



# **88**BIBPlus

## **UOB BUSINESS INTERNET BANKING (BIB) MAINTENANCE FORM - CUSTOM**

Applica	nt's ("My") business details				
	istered Business Name				
	ABC PTE LTD				
	iness Registration No. 2013288888W				
	ting BIB Login Group ID ABCPTELTD88				
Jpdate	my contact person's details				
• Nam					
Mot	bile No. (This is required to receive	e BIBPlus SMS notifications)	Email Address (This is rec	quired to receive BIBPlus Em	nail notifications)
		_			
•	ounts to be linked to BIBPlus			Link new	accounts to BIBPlus
	Link all active accounts held as at				
✓ L	ink these accounts to BIBPlus	Account No. 3517654321		Account No. 1010556677	
		Account No.		Account No.	
		L		L	
Deli	ink these accounts from BIBPlus	Account No.		Account No.	
		Account No.		Account No.	
	ignated account for token BIBPlus services charges	Account No.		Currency	
	ere applicable)		_		
ptiona	al BIBPlus Services (Fees may ap	oply. Please refer to the BIBPlus Form Gui	de for details) 🔽 (Plea	se tick where applicable)	
<b>\$</b>	□Add	Cash and Trade Transactions (For	customers upgrading fro	m Enquiry Only services)	
					Add Bullk Services with Beneficiary
	✓ Add OR Remove	Bulk Services - Payroll, Collection	and Payment with Benef	ficiary Payment Advice <	Payment Advice
	☐ Add OR ☑ Remove	MT103 Copy (You can download t		s. MT103 is a payment advid	ce generated to indicate
		a payment instruction has been e	itected.)		
	☐ Add OR ☐ Remove	eFX			
	-				
	Remove MT103 copy				

Add New Users (if you have more than 2 users, you can add more users in Ap  For Company Administrator Approval Control (tick one)  NO – DU			Appendix 1 – Add BIBPlus Users) DUAL CONTROL		
Can Administrator approve own transactions?		Administrative setup by an administrator requires another administrator to approve.			
		_	YES – SINGLE CONTROL  Administrator can create and approve the same administrative setup.		
			efault option if this section is left	·	
Please read the notes below before you	ı fill up this section.				
▶ Enquirer: View account details only.	-		• Authoriser: Create t	ransactions, approve other user's transactions (except Payroll)	
Administrator:			and view account de	tails.	
<ul> <li>Create/maintain all user and access profiles.</li> <li>Maintain User(s) passwords and assign tokens to Company User(s) except Administrators and all Authorisers.</li> <li>Maker: Create all transactions (except Payroll) and view account details. Authoriser is required to approve transactions created.</li> </ul>			<ul> <li>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.</li> <li>Verifier: Verify transaction data input by user before submitting to Signatory.</li> <li>Sender: Release fully authorised transaction to bank for processing.</li> </ul>		
Payroll Authoriser is required to approve	e payroll transactions cr	reated.	<ul> <li>Proxy Authoriser: Remote Authorisation permissions to authorise transactions on behalf of Signatory.</li> </ul>		
document together with y note that the identificatio • By selecting Payroll role, y	l authorisers, it is manda our application. Please n document <u>cannot</u> be ou will be subscribed to	atory to provide refer to the BIBF certified by the BIBPlus Bulk Se	a valid mobile number ar Plus Form Guide for the lis company director. rvices for which fees may	ot be allocated.  Indicated the submit a <u>Certified True Copy</u> of your identification of submit a <u>Certified True Copy</u> of your identification of independent parties who can certify the document. Do apply. Please refer to the BIBPlus Form Guide for details. It is contact the Bank for more information.	
User 1 Details			To assign a	a token from the company's existing token pool.	
Name	New User: Nic	ole Ling is	✓ Assign token from (	Company (If left unchecked, the Bank will assign new token)	
(underline surname)	appointed to p		► Roles		
Nicole <u>Ling</u>	roles in BIBPlu	S	(please tick where applicable)		
Preferred User ID			✓ Enquirer	✓ Administrator	
(min 8 characters with no space or special character)  NICOLE88			」 ☑ Maker	☑ Payroll Maker	
Email Address (This is required to receive BIBPlus Email notifications)  NicoleLing@ABCPL88.com			✓ Verifier (non-payroll)	☑ Payroll Verifier	
			Sender (non-payroll)	☑ Payroll Sender ☑ Proxy Authoriser	
Mobile No. (This is required to receive BIBPlus SMS notifications)  99988889			✓ Authoriser (non-payro	ll)	
User Specimen Signature	NRIC/Passport/FIN		Payroll Authoriser (Please indicate specific payrol	Il access)	
	(default NRIC)		✓ Full Access	☐ View Employee Details Only	
0	S3210916E		J	☐ View Payroll Amount Only	
$/\Lambda_{-a}$	Country of Issuance				
//wo	(default SG)		Authoriser Group: $A/B/C/D/E$ (Default Group = A)		
	SG	<u> </u>	Daily Approval Currence	zy & Limit:	
User 2 Details			□ Assi== ±=1 C C		
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	☐ Administrator	
			Maker	☐ Payroll Maker	
Email Address (This is required to receive BIBPlus Email notifications)			Verifier (non-payroll)	☐ Payroll Verifier	
Mobile No.			Sender (non-payroll)	☐ Payroll Sender ☐ Proxy Authoriser	
(This is required to receive BIBPlus SMS notifications)			Authoriser (non-payro	ll)	
User Specimen Signature	NRIC/Passport/FIN (default NRIC)		Payroll Authoriser (Please indicate specific payrol		
			☐ Full Access	☐ View Employee Details Only☐ View Payroll Amount Only	
Country of Issuance (default SG)			Authoriser Group: A/B	S/C/D/E (Default Group = A)	

\_\_\_\_ Daily Approval Currency & Limit: L\_\_\_

6. Update existing users' details (if you have more than 2 users, you can update more users in Appendix 2 – Update existing BIBPlus Users)

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

- ▶ Enquirer: View account details only.
- **▶** Administrator:
  - Create/maintain all user and access profiles.
  - Maintain User(s) passwords and assign tokens to Company User(s) except Administrators and all Authorisers.
- ▶ 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:** Setup details indicated in this form will supercede existing setup and information.
  - 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 <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.

Vaser 1 Details  Name (underline surname)  Andy Wong	All personal details of Andy will be updated accordingly. He can now perform company admin role and view	<b>→</b>	Roles (please tick where applicable)  Enquirer		
Existing User ID	account details.		Maker	Payroll Maker	
ANDYWONG					
Email Address (This is required to receive BIBPlus Email notifications)  AndyWong@ABCPL88.com			☐ Verifier (non-payroll) ☐ Sender (non-payroll)	☐ Payroll Verifier ☐ Payroll Sender ☐ Proxy Authoriser	
Mobile No.			Authoriser (non-payrol	1)	
(This is required to receive BIBPlus SMS notifications) 98765432			Payroll Authoriser (Please indicate specific payroll	l access)	
	IRIC/Passport/FIN efault NRIC)		☐ Full Access	☐ View Employee Details Only	
specimen	S1234567M			☐ View Payroll Amount Only	
			Authoriser Group: A/B/C/D/E (Default Group = A)		
/3/W )	SG	Daily Approval Currency & Limit:			
User 2 Details Name (underline surname)					
			Roles (please tick where applicable)		
				☐ Administrator	
Existing User ID			(please tick where applicable)	☐ Administrator ☐ Payroll Maker	
			(please tick where applicable)  Enquirer		
Existing User ID  Email Address (This is required to receive BIBPlus Email notifications)			(please tick where applicable)  Enquirer  Maker	☐ Payroll Maker	
Email Address (This is required to receive BIBPlus Email notifications)  Mobile No.			(please tick where applicable)  Enquirer  Maker  Verifier (non-payroll)	Payroll Maker  Payroll Verifier  Payroll Sender Proxy Authoriser	
Email Address (This is required to receive BIBPlus Email notifications)			(please tick where applicable)  Enquirer  Maker  Verifier (non-payroll)  Sender (non-payroll)	Payroll Maker Payroll Verifier Payroll Sender Proxy Authoriser	
Email Address (This is required to receive BIBPlus Email notifications)  Mobile No. (This is required to receive BIBPlus SMS notifications)  User Specimen Signature	IRIC/Passport/FIN efault NRIC)		(please tick where applicable)  Enquirer  Maker  Verifier (non-payroll)  Sender (non-payroll)  Authoriser (non-payrol	Payroll Maker Payroll Verifier Payroll Sender Proxy Authoriser	
Email Address (This is required to receive BIBPlus Email notifications)  Mobile No. (This is required to receive BIBPlus SMS notifications)  User Specimen Signature			(please tick where applicable)  Enquirer  Maker  Verifier (non-payroll)  Sender (non-payroll)  Authoriser (non-payrol Payroll Authoriser (Please indicate specific payrol)  Full Access	Payroll Maker  Payroll Verifier  Payroll Sender Proxy Authoriser  access)  View Employee Details Only	

