UOB eALERTS! MAINTENANCE FORM

1. Applicant's business details

Registered Business Name

Business Registration No.

2. Update Contact Person's details

Contact Person

Designation

Mobile No.
(please include country and city codes for overseas numbers)

Email Address

3. Update Designated Account for Fees and Charges

Designated Fees Charges Account No.

| | | | _ | | | _ | | | | _ | | |

Currency

| | | |

I/We authorise the Bank to debit all fees and charges relating to my/our application and/or use of UOB eAlerts Service from the designated account or any other account of the Applicant.

4. Add / Update my Cash Alert (please complete part a and b) ☑ (Please tick where applicable)

☐ **Add new notification account for Cash Alerts**   ☐ **Update** (Existing notification account for cash alert settings will be superceded for all recipients)

a. Notification Account (To add/update more notification accounts, please use Appendix A)

Account No.

| | | | _ | | | _ | | | | _ | | |

Currency

| | | |

b. Type of Cash Alerts

☑ (Please tick where applicable)

1. ☐ Notify me of my A/C balance (ABL)

Notification option (Select 1 option only. Default is Option A - Weekday only for all time slots):

☐ **Option A: Daily** (Default is Weekday only for all time slots)

Day   : ☐ Everyday including Sat/Sun/PH   ☐ Weekday Only
Time : ☐ 9am ☐ 11am ☐ 3pm ☐ 6pm (You may select more than 1 time slot
Default option includes all time slots)

☐ **Option B: Weekly**

Day (e.g Monday) : _____   ☐ Include public holidays
Time : ☐ 9am ☐ 11am ☐ 3pm ☐ 6pm (You may select more than 1 time slot
Default option includes all time slots)

☐ **Option C: Fortnightly** (Only 15th and last day of the month)

Time : ☐ 9am ☐ 11am ☐ 3pm ☐ 6pm (You may select more than 1 time slot
Default option includes all time slots)

☐ **Option D: Monthly**

☐ Day (e.g 15) : _____ OR ☐ Last day of month only
Time : ☐ 9am ☐ 11am ☐ 3pm ☐ 6pm (You may select more than 1 time slot
Default option includes all time slots)

2. ☐ Notify me when my designated notification account balance falls below the threshold value
(ABB)(Default threshold is 8,500 units of the currency of account) _____

3. ☐ Notify me when my designated notification account balance is above the threshold value
(ATA)(Default threshold is 100,000 units of the currency of account) _____

4. ☐ Notify me of Incoming Funds that equal or exceeding threshold amount.

    (INF) Threshold Amount : (Default 5,000) |_____|

5. ☐ Notify me of debit amount equal or exceeding threshold amount.

    (LDB) Threshold Amount : (Default 5,000) |_____|

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c.Recipient details (To add more recipients, please use Appendix B) ☑ (Please tick where applicable)

Note: Please provide email address to receive Email alerts

User 1 Details
Name

|_____|

Email Address

|_____|

User 2 Details
Name

|_____|

Email Address

|_____|

User 3 Details
Name

|_____|

Email Address

|_____|

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5. Add / Update Recipients (To add/update more recipients, please use Appendix B)

Note: Alerts setting for recipient(s) below will follow alert settings as subscribed by the Applicant

User 1 Details ☑ (Please tick where applicable)

☐ Add   ☐ Update

☐ Cash Alerts   ☐ Trade Alerts

Notification Account
(Only applicable Cash Alert)

Account No.

| | | | – | | | – | | | – | | |

Currency

| | | |

Name
(underline surname)

|_____|

Email Address

|_____| ☐ Remove

User 2 Details ☑ (Please tick where applicable)

☐ Add   ☐ Update

☐ Cash Alerts   ☐ Trade Alerts

Notification Account (Only applicable Cash Alert)

Account No.   Currency

| | | | – | | | – | | | – | | | | | |

Name

Email Address

☐ Remove

User 3 Details ☑ (Please tick where applicable)

☐ Add   ☐ Update

☐ Cash Alerts   ☐ Trade

Notification Account (Only applicable Cash Alert)

Account No.   Currency

| | | | – | | | – | | | – | | | | | |

Name

Email Address

☐ Remove

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6. **Delete Recipients** (To delete more recipients, please use Appendix C)

Note: Recipients below will be removed from all Cash/Trade Alerts as subscribed by the Applicant

User 1 Details ☑ (Please tick where applicable)

☐ Cash Alerts   ☐ Trade Alerts

Notification Account (Only applicable Cash Alert)

Account No.   Currency

| | | | – | | | – | | | – | | | | | |

Name   Email Address

User 2 Details ☑ (Please tick where applicable)

☐ Cash Alerts   ☐ Trade Alerts

Notification Account (Only applicable Cash Alert)

Account No.   Currency

| | | | – | | | – | | | – | | | | | |

Name   Email Address

User 3 Details ☑ (Please tick where applicable)

☐ Cash Alerts   ☐ Trade Alerts

Notification Account (Only applicable Cash Alert)

