



UOB BIZ HUB ACCESS APPLICATION FORM NEW / CHANGE OF MERCHANT ADMINISTRATOR

Step 1: Complete the form in CAPITAL LETTERS and sign off by Authorized Signatory
Step 2: Email to CardOpsMerchantSupport@UOBgroup.com with the subject header as follows:
(e.g. ABC PTE LTD – BIZ HUB ACCESS - SYSTEM/USER)

MANDATORY FIELDS

REQUESTOR NAME :	_____	DATE OF REQUEST :	_____
MERCHANT NAME : (as registered in ACRA)	_____	CONTACT NUMBER :	_____
CONTACT EMAIL :	_____		

REQUEST TYPE

<input type="checkbox"/> New User - Merchant Admin - Merchant Dispute Admin	<input type="checkbox"/> Deactivate User	<input type="checkbox"/> Unlock Access	<input type="checkbox"/> Update:
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ROC NUMBER (Merchant profile assignment)	
FIRST NAME	
LAST NAME	
DISPLAY NAME	
EMAIL ADDRESS^ (This will be the Login ID)	
MOBILE NUMBER For 2FA purposes, UOB will send a one- time password (OTP) for each login.	
UOB Biz Hub Activation Email will be sent to the email address indicated in ^. Once registered, email address cannot be changed.	

All representations made by, and undertakings and indemnities given by the Merchant to the Bank in the Indemnity For Taking and Accepting Instructions By Facsimile, Telex and Email is deemed to be accepted by the Merchant and shall apply to this UOB BIZ HUB Access Application Form.

By signing below, the signatory represents and undertakes to the Bank that he or she is authorized by the Merchant to, on behalf of the Merchant, sign and submit this form, make the declarations herein, and to accept all relevant terms and conditions for the use of UOB BIZ HUB.

We will require 5 working days to process your request, upon submission with correct details and sign-off by the Authorized Signatory registered with Merchant Team. Please take note that your request will be rejected if the form is incomplete or wrongly filled.

SIGNATURE OF AUTHORIZED SIGNATURE

NAME

COMPANY STAMP

FOR BANK OFFICIAL USE ONLY

Verification By	
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Ver 6. Nov 2024