



**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
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EXISTING BIB LOGIN GROUP ID (i.e. APPLICANT uses this existing Group ID to access BIB)																								
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**PART 2: CHANGE OF CONTACT PERSON**

Contact Person's Name:	Mobile No.	Email Address
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**PART 3: CHANGE OF 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.

<input type="checkbox"/> Link These Accounts to BIB	Account No.	Account No.	Account No.
<input type="checkbox"/> De-Link These Accounts From BIB	Account No.	Account No.	Account No.

**PART 4: CHANGE OF 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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**PART 5: CHANGE OF BIB SUBSCRIPTION PACKAGE AND SERVICES (CHARGES WILL APPLY)**

5a. BIB Subscription Package	<input type="checkbox"/> Upgrade to Professional (Express) <input type="checkbox"/> Downgrade to Basic <sup>1</sup> (Enquiry only – <b>Please skip Parts 5b, 6B &amp; 6C</b> )
5b. Premium Services (Optional and Charges will apply)	Bulk Services (Payment, Payroll & Collection) : <input type="checkbox"/> Add <input type="checkbox"/> Remove
	Bulk Services with Beneficiary Payment Advice : <input type="checkbox"/> Add <input type="checkbox"/> Remove
	MT103 Copy: <input type="checkbox"/> Add <input type="checkbox"/> Remove

**PART 6A: CHANGE OF ADMINISTRATOR APPROVAL CONTROLS**

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)

**PART 6B: CHANGE OF SIGNATORY APPROVAL CONTROLS**

For Company Signatory – Authorise Own Transaction (select one only; NOT Applicable if Downgrading to Basic package)

NO – Signatory can create but cannot approve the same transaction which must be approved by another Signatory.

YES – Signatory can create AND approve the same transaction. (This is the default option if this section is left blank)

**PART 6C: CHANGE OF BIB TRANSACTION APPROVAL MANDATE AND APPROVAL LIMIT**

Please indicate the approval mandate which specifies the number of Company Signatories required to approve transaction(s). 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 Company Signatory can approve any amount in Hong Kong Dollars). The Applicant may customise the approval mandate by submitting a BIB Transaction Approval Mandate Customisation Form.

Approval Limit