∭ UOB 大華銀行

UOB BUSINESS INTERNET BANKING SERVICE REGISTRATION FORM

PLEASE SEND THE COMPLETED FORM TO UNITED OVERSEAS BANK LIMITED, ROBINSON ROAD P.O. BOX 1282, SINGAPORE 902532 OR ANY ACCOUNT HOLDING BRANCH.

IMPORTANT NOTE: All fields are compulsory unless otherwise stated.

* Circle where applicable.

PART 1 : COMPANY PARTICULARS

Company Name	Company Registration Number	Fax Number
Contact Person (Name as in NRIC / Passport / FIN *) (Dr / Mdm / Mr / Mrs / Ms *)	Phone Number	Email Address

Preferred Company Login ID (6 to 20 characters with no spaces or special characters)

PART 2 : SERVICES

Please select **ONE** Package and add on Premium Service(s) if required.

NO SUBSCRIPTION FEE;

☐ **Professional:** Account Enquiry, Account Services and Remittance Services

    ☐ With eFX

☐ **Basic:** Account Enquiry only

    ☐ With eFX

(Please use the **UOB Business Internet Banking Service Registration Form for Basic Package** if you intend to subscribe to Basic Package **without** eFX or any Premium Service)

AND

SUBSCRIPTION FEE APPLIES

Add the Premium Service(s) you require:

☐ Trade Services (only applicable if you have a Trade Facility with the Bank)

☐ Bulk Payment

☐ Bulk Payroll

☐ Bulk Collection

DEFINITION OF ROLES

- **Company Administrators (CA)** can perform UOB Business Internet Banking (BIB) set-up such as creating Company Users, granting access rights and assigning tokens to them.
- **Company Signatories (CS)** can perform account enquiries, create **and/or** approve transactions.
- A company must appoint **AT LEAST** one CA and one CS.

- A person can be appointed as CA and CS in a company. **Each role must have a unique User Login ID.**
- Tokens will be assigned by the Bank to all CA and CS. If a person prefers to use his/her existing OTP Token applied under a different company for UOB BIB, please call 1800 22 66 121 for assistance.
- A **S$20 fee (incl. GST)** applies for each token.

PART 3 : APPOINTMENT OF COMPANY ADMINISTRATORS

3.1 Administrative Set-Up (Please select **ONE** option only)

This section governs how your CA will create and approve BIB set-up, e.g. assign Token to CU.

☐ **Single** CA Control – All BIB set-up is performed by one CA. This is the **default** option if this section is left blank or when only one CA is appointed.

☐ **Dual** CA Control – All BIB set-up must be performed by two CA (one CA to create and one CA to approve). **At least two CA** must be appointed if this option is selected.

3.2 Company Administrator (Please appoint **AT LEAST** one CA)

Company Administrator 1

Personal Particulars	Token Issuance (Select ONE option)	Assign Payroll Functions Note 1	Signature
Name as in NRIC / Passport / FIN * (Dr / Mdm / Mr / Mrs / Ms *)	☐ New Token to be issued (Default)	Yes / No *	
NRIC / Passport No. / FIN * — Phone No.	☐ Use existing UOB BIB OTP Token (Please call 1800 22 66 121 for assistance)		

Preferred User Login ID (6 to 20 characters with no spaces or special characters and must be unique)

Company Administrator 2

Personal Particulars	Token Issuance (Select ONE option)	Assign Payroll Functions Note 1	Signature
Name as in NRIC / Passport / FIN * (Dr / Mdm / Mr / Mrs / Ms *)	☐ New Token to be issued (Default)	Yes / No *	
NRIC / Passport No. / FIN * — Phone No.	☐ Use existing UOB BIB OTP Token (Please call 1800 22 66 121 for assistance)		

Preferred User Login ID (6 to 20 characters with no spaces or special characters and must be unique)

PART 4 : APPOINTMENT OF COMPANY SIGNATORIES

4.1 Signatory Approval Control (Please select ONE option only; NOT APPLICABLE for Company that applies for BASIC PACKAGE AND eFX)

This section governs how your CS will create and approve a financial transaction, e.g. funds transfer.

☐ CS can create AND approve the same financial transaction. This is the **default** option.

☐ CS cannot create and approve the same financial transaction. A transaction created by a CS must be approved by another CS. **At least two CS** must be appointed if this option is selected.

4.2 BIB Transaction Approval Mandate (Please select ONE option only; NOT APPLICABLE for Company that applies for BASIC PACKAGE AND eFX)

The Mandate indicates the number of signatories required to approve transactions. It does not apply for "Stop Cheque" requests and "Bulk Collection" services where only one signatory approval is required.

