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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 : _____   CONTACT NUMBER : _____
(as registered in ACRA)

CONTACT EMAIL : _____

REQUEST TYPE			
☐ New User - Merchant Admin - Merchant Dispute Admin	☐ Deactivate User	☐ Unlock Access	☐ Update:

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 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

FOR BANK OFFICIAL USE ONLY

Verification By	

Ver 7. Feb 2025