



APPLICATION FOR UOB BUSINESS INTERNET BANKING (BIB)

PLEASE SEND THE COMPLETED FORM TO:

Client Implementation & Service, United Overseas Bank Limited, 23/F, 3 Garden Road, Central, Hong Kong

IMPORTANT NOTE: All fields must be completed unless otherwise stated

* Please delete where inapplicable

PART 1: PARTICULARS OF APPLICANT
(Corporation / Sole Proprietorship / Partnership / Society / Association / Club / Owners' Corporation of a Building)

Name of Applicant										Certificate of Incorporation Number					
Applicant's Login Group ID ¹ (8 to 20 characters with no spacing or special characters)															

PART 2: CONTACT PERSON

Contact Person's Name:					Mobile No.					Email Address				
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PART 3: ACCOUNT LINKING

Only Current, Time/Fixed Deposit and Loan Accounts held by the Applicant with UOB can be linked to BIB.
IMPORTANT NOTICE: If the Applicant does not complete this Part 3, the Applicant is deemed to have selected "Link ALL UOB Accounts To BIB". To subsequently change the bank accounts that are linked, please submit a BIB Maintenance Form.

Link ALL UOB Accounts to BIB: All active UOB accounts held by the Applicant as at the date of this BIB application will be linked.

Link Only These Accounts To BIB:

Account No.	Account No.	Account No.
Account No.	Account No.	Account No.

PART 4: DESIGNATED ACCOUNT FOR FEES AND CHARGES

Please indicate Current Account maintained with UOB (the "Bank") as the designated account for debiting applicable fees and charges including fees for subscriptions and issue of new Tokens. If the designated account has insufficient funds or is closed, the Bank may debit the fees or charges from another Account of the Applicant. Please note that all correspondence relating to BIB will be sent to the mailing address for the designated account. If the Applicant does not complete this Part 4, the Applicant's designated account will be any of the Applicant's Accounts with UOB as UOB deems appropriate.

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														ccy	

PART 5: PREMIUM SERVICES (OPTIONAL AND CHARGES WILL APPLY)

Bulk Services (Payment, Payroll & Collection): **Add**

Bulk Services with Beneficiary Payment Advice: **Add**

MT103 Copy: **Add**

PART 6: ADMINISTRATOR & SIGNATORY APPROVAL CONTROLS

6a. For Company Administrator (There MUST be at least one user with Administrator Role; this Administrator will have access to maintain ALL the users sharing the same Group ID)

Single Control – All administrative setups are performed by one Administrator. (Default option if this section is left blank or when only one Administrator is appointed)

Dual Control – All administrative setups must be performed by two Administrators, one to create and one to approve. (i.e. at least **two** Administrators must be appointed)

6b. Signatory Approval Controls

<p>(i) For Company Signatory – Authorise Own Transaction (select one only)</p> <p><input type="checkbox"/> NO – Signatory can create but cannot approve the same transaction which must be approved by another Signatory.</p> <p><input type="checkbox"/> YES – Signatory can create AND approve the same transaction. (This is the default option if this section is left blank)</p>	<p>(iii) Verifier Options: (select one only)</p> <p><input type="checkbox"/> NO – All transactions will be submitted directly to the Signatory(ies) for approval. (This is the default option if this section is left blank)</p> <p><input type="checkbox"/> YES – All transactions must be verified by Verifier before they are approved by the Signatory (ies) (i.e. at least one Verifier must be appointed in Part 7)</p>
<p>(ii) Sequential Approval: (select one only)</p> <p><input type="checkbox"/> NO – Does not require the authorisation process to be performed sequentially. E.g. A or B in any order. (This is the default option if this section is left blank)</p> <p><input type="checkbox"/> YES – Requires the authorisation process to be performed sequentially. E.g. A followed by B as opposed to A or B in any order</p>	<p>(iv) Sender Options: (select one only)</p> <p><input type="checkbox"/> NO – All transactions will be submitted directly to the Bank for processing upon full approval by the Signatory(ies). (This is the default option if this section is left blank)</p> <p><input type="checkbox"/> YES – All approved transactions will be only released to the Bank for processing by a Sender (i.e. at least one Sender must be appointed in Part 7)</p>

6c. Bulk Services Controls (applicable for Bulk Services only)

Bulk Authorisation Limit: (select one only)

Total Bulk Amount – bulk authorisation limit validation using the Total Value of ALL the transactions in the Bulk. (This is the default option if this section is left blank)

Highest Transaction Amount – bulk authorisation limit validation using Highest Transaction Value within the Bulk.

To add extra users, please duplicate this page and have the authorized person(s) signed on every page (including this page)

PART 7: APPOINTMENT OF ROLES TO USERS WITHIN THE APPLICANT ENTITY (Combined Roles Are Allowed; all fields are MANDATORY)

<input type="checkbox"/> Administrator ² <input type="checkbox"/> User (Enquiry only) <input type="checkbox"/> User (Enquiry + Create Transactions) <input type="checkbox"/> Signatory <input type="checkbox"/> Verifier ³ <input type="checkbox"/> Sender ³ <input type="checkbox"/> Proxy Signatory <input type="checkbox"/> Payroll User	Signatory Group	A / B / C / D / E * (Default Group = A)	Daily Approval Currency & Limit	(Default = HKD & NO Limit)			
	Name	_____, <i>Please UNDERLINE Surname</i>	<input type="checkbox"/> Use Existing Security Token with another Company Group ⁵ serial number: _____				
	User ID ¹	(8 to 20 characters with no spaces or special characters)	HKID/Passport* (Default HKID)		Signature		
			Country of issuance (Default HK)				
Email		Mobile No. ⁶					
<input type="checkbox"/> Administrator ² <input type="checkbox"/> User (Enquiry only) <input type="checkbox"/> User (Enquiry + Create Transactions) <input type="checkbox"/> Signatory <input type="checkbox"/> Verifier ³ <input type="checkbox"/> Sender ³ <input type="checkbox"/> Proxy Signatory <input type="checkbox"/> Payroll User	Signatory Group	A / B / C / D / E * (Default Group = A)	Daily Approval Currency & Limit	(Default = HKD & NO Limit)			
	Name	_____, <i>Please UNDERLINE Surname</i>	<input type="checkbox"/> Use Existing Security Token with another Company Group ⁵ serial number: _____				
	User ID ¹	(8 to 20 characters with no spaces or special characters)	HKID/Passport* (Default HKID)		Signature		
			Country of issuance (Default HK)				
Email		Mobile No. ⁶					
<input type="checkbox"/> Administrator ² <input type="checkbox"/> User (Enquiry only) <input type="checkbox"/> User (Enquiry + Create Transactions) <input type="checkbox"/> Signatory <input type="checkbox"/> Verifier ³ <input type="checkbox"/> Sender ³ <input type="checkbox"/> Proxy Signatory <input type="checkbox"/> Payroll User	Signatory Group	A / B / C / D / E * (Default Group = A)	Daily Approval Currency & Limit	(Default = HKD & NO Limit)			
	Name	_____, <i>Please UNDERLINE Surname</i>	<input type="checkbox"/> Use Existing Security Token with another Company Group ⁵ serial number: _____				
	User ID ¹	(8 to 20 characters with no spaces or special characters)	HKID/Passport* (Default HKID)		Signature		
			Country of issuance (Default HK)				
Email		Mobile No. ⁶					
<input type="checkbox"/> Administrator ² <input type="checkbox"/> User (Enquiry only) <input type="checkbox"/> User (Enquiry + Create Transactions) <input type="checkbox"/> Signatory <input type="checkbox"/> Verifier ³ <input type="checkbox"/> Sender ³ <input type="checkbox"/> Proxy Signatory <input type="checkbox"/> Payroll User	Signatory Group	A / B / C / D / E * (Default Group = A)	Daily Approval Currency & Limit	(Default = HKD & NO Limit)			
	Name	_____, <i>Please UNDERLINE Surname</i>	<input type="checkbox"/> Use Existing Security Token with another Company Group ⁵ serial number: _____				
	User ID ¹	(8 to 20 characters with no spaces or special characters)	HKID/Passport* (Default HKID)		Signature		
			Country of issuance (Default HK)				
Email		Mobile No. ⁶					

¹ IDs should be 8 to 20 characters with no spaces or special characters; the Bank will assign an ID at its sole discretion if this field is left blank or the indicated ID cannot be allocated.
² Each company **MUST** have at least one (for Single Control) or two users (for Dual Control) with Administrator Role subject to selection in Part 6a; the Administrator will have access to maintain **ALL** the users sharing the same Group ID.
³ There **MUST** have at least one user with Verifier or Sender Role if the respective selection for Verifier or Sender Options in Part 6b is "YES".
⁴ Payroll Signatory is defaulted to view only Total Amount & Total Records; select "Details" to view each payroll transaction details and/or "Amount" to view each payroll transaction amount if required.
⁵ An existing Security Token is one that had been issued to the User under another company group. To use this existing Security Token, select the checkbox and submit the Private Token Request Form – Token Owner Company (CYB-82F) and Private Token Request Form – Token Sharing Company (CYB-83F). If checkbox is unselected the User is deemed to have requested a new Security Token. A fee of HKD\$120 is payable for each new Security Token issued.
⁶ To meet the Hong Kong Monetary Authority (HKMA) guidelines on internet banking security, the bank must send signatory a mandatory SMS notifications for fund transfer to non-registered 3rd-party accounts. Please provide mobile number to receive SMS notification.

Part 8: BIB TRANSACTION APPROVAL MANDATE AND APPROVAL LIMITS (applies to all subscribed BIB product / services and all UOB accounts linked in Part 3)

AUTHORISATION PROFILE 1				Account No.	Account No.	Account No.
<input type="checkbox"/> Check if to apply to all Accounts in Part 3						
Approval Limit Currency:	C	C	Y	Account No.	Account No.	Account No.
<small>(Default HKD if left Blank)</small>						
Approval Limit Amount (Based on Approval Limit Currency above)	Number of Signatory(ies) from Group A/B/C/D/E <small>Note</small>		Number of Signatory(ies) from Group A/B/C/D/E <small>Note</small>		Number of Signatory(ies) from Group A/B/C/D/E <small>Note</small>	
Up to : _____		AND		AND		AND
	OR					
		AND		AND		AND
	OR					
Up to : _____		AND		AND		AND
	OR					
		AND		AND		AND
	OR					
Up to : _____		AND		AND		AND
	OR					
		AND		AND		AND
	OR					
AUTHORISATION PROFILE 2				Account No.	Account No.	Account No.
Approval Limit Currency:				Account No.	Account No.	Account No.
<small>(Default HKD if left Blank)</small>						
Approval Limit Amount (Based on Approval Limit Currency above)	Number of Signatory(ies) from Group A/B/C/D/E <small>Note</small>		Number of Signatory(ies) from Group A/B/C/D/E <small>Note</small>		Number of Signatory(ies) from Group A/B/C/D/E <small>Note</small>	
Up to : _____		AND		AND		AND
	OR					
		AND		AND		AND
	OR					
Up to : _____		AND		AND		AND
	OR					
		AND		AND		AND
	OR					
Up to : _____		AND		AND		AND
	OR					
		AND		AND		AND
	OR					

Note:

- Signatory Group refers to authorization level of the respective Company Signatory (and also reference to the selection in Part 7 above).
- Applicant is required to indicate sequence of Signatory Group approval if Sequential Approval is selected in Part 6b (e.g. 1A > 1B indicates the transaction to be approved by one Group A Signatory followed by one Group B Signatory)
- If the Applicant does not indicate the approval mandate & limit, the default setting will be "Any ONE Signatory" is deemed to be authorised to approve transactions of any amount (i.e. for each submitted transaction, a Signatory can approve any amount in Hong Kong Dollars).

PART 9: 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 BIB Service Agreement ("BIB Agreement") and the terms stated in this form;
- b) confirm that I/we* have obtained and agree to be bound by the BIB Agreement (also available at www.uobgroup.com/hk/bibplus) and any amendment or variation thereof;
- c) confirm that I/we* have obtained and agree to be bound by the terms and conditions applicable to each of the services that I/we* have applied for and any amendment or variation thereof;
- d) confirm that each of the Company Signatories named herein is authorized to operate and utilize any of the services granted and provided to me/us* through the BIB Service, based on the approval mandate and approval limit set out in this form. I/We* confirm that if I/we* do not indicate the approval mandate or approval limit, each Company Signatory is deemed to be authorized by me/us* to approve transactions of any amount. If the approval mandate is indicated but not the approval limit, the Company Signatories are deemed to be authorized by me/us* to approve transactions of any amount according to the approval mandate;
- e) 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 utilization of BIB;
- f) 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;
- g) authorize the Bank to issue Password(s) and Token(s) to the Company User(s), Company Administrator(s) and Company Signatory(ies), where applicable;
- h) confirm that, in the event of any change of Company Administrators and/or Company Signatories, I/we* shall immediately revoke the relevant User IDs through the submission of request, instruction or relevant form to the Bank;
- i) authorize the Bank to debit all fees and charges (including fees payable for new Tokens issued) relating to my/our application and/or use of the BIB Service from the designated account or any other account of the Applicant;
- j) acknowledge that, if I/we have opted for Single Control, my/our Account(s) for which I/we utilize the BIB Service may be more susceptible to account fraud as compared to if I/we had opted for Dual Control since under Dual Control, one Administrator can act as a check against the other Administrator. By opting for Single Control, I/we agree to assume and be responsible for all the risks associated with Single Control;
- k) agree 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 me/us opting for Single Control;
- l) enclose a certified true copy of my/our board (or equivalent) resolution; 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 me/us.

 Authorised Person's Name

 Signature

 Authorised Person's Name

 Signature

Designation: _____

Date: _____

Designation: _____

Date: _____

IMPORTANT NOTES

- The Bank will take approximately seven (7) business days from the date of its receipt of this application to mail the User IDs, Passwords and Tokens to the mailing address for the designated account. Please call us at 2820 6663 (from Mondays to Fridays 9am – 6pm excluding public holidays) if you do not receive the User IDs/Passwords/Tokens after seven Banking Days.
- All pages of any attachment accompanying this BIB Registration Form must be signed by the Authorised Person(s).
- User ID letter/PIN Mailer/Token will be delivered to the address of the designated charge account stated on the account opening document.

FOR BANK USE ONLY

Attended By: (TB Sales / RM / Branch *) _____ Name and Signature Date: _____	Completeness Checked By: _____ Name and Signature Date: _____	CDD By: (Applicable to new signatory only, who is not existing signor of other existing accounts) _____ Name and Signature Date: _____	Signature Verified By: _____ Name and Signature Date: _____	Scanned By: _____ Name and Signature Date: _____
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Remarks:

