



**UOB BUSINESS INTERNET BANKING SERVICE MAINTENANCE FORM  
(COMPANY ADMINISTRATOR & SIGNATORY)**

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 : EXISTING COMPANY ADMINISTRATOR & COMPANY SIGNATORY MAINTENANCE			
Name as in NRIC / Passport / FIN *	NRIC / Passport No. / FIN *		
Dr / Mdm / Mr / Mrs / Ms *	Phone Number		
A) Company Administrator	<input type="checkbox"/> I remember my password – please enable my User ID <b>OR</b> <input type="checkbox"/> I forgot my password – please issue a new password		
	Token Serial No: _____ <input type="checkbox"/> <b>Exchange Faulty Token</b> (Please return your faulty token to any UOB branch)		
	Company User Token Serial No: _____ <b>Exchange Faulty Company User Token</b> – to be requested by Company Administrator (Please return your faulty token to any UOB branch)		
B) Company Signatory	<input type="checkbox"/> I remember my password – please enable my User ID <b>OR</b> <input type="checkbox"/> I forgot my password – please issue a new password		
	Token Serial No: _____ <input type="checkbox"/> <b>Exchange Faulty Token</b> (Please return your faulty token to any UOB branch)		
PART 3 : DECLARATION BY COMPANY ADMINISTRATOR / SIGNATORY (AS INDICATED IN PART 2)			
<p>I hereby</p> <ul style="list-style-type: none"> <li>- request for the changes or amendments to be made to my/our UOB Business Internet Banking (BIB) Service as set out above.</li> <li>- 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.</li> <li>- 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.</li> <li>- confirm that all the information provided herein is true and accurate to the best of my/our knowledge as at the date of this request.</li> <li>- authorise the United Overseas Bank Limited to debit all token fees (including fees for the replacement of Tokens), administration and service charges relating to my/our application and/or use of UOB BIB Service from the Designated Account.</li> </ul>			
Signature of Company Administrator / Signatory as indicated in Part 2	Date		
IMPORTANT NOTES			
<ul style="list-style-type: none"> <li>▪ For activation of Company Administrator / Signatory account, Token maintenance request, it will be processed within seven (7) business days upon the Bank's receipt of the forms.</li> <li>▪ For Password Request, a new system-generated Password will be sent to your mailing address as per our records within seven (7) business days.</li> </ul>			
FOR BANK USE ONLY			
Signature verified by:	Processed by:	Approved by:	
Signature / Name / Branch	Date	Initials	Date
Remarks:			