

UOB BUSINESS INTERNET BANKING PLUS (BIBPLUS) FORMS GUIDE

Please choose from one of the following two standard BIB packages:

FUNCTIONS	BIBPlus PACKAGE	
	BASIC (Enquiry Only)	PROFESSIONAL (Enquiry + Transactional)
Account Enquiry <ul style="list-style-type: none"> ▪ Account Summary ▪ Account Statement ▪ Fixed Deposit Account Summary ▪ Inward Remittance Enquiry ▪ Advices & Notification ▪ Loan Summary ▪ Cheque Status Enquiry 	✓	✓
Account Services <ul style="list-style-type: none"> ▪ Time Deposit Placement ▪ Cheque Services (Stop Cheque, Cheque Book Request) 	N.A.	✓
Cash Services <ul style="list-style-type: none"> ▪ Local Funds Transfer (IAFT, AUTOPAY, RTGS) ▪ Cashier's Order ▪ Demand Draft ▪ Telegraphic Transfer 	N.A.	✓
Trade Services <ul style="list-style-type: none"> ▪ Import LC Application ▪ Import Bill and Import Collection notification ▪ Shipping Guarantee ▪ Banker's Guarantee ▪ Trade Finance (Import/Export Loan) 	N.A.	✓
Premium Services (Optional) <ul style="list-style-type: none"> ▪ Bulk Services (Payment, Payroll, Collection) ▪ Bulk Services with Beneficiary Payment Advice 	N.A.	✓
Other Services (Optional) <ul style="list-style-type: none"> ▪ MT103 Copy 	✓	✓
Form to use	Please refer to the BIBPlus Forms Listing for specific requirement	

For further information, please visit our UOB website www.uobgroup.com/hk/bibplus or call us at 2820 6663 (from Mondays to Fridays 9.00am – 6.00pm excluding public holidays)

Definition of Roles in BIBPlus:

Role	Description of Role	BASIC (Enquiry Only)	PROFESSIONAL (Enquiry + Transactional)
Administrator	<ul style="list-style-type: none"> ➢ Create / Maintain User and Access Profiles ➢ Maintain User Passwords and Assign Tokens 	✓ ✓	✓ ✓
User (Enquiry Only)	<ul style="list-style-type: none"> ➢ View accounts ➢ View Transactions 	✓	✓ ✓
User (Create Transactions)	<ul style="list-style-type: none"> ➢ View accounts ➢ Prepare transactions for approval 		✓ ✓
Signatory	<ul style="list-style-type: none"> ➢ View accounts ➢ Prepare transactions for approval ➢ Approve transactions 		✓ ✓ ✓
Payroll User	<ul style="list-style-type: none"> ➢ Prepare Payroll transactions for approval 		✓
Payroll Signatory	<ul style="list-style-type: none"> ➢ Approve Payroll transactions 		✓

- Each User ID must have 8 to 20 characters with no spacing or special characters, and must be unique. This User ID may hold multiple roles such as Administrator and Signatory.
- Every User ID requires a security token to login to BIBPlus. Only one security token is required if a person holds multiple roles. A fee of HKD\$120 is payable for each new security token issued.
- Transaction approval mandate by a Signatory in BIBPlus can differ from the existing Current Account approval mandate.

Submission of Registration Form

- All Registration/Maintenance Forms must be signed by the Authorized Person(s) specified in BIB Resolution. Please submit the Registration Form along with the BIB Resolution.
- Please complete all fields in the Registration Form (unless otherwise stated).
- All pages of any attachment accompanying the BIBPlus Registration Form must be signed by the Authorized Person(s).
- Please send the completed Registration Form to "Client Implementation & Service, United Overseas Bank Limited, 28/F, Champion Tower, 3 Garden Road, Central, Hong Kong".
- Upon receiving your fully-completed BIBPlus Registration Form by UOB, the bank will take approximately seven (7) business days to mail you the User IDs, Passwords and Tokens.
- User ID letter/PIN Mailer/Token will be delivered to the address of the designated charge account stated on the account opening document.

Glossary of Terms

TERM	DESCRIPTION
Certificate of Incorporation Number	The registration number as indicated in the Registry of Business/Company document.
Group ID	<ul style="list-style-type: none"> ▪ This is the Login ID which will represent your Company Group and used by all the entities within the group. ▪ All users will login using this Group ID and their respective User IDs + passwords + Token. ▪ The Group ID should be between 8 – 20 characters, with no spacing or special characters.
Contact Person	This is the person whom we will contact for enquiries pertaining to BIBPlus.
Account Linking	All UOB Current, Time / Fixed Deposit and Loan accounts held by your Company can be linked to UOB BIB Service for online access.
Designated Account	<ul style="list-style-type: none"> ▪ This is the account to be used for debiting your SecurePlus token charge and BIBPlus subscription fee ▪ All correspondences relating to BIBPlus will also be sent to the mailing address for this account.
User ID	<ul style="list-style-type: none"> ▪ This is the User ID for each user to login together with the Group ID. ▪ The User ID should be between 8 – 20 characters, with no spacing or special characters
Premium Services	<ul style="list-style-type: none"> ▪ Optional value added services available on BIBPlus that are chargeable. ▪ Bulk Services allows multiple (payment, payroll, collection) transaction to be performed via file upload or manual templates.
Administrator Approval Controls	Setting on how many Administrators are required to complete an administrative function
Signatory Approval Controls	Setting which determines if a Signatory can approve the transaction he/she created
Transaction Approval Mandate and Limit	<ul style="list-style-type: none"> ▪ The transaction approval mandate indicates the number of Signatories required to approve transactions and their approval limit(s). ▪ This is only applicable if you have registered for BIBPlus Professional Package and/or Premium Service(s).
Security Token	<ul style="list-style-type: none"> ▪ Security device to generate 2 Factor Authentication for login to BIBPlus and approval of transactions. ▪ Users will use the same SecurePlus token to access the various entities within the same Company Group that the user had been granted access to. ▪ To use an existing token for non-affiliated companies (i.e. different Group ID), please submit BIBPlus Private SecurePlus Token Request Forms – Token Owner (CYB-82/F) & Token Sharing (CYB-83/F). <ul style="list-style-type: none"> ▪ Token Owner – to be completed by company which has applied for the existing token. ▪ Token Sharing – to be completed by company which will be using the privatised token.