<b>7.</b>	Authoriser approval controls	Dual Control requires 2 Authorisers to approve the transaction.							
	For Company Authoriser – Can authorise (select one only)	ser approve own transactions?	Sequential Approval: (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.		□ NO – Does not require the authorisation process to be performed sequentially. E.g. A or B in any order.						
	YES – Single Control: Authoriser <u>can</u> c same transaction.	reate AND approve the	YES – Requires the authorisation process to be performed sequentially.  E.g. A followed by B as opposed to A or B in any order.						
	(The Applicant's account(s) may be more su Dual Control, where another person can ve	usceptible to account fraud as compared to erify and confirm the transaction)							
	ulk Services Controls (applicable for Bulk Services only)								
	<b>Bulk Authorisation Limit:</b> (select one only)	ulk Authorisation Limit: (select one only)							
	☐ Total Bulk Amount — Bulk authorisation the Total Value of ALL the transaction (This is the default option if this section is left bland)	ns in the Bulk.	5 10 1 1 T 10 1 1 1 1 1 1 1 1 1 1 1 1 1 1						
	2. If Sequential Approval is selected		ny Authoriser (please reference to selection nce of Authoriser Group approval (e.g. 1A > 1 up B Authoriser) in Section 8.						
8.	My transaction approval settings (7	The details provided below will superce	de your current approval settings)						
	☐ Apply the approval settings to all acco								
	_ 11 / 11	Apply the approval settings to accounts (iderault 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)  Ac	count No.	Account No.						
	C C Y Ac	count No.	Account No.						
	Apply to following transactions:								
	,	ransactions except bulk	lection Only 🔲 Bulk Payroll Only 🔲	Bulk Payment Only 🔲 Trade Only					
		umber of Authoriser(s) from oup 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					
	Up to:	1A	•	•					
			OR						
	50,000	1B	•	•					
			OR —						
OR	quires either 1 Group A Authoriser 1 Group B Authoriser to approve								
tran	sactions up to SGD 50,000.								
	Approval Limit Amount Nu	umber of Authoriser(s) from	Number of Authoriser(s) from	Number of Authoriser(s) from					
		oup A/B/C/D/E	Group A/B/C/D/E	Group A/B/C/D/E					
	Up to:	1A	• 1B	•					
			OR —						
	500,000		•						
	<u> </u>		OR						
1 G	quires 1 Group A Authoriser AND roup B Authoriser to approve asactions up to SGD 500,000.								

- Note: 1. If Section 8 is left blank, the default Approval Settings for the newly linked account(s) in Section 3 will follow your default Approval Settings, if any, in BIBPlus. 2. Foreign currency transactions will be calculated based on the SGD-equivalent Approval Limit which the Applicant has indicated.

  - 3. For additional authorisation setup, please submit appendix 3.
  - 4. 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'.

	Linda Wanala Haar ID will		
Name	Linda Wong's User ID will be deleted from BIBPlus.		
Linda Wong			
User ID		NRIC / Passport / FIN	
LINDAWONG		S7788999E	
Name			
User ID		NRIC/Passport/FIN	
		I I	
Name			
User ID		NRIC/Passport/FIN	

igwedge I would like to terminate my BIBPlus service.

# 11. Declaration by applicant

I/We, on behalf of the Applicant, hereby:

- a) Request the changes or amendments to be made to my/our BIB Service as set out above;
- b) confirm that the Applicant has obtained and agrees to be bound by the UOB Business Internet Banking Service Agreement ("BIB Agreement") (available at uob.com.sg) and any amendment or variation thereof;
- c) confirm that the Applicant has obtained and agrees to be bound by the terms and conditions applicable to each of the services that the Applicant has applied for and any amendment or variation thereof;
- d) authorise the Bank to issue password(s) and token(s) to the Company User(s), Company Administrator(s) and Company Signatory(ies), where applicable. Company User refers to Enquirer, Maker, Verifier, Sender, Proxy Authoriser and Payroll Maker. Company Administrator refers to Administrator. Company Signatory refers to Authoriser and Payroll Authoriser;
- e) confirm that each of the Company Signatories named herein is authorised to operate and use any of the services granted and provided to the Applicant through the BIB Service, based on the Approval Mandate and Transaction Approval Limit set out above. I/We confirm that if I/we do not indicate the Approval Mandate or Transaction Approval Limit, each Company Signatory is deemed to be authorised to approve transactions of any amount. If the Approval Mandate is indicated but not the Transaction Approval Limit, the Company Signatories are deemed to be authorised to approve transactions of any amount according to the Approval Mandate;
- f) 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;
- g) 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;
- h) confirm that, in the event of any change of Company Administrators and/or Company Signatories, the Applicant shall immediately revoke the relevant User IDs through the submission of request, instruction or relevant form to the Bank;
- i) authorise the Bank to debit all fees and charges relating to this application and/or use of the BIB Service from the designated account or any other account of the Applicant;
- j) 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;
- k) 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;
- l) enclose a certified true copy of my/our board (or equivalent) resolution (where required by the Bank); and
- m) 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.

uthorised Person(s)/Approved Person	on(s)		
ame	Signature	Name	Signature
Chen Mei Ren  31/01/2017		Michael Lim  Date 31/01/2017	Michael
<ul> <li>The Bank will process your application v</li> <li>Do call the Bank at 1800 226 6121 if the</li> <li>A fee of S\$20 (including GST) is payable</li> </ul> For Bank's Use Only *Please dele	within 5 business days. user IDs/passwords/tokens are r	s Bank Limited, Bras Basah Post Office not received after 5 business days.	e, P.O. Box 106, Singapore 911804
BZ EZ Others:  Attended/ID Document collected by:  (TB Sales/RM/Branch/CFS *)	ID screening done by:	Signature verified by:  ☐ ASR	Processed/Approved by:
		☐ BIB Resolution	

