

UOB BUSINESS INTERNET BANKING – MAINTENANCE FORM

Please send the completed form to **60 Robinson Road, #15-00, OUB Building (S) 068892.**

Please tick (✓) where applicable.

1. BUSINESS PARTICULARS

Business Name:	Business Registration No.:
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2. CHANGE OF SERVICE PACKAGE

My / Our Current Service Package is: ☐ A ☐ B ☐ C ☐ D

I / We would like to change to the following package:

- ☐ Package A: Account Information
☐ Package B: Account Information + Account Services
☐ Package C: Account Information + Account Services + Remittance
☐ Package D: Account Information + Account Services + Remittance + Trade Services (applicable only to customer with Trade Facility)

NB:1) Please use a fresh Business Internet Banking Application Form (with Company Resolution where applicable) if you are upgrading from Package A to B, C and D or wish to change your signing conditions under existing Package B, C or D.

2) Please return the token(s) to the above address, if you are downgrading from Package B, C or D to A. All existing Company Signatories will be deleted.

Account Information:	Account Inquiry Only
Account Services:	Cheque Services, Bill Payment, Time Deposit/Fixed Deposit Placement & Funds Transfer, etc
Remittance:	Cashier's Order, Demand Drafts, Telegraphic Transfers, etc
Trade Services:	Letter of Credit, Performance Guarantee, Shipping Guarantee, Trust Receipt Payment, etc

3. CHANGE OF ACCOUNTS TO BE INCLUDED UNDER THIS SERVICE

Only SGD Current account, SGD Time Deposit, Foreign Currency Fixed Deposit and Global Currency accounts under your Company/ Business name can be included.

		APPLICABLE FOR SERVICE PACKAGE B, C or D only		
	SGD Current Account No.	Please tick (✓) "Yes" if Bill Payment function is required for the respective SGD Current Account	A limit of SGD50,000 per month per account will be set if you have opted for the Bill Payment function. If you would like to set a different limit, please specify below:-	
<input type="checkbox"/> Add <input type="checkbox"/> Delete		<input type="checkbox"/> Yes	SGD per account per month	
<input type="checkbox"/> Add <input type="checkbox"/> Delete		<input type="checkbox"/> Yes	SGD per account per month	
	SGD Time Deposit Account No.	Account Currency Types (Example)		
<input type="checkbox"/> Add <input type="checkbox"/> Delete		SGD: Singapore Dollar JPY: Japanese Yen USD: US Dollar EUR: Euro AUD: Australian Dollar HKD: Hong Kong Dollar		
<input type="checkbox"/> Add <input type="checkbox"/> Delete				
	Non-SGD Account No.			Account Currency
<input type="checkbox"/> Add <input type="checkbox"/> Delete				
<input type="checkbox"/> Add <input type="checkbox"/> Delete				

4. CHANGE OF COMPANY ADMINISTRATORS/ RE-ISSUE OF PASSWORD

<input type="checkbox"/> Add	Please indicate your preferred choice of Administrator ID using any letters and/or numbers (Between 2 to 15 characters). Please do not include spaces or special characters (hyphens, asterisks, etc.).															
	Administrator ID:															NRIC/Passport No.:
	Name:														Salutation: Mr / Mrs / Ms / Mdm / Dr	
	Phone No:					Designation:								Signature:		
	Mobile No:					Email Address:										
<input type="checkbox"/> Enable <input type="checkbox"/> Re-issue Password <input type="checkbox"/> Disable <input type="checkbox"/> Delete	Administrator ID:														Signature (not required for Disable & Delete):	
Name:																
NRIC/Passport No.:																

Please tick one of the box where applicable.

- ☐ Company Administrator singly approve administrative functions
☐ Company Administrator jointly approve administrative functions

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Please tick (✓) where applicable.

5. CHANGE(S) TO THIRD PARTY FUNDS TRANSFER ARRANGEMENT (OPTIONAL REQUEST FOR SERVICE PACKAGE B, C or D)

You can opt to allow transfer of funds to third party **SGD current, I-ACCOUNT, Savings, Uniplus and Global Currency accounts** if these accounts are maintained **with UOB Group Bank(s)**.
The total amount that can be transferred to a third party account(s) in any given day is subject to a daily limit specified by you. If no daily limit is stated, there will be no maximum limit to the amount that can be transferred.

	Third Party Account No.	Account Name	Account Currency	Daily Limit
<input type="checkbox"/> Add <input type="checkbox"/> Delete				
<input type="checkbox"/> Add <input type="checkbox"/> Delete				
<input type="checkbox"/> Add <input type="checkbox"/> Delete				

6. CHANGE OF COMPANY SIGNATORY GROUP DAILY LIMIT / COMPANY SIGNATORIES (APPLICABLE FOR SERVICE PACKAGE B, C or D only)

		Currency	Daily Limit
Please change Daily Limit per Signatory in	<input type="checkbox"/> Group A to		
	<input type="checkbox"/> Group B to		
	<input type="checkbox"/> Group C to		
Please change the Sequential Processing to		<input type="checkbox"/> Yes, a signatory who creates a transaction can also approve that particular transaction. <input type="checkbox"/> No, a signatory who creates a transaction cannot approve that particular transaction.	

<input type="checkbox"/> Add	Please indicate your preferred choice of Signatory ID using any combination of letters and/or numbers (Between 2 to 15 characters) and do not include spaces or special characters (hyphens, asterisks, etc). Signatory ID must be different from Administrator ID.		
	Signatory ID:	NRIC/Passport No.:	
	Name:		Salutation: Mr / Mrs / Ms / Mdm / Dr
	Phone No:	Designation:	
	Mobile No:	Please tick one of the Signatory Group (Group A is the highest level): <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	
	Signature:		
If Signatory already holds an authorisation token by virtue of his/her designation in another Company, please complete the following:-			
Company Name:		Token Serial No. :	

- | | |
|--|--|
| <input type="checkbox"/> Enable | <input type="checkbox"/> Disable |
| <input type="checkbox"/> Re-issue Password | <input type="checkbox"/> Delete |
| <input type="checkbox"/> Unfreeze Token Serial No: _____ | <input type="checkbox"/> Freeze Token Serial No: _____ |
| <input type="checkbox"/> Replace Token Serial No: _____ | |
| <input type="checkbox"/> Reset Challenge Question for Unlock Token | |

Signatory ID:		Signature (not required for Disable, Delete & Freeze Token):
Name:		
NRIC/Passport No.:		
To change your existing Signatory Group, please tick the following: My current Signatory Group is: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C Please change to: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C		

7. DECLARATION BY APPLICANT

- * I / We hereby
- request for the changes or amendments to *my/ our UOB Business Internet Banking Service as set out above.
 - agree to be bound by the terms governing UOB Business Internet Banking Service as may be amended and prevailing from time to time.

_____ Authorised Signature /Name	_____ Authorised Signature /Name	_____ Date
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NB: Where applicable, as per mandate in the Company Resolution for the application of UOB Business Internet Banking Service.

* Delete where applicable