




MAINTENANCE FOR UOB BUSINESS INTERNET BANKING (BIB) – SERVICES AND USER MAINTENANCE
1. Applicant's ("My") business details

 Registered Business Name

Business Registration No.


Existing BIB Login Group ID

2. Update my contact person's details

 Name

Contact No. (For clarifications on BIBPlus application and setup) Email Address (This is required to receive BIBPlus email notifications)


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

 Link all active accounts held as at the Bank's processing date of this application.

OR

Link only the accounts listed below

Account No. <input type="text"/>	Account No. <input type="text"/>
Account No. <input type="text"/>	Account No. <input type="text"/>


 Delink the accounts listed below

Account No. <input type="text"/>	Account No. <input type="text"/>
Account No. <input type="text"/>	Account No. <input type="text"/>

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

	Account No. <table border="1" style="border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;">-</td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;">-</td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;">-</td><td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table>				-			-			-			Currency <table border="1" style="border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table>			
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4. Optional BIBPlus Services (Fees may apply. Please refer to the BIBPlus Pricing Guide at uob.com.sg/bibpluspricing for details) (Please tick where applicable)

 <input type="checkbox"/> Add	Cash and Trade Transactions (For customers upgrading from Enquiry Only services)
<input type="checkbox"/> Add OR <input type="checkbox"/> Remove	Bulk Services - Payroll, Collection & Payment with Beneficiary Payment Advice
<input type="checkbox"/> Add OR <input type="checkbox"/> Remove	MT103 Copy (To download a copy of the SWIFT MT103 message for remittances)
<input type="checkbox"/> Add OR <input type="checkbox"/> Remove	eFX

5. Add new users / Update existing 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 passwords and assign tokens to all users except Administrators and Authorisers.

Note: All administrative setup are created and approved by any one administrator.

► **Maker:** Create all types of transactions (except Payroll) and view account details.

► **Authoriser (non-payroll):** Create/approve transactions (except Payroll), and view account details.

► **Payroll Maker:** Create Payroll transactions, upload Payroll files and view payroll details.

► **Payroll Authoriser:** Create/Approve Payroll transactions and view Payroll details.

- 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 Bulk Services for which fees may apply. Please refer to the BIBPlus Form Guide for details.

User 1 Details

New User

Token Requirement Please indicate Token Serial Number
(If left unchecked, the Bank will assign a new token)

Assign token from Company

OR

Existing User (Existing user details provided below will supercede existing records)

Activate User ID Replace faulty token Token Serial Number:

Get new password Replace lost token

Name
(Underline surname)

Designation
(This is mandatory for all authorisers)

NRIC/Passport/FIN
(Default NRIC)

Country of Issuance
(Default SG)

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

Preferred/Existing User ID
(Minimum 8 characters with no spacing or special characters. For existing users, User ID cannot be changed.)

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

Roles
(Please tick where applicable)

Enquirer Administrator

Maker Payroll Maker

Authoriser (non-payroll) Payroll Authoriser

Authoriser Group:
(Please tick where applicable. Default Group = A) A B C D E

User Specimen Signature

User 2 Details

New User

Token Requirement Please indicate Token Serial Number
(If left unchecked, the Bank will assign a new token)

Assign token from Company

OR

Existing User (Existing user details provided below will supercede existing records)

Activate User ID Replace faulty token Token Serial Number:

Get new password Replace lost token

Name
(Underline surname)

Designation
(This is mandatory for all authorisers)

NRIC/Passport/FIN
(Default NRIC)

Country of Issuance
(Default SG)

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

Preferred/Existing User ID
(Minimum 8 characters with no spacing or special characters. For existing users, User ID cannot be changed.)

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

Roles
(Please tick where applicable)

Enquirer Administrator

Maker Payroll Maker

Authoriser (non-payroll) Payroll Authoriser

Authoriser Group:
(Please tick where applicable. Default Group = A) A B C D E

User Specimen Signature

Note: If you have more than 2 users, you can add more users in Appendix 1 – Add/Update BIBPlus Users

6. My transaction approval settings (The details provided below will supercede your current approval settings)

- Note: 1. Foreign currency transactions will be calculated based on the SGD-equivalent of the Approval Limit indicated below according to the exchange rate as determined by the Bank.
2. The Transaction Approval Limit will apply to all Authorisers.
3. If Section 6 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.

(S) Can authoriser approve own transactions?

NO – DUAL CONTROL

Authoriser can create a transaction BUT cannot approve the same transaction which must be approved by another Authoriser.

YES – SINGLE CONTROL

Authoriser can 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)

Transaction Approval Limit

up to SGD _____

up to SGD _____

up to SGD _____

Approval Mandate (Please tick where applicable)

Any 1 Authoriser Any 2 Authoriser Others: _____

Any 1 Authoriser Any 2 Authoriser Others: _____

Any 1 Authoriser Any 2 Authoriser Others: _____

7. Additional Token Request (For Company Administrator to assign. Please note that section 7 is not required if you have requested for replacement tokens under section 5.)

- Note: 1. Please fill in this section to apply for new token(s) for use by Company User(s) to login to BIBPlus.
2. A Company User is a person who is authorised by the Applicant to perform day-to-day transactions not requiring mandate authority such as account enquiries and creating but not approving transactions, and to receive, hold and/or use any token on the Applicant's behalf.
3. Company Administrator needs to login to BIBPlus before he/she can assign the token(s) to Company User(s)
4. The Applicant does not need to buy a new token for a Company User if the Company User is also the Company Administrator and/or Company Signatory and has an existing token.
5. A fee of S\$20 (including GST) is payable for each token issued.

Request for additional Security tokens for company. Number of tokens _____

8. Delete Users (Deleted User(s) will be removed from all his/her other roles and all linked entities.)



Name _____ User ID _____

Name _____ User ID _____

Name _____ User ID _____

Name _____ User ID _____

Name _____ User ID _____

9. Other instruction (Please tick where applicable)

I would like to terminate my BIBPlus service.

10. Declaration by Applicant

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

- Make the above request(s) as regards the Applicant's BIB Service;
- 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;
- 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;
- 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 and Payroll Maker. Company Administrator refers to Administrator. Company Signatory refers to Authoriser and Payroll Authoriser;
- 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 in this form, and to apply for, agree to the terms of, operate and use any services made available through the BIB Service from time to time. 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;
- 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 Service;
- 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;
- 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;
- 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;
- 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;
- 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;
- enclose a certified true copy of my/our board (or equivalent) resolution (where required by the Bank); and
- 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.

Authorised Person(s)/Approved Person(s)

Name	Signature	Name	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>

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.
- User ID letter and token(s) will be sent to the mailing address registered as the designated account for token and BIBPlus services charges.
- 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.

For Bank's Use Only *Please delete where applicable

BZ EZ Others: | Token received

Attended/ID Document collected by:

(TB Sales/RM/Branch/CFS *)

Name and Signature

Date

ID screening/CDD done by:

Name and Signature

Date

Signature verified by:

- ASR
 BIB Resolution

Name and Signature

Date

Processed/Approved by:

Name and Signature

Date

Remarks

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

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 - 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.
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User 1 Details

<input type="checkbox"/> New User		<input type="checkbox"/> Existing User (Existing user details provided below will supercede existing records)	
Token Requirement <small>(If left unchecked, the Bank will assign a new token)</small>	Please indicate Token Serial Number	OR	
<input type="checkbox"/> Assign token from Company	<input type="text"/>	<input type="checkbox"/> Activate User ID	<input type="checkbox"/> Replace faulty token <small>Token Serial Number: <input type="text"/></small>
		<input type="checkbox"/> Get new password	<input type="checkbox"/> Replace lost token <input type="text"/>

Name <small>(Underline surname)</small> <input type="text"/>	Roles <small>(Please tick where applicable)</small>
Designation <small>(This is mandatory for all authorisers)</small> <input type="text"/>	<input type="checkbox"/> Enquirer <input type="checkbox"/> Administrator
NRIC/Passport/FIN <small>(Default NRIC)</small> <input type="text"/>	<input type="checkbox"/> Maker <input type="checkbox"/> Payroll Maker
Country of Issuance <small>(Default SG)</small> <input type="text"/>	<input type="checkbox"/> Authoriser (non-payroll) <input type="checkbox"/> Payroll Authoriser
Mobile No. <small>(This is required to receive BIBPlus SMS notifications)</small> <input type="text"/>	Authoriser Group: <small>(Please tick where applicable. Default Group = A)</small> <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E
Preferred/Existing User ID <small>(Minimum 8 characters with no spacing or special characters. For existing users, User ID cannot be changed.)</small> <input type="text"/>	User Specimen Signature <input type="text"/>
Email Address <small>(This is required to receive BIBPlus Email notifications)</small> <input type="text"/>	<input type="text"/>

User 2 Details

<input type="checkbox"/> New User		<input type="checkbox"/> Existing User (Existing user details provided below will supercede existing records)	
Token Requirement <small>(If left unchecked, the Bank will assign a new token)</small>	Please indicate Token Serial Number	OR	
<input type="checkbox"/> Assign token from Company	<input type="text"/>	<input type="checkbox"/> Activate User ID	<input type="checkbox"/> Replace faulty token <small>Token Serial Number: <input type="text"/></small>
		<input type="checkbox"/> Get new password	<input type="checkbox"/> Replace lost token <input type="text"/>

Name <small>(Underline surname)</small> <input type="text"/>	Roles <small>(Please tick where applicable)</small>
Designation <small>(This is mandatory for all authorisers)</small> <input type="text"/>	<input type="checkbox"/> Enquirer <input type="checkbox"/> Administrator
NRIC/Passport/FIN <small>(Default NRIC)</small> <input type="text"/>	<input type="checkbox"/> Maker <input type="checkbox"/> Payroll Maker
Country of Issuance <small>(Default SG)</small> <input type="text"/>	<input type="checkbox"/> Authoriser (non-payroll) <input type="checkbox"/> Payroll Authoriser
Mobile No. <small>(This is required to receive BIBPlus SMS notifications)</small> <input type="text"/>	Authoriser Group: <small>(Please tick where applicable. Default Group = A)</small> <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E
Preferred/Existing User ID <small>(Minimum 8 characters with no spacing or special characters. For existing users, User ID cannot be changed.)</small> <input type="text"/>	User Specimen Signature <input type="text"/>
Email Address <small>(This is required to receive BIBPlus Email notifications)</small> <input type="text"/>	<input type="text"/>

Authorised Person(s)/Approved Person(s)

Name <input type="text"/> Signature <input type="text"/>	Name <input type="text"/> Signature <input type="text"/>
Date <input type="text"/>	Date <input type="text"/>