Account No.   Currency

| | | | – | | | – | | | – | | | | | |

Name   Email Address

7. Unsubscribe Alerts Service ☑ (Please tick where applicable)

☐ All Cash Alerts ☐ All Trade Alerts

Notification Account (Only applicable for Cash Alert)

Account No. | Currency

| | | | – | | | | – | | | | – | | | | | | | | |

8. Declaration by Applicant

I/We*, on behalf of the Applicant, hereby:

a) The person(s) whose information appear in Part 1 to 7 above and/or any other letter(s) of instruction is/are authorised to perform and effect the above services opted by us;

b) The information in Parts 1 to 7 is complete and accurate , and we shall immediately notify you in writing of any change therein;

c) Default threshold is subject to change at UOB's discretion without prior notice;

d) Approved Persons as per the Schedule of Approved Persons which is annexed to the Accounts & Services Resolution attached to the Account Opening Form / any two of the Authorised Signatories as per the standalone resolution for the use of eAlerts (or if there is only one Authorised Signatory, that Auhorised Signatory)*, be hereby authorised to operate the relevant notification account(s) of the Company as listed in the application form.

e) I/We shall be bound by the terms and conditions governing the UOB eAlerts! as amended and supplemented from time to time (available at uobgroup.com/hk/ealerts).

Authorised Person(s)/Approved Person(s)

Name | Signature | Name | Signature

Date | | Date

Please send the completed form to **Client Fulfillment & Service, United Overseas Bank Limited, Unit 11-16, 16/F, Millennium City 5,**

418 Kwun Tong Road, Kwun Tong, Kowloon, Hong Kong

Notes

1. Monthly Subscription Charges:

Alert Service	Cash Alerts	Trade Alerts
Email	Waived	Waived

2. UOB eAlerts! is available via Email.

3. Trade Alerts are for notification purposes only and do not indicate that the trade documents are ready for collection. All existing arrangements with the Bank applies.

4. Trade Alerts are available Monday to Friday excluding Saturday, Sunday and Public Holidays.

5. Trade Alerts will be sent by batches or per transaction basis. Reminders will be sent two days prior to the due date and overdue reminders will be sent on next working day past due date. Transaction notification will be sent at 30 minutes interval between 7:00am to 8:30pm.

6. Frequency and time of notification received are indicative and subject to change. UOB reserves the right to change the frequency and time of notification without prior notice.

7. Termination of UOB eAlerts require minimum 30 days prior written notice to the Bank.

8. The Bank will process your application within 5 business days.

For Bank's Use Only *Please delete where applicable

Attended by: | Signature verified by: | Processed/Approved by:
(TB Sales/RM/Branch/CFS *)

Name and Signature | Name and Signature | Name and Signature

Date | Date | Date

Remarks

☐ **Add new notification account for Cash alerts**   ☐ **Update** (Existing notification account for cash alert settings will be superceded for all recipients)

a.Notification Account

Account No.   Currency

| | | | – | | | – | | | – | | | | | | |

b.Type of Cash Alerts

☑ (Please tick where applicable)

1.☐ Notify me of my A/C balance (ABL)

     Notification option (Select 1 option only . Default is Option A - Weekday only for all time slots):

     ☐ **Option A: Daily** (Default is Weekday only for all time slots)   ☐ **Option B: Weekly**

        Day : ☐ Everyday including Sat/Sun/PH   ☐ Weekday Only   Day (e.g Monday) : _____   ☐ Include public holidays

        Time : ☐ 9am ☐ 11am ☐ 3pm ☐ 6pm (You may select more than 1 time slot   Time : ☐ 9am ☐ 11am ☐ 3pm ☐ 6pm   (You may select more than 1 time slot
                                           Default option includes all time slots)   Default option includes all time slots

     ☐ **Option C: Fortnightly** (Only 15th and last day of the month)   ☐ **Option D: Monthly**

        Time : ☐ 9am ☐ 11am ☐ 3pm ☐ 6pm   (You may select more than 1 time slot   ☐ Day (e.g 15) : _____   OR ☐ Last day of month only
                                             Default option includes all time slots)   Time : ☐ 9am ☐ 11am ☐ 3pm ☐ 6pm (You may select more than 1 time slot
                                                                        Default option includes all time slots)

2.☐ Notify me when my designated notification account balance falls below the threshold value (ABB) _____
      (Default threshold is 8,500 units of the currency of account)

3.☐ Notify me when my designated notification account balance is above the threshold value (ATA) _____
      (Default threshold is 100,000 units of the currency of account)

4.☐ Notify me of Incoming Funds that equal or exceeding threshold amount. (INF)

     Threshold Amount : (Default 5,000) _____

5.☐ Notify me of debit amount equal or exceeding threshold amount. (LDB)

     Threshold Amount : (Default 5,000) _____

c.Recipient details (To add more recipients, please use Appendix B)

Note: Please provide email address to receive Email alerts

User 1 Details
Name

_____

Email Address

_____

User 2 Details
Name

_____

Email Address

_____

Authorised Person(s)/Approved Person(s)

