

4. My users' details



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

► **Enquirer:** View account summary/statement and transactions.

► **Administrator:**

- Create/maintain all user and access profiles.
- Maintain user passwords and assign tokens to all users except Administrators and Authorisers.

Note: All administrative setup are created and approved by any one administrator.

► **Maker:** Create all types of transactions (except payroll) and view account details.

► **Authoriser:** Create/approve transactions (except payroll), and view account details.

- Important:**
- All fields are mandatory unless otherwise stated. New users will be required to register for digital tokens with mobile number and email address. If email address or mobile number is left blank, physical tokens will be issued and token fees will apply.
 - 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 a Certified True Copy of your identification document together with your application. Additional proof of residential address (e.g. recent utility or phone bill) is required from foreigners. Please note that the identification document cannot be certified by the company director. For the list of independent parties who can certify identification documents, please refer to uob.com.sg/idcertification.

User 1 Details

Name
(Underline surname)

Designation
(This is mandatory for all authorisers)

Mobile No. (Please indicate both mobile number and email address to self-register for free digital token.)

Email Address

NRIC/Passport/FIN
(Default NRIC)

Country of Issuance
(Default SG)

Roles (By selecting Payroll roles with combination of Enquirer, Maker and/or Authoriser, the User will be able to perform both payroll and non-payroll roles. Bulk Service fees will apply.)

Enquirer

Maker

Administrator

Authoriser

Add Payroll to above Maker/Authoriser role

Preferred User ID (Minimum 8 characters with no spacing or special characters)

User 2 Details

Name
(Underline surname)

Designation
(This is mandatory for all authorisers)

Mobile No. (Please indicate both mobile number and email address to self-register for free digital token.)

Email Address

NRIC/Passport/FIN
(Default NRIC)

Country of Issuance
(Default SG)

Roles (By selecting Payroll roles with combination of Enquirer, Maker and/or Authoriser, the User will be able to perform both payroll and non-payroll roles. Bulk Service fees will apply.)

Enquirer

Maker

Administrator

Authoriser

Add Payroll to above Maker/Authoriser role

Preferred User ID (Minimum 8 characters with no spacing or special characters)

User 3 Details

Name
(Underline surname)

Designation
(This is mandatory for all authorisers)

Mobile No. (Please indicate both mobile number and email address to self-register for free digital token.)

Email Address

NRIC/Passport/FIN
(Default NRIC)

Country of Issuance
(Default SG)

Roles (By selecting Payroll roles with combination of Enquirer, Maker and/or Authoriser, the User will be able to perform both payroll and non-payroll roles. Bulk Service fees will apply.)

Enquirer

Maker

Administrator

Authoriser

Add Payroll to above Maker/Authoriser role

Preferred User ID (Minimum 8 characters with no spacing or special characters)

4. My users' details (Continued)

User 4 Details

| | | |
|--|--|-------------------------------------|
| Name (Underline surname) | NRIC/Passport/FIN (Default NRIC) | Country of Issuance (Default SG) |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Designation (This is mandatory for all authorisers) | Roles (By selecting Payroll roles with combination of Enquirer, Maker and/or Authoriser, the User will be able to perform both payroll and non-payroll roles. Bulk Service fees will apply.) | |
| <input type="text"/> | <input type="checkbox"/> Enquirer | <input type="checkbox"/> Maker |
| Mobile No. (Please indicate both mobile number and email address to self-register for free digital token.) | <input type="checkbox"/> Administrator | <input type="checkbox"/> Authoriser |
| <input type="text"/> | <input type="checkbox"/> Add Payroll to above Maker/Authoriser role | |
| <input type="text"/> | Preferred User ID (Minimum 8 characters with no spacing or special characters) | |
| <input type="text"/> | <input type="text"/> | |

User 5 Details

| | | |
|--|--|-------------------------------------|
| Name (Underline surname) | NRIC/Passport/FIN (Default NRIC) | Country of Issuance (Default SG) |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Designation (This is mandatory for all authorisers) | Roles (By selecting Payroll roles with combination of Enquirer, Maker and/or Authoriser, the User will be able to perform both payroll and non-payroll roles. Bulk Service fees will apply.) | |
| <input type="text"/> | <input type="checkbox"/> Enquirer | <input type="checkbox"/> Maker |
| Mobile No. (Please indicate both mobile number and email address to self-register for free digital token.) | <input type="checkbox"/> Administrator | <input type="checkbox"/> Authoriser |
| <input type="text"/> | <input type="checkbox"/> Add Payroll to above Maker/Authoriser role | |
| <input type="text"/> | Preferred User ID (Minimum 8 characters with no spacing or special characters) | |
| <input type="text"/> | <input type="text"/> | |

Note: If you have more than 5 users, you can add more users in Appendix 1 - Add Infinity Users.

5. My transaction approval settings (Please tick where applicable)

- Note: 1. The Transaction Approval Limit will apply to all Authorisers, except eFX booking.
 2. Foreign currency transactions will be calculated based on the SGD-equivalent of the Approval Limit indicated below according to the exchange rate as determined by the Bank.
 3. If Section 5 is left blank, the Approval Settings for the newly linked account(s) in Section 2 will be defaulted as "Any 1 Authoriser" i.e. any one authoriser will be able to approve transactions of any amount.

(S) My Company Transaction Approval Control (tick one)
 Can authoriser approve own transactions?

Dual Control - I cannot authorise own transaction
 Authoriser can create a transaction BUT cannot approve the same transaction which must be approved by another Authoriser.
 (This is the default option if this section is left blank. Where Applicant has only one user, Single Control will apply)

Single Control - I can authorise own transaction
 Authoriser can create and approve the same transaction.
(The Applicant's account(s) may be more susceptible to account fraud as compared to Dual Control, where another person can verify and confirm the transaction)

Cash (Dual & Single Control)

Transaction Approval Limit

up to SGD

up to SGD

up to SGD

Approval Mandate (Please tick where applicable)

One authoriser to approve Two authoriser to approve

One authoriser to approve Two authoriser to approve

One authoriser to approve Two authoriser to approve

Trade (Dual Control)

Same as above - Cash

Trade (Single Control)

OR Transaction Approval Limit
 up to SGD

Approval Mandate

One authoriser to approve

6. Declaration by Applicant

We, the Applicant, hereby:

- apply for UOB Business Internet Banking Service ("BIB Service") on the terms stated in this form;
- confirm that the Applicant has obtained and agrees to be bound by the Bank's prevailing UOB Business Internet Banking Service Agreement ("BIB Agreement") (available at uob.com.sg) and any amendment or variation thereof;
- confirm that the Applicant has obtained and agrees to be bound by the Bank's prevailing terms and conditions applicable to each of the services that the Applicant has applied for and any amendment or variation thereof;
- authorize the Bank to issue password(s) and token(s) to the Company User(s), Company Administrator(s) and Company Signatory(ies) as described in the BIB Agreement, where applicable. Company User refers to Enquirer, Maker, Verifier, Sender, Proxy Authoriser and Payroll Maker. Company Administrator refers to Administrator. Company Signatory refers to Authoriser and Payroll Authoriser;
- confirm that each of the Company Signatories named herein is authorized to operate and use any of the services granted and provided to the Applicant through the BIB Service, based on the Approval Mandate and Transaction Approval Limit set out in this form, and to apply for, agree to the terms of, operate and use any services made available through the BIB Service from time to time. We confirm if we do not indicate the Approval Mandate or Transaction Approval Limit, each Company Signatory is authorised to approve transactions of any amount. If the Approval Mandate is indicated but not the Transaction Approval Limit, the Company Signatories are authorised to approve transactions of any amount according to the Approval Mandate;
- confirm and agree that any existing mandate or instructions which we may have with the UOB Group Bank(s) will not apply in relation to my/our use of BIB Service;
- confirm that all information provided herein is complete, true and accurate to the best of our knowledge as at the date of this application;
- confirm that in the event of any change of Company Administrators and/or Company Signatories, the Applicant shall immediately revoke the relevant User IDs through the submission of request, instruction or relevant form to the Bank;
- authorize the Bank to debit all fees and charges relating to this application and/or use of the BIB Service from the designated account or any other account of the Applicant;
- agree to indemnify and hold the Bank harmless from and against 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 the BIB Service, including (where applicable) as a result of the Applicant opting for Single Control and/or the Applicant not providing all email address and mobile numbers;
- enclose a certified true copy of the Applicant's board (or equivalent) resolution (where required by the Bank); and
- 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.

7. Risk Disclosure Statement for Single Control

We, the Applicant, acknowledge that, if the Applicant has opted for Single Control instead of Dual Control, the Applicant's account(s) for which the Applicant uses the BIB Service may be more susceptible to account fraud. By opting for Single Control, the Applicant agrees to assume responsibility for all the risks associated with Single Control.

Authorised Person(s)/Approved Person(s)

| Name | Signature | Name | Signature |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Date | <input type="text"/> | Date | <input type="text"/> |

Fair Dealing Disclosure Notice

The Bank is committed to upholding the principles set out in the MAS Guidelines on Fair Dealing. For more information on how we may exercise our right to revise certain terms and conditions of a product or service which we offer, please refer to the Fair Dealing Disclosure Notice found in the following URL: <https://go.uob.com/fair-dealing>

Please send the completed form to BIB Section, United Overseas Bank Limited, Privy Box No. 920967 Singapore 929292.

- The Bank will process your application upon receipt of duly completed form. You can expect to receive user ID letter after 7 business days.
- User ID letter and/or token(s) will be sent to the mailing address registered as the designated account for physical token and Infinity services charges.
- Do call the Bank at **1800 226 6121** if you do not receive the user IDs/physical tokens.
- A fee of S\$20 (including GST) is payable for each token issued.

For Bank's Use Only *Please delete where applicable

BZ EZ Others:

Attended by:

(TB Sales/RM/Branch/CFS *)

Name and Signature

Date

ID screening/CDD done by:

Name and Signature

Date

Signature verified by:

- ASR
 BIB Resolution

Name and Signature

Date

Processed/Approved by:

Name and Signature

Date

Remarks

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

► **Enquirer:** View account summary/statement and transactions.

► **Administrator:**

- Create/maintain all user and access profiles.
- Maintain user passwords and assign tokens to all users except Administrators and Authorisers.

Note: All administrative setup are created and approved by any one administrator.

► **Maker:** Create all types of transactions (except Payroll) and view account details.

► **Authoriser:** Create/approve transactions (except Payroll), and view account details.

Important: • **All fields are mandatory unless otherwise stated. New users will be required to register for digital tokens with mobile number and email address. If email address or mobile number is left blank, physical tokens will be issued and token fees will apply.**

- The Bank will assign an ID at its sole discretion if the Preferred User ID is left blank or cannot be allocated.
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User 1 Details

| | |
|--|---|
| <p>Name (Underline surname)</p> <p>_____</p> <p>Designation (This is mandatory for all authorisers)</p> <p>_____</p> <p>Mobile No. (Please indicate both mobile number and email address to self-register for free digital token.)</p> <p>_____ (Country Code) _____ (City/Area Code) (Mobile No.)</p> <p>Email Address</p> <p>_____</p> | <p>NRIC/Passport/FIN (Default NRIC)</p> <p>_____</p> <p>Country of Issuance (Default SG)</p> <p>_____</p> <p>Roles (By selecting Payroll roles with combination of Enquirer, Maker and/or Authoriser, the User will be able to perform both payroll and non-payroll roles. Bulk Service fees will apply.)</p> <p><input type="checkbox"/> Enquirer <input type="checkbox"/> Maker</p> <p><input type="checkbox"/> Administrator <input type="checkbox"/> Authoriser</p> <p><input type="checkbox"/> Add Payroll to above Maker/Authoriser role</p> <p>Preferred User ID (Minimum 8 characters with no spacing or special characters)</p> <p>_____</p> |
|--|---|

User 2 Details

| | |
|--|---|
| <p>Name (Underline surname)</p> <p>_____</p> <p>Designation (This is mandatory for all authorisers)</p> <p>_____</p> <p>Mobile No. (Please indicate both mobile number and email address to self-register for free digital token.)</p> <p>_____ (Country Code) _____ (City/Area Code) (Mobile No.)</p> <p>Email Address</p> <p>_____</p> | <p>NRIC/Passport/FIN (Default NRIC)</p> <p>_____</p> <p>Country of Issuance (Default SG)</p> <p>_____</p> <p>Roles (By selecting Payroll roles with combination of Enquirer, Maker and/or Authoriser, the User will be able to perform both payroll and non-payroll roles. Bulk Service fees will apply.)</p> <p><input type="checkbox"/> Enquirer <input type="checkbox"/> Maker</p> <p><input type="checkbox"/> Administrator <input type="checkbox"/> Authoriser</p> <p><input type="checkbox"/> Add Payroll to above Maker/Authoriser role</p> <p>Preferred User ID (Minimum 8 characters with no spacing or special characters)</p> <p>_____</p> |
|--|---|

User 3 Details

| | |
|--|---|
| <p>Name (Underline surname)</p> <p>_____</p> <p>Designation (This is mandatory for all authorisers)</p> <p>_____</p> <p>Mobile No. (Please indicate both mobile number and email address to self-register for free digital token.)</p> <p>_____ (Country Code) _____ (City/Area Code) (Mobile No.)</p> <p>Email Address</p> <p>_____</p> | <p>NRIC/Passport/FIN (Default NRIC)</p> <p>_____</p> <p>Country of Issuance (Default SG)</p> <p>_____</p> <p>Roles (By selecting Payroll roles with combination of Enquirer, Maker and/or Authoriser, the User will be able to perform both payroll and non-payroll roles. Bulk Service fees will apply.)</p> <p><input type="checkbox"/> Enquirer <input type="checkbox"/> Maker</p> <p><input type="checkbox"/> Administrator <input type="checkbox"/> Authoriser</p> <p><input type="checkbox"/> Add Payroll to above Maker/Authoriser role</p> <p>Preferred User ID (Minimum 8 characters with no spacing or special characters)</p> <p>_____</p> |
|--|---|

Authorised Person(s)/Approved Person(s)

| | | | |
|---|--|---|--|
| <p>Name</p> <p>_____</p> <p>Date</p> <p>_____</p> | <p>Signature</p> <p>_____</p> <p>Date</p> <p>_____</p> | <p>Name</p> <p>_____</p> <p>Date</p> <p>_____</p> | <p>Signature</p> <p>_____</p> <p>Date</p> <p>_____</p> |
|---|--|---|--|