UOB BUSINESS INTERNET BANKING (BIB) MAINTENANCE FORM - AFFILIATED COMPANY USERS

1. Applicant's ("My") business details

Registered Business Name

Business Registration No.

Existing BIB Login Group ID

2. Add new users (if you have more than 3 users, you can add more users in Appendix 1 – Add BIBPlus Users)

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

▸ **Enquirer:** View account details only.

▸ **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, 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:
- 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 submit your identification documents together with your application.
- 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.
- The Authorised Person(s)/Approved Person(s) from the Affiliated Entity(ies) is required to complete Section 5.

User 1 Details

Link User to other Affiliated Entity(ies) from same Group ID (selected roles will apply for all entities listed below)

Name of Entity 1

Business Registration No. for Entity 1

Name of Entity 2

Business Registration No. for Entity 2

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

☐ 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-payroll)

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)

Daily Approval Currency & Limit:

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2. Add new users (Continued)

User 2 Details

Link User to other Affiliated Entity(ies) from same Group ID (selected roles will apply for all entities listed below)

Name of Entity 1	Business Registration No. for Entity 1
Name of Entity 2	Business Registration No. for Entity 2

Name
(underline surname)

☐ Assign token from Company (If left unchecked, the Bank will assign new token)

Roles
(please tick where applicable)

☐ Enquirer

Preferred User ID
(min 8 characters with no space or 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-payroll)

User Specimen Signature   NRIC/Passport/FIN
(default NRIC)

Payroll Authoriser
(Please indicate specific payroll access)

☐ 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)

Daily Approval Currency & Limit: |_____| |_____|

User 3 Details

Link User to other Affiliated Entity(ies) from same Group ID (selected roles will apply for all entities listed below)

Name of Entity 1	Business Registration No. for Entity 1
Name of Entity 2	Business Registration No. for Entity 2

Name
(underline surname)

☐ Assign token from Company (If left unchecked, the Bank will assign new token)

Roles
(please tick where applicable)

☐ Enquirer

Preferred User ID
(min 8 characters with no space or 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-payroll)

User Specimen Signature   NRIC/Passport/FIN
(default NRIC)

Payroll Authoriser
(Please indicate specific payroll access)

☐ 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)

Daily Approval Currency & Limit: |_____| |_____|

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3. Update existing user details (if you have more than 3 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.

▸ **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, 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 submit your identification documents together with your application.
- 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.
- Upon UNLINKING, User(s) will not be able to access the accounts & transactions of the Applicant.

User 1 Details

☐ Link to applicant (Please complete the details below)   ☐ Unlink from applicant

Name
(underline surname)

Existing User ID
(min 8 characters with no space or special character)

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

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

User Specimen Signature

Roles
(please tick where applicable)

☐ Enquirer

☐ Maker   ☐ Payroll Maker

☐ Verifier (non-payroll)   ☐ Payroll Verifier

☐ Sender (non-payroll)   ☐ Payroll Sender   ☐ Proxy Authoriser

☐ Authoriser (non-payroll)

Payroll Authoriser
(Please indicate specific payroll access)

☐ Full Access   ☐ View Employee Details Only
                        ☐ View Payroll Amount Only

Authoriser Group: A/B/C/D/E (Default Group = A)

Daily Approval Currency & Limit: └_____┘ └_____┘

User 2 Details

☐ Link to applicant (Please complete the details below)   ☐ Unlink from applicant

Name
(underline surname)

Existing User ID
(min 8 characters with no space or special character)

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

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

User Specimen Signature

Roles
(please tick where applicable)

☐ Enquirer

☐ Maker   ☐ Payroll Maker

☐ Verifier (non-payroll)   ☐ Payroll Verifier

☐ Sender (non-payroll)   ☐ Payroll Sender   ☐ Proxy Authoriser

☐ Authoriser (non-payroll)

Payroll Authoriser
(Please indicate specific payroll access)

☐ Full Access   ☐ View Employee Details Only
                        ☐ View Payroll Amount Only

Authoriser Group: A/B/C/D/E (Default Group = A)

Daily Approval Currency & Limit: └_____┘ └_____┘

3. Update existing user details (Continued)

User 3 Details

☐ Link to applicant (Please complete the details below)   ☐ Unlink from applicant

Name
(underline surname)
_____

Existing User ID
(min 8 characters with no space or special character)
_____

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

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

User Specimen Signature

Roles
(please tick where applicable)

☐ Enquirer

☐ Maker   ☐ Payroll Maker

☐ Verifier (non-payroll)   ☐ Payroll Verifier

☐ Sender (non-payroll)   ☐ Payroll Sender   ☐ Proxy Authoriser

☐ Authoriser (non-payroll)

Payroll Authoriser
(Please indicate specific payroll access)

☐ Full Access   ☐ View Employee Details Only
                      ☐ View Payroll Amount Only

Authoriser Group: A/B/C/D/E (Default Group = A)

Daily Approval Currency & Limit: |_____| |_____|

4. Delete Users (Please provide details below)

Name
_____

User ID   ID/Passport/FIN
_____   _____

Name
_____

User ID   ID/Passport/FIN
_____   _____

Name
_____

User ID   ID/Passport/FIN
_____   _____

Note: Deleted User(s) will be removed from all his/her other roles and all linked entities.

