UOB BUSINESS INTERNET BANKING SERVICE MAINTENANCE FORM

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

MAINTENANCE FORM

IMPORTANT NOTE: All fields are compulsory unless otherwise stated.
* Circle where applicable.

PART 1 : COMPANY PARTICULARS

Company Name	Company Registration Number

PART 2 : MAINTENANCE FEATURES

Select the Maintenance features required (You may select more than one item):

Items requiring maintenance	Part(s) to be completed
☐ Upgrading of "Basic: Enquiry Services" to "Professional: Transactional Services" / Addition of Premium Options *	Parts 3A, 3B, 5, 6 (for Bulk Payroll), 7 and 10
☐ Downgrading of "Professional: Transactional Services" to "Basic: Enquiry Services"	Parts 3A and 10
☐ Addition / Removal * of Premium Options for Professional Package	Parts 3B, 6 (for Bulk Payroll), 7 (for Bulk Services) and 10
☐ Addition / Removal * of Premium Options for Basic Package	Parts 3B, 5, 6 (for Bulk Payroll), 7 (for Bulk Services) and 10
☐ Addition / Removal * of eFX Service	Parts 3C, 5 (if applicable) and 10
☐ Set-up / Maintenance * of Company Administrators	Parts 4 and 10
☐ Set-up / Maintenance * of Company Signatories	Parts 5 and 10
☐ Set-up / Maintenance * of Payroll Functions	Parts 4.2 (if applicable), 6 and 10
☐ Bank Account Maintenance	Parts 7, 8 (if applicable) and 10
☐ Change of Contact Person	Parts 9 and 10
☐ Terminate UOB Business Internet Banking (BIB) Service	Part 10

PART 3 : SERVICES

All accounts linked for Account Enquiry will be used for upgraded package. Affiliated Company(s) will follow the upgraded or downgraded Service Package of the Originating Company.

Part 3A: Amend Current Package To (Please select **ONE** option only)	☐ Basic: Account Enquiry
	☐ Professional: Account Enquiry, Account Services and Remittance Services
Part 3B: Amend Current Premium Option(s) (monthly fee applies) *[This will be the new Premium Option(s) that you can access online for all your linked Current Accounts]*	<u>Select option:</u> Add Remove ☐ ☐ Trade Services (only applicable if you have a Trade Facility with the Bank) ☐ ☐ Bulk Collection ☐ ☐ Bulk Payment ☐ ☐ Bulk Payroll (please appoint HR Manager for Payroll Functions in Part 6)
Part 3C: Add/Remove eFX Service	☐ Add eFX ☐ Remove eFX

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. A Professional and Premium Services Subscriber must appoint AT LEAST 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 4 : SET-UP / MAINTENANCE OF COMPANY ADMINISTRATORS

4.1 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.

☐ **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.

4.2 New Company Administrators

Company Administrator 1

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

4.3 Existing Company Administrators

Company Administrator 1

Personal Particulars	Maintenance
Name as in NRIC / Passport / FIN * (Dr / Mdm / Mr / Mrs / Ms *)	☐ Delete User ^{Note 1} Note: The token does not need to be returned to UOB.
NRIC / Passport No. / FIN * Phone No.	☐ Replace Lost Token (Subject to Token fee)

Company Administrator 2

Personal Particulars	Maintenance
Name as in NRIC / Passport / FIN * (Dr / Mdm / Mr / Mrs / Ms *)	☐ Delete User ^{Note 1} Note: The token does not need to be returned to UOB.
NRIC / Passport No. / FIN * Phone No.	☐ Replace Lost Token (Subject to Token fee)

PART 5 : SET-UP / MAINTENANCE OF COMPANY SIGNATORIES

5.1 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.

☐ 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.

5.2 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. This new mandate will supercede the existing UOB BIB Transaction Approval Mandate.

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

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

☐ **Any three signatories** can approve for 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 Maintenance Form (CYB-66)

5.3 Signatory Group (**NOT applicable** for Company that applies for **Basic Package AND eFX**)

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.

Please assign / change* daily limit per Signatory in the following groups(s):

Set Group A to:	**Set Group B** to:	**Set Group C** to:
☐ Up to SGD _____	☐ Up to SGD _____	☐ Up to SGD _____
☐ Any amount Note 2	☐ Any amount Note 2	☐ Any amount Note 2

5.4 New Company Signatories (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 3	Signature
Name as in NRIC / Passport / FIN * (Dr / Mdm / Mr / Mrs / Ms *)	☐ New Token to be issued (Default) ☐ Use existing UOB BIB OTP Token (Please call 1800 22 66 121 for assistance)	A / B / C / NA (for eFX only) *	
NRIC / Passport No. / FIN * Phone No.			
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 3	Signature
Name as in NRIC / Passport / FIN * (Dr / Mdm / Mr / Mrs / Ms *)	☐ New Token to be issued (Default) ☐ Use existing UOB BIB OTP Token (Please call 1800 22 66 121 for assistance)	A / B / C / NA (for eFX only) *	
NRIC / Passport No. / FIN * Phone No.			
Preferred User Login ID (6 to 20 characters with no spaces or special characters and must be unique)			

5.5 Existing Company Signatories

Company Signatory 1

Personal Particulars	Maintenance
Name as in NRIC / Passport / FIN * (Dr / Mdm / Mr / Mrs / Ms *)	☐ Delete User Note: The token does not need to be returned to UOB. ☐ Replace Lost Token (Subject to Token fee)
NRIC / Passport No. / FIN * Phone No.	☐ Change Signatory Group: A / B / C / NA (for eFX only) * Note 3

Company Signatory 2

Personal Particulars	Maintenance
Name as in NRIC / Passport / FIN * (Dr / Mdm / Mr / Mrs / Ms *)	☐ Delete User Note: The token does not need to be returned to UOB. ☐ Replace Lost Token (Subject to Token fee).
NRIC / Passport No. / FIN * Phone No.	☐ Change Signatory Group: A / B / C / NA (for eFX only) * Note 3

PART 6 : SET-UP / MAINTENANCE OF PAYROLL FUNCTIONS (FOR COMPANY ADMINISTRATORS ONLY)

This section is only 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 create/approve payroll transactions.