BIB Forms Listing

Name of Form	Form ID	Purpose of Form																											
Apply for New BIB Package																													
1	BIB Registration Form (Basic) CYB-73F Basic	Apply for BIB Enquiry only package																											
2	BIB Registration Form (Professional - Express) CYB-56F Express	Apply for BIB Professional package with default settings																											
3	BIB Registration Form (Professional - Custom) CYB-56F Full	Apply for BIB Professional package with below customized settings: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Express form</th> <th style="text-align: center;">Custom form</th> </tr> </thead> <tbody> <tr> <td>Verifier Role</td> <td style="text-align: center;">-</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Sender Role</td> <td style="text-align: center;">-</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Sequential Approval</td> <td style="text-align: center;">-</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Signatory's Daily Approval Limit</td> <td style="text-align: center;">-</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Signatory Group</td> <td style="text-align: center;">A</td> <td style="text-align: center;">A to E</td> </tr> <tr> <td>Approval Mandate by account level</td> <td style="text-align: center;">-</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Bulk Authorization Limit checking</td> <td style="text-align: center;">i) total bulk amount</td> <td style="text-align: center;">i) total bulk amount OR ii) highest transaction amount</td> </tr> <tr> <td>Payroll Signatory view</td> <td style="text-align: center;">i) transaction details</td> <td style="text-align: center;">i) transaction details OR ii) total amount and records</td> </tr> </tbody> </table>		Express form	Custom form	Verifier Role	-	✓	Sender Role	-	✓	Sequential Approval	-	✓	Signatory's Daily Approval Limit	-	✓	Signatory Group	A	A to E	Approval Mandate by account level	-	✓	Bulk Authorization Limit checking	i) total bulk amount	i) total bulk amount OR ii) highest transaction amount	Payroll Signatory view	i) transaction details	i) transaction details OR ii) total amount and records
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4	BIB Registration Form (Affiliate Company) CYB-64F	Allow Affiliated entities to apply for BIB under the same Group ID - each affiliated entity can subscribe to different BIB packages																											
Amend Existing BIB Package																													
5	BIB Maintenance Form (Professional - Express) CYB-67F	Amend BIB Professional-Express Package: <ol style="list-style-type: none"> Downgrade from Professional to Basic (Enquiry only) Upgrade from Basic (Enquiry only) to Professional (Express) including Premium services Amend accounts to be used in BIB Amend Administrator/Signatory approval settings Add new Users Amend roles and/or permissions of existing Users Delete existing Users Amend BIB Transaction Approval mandates 																											
6	BIB Maintenance Form (Professional - Custom) CYB-66F	Amend BIB Professional - Custom Package: <ol style="list-style-type: none"> Upgrade to Professional (Full) including Premium services Amend accounts to be used in BIB Amend Administrator/Signatory approval settings Add new Users Amend roles and/or permissions of existing Users Delete existing Users Amend/Customise BIB Transaction Approval mandates 																											
Update BIB User Access																													
7	BIB Maintenance Form - User Access CYB-77F	For requests pertaining to accessing BIB <ol style="list-style-type: none"> Re-issue Login password (mailer) to User Activate User ID Replace lost/faulty token 																											
Amend Token Usage																													
8	BIB Maintenance Form – Private Token Request (Token Owner Company) CYB-82F	Request by token owner to share (privatise) token with an unaffiliated company - common user in two companies																											
9	BIB Maintenance Form – Private Token Request (Token Sharing Company) CYB-83F	Request from an unaffiliated company to share (privatise) token from token owner - common user in two companies																											
10	BIB Maintenance Form – Company User Token Request CYB-86F	Request for additional tokens to be assigned to other users by the Company Administrator																											
Amendment by Affiliate Company																													
11	BIB Maintenance Form - Affiliate Company Users CYB-92/F	Request to amend BIB User roles in Affiliated Entities: <ol style="list-style-type: none"> Tag / Untag users to another affiliated Entity Change of a User's Default Entity Add new Users to affiliated Entity Amend roles and/or permissions of existing Users to Affiliated Entity Delete User from Group 																											
Others																													
12	BIB Maintenance Form - Signature Update CYB-93/F	To update BIB Specimen signatures																											