☐ **Any one signatory** can approve any transaction amount for all accounts linked under UOB BIB Service – this is the **default** option if only one CS is appointed

☐ **Any two signatories** can approve any transaction amount for all accounts linked under UOB BIB Service

☐ **Any three signatories** can approve any transaction amount for all accounts linked under UOB BIB Service

☐ Refer to the **customised Approval Mandate** specified in the UOB Business Internet Banking Transaction Approval Mandate Customisation Form (CYB-74)

4.3 Signatory Group (NOT APPLICABLE for Company that applies for BASIC PACKAGE AND eFX) Note 2

A CS must be assigned to a Signatory Group. This section governs the transaction limit (SGD) that a CS can utilise each day in each Signatory Group. If this section is left blank, only Group A will be set up by **default**. If the limit is not indicated, all CS in the Group can approve transactions of any amount.

Group A : Up to SGD _____   **Group B** : Up to SGD _____   **Group C** : Up to SGD _____
(Default is any amount)   (Default is any amount)   (Default is any amount)

4.4 Company Signatory (Please appoint at least one CS; if Signatory Group is not indicated in this section, the CS (non-eFX) will be assigned to Group A by default)

Company Signatory 1

Personal Particulars	Token Issuance (Select ONE option)	Signatory Group Note 2	Signature
Name as in NRIC / Passport / FIN * (Dr / Mdm / Mr / Mrs / Ms *)	☐ New Token to be issued (Default)	A / B / C / NA (for eFX only) *	
NRIC / Passport No. / FIN * Phone No.	☐ Use existing UOB BIB OTP Token (Please call 1800 22 66 121 for assistance)		
Preferred User Login ID (6 to 20 characters with no spaces or special characters and must be unique)			

Company Signatory 2

Personal Particulars	Token Issuance (Select ONE option)	Signatory Group Note 2	Signature
Name as in NRIC / Passport / FIN * (Dr / Mdm / Mr / Mrs / Ms *)	☐ New Token to be issued (Default)	A / B / C / NA (for eFX only) *	
NRIC / Passport No. / FIN * Phone No.	☐ Use existing UOB BIB OTP Token (Please call 1800 22 66 121 for assistance)		
Preferred User Login ID (6 to 20 characters with no spaces or special characters and must be unique)			

Company Signatory 3

Personal Particulars	Token Issuance (Select ONE option)	Signatory Group Note 2	Signature
Name as in NRIC / Passport / FIN * (Dr / Mdm / Mr / Mrs / Ms *)	☐ New Token to be issued (Default)	A / B / C / NA (for eFX only) *	
NRIC / Passport No. / FIN * Phone No.	☐ Use existing UOB BIB OTP Token (Please call 1800 22 66 121 for assistance)		
Preferred User Login ID (6 to 20 characters with no spaces or special characters and must be unique)			

Company Signatory 4

Personal Particulars	Token Issuance (Select ONE option)	Signatory Group Note 2	Signature
Name as in NRIC / Passport / FIN * (Dr / Mdm / Mr / Mrs / Ms *)	☐ New Token to be issued (Default)	A / B / C / NA (for eFX only) *	
NRIC / Passport No. / FIN * Phone No.	☐ Use existing UOB BIB OTP Token (Please call 1800 22 66 121 for assistance)		
Preferred User Login ID (6 to 20 characters with no spaces or special characters and must be unique)			

PART 5 : COMPANY USERS

- **Company Users (CU)** are created by the Company Administrator (CA) to perform account enquiries.
- Each CU will require a Token issued by the CA to log in to UOB BIB. Thus, the Company must purchase the required number of Tokens (subject to token fees) which will be mailed to the appointed Contact Person in Part 1.

- **Please note that any CU who is also a CA within the same company can use the same Token.**
- Tokens for CU can be purchased by submitting the **Company User Token Request Form** (CYB-86/F) that is available at www.uobgroup.com > Business Banking > Business Resources > Application Forms.

PART 6 : ACCOUNT LINKING

Only UOB Current, Time / Fixed Deposit and Loan Accounts held by your Company can be linked to UOB BIB Service.

	Currency	Account Number
SGD Current Accounts	**SGD**	Note 3
	SGD	
	SGD	
Non-SGD Current Accounts		

	Account Type (Select ONE option)	Account Number
Time / Fixed Deposit Accounts, Loan Accounts	☐ Time/Fixed Deposit Account ☐ Loan Account	
	☐ Time/Fixed Deposit Account ☐ Loan Account	
	☐ Time/Fixed Deposit Account ☐ Loan Account	

Notes:

Note 1: Applicable if you have subscribed Premium Option: Bulk Payroll. At least ONE CA must be assigned with Payroll Functions in order to grant other users/signatories the ability to perform payroll functions.