Personal Particulars	Payroll Functions
Name as in NRIC / Passport / FIN * (Dr / Mdm / Mr / Mrs / Ms *)	☐ Add Payroll Functions ☐ Remove Payroll Functions
NRIC / Passport No. / FIN * Phone No.	

Personal Particulars	Payroll Functions
Name as in NRIC / Passport / FIN * (Dr / Mdm / Mr / Mrs / Ms *)	☐ Add Payroll Functions ☐ Remove Payroll Functions
NRIC / Passport No. / FIN * Phone No.	

PART 7 : ACCOUNT LINKING & FUNDS TRANSFER ARRANGEMENT

Only UOB Current, Time / Fixed Deposit and Loan Accounts held by your Company can be linked. If you have signed up for Bulk Payroll, Payment or Collection, please indicate which of the new Current Accounts to be linked will be used for Bulk Services.

If your existing service type is Professional Package / Premium Option(s) and the transaction approval mandate is either "Any One Signatory, or Any Two or Three Signatories to Approve", the new account that you request to link to UOB BIB Service will follow existing BIB Transaction Approval Mandate. Otherwise, please complete the UOB Business Internet Banking Transaction Approval Mandate Customisation Maintenance Form (CYB-66).

SGD Current Accounts	Currency	Account Linkage Note 4		For Bulk Services	Account Number
		Link	Unlink		
	SGD	☐	☐	☐	
	SGD	☐	☐	☐	
	SGD	☐	☐	☐	
Non-SGD Current Accounts		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	

Time / Fixed Deposit Accounts, Loan Accounts	Currency	Account Linkage Note 4		Account Type	Account Number
		Link	Unlink		
		☐	☐	☐ Time/Fixed Deposit ☐ Loan	
		☐	☐	☐ Time/Fixed Deposit ☐ Loan	
		☐	☐	☐ Time/Fixed Deposit ☐ Loan	

For your convenience, you can set up or delete third party funds transfer arrangements to UOB Current/Savings Accounts (for Professional Package).

Third-party UOB Bank Accounts	Currency	Account Linkage		Account Name	Receiving UOB Bank Account Number
		Link	Unlink		
		☐	☐		
		☐	☐		
		☐	☐		

PART 8 : CHANGE OF DESIGNATED ACCOUNT

Please indicate your new designated UOB account to be linked to UOB BIB service. Subscription 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 for this account.

			-				-				-		**S**	**G**	**D**

PART 9 : CHANGE OF CONTACT PERSON

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

Notes:

Note 1: If the Company only has TWO existing CA and DUAL CA control is set up, the CA cannot be deleted unless a new CA is appointed to replace him/her.

Note 2: If "Any Amount" is selected, the Signatory in that Group can approve transactions of <u>any amount</u>.

Note 3: Select an applicable Signatory Group (A, B or C) where the respective Groups' daily limits will be in accordance to Part 5.3 above (if changes are indicated) or existing arrangements. Select "NA (eFX only)" if Signatory is restricted to only performing eFX transactions and is not required to approve transactions.

Note 4: Your account will be linked within seven (7) business days. Company Administrator will need to create a new Data Access Profile (DAP) to include this new account and assign to Company Signatory/User.

PART 10 : DECLARATION BY APPLICANT

I/We hereby

- request for the changes or amendments to be made to my/our 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 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.

- 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.

- 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 my/our UOB BIB Service Registration Form and any subsequent amendments shall apply in this respect.

- confirm that all the information provided herein are true and accurate to the best of my/our knowledge as at the date of this request.

- authorise the 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.

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

- For activation, disabling and deletion of Company Administrator / Signatory account, Token maintenance request and amendment of limits and profiles, it will be processed within seven (7) business days upon the Bank's receipt of the forms.

- For Password Request, a new system-generated Password will be sent to your mailing address as per our records within seven (7) business days. If you have not received your Password after seven (7) business days, please call 1800 22 66 121 to check with our Customer Service Officer.

- For new Company Signatory or Administrator, it will take approximately seven (7) business days to mail you the User ID, Password and Token. If you have not received your User ID/Password/Token after seven business days, please call 1800 22 66 121 to check with our Customer Service Officer.

- If you have requested to link/unlink your UOB Bank Account, it will be processed within seven (7) business days. For linking of new accounts and upgrading/downgrading of service packages, the Company Administrator will need to create a new Data Access Profile (DAP) to include the new account and assign to Company Signatory/User. If you have subscribed to Professional Package / Premium Option(s), the inclusion of the new account and service package update will **cancel** all existing online transactions that have been prepared but have not been sent to the Bank.

- Any amendment of the BIB Transaction Approval Mandate will **cancel** all existing online transactions that have not been sent to the Bank.

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: