UOB 大华银行

BIBPlus

APPLICATION FOR UOB BUSINESS INTERNET BANKING (BIB) – REGISTRATION – CUSTOMISE (EXPRESS)

Note:

1. This application allows you to access BIBPlus via all platforms (desktop/laptop, mobile, tablet and UOB Business app)

2. I am applying for one or more of these services: • View account details and/or,
- Create and approve the same transaction or,
- Create but cannot approve the same transaction. It must be approved by another authoriser.
- Assign specific access right(s) to user(s) e.g. payroll user.

Security Alert: Be aware of threats in the cyberspace. For more information about the threats and how you can be protected, please visit http://www.uob.com.sg/security_advisory

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1. Applicant's ("My") business details

Registered Business Name

Business Registration No.

Contact Person

Contact No. (For clarifications on BIBPlus application and setup)

Email Address (This is required to receive BIBPlus Email notifications)

My Preferred Company Group ID (Minimum 8 characters with no spacing or special characters)

Note: The Bank will assign an ID at its sole discretion if the Preferred Company Group ID is left blank or cannot be allocated.

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2. My accounts to be linked to BIBPlus ☑(Please tick where applicable)

☐ Link all active accounts held as at the Bank's processing date of this application. (This is the default option if this section is left blank)

OR

☐ Link only the accounts listed below

Account No.

Account No.

Account No.

Account No.

Designated account for token and BIBPlus services charges (where applicable)

Account No. [ ][ ][ ] – [ ][ ][ ] – [ ][ ][ ] – [ ]

Currency [ ][ ][ ]

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3. Optional BIBPlus Services (Fees may apply. Please refer to the BIBPlus Pricing Guide at uob.com.sg/bibpluspricing for details) ☑(Please tick where applicable)

☐ Bulk Services - Payroll, Collection & Payment with Beneficiary Payment Advice

☐ MT103 Copy (To download a copy of the SWIFT MT103 message for remittances)

☐ eFX

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4. My users' details

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

▸ **Enquirer:** View account details only.

▸ **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 (non-payroll):** Create/approve transactions (except Payroll), and view account details.

▸ **Payroll Maker:** Create payroll transactions , upload Payroll files and view payroll details.

▸ **Payroll Authoriser:** Create/Approve Payroll transactions and view Payroll details.

Important:
- 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 provide a valid mobile number and submit a Certified True Copy of your identification document together with your application. Please refer to the BIBPlus Form Guide for the list of independent parties who can certify the document. Do note that the identification document cannot be certified by the company director.
- By selecting Payroll role, you will be subscribed to BIBPlus Bulk Services for which fees may apply. Please refer to the BIBPlus Form Guide for details.

User 1 Details

Name
(Underline surname)

Designation
(This is mandatory for all authorisers)

NRIC/Passport/FIN
(Default NRIC)

Country of Issuance
(Default SG)

Mobile No.
(This is required to receive BIBPlus SMS notifications)

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

Email Address
(This is required to receive BIBPlus Email notifications)

Roles
(Please tick where applicable)

☐ Enquirer   ☐ Administrator
☐ Maker   ☐ Payroll Maker
☐ Authoriser (non-payroll)   ☐ Payroll Authoriser

Authoriser Group:
(Please tick where applicable. Default Group = A)
☐ A   ☐ B   ☐ C   ☐ D   ☐ E

User Specimen Signature

User 2 Details

Name
(Underline surname)

Designation
(This is mandatory for all authorisers)

NRIC/Passport/FIN
(Default NRIC)

Country of Issuance
(Default SG)

Mobile No.
(This is required to receive BIBPlus SMS notifications)

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

Email Address
(This is required to receive BIBPlus Email notifications)

Roles
(Please tick where applicable)

☐ Enquirer   ☐ Administrator
☐ Maker   ☐ Payroll Maker
☐ Authoriser (non-payroll)   ☐ Payroll Authoriser

Authoriser Group:
(Please tick where applicable. Default Group = A)
☐ A   ☐ B   ☐ C   ☐ D   ☐ E

User Specimen Signature

User 3 Details

Name
(Underline surname)

Designation
(This is mandatory for all authorisers)

NRIC/Passport/FIN
(Default NRIC)

Country of Issuance
(Default SG)

Mobile No.
(This is required to receive BIBPlus SMS notifications)

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

Email Address
(This is required to receive BIBPlus Email notifications)

Roles
(Please tick where applicable)

☐ Enquirer   ☐ Administrator
☐ Maker   ☐ Payroll Maker
☐ Authoriser (non-payroll)   ☐ Payroll Authoriser

Authoriser Group:
(Please tick where applicable. Default Group = A)
☐ A   ☐ B   ☐ C   ☐ D   ☐ E

User Specimen Signature

4. My users' details (Continued)

User 4 Details

Name
(Underline surname)

Designation
(This is mandatory for all authorisers)

NRIC/Passport/FIN
(Default NRIC)

Country of Issuance
(Default SG)

Mobile No.
(This is required to receive BIBPlus SMS notifications)

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

Email Address
(This is required to receive BIBPlus Email notifications)

Roles
(Please tick where applicable)

☐ Enquirer ☐ Administrator

☐ Maker ☐ Payroll Maker

☐ Authoriser (non-payroll) ☐ Payroll Authoriser

Authoriser Group:
(Please tick where applicable. Default Group = A)
☐ A ☐ B ☐ C ☐ D ☐ E

User Specimen Signature

User 5 Details

Name
(Underline surname)

Designation
(This is mandatory for all authorisers)

NRIC/Passport/FIN
(Default NRIC)

Country of Issuance
(Default SG)

Mobile No.
(This is required to receive BIBPlus SMS notifications)

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

Email Address
(This is required to receive BIBPlus Email notifications)

Roles
(Please tick where applicable)

☐ Enquirer ☐ Administrator

☐ Maker ☐ Payroll Maker

☐ Authoriser (non-payroll) ☐ Payroll Authoriser

Authoriser Group:
(Please tick where applicable. Default Group = A)
☐ A ☐ B ☐ C ☐ D ☐ E

User Specimen Signature

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

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

Note: 1. 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.
2. The Transaction Approval Limit will apply to all Authorisers.
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.

($) <u>My Company Transaction Approval Control</u> (tick one)
Can authoriser approve own transactions?

☐ **NO – DUAL CONTROL**
Authoriser <u>can</u> create a transaction BUT <u>cannot</u> 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)

☐ **YES – SINGLE CONTROL**
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)

Transaction Approval Limit	Approval Mandate ☑ (Please tick where applicable)		
up to SGD _____	☐ Any 1 Authoriser	☐ Any 2 Authoriser	☐ Others: _____
up to SGD _____	☐ Any 1 Authoriser	☐ Any 2 Authoriser	☐ Others: _____
up to SGD _____	☐ Any 1 Authoriser	☐ Any 2 Authoriser	☐ Others: _____

6. Declaration by Applicant

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

a) apply for UOB Business Internet Banking Service ("BIB Service") on the terms of the UOB Business Internet Banking Service Agreement ("BIB Agreement") and the terms stated in this form;

b) confirm that the Applicant has obtained and agrees to be bound by the BIB Agreement (available at uob.com.sg) and any amendment or variation thereof;

c) confirm that the Applicant has obtained and agrees to be bound by the terms and conditions applicable to each of the services that the Applicant has applied for and any amendment or variation thereof;

d) authorise the Bank to issue password(s) and token(s) to the Company User(s), Company Administrator(s) and Company Signatory(ies), where applicable. Company User refers to Enquirer, Maker, and Payroll Maker. Company Administrator refers to Administrator. Company Signatory refers to Authoriser and Payroll Authoriser;

e) confirm that each of the Company Signatories named herein is authorised to operate and use any of the services granted and provided to the Applicant through the BIBService, 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. I/We confirm that if I/we do not indicate the Approval Mandate or Transaction Approval Limit, each Company Signatory is deemed to be authorised to approve transactions of any amount. If the Approval Mandate is indicated but not the Transaction Approval Limit, the Company Signatories are deemed to be authorised to approve transactions of any amount according to the Approval Mandate;

f) confirm and agree that any existing mandate or instructions which I/we may have with the UOB Group Bank(s) will not apply in relation to my/our use of BIB Service.

g) confirm that all the information provided here is true and accurate to the best of my/our knowledge as at the date of this application;

h) 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;

i) authorise 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;

j) acknowledge that, if the Applicant has opted for Single Control, the Applicant's account(s) for which the Applicant uses the BIB Service may be more susceptible to account fraud as compared to if the Applicant had opted for Dual Control since under Dual Control, each person can act as a check against the other person. By opting for Single Control, the Applicant agrees to assume and be responsible for all the risks associated with Single Control;

k) agree, to the fullest extent permitted by law, to indemnify and hold the Bank harmless from and against any and 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 or any earlier application for, the BIB Service, including (where applicable) as a result of the Applicant opting for Single Control and/or the Applicant not providing all email addresses and mobile numbers;

l) enclose a certified true copy of the Applicant's board (or equivalent) resolution (where required by the Bank); and

m) 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.

Authorised Person(s)/Approved Person(s)

Name	Signature	Name	Signature
Date		Date	

Please send the completed form to BIB Section, United Overseas Bank Limited, Bras Basah Post Office, P.O. Box 106, Singapore 911804

- The Bank will process your application within 5 business days.
- User ID letter and token(s) will be sent to the mailing address registered as the designated account for token and BIBPlus services charges.
- Do call the Bank at **1800 226 6121** if the user IDs/passwords/tokens are not received after 5 business days.
- 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/ID Document collected by: (TB Sales/RM/Branch/CFS *)	ID screening/CDD done by:	Signature verified by: ☐ ASR ☐ BIB Resolution	Processed/Approved by:
Name and Signature	Name and Signature	Name and Signature	Name and Signature
Date	Date	Date	Date

Remarks

My users' details (for additional users)

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

▸ **Enquirer:** View account details only.
▸ **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 (non-payroll):** Create/approve transactions (except Payroll), and view account details.
▸ **Payroll Maker:** Create payroll transactions , upload Payroll files and view payroll details.
▸ **Payroll Authoriser:** Create Payroll transactions and view Payroll details.

Important: • 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 provide a valid mobile number and submit a Certified True Copy of your identification document together with your application. Please refer to the BIBPlus Form Guide for the list of independent parties who can certify the document. Do note that the identification document cannot be certified by the company director.
• By selecting Payroll role, you will be subscribed to BIBPlus Bulk Services for which fees may apply. Please refer to the BIBPlus Form Guide for details.

User 1 Details

Name
(Underline surname)

Designation
(This is mandatory for all authorisers)

NRIC/Passport/FIN
(Default NRIC)

Country of Issuance
(Default SG)

Mobile No.
(This is required to receive BIBPlus SMS notifications)

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

Email Address
(This is required to receive BIBPlus Email notifications)

Roles
(Please tick where applicable)

☐ Enquirer   ☐ Administrator
☐ Maker   ☐ Payroll Maker
☐ Authoriser (non-payroll) ☐ Payroll Authoriser

Authoriser Group:
(Please tick where applicable. Default Group = A)   ☐ A ☐ B ☐ C ☐ D ☐ E

User Specimen Signature

User 2 Details

Name
(Underline surname)

Designation
(This is mandatory for all authorisers)

NRIC/Passport/FIN
(Default NRIC)

Country of Issuance
(Default SG)

Mobile No.
(This is required to receive BIBPlus SMS notifications)

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

Email Address
(This is required to receive BIBPlus Email notifications)

Roles
(Please tick where applicable)

☐ Enquirer   ☐ Administrator
☐ Maker   ☐ Payroll Maker
☐ Authoriser (non-payroll) ☐ Payroll Authoriser

Authoriser Group:
(Please tick where applicable. Default Group = A)   ☐ A ☐ B ☐ C ☐ D ☐ E

User Specimen Signature

User 3 Details

Name
(Underline surname)

Designation
(This is mandatory for all authorisers)

NRIC/Passport/FIN
(Default NRIC)

Country of Issuance
(Default SG)

Mobile No.
(This is required to receive BIBPlus SMS notifications)

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

Email Address
(This is required to receive BIBPlus Email notifications)

Roles
(Please tick where applicable)

☐ Enquirer   ☐ Administrator
☐ Maker   ☐ Payroll Maker
☐ Authoriser (non-payroll) ☐ Payroll Authoriser

Authoriser Group:
(Please tick where applicable. Default Group = A)   ☐ A ☐ B ☐ C ☐ D ☐ E

User Specimen Signature

Authorised Person(s)/Approved Person(s)

Name   Signature   Name   Signature

Date   Date