Note 2: Group A will have the highest daily transaction limit, followed by Groups B and C. Select an applicable Signatory Group (A, B or C) where the respective Groups' daily limits will be in accordance to Part 4.3. Select "NA (for eFX only)" if the Signatory is restricted to only performing eFX transactions and is not required to approve transactions.

Note 3: This is your Designated Account. Subscription fees and token fees (if any) will be debited from this account. All correspondence relating to your UOB BIB service will be sent to the mailing address of this account.

PART 7 : DECLARATION BY APPLICANT

1. I/We hereby
   - apply for UOB Business Internet Banking (BIB) Service as set out above.
   - confirm that I/we have been provided with copies of the UOB BIB Service Agreement, and have read, understood and hereby agree to be bound by each and all of the terms (save for the definition of "Customer Affiliate" in Clause 11.1 of the BIB Agreement; which shall be replaced by the definition at paragraph 3 hereinbelow) therein as may be amended and prevailing from time to time.
   - confirm that the terms and conditions of the United Overseas Bank Limited applicable to each and all of the services for which I/we have applied have been made available to us, and that I/we have read, understood and hereby agree to be bound by each and all of such terms and conditions, as may be amended and prevailing from time to time.
   - confirm that each and all the Company Signatories named herein are authorised to operate and utilise any and all services granted and provided to me/us through the UOB BIB Service, and that the mandate and authority conferred on each of the Company signatories as set out in Part 4 herein shall apply in this respect.
   - 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 utilisation of UOB BIB Service.
   - confirm that all the information provided herein are true and accurate to the best of my/our knowledge as at the date of this application.
   - authorise United Overseas Bank Limited to issue Login Password(s) and Token(s) to the authorised Company Administrator(s) and Signatory(s), where applicable.
   - confirm that, in the event of any change in the identity of the Company Administrator and/or the Company Signatory, I/we shall revoke the respective User IDs through the submission of a request, instruction or relevant maintenance form to United Overseas Bank Limited.
   - authorise United Overseas Bank Limited to debit all subscription and token fees, administration and service charges relating to my/our application and/or use of UOB BIB Service from the Designated Account.

2. Enclosed is a certified true copy of our company's Board Resolution (not applicable for sole proprietorship and partnership).

3. I/We agree that the definition of "Customer Affiliate" in Clause 11.1 of the BIB Agreement shall be replaced by the following definition:

   "Customer Affiliate" means any person, body corporate, partnership, firm or other entity in which the Customer directly or indirectly:

   a. owns all or part of the capital or business assets; or

   b. has the power to exercise any voting right in such entity; or

   c. has the legal power to direct or cause the direction or general management or affairs of the entity in question; or

   d. has the power to appoint more than half the members of the supervisory board, board of directors or bodies legally representing such entity; or

   e. has the right to manage the business of such entity.

4. <u>Group Company Functions (Optional)</u>: I/We understand that if I/we require Group Company Functions to perform enquiry or transactions on accounts held by my/our Affiliated Company(s), namely:

   _____

   I/We will also attach a UOB BIB Service Registration Form (For Affiliated Company) for each Affiliated Company to be registered, together with a certified true copy of each Affiliated Company's Board Resolution.

_____   _____   _____
Authorised Personnel's Signature** / Name & Designation   Authorised Personnel's Signature** / Name & Designation   Date

** For a Partnership company, all partners are required to sign
** For a Sole Proprietorship company, the sole proprietor is required to sign
** For others, authorised personnel is as per BIB Resolution

IMPORTANT NOTES

- Upon receiving your fully-completed BIB Registration Form by UOB, it will take approximately ten (10) business days to mail you the User IDs, Passwords and Tokens. If you have not received your User IDs/Passwords/Tokens after ten business days, please call 1800 22 66 121 to check with our Customer Service Officer.
- If a Company Administrator and/or Company Signatory has left your Company or changes to a role that does not perform BIB administrative/monetary transactions, please call 1800 22 66 121 to request for BIB Maintenance Form to terminate the person's access to BIB. Alternatively, you could download the form from www.uobgroup.com > Business Banking > Business Resources > Application Forms.

FOR BANK USE ONLY

Signature verified by:		Processed by:	Approved by:	Referred by:
Signature / Name / Branch	Date	Initials / Date	Initials / Date	Ref Unit ID / Staff ID / Name

Remarks: