

PART 3: AMEND EXISTING USER ROLE (Combined Roles Are Allowed)

<input type="checkbox"/> Add Roles <input type="checkbox"/> Remove Roles		<input type="checkbox"/> Tag to Affiliated Entity ³ (same roles apply)		Affiliate Entity Name ³ :			
<input type="checkbox"/> User (Enquiry only) <input type="checkbox"/> User (Enquiry + Create Transactions) <input type="checkbox"/> Signatory ¹ <input type="checkbox"/> Verifier <input type="checkbox"/> Sender <input type="checkbox"/> Proxy Signatory <input type="checkbox"/> Payroll User		<input type="checkbox"/> Untag ⁶ from Affiliated Entity					
<input type="checkbox"/> Amount ⁴ <input type="checkbox"/> Details ⁴ <input type="checkbox"/> Payroll Signatory:		<input type="checkbox"/> Change Signatory Group	A / B / C / D / E * (Default Group = A)	<input type="checkbox"/> Change Daily Approval Currency & Limit	(Default = HKD & NO Limit)		
		<input type="checkbox"/> Change Name	_____, Please <u>UNDERLINE</u> Surname		<input type="checkbox"/> Use Existing Security Token with another Company Group ⁵ serial number: _____		
		Existing User ID	<input type="checkbox"/> Change HKID/Passport * (Default HKID)				
			<input type="checkbox"/> Change Country of issuance (Default HK)				
		<input type="checkbox"/> Change Email			<input type="checkbox"/> Change Mobile No. ⁷		

<input type="checkbox"/> Add Roles <input type="checkbox"/> Remove Roles		<input type="checkbox"/> Tag to Affiliated Entity ³ (same roles apply)		Affiliate Entity Name ³ :			
<input type="checkbox"/> User (Enquiry only) <input type="checkbox"/> User (Enquiry + Create Transactions) <input type="checkbox"/> Signatory ¹ <input type="checkbox"/> Verifier <input type="checkbox"/> Sender <input type="checkbox"/> Proxy Signatory <input type="checkbox"/> Payroll User		<input type="checkbox"/> Untag ⁶ from Affiliated Entity					
<input type="checkbox"/> Amount ⁴ <input type="checkbox"/> Details ⁴ <input type="checkbox"/> Payroll Signatory:		<input type="checkbox"/> Change Signatory Group	A / B / C / D / E * (Default Group = A)	<input type="checkbox"/> Change Daily Approval Currency & Limit	(Default = HKD & NO Limit)		
		<input type="checkbox"/> Change Name	_____, Please <u>UNDERLINE</u> Surname		<input type="checkbox"/> Use Existing Security Token with another Company Group ⁵ serial number: _____		
		Existing User ID	<input type="checkbox"/> Change HKID/Passport * (Default HKID)				
			<input type="checkbox"/> Change Country of issuance (Default HK)				
		<input type="checkbox"/> Change Email			<input type="checkbox"/> Change Mobile No. ⁷		

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<input type="checkbox"/> Amount ⁴ <input type="checkbox"/> Details ⁴ <input type="checkbox"/> Payroll Signatory:		<input type="checkbox"/> Change Signatory Group	A / B / C / D / E * (Default Group = A)	<input type="checkbox"/> Change Daily Approval Currency & Limit	(Default = HKD & NO Limit)		
		<input type="checkbox"/> Change Name	_____, Please <u>UNDERLINE</u> Surname		<input type="checkbox"/> Use Existing Security Token with another Company Group ⁵ serial number: _____		
		Existing User ID	<input type="checkbox"/> Change HKID/Passport * (Default HKID)				
			<input type="checkbox"/> Change Country of issuance (Default HK)				
		<input type="checkbox"/> Change Email			<input type="checkbox"/> Change Mobile No. ⁷		

PART 4: DELETE EXISTING USER

S/No.	User ID to be Deleted ⁸	User Name	HKID / Passport* (Default HKID)
1.			
2.			

¹ Applicants for BASIC package can only select User (Enquiry only) roles; the Signatory and Daily Limits are not applicable.
² User ID should be 8 to 20 characters with no spaces or special characters; the Bank will assign an User ID at its discretion if this field is left Blank or the indicated User ID cannot be allocated.
³ The Authorised Person(s) from this Affiliated Entity is required to complete Part 4.
⁴ Payroll Signatory is defaulted to view only Total Amount & Total Records; select "Details" to view payroll transaction details and/or "Amount" to view 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 Upon UNTAGGING – User will not be able to access the accounts & transactions of the UNTAGGED Entity.
⁷ 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.
⁸ Deleted User will be removed from ALL his/her other roles & all linked entities – Authorised Persons from all the linked entities must sign in Part 5.

PART 5: DECLARATION

I/We*, on behalf of the Applicant and Primary BIB Company respectively, 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, Company Users 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 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) acknowledge and agree that if we appoint the same persons to be the Company Administrators, Company Users and/or Company Signatories for both the Applicant and the Primary BIB Company, I/we will have access to each other's account and other information, and the persons so appointed will be able to operate and utilize our respective services, and I/we consent to the disclosure of my/our information to each other.
- m) enclose a certified true copy of my/our board (or equivalent) resolution; and
- n) 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.

1. ENTITY NAME (as per in Parts 1 to 3): _____

Authorised Person's Name	Signature	Authorised Person's Name	Signature
Designation:	Date:	Designation:	Date:

2. ENTITY NAME (as per in Parts 1 to 3): _____

Authorised Person's Name	Signature	Authorised Person's Name	Signature
Designation:	Date:	Designation:	Date:

3. ENTITY NAME (as per in Parts 1 to 3): _____

Authorised Person's Name	Signature	Authorised Person's Name	Signature
Designation:	Date:	Designation:	Date:

IMPORTANT NOTES

- Upon the Bank's receipt of your fully-completed BIB Maintenance Form, it will take approximately seven (7) business days to mail you the User IDs, Passwords and Tokens. 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 business days.
- All pages of any attachment accompanying this BIB Maintenance 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: <i>(Applicable to new signatory only, who is not existing signor of other existing accounts)</i> _____ Name and Signature Date: _____	Signature Verified By: _____ Name and Signature Date: _____	Scanned By: _____ Name and Signature Date: _____
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Remarks: _____