5. Declaration

I/We, on behalf of the Applicant and Entity(ies) respectively, hereby:

a) Request the changes or amendments to be made to my/our BIB Service as set out above;

b) confirm that I/we have obtained and agree to be bound by the UOB Business Internet Banking Service Agreement ("BIB Agreement") (also available at uob.com.sg) and any amendment or variation thereof;

c) confirm that I/we have obtained and agree to be bound by the terms and conditions applicable to each of the services that I/we have applied for and any amendment or variation thereof;

d) confirm that each of the Company Signatories named herein is authorised to operate and use any of the services granted and provided to me/us through the BIB Service, based on the approval mandate and approval limit set out in this form. I/We confirm that if I/we do not indicate the approval mandate or approval limit, each Company Signatory is deemed to be authorised by me/us to approve transactions of any amount. If the approval mandate is indicated but not the approval limit, the Company Signatories are deemed to be authorised by me/us to approve transactions of any amount according to the approval mandate;

e) 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;

f) 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;

g) authorise the Bank to issue token(s) to the Company User(s) and Company Signatory(ies), where applicable. Company User refers to Enquirer, Maker, Verifier, Sender, Proxy Authoriser and Payroll Maker. Company Signatory refers to Authoriser and Payroll Authoriser;

h) confirm that, in the event of any change of Company Users and/or Company Signatories, I/we 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 my/our application and/or use of the BIB Service from my/our designated account(s), including the Applicant's;

j) 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;

k) acknowledge and agree that if we appoint the same persons to be the Company Users and/or Company Signatories for both the Applicant and the Entity(ies), I/we will have access to each other's account and other information, and the persons so appointed will be able to operate and utilise my/our respective services, and I/we consent to the disclosure of my/our information to each other.

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.

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1. Applicant (as per Part 1):

Authorised Person's/Approved Person's Name | Signature | Authorised Person's/Approved Person's Name | Signature

Date | | Date |

2. Entity 1 (as per Part 2):

Authorised Person's/Approved Person's Name | Signature | Authorised Person's/Approved Person's Name | Signature

Date | | Date |

3. Entity 2 (as per Part 2):

Authorised Person's/Approved Person's Name | Signature | Authorised Person's/Approved Person's Name | Signature

Date | | Date |

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5. Declaration (Continued)

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.
- 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

Attended/ID Document collected by: (TB Sales/RM/Branch/CFS *)	ID screening done by:	Signature verified by: ☐ ASR ☐ BIB Resolution	Processed/Approved by:
Name and Signature	Name and Signature	Name and Signature	Name and Signature
Date	Date	Date	Date

Remarks

United Overseas Bank Limited Co. Reg. No. 193500026Z / Far Eastern Bank Limited Co. Reg. No. 195800116D
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Note: • Authorised person's(s')/Approved person's(s') signatory(ies) from Applicant and Affiliated Entity(ies) are required on page 2 of this Appendix.
- 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 submit your identification documents together with your application.
- 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

Link User to other Affiliated Entity(ies) from same Group ID (selected roles will apply for all entities listed below)

Name of Entity 1

Name of Entity 2

Name
(underline surname)

Preferred User ID
(min 8 characters with no space or special character)

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

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

User Specimen Signature   NRIC/Passport/FIN
(default NRIC)

Country of Issuance
(default SG)

Business Registration No. for Entity 1

Business Registration No. for Entity 2

☐ Assign token from Company (If left unchecked, the Bank will assign new token)

Roles
(please tick where applicable)

☐ Enquirer

☐ Maker   ☐ Payroll Maker

☐ Verifier (non-payroll)   ☐ Payroll Verifier

☐ Sender (non-payroll)   ☐ Payroll Sender   ☐ Proxy Authoriser

☐ Authoriser (non-payroll)

Payroll Authoriser
(Please indicate specific payroll access)

☐ Full Access   ☐ View Employee Details Only
                        ☐ View Payroll Amount Only

Authoriser Group: A/B/C/D/E (Default Group = A)

Daily Approval Currency & Limit: |_____| |_____|

User 2 Details

Link User to other Affiliated Entity(ies) from same Group ID (selected roles will apply for all entities listed below)