Name	Signature	Name	Signature
Date		Date	

Note: Alerts setting for recipient(s) below will follow alert settings as subscribed by the Applicant

User 1 Details ☑ (Please tick where applicable)

☐ Add   ☐ Update

☐ Cash Alerts ☐ Trade Alerts

Notification Account (Only applicable Cash Alert)

Account No.   Currency

Name

Email Address

☐ Remove

User 2 Details ☑ (Please tick where applicable)

☐ Add   ☐ Update

☐ Cash Alerts ☐ Trade Alerts

Notification Account (Only applicable Cash Alert)

Account No.   Currency

Name

Email Address

☐ Remove

User 3 Details ☑ (Please tick where applicable)

☐ Add   ☐ Update

☐ Cash Alerts ☐ Trade Alerts

Notification Account (Only applicable Cash Alert)

Account No.   Currency

Name

Email Address

☐ Remove

Authorised Person(s)/Approved Person(s)

Name   Signature   Name   Signature

Date   Date

Note: Recipients below will be removed from all Cash/Trade Alerts as subscribed by the Applicant

User 1 Details   ☑ (Please tick where applicable)

☐ Cash Alerts   ☐ Trade Alerts

Notification Account
(Only applicable Cash Alert)

Account No.   Currency

| | | | – | | | – | | | – | | | | | | |

Name

User 2 Details   ☑ (Please tick where applicable)

☐ Cash Alerts   ☐ Trade Alerts

Notification Account
(Only applicable Cash Alert)

Account No.   Currency

| | | | – | | | – | | | – | | | | | | |

Name

User 3 Details   ☑ (Please tick where applicable)

☐ Cash Alerts   ☐ Trade Alerts

Notification Account
(Only applicable Cash Alert)

Account No.   Currency

| | | | – | | | – | | | – | | | | | | |

Name

Authorised Person(s)/Approved Person(s)

Name   Signature   Name   Signature

Date   Date

Type of UOB Cash Alerts	
Account Balance	• Notification can be set as Daily/Weekly/Fortnightly/Monthly and up to four times (9am, 11am, 3pm and/or 6pm) within a day.
Account Balance Below Threshold	• Notify me when account balance falls below the threshold amount. • The threshold for notification is customisable and if not specified, will be defaulted to 8,500 units of the account currency.
Account Balance Above Threshold	• Notify me when account balance goes above the threshold amount. • The threshold for notification is customisable and if not specified, will be defaulted to 100,000 units of the account currency.
Incoming Funds	• Notify me of incoming funds to account in real-time. • The threshold for notification is customisable and if not specified, will be defaulted to 5,000 units of the account currency.
Debit Notification	• Notify me of funds debited from account in real-time. • The threshold for notification is customisable and if not specified, will be defaulted to 5,000 units of the account currency.

Type of UOB Trade Alerts	
Import Letter of Credit (LC)	• Notify me when my import LC has been issued, amended & cancelled.
Inward Bills (LC and NON-LC)	• Notify me upon arrival of inward bills, both LC and non-LC. • Send me a reminder 2 working days prior to bill payment due date. • Notify me when my settlement instruction has been effected.
Import Financing	• Notify me once my trade financing request is approved. • Send me a reminder 2 working days prior to payment due date. • Notify me when my payment is overdue. • Notify me when my settlement instruction (LC and non-LC) has been effected. • Notify me when there are changes to Periodic Interest Pricing and/ or Periodic Interest Payment.
Letter of Credit Advising	• Notify me when my export LC and Transfer LC are advised through UOB. • Notify me when my SBLC are advised through UOB.
Transfer Letter of Credit	• Notify me when my Transfer LC has been issued, amended & cancelled.
Export Documentary Handling (LC & NON-LC)	• Notify me when my documents have been despatched. • Notify me upon receipt of acceptance and confirmation of maturity date.
Outward Bills Collection	• Notify me of unaccepted/ unpaid outstanding bills. • Notified me when my cancellation instruction has been processed.
Export Proceeds (LC & NON-LC)	• Notify me once export proceeds (LC and Non-LC) have been credited. • Notify me when there are changes to Periodic Interest Pricing and/ or Periodic Interest Payment.
Export Trade Financing	• Notify me once my trade financing request is approved. • Send me a reminder 2 working days prior to payment due date. • Notify me when my settlement instruction has been effected. • Notify me when my payment is overdue. • Notify me when there are changes to Periodic Interest Pricing and/ or Periodic Interest Payment.
Account Receivable Purchase	• Notify me once my receivable purchase application is approved. • Send me a reminder 2 working days prior to payment due date. • Notify me when my settlement instruction has been effected. • Notify me when my payment is overdue.
Shipping Guarantee	• Notify me when my Shipping Guarantee has been issued. • Notify me 2 months from issuance date and subsequently every 3 months if my Shipping Guarantee has not been redeemed.
Banker Guarantee	• Notify me when my Banker's Guarantee has been issued & amended. • Notify me when there is a claim on my Banker's Guarantee.
Standby Letter of Credit	• Notify me when my Standby Letter of Credit has been issued, amended & cancelled.