Remarks

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 <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.
- 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	☐ Administrator	
		☐ Maker	☐ Payroll Maker	
nail Address is is required to receive BIBPlus Email notifications)		Verifier (non-payroll)	☐ Payroll Verifier	
		Sender (non-payroll)	☐ Payroll Sender ☐ Proxy Authoriser	
Aobile 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 payrol		
		☐ Full Access	☐ View Employee Details Only ☐ View Payroll Amount Only	
	Country of Issuance (default SG)	Authoriser Group: A/B	B/C/D/E (Default Group = A)	
		Daily Approval Currence	cy & Limit:	
User 2 Details Name (underline surname)		Assign token from C Roles (please tick where applicable)	Company (If left unchecked, the Bank will assign new token)	
Preferred User ID (min 8 characters with no space or special character)		☐ Enquirer	☐ Administrator	
(min o characters with no space of special character)		☐ Maker	☐ Payroll Maker	
Email Address (This is required to receive BIBPlus Email notifications)		Verifier (non-payroll)	☐ Payroll Verifier	
		Sender (non-payroll)	☐ Payroll Sender ☐ Proxy Authoriser	
Mobile No. (This is required to receive BIBPlus SMS notifications)		Authoriser (non-payro	olt)	
User Specimen Signature	NRIC/Passport/FIN	Payroll Authoriser (Please indicate specific payrol	ll access)	
	(default NRIC)	☐ Full Access	☐ View Employee Details Only ☐ View Payroll Amount Only	
	Country of Issuance (default SG)	Authoriser Group: A/B	3/C/D/E (Default Group = A)	
		Daily Approval Currence	cy & Limit: L	
authorised Person(s)/Approved Per	son(s)			
lame	Signature	Name	Signature	
Pate		Date		

Note: • Setup details indicated in this form will supercede existing setup and information.

- 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		
Name (underline surname)		Roles (please tick where applicable)
Existing User ID		☐ Maker ☐ Payroll Maker
		☐ Verifier (non-payroll) ☐ Payroll Verifier
Email Address (This is required to receive BIBPlus Email notifications)		☐ Sender (non-payroll) ☐ Payroll Sender ☐ Proxy Authoriser
Mobile No. (This is required to receive BIBPlus SMS notifications)		Authoriser (non-payroll)
(This is required to receive pipritus sivis motinicational)		Payroll Authoriser (Please indicate specific payroll access)
User Specimen Signature	NRIC/Passport/FIN (default NRIC)	☐ 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)
	(Geraut 50)	Daily Approval Currency & Limit:
User 2 Details Name		Roles
(underline surname)		(please tick where applicable)
		☐ Enquirer ☐ Administrator
Existing User ID		☐ Maker ☐ Payroll Maker
Email Address		☐ Verifier (non-payroll) ☐ Payroll Verifier
Email Address (This is required to receive BIBPlus Email notifications)		☐ Sender (non-payroll) ☐ Payroll Sender ☐ Proxy Authoriser
Mobile No.		Authoriser (non-payroll)
(This is required to receive BIBPlus SMS notifications)		Payroll Authoriser (Please indicate specific payroll access)
User Specimen Signature	NRIC/Passport/FIN (default NRIC)	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)
	J	Daily Approval Currency & Limit:
authorised Person(s)/Approved Pers	son(s)	
lame	Signature	Name Signature
lata		Date
rate		Date

Approval Limit Currency: (Default SGD if left blank)	Account No.	Account No.	Account No.		
C C Y	Account No.	Account No.			
apply to following transactions:					
All Transactions (default)	Cash Transactions except bulk Bulk	Collection Only	☐ Bulk Payment Only ☐ Trade Only		
Approval Limit Amount Based on Approval Limit Currency above)	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		
lp to:		OR —			
		• • • • • • • • • • • • • • • • • • •			
		•			
approval Limit Amount assed on Approval Limit Currency above)	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		
lp to:		OR —			
		OR OR			
pproval Limit Amount ased on Approval Limit Currency above)	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		
p to.		OR —			
		OR —			
		•			
lote: 1. Foreign currency transacti 2. Trade approval settings ap please select 'Trade Only'.	ply to all accounts and cannot be set at a	equivalent Approval Limit which the Applica ccount level. To indicate Trade approval set	ant has indicated. tings separately from Cash approval settings,		
thorised Person(s)/Approve	d Person(s)				
me	Signature	Name	Signature		
te	1.1	Date	1.1		