Name of Entity 1

Name of Entity 2

Name
(underline surname)

Preferred User ID
(min 8 characters with no space or special character)

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

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

User Specimen Signature   NRIC/Passport/FIN
(default NRIC)

Country of Issuance
(default SG)

Business Registration No. for Entity 1

Business Registration No. for Entity 2

☐ Assign token from Company (If left unchecked, the Bank will assign new token)

Roles
(please tick where applicable)

☐ Enquirer

☐ Maker   ☐ Payroll Maker

☐ Verifier (non-payroll)   ☐ Payroll Verifier

☐ Sender (non-payroll)   ☐ Payroll Sender   ☐ Proxy Authoriser

☐ Authoriser (non-payroll)

Payroll Authoriser
(Please indicate specific payroll access)

☐ Full Access   ☐ View Employee Details Only
                        ☐ View Payroll Amount Only

Authoriser Group: A/B/C/D/E (Default Group = A)

Daily Approval Currency & Limit: |_____| |_____|

User 3 Details

Link User to other Affiliated Entity(ies) from same Group ID (selected roles will apply for all entities listed below)

Name of Entity 1

Business Registration No. for Entity 1

Name of Entity 2

Business Registration No. for Entity 2

Name
(underline surname)

☐ Assign token from Company (If left unchecked, the Bank will assign new token)

Roles
(please tick where applicable)

☐ Enquirer

Preferred User ID
(min 8 characters with no space or special character)

☐ Maker   ☐ Payroll Maker

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

☐ Verifier (non-payroll)   ☐ Payroll Verifier

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

☐ Sender (non-payroll)   ☐ Payroll Sender   ☐ Proxy Authoriser

☐ Authoriser (non-payroll)

User Specimen Signature   NRIC/Passport/FIN
(default NRIC)

Payroll Authoriser
(Please indicate specific payroll access)

☐ 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)

Daily Approval Currency & Limit: |_____| |_____|

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1. Applicant (as per Part 1):

Authorised Person's/Approved Person's Name	Signature	Authorised Person's/Approved Person's Name	Signature

Date   Date

2. Entity 1 (as per Part 2):

Authorised Person's/Approved Person's Name	Signature	Authorised Person's/Approved Person's Name	Signature

Date   Date

3. Entity 2 (as per Part 2):

Authorised Person's/Approved Person's Name	Signature	Authorised Person's/Approved Person's Name	Signature

Date   Date

Note: • Setup details indicated in this form will supercede existing setup and information.
　　　• For authorisers and payroll authorisers, it is mandatory to submit your identification documents together with your application.
　　　• 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.
　　　• Upon UNLINKING, User(s) will not be able to access the accounts & transactions of the Applicant.

User 1 Details

☐ Link to applicant (Please complete the details below)　　　☐ Unlink from applicant

Name
(underline surname)

Existing User ID
(min 8 characters with no space or special character)

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

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

User Specimen Signature

Roles
(please tick where applicable)

☐ Enquirer

☐ Maker　　　　　　　　　☐ Payroll Maker

☐ Verifier (non-payroll)　　　☐ Payroll Verifier

☐ Sender (non-payroll)　　　☐ Payroll Sender　　　☐ Proxy Authoriser

☐ Authoriser (non-payroll)

Payroll Authoriser
(Please indicate specific payroll access)

☐ Full Access　　　　☐ View Employee Details Only
　　　　　　　　　　　☐ View Payroll Amount Only

Authoriser Group: A / B / C / D / E (Default Group = A)

Daily Approval Currency & Limit: |_____| |_____|

User 2 Details

☐ Link to applicant (Please complete the details below)　　　☐ Unlink from applicant

Name
(underline surname)

Existing User ID
(min 8 characters with no space or special character)

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

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

User Specimen Signature

Roles
(please tick where applicable)

☐ Enquirer

☐ Maker　　　　　　　　　☐ Payroll Maker

☐ Verifier (non-payroll)　　　☐ Payroll Verifier

☐ Sender (non-payroll)　　　☐ Payroll Sender　　　☐ Proxy Authoriser

☐ Authoriser (non-payroll)

Payroll Authoriser
(Please indicate specific payroll access)

☐ Full Access　　　　☐ View Employee Details Only
　　　　　　　　　　　☐ View Payroll Amount Only

Authoriser Group: A / B / C / D / E (Default Group = A)

Daily Approval Currency & Limit: |_____| |_____|

Authorised Person(s) / Approved Person(s)

Name　　　　　　　　　　Signature　　　　　　　　Name　　　　　　　　　　Signature

Date　　　　　　　　　　　　　　　　　　　　　　Date