business days.
- A fee of S$20 (including GST) is payable for each token issued.

Note:
- For authorisers and payroll authorisers, it is mandatory to provide a valid mobile number and submit a <u>Certified True Copy</u> of your identification document together with your application. Please refer to the BIBPlus Form Guide for the list of independent parties who can certify the document. Do note that the identification document <u>cannot</u> be certified by the company director.
- By selecting Payroll role, you will be subscribed to BIBPlus Bulk Services for which fees may apply. Please refer to the BIBPlus Form Guide for details.

User 1 Details

Existing User ID

Name
(underline surname)

Email Address
(This is required to receive BIBPlus Email notifications)

Mobile No.
(This is required to receive BIBPlus SMS notifications)

User Specimen Signature

Roles
(please tick where applicable)

☐ Enquirer

☐ Maker   ☐ Payroll Maker

☐ Verifier (non-payroll)   ☐ Payroll Verifier

☐ Sender (non-payroll)   ☐ Payroll Sender   ☐ Proxy Authoriser

☐ Authoriser (non-payroll)

Payroll Authoriser
(Please indicate specific payroll access)

☐ Full Access   ☐ View Employee Details Only
                       ☐ View Payroll Amount Only

Authoriser Group: A/B/C/D/E (Default Group = A)

Daily Approval Currency & Limit: |_____| |_____|

User 2 Details

Existing User ID

Name
(underline surname)

Email Address
(This is required to receive BIBPlus Email notifications)

Mobile No.
(This is required to receive BIBPlus SMS notifications)

User Specimen Signature

Roles
(please tick where applicable)

☐ Enquirer

☐ Maker   ☐ Payroll Maker

☐ Verifier (non-payroll)   ☐ Payroll Verifier

☐ Sender (non-payroll)   ☐ Payroll Sender   ☐ Proxy Authoriser

☐ Authoriser (non-payroll)

Payroll Authoriser
(Please indicate specific payroll access)

☐ Full Access   ☐ View Employee Details Only
                       ☐ View Payroll Amount Only

Authoriser Group: A/B/C/D/E (Default Group = A)

Daily Approval Currency & Limit: |_____| |_____|

Authorised Person(s)/Approved Person(s)

Name   Signature   Name   Signature

Date   Date

Primary BIBPlus Company

Authorised Person's/Approved Person's Name   Signature   Authorised Person's/Approved Person's Name   Signature

Date   Date

Note: • The Bank will assign an ID at its sole discretion if the Preferred User ID is left blank or cannot be allocated.
   • 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 the BIBPlus Form Guide for the list of independent parties who can certify the document. Do note that the identification document cannot be certified by the company director.
   • By selecting Payroll role, you will be subscribed to BIBPlus Bulk Services for which fees may apply. Please refer to the BIBPlus Form Guide for details.
   • For existing BIBPlus users, you may opt to link your existing token to company group. Please contact the Bank for more information.

User 1 Details

Name
(underline surname)

☐ Assign token from Company (If left unchecked, the Bank will assign new token)

Roles
(please tick where applicable)

Preferred User ID
(min 8 characters with no space or special character)

☐ Enquirer

Email Address
(This is required to receive BIBPlus Email notifications)

☐ Maker   ☐ Payroll Maker

☐ Verifier (non-payroll)   ☐ Payroll Verifier

☐ Sender (non-payroll)   ☐ Payroll Sender   ☐ Proxy Authoriser

Mobile No.
(This is required to receive BIBPlus SMS notifications)

☐ Authoriser (non-payroll)

User Specimen Signature   NRIC/Passport/FIN
(default NRIC)

Payroll Authoriser
(Please indicate specific payroll access)

☐ Full Access   ☐ View Employee Details Only
                       ☐ View Payroll Amount Only

Country of Issuance
(default SG)

Authoriser Group: A/B/C/D/E (Default Group = A)

Daily Approval Currency & Limit: |_____| |_____|

User 2 Details

Name
(underline surname)

☐ Assign token from Company (If left unchecked, the Bank will assign new token)

Roles
(please tick where applicable)

Preferred User ID
(min 8 characters with no space or special character)

☐ Enquirer

Email Address
(This is required to receive BIBPlus Email notifications)

☐ Maker   ☐ Payroll Maker

☐ Verifier (non-payroll)   ☐ Payroll Verifier

☐ Sender (non-payroll)   ☐ Payroll Sender   ☐ Proxy Authoriser

Mobile No.
(This is required to receive BIBPlus SMS notifications)

☐ Authoriser (non-payroll)

User Specimen Signature   NRIC/Passport/FIN
(default NRIC)

Payroll Authoriser
(Please indicate specific payroll access)

☐ Full Access   ☐ View Employee Details Only
                       ☐ View Payroll Amount Only

Country of Issuance
(default SG)

Authoriser Group: A/B/C/D/E (Default Group = A)

Daily Approval Currency & Limit: |_____| |_____|

Authorised Person(s)/Approved Person(s)

Name   Signature   Name   Signature

Date   Date

Primary BIBPlus Company

Authorised Person's/Approved Person's Name   Signature   Authorised Person's/Approved Person's Name   Signature

Date   Date

Add Authorisation Profile

Approval Limit Currency:
(Default SGD if left blank)

C C Y

Account No. _____

Account No. _____

Account No. _____

Account No. _____

Apply to following transactions:

☐ All Transactions (default) ☐ Cash Transactions except bulk ☐ Bulk Collection Only ☐ Bulk Payroll Only ☐ Bulk Payment Only ☐ Trade Only

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Approval Limit Amount
(Based on Approval Limit Currency above)

Up to:

Number of Authoriser(s) from Group A/B/C/D/E	Number of Authoriser(s) from Group A/B/C/D/E	Number of Authoriser(s) from Group A/B/C/D/E
_____ **+**	_____ **+**	_____
OR		
_____ **+**	_____ **+**	_____
OR		
_____ **+**	_____ **+**	_____

Approval Limit Amount
(Based on Approval Limit Currency above)

Up to:

Number of Authoriser(s) from Group A/B/C/D/E	Number of Authoriser(s) from Group A/B/C/D/E	Number of Authoriser(s) from Group A/B/C/D/E
_____ **+**	_____ **+**	_____
OR		
_____ **+**	_____ **+**	_____
OR		
_____ **+**	_____ **+**	_____

Note: 1. Foreign currency transactions will be calculated based on the SGD-equivalent Approval Limit which the Applicant has indicated.
2. Trade approval settings apply to all accounts and cannot be set at account level. To indicate Trade approval settings separately from Cash approval settings, please select 'Trade Only'.

Authorised Person(s)/Approved Person(s)

Name _____ Signature _____ Name _____ Signature _____

Date _____ Date _____

Primary BIBPlus Company

Authorised Person's/Approved Person's Name _____ Signature _____ Authorised Person's/Approved Person's Name _____ Signature _____

Date _____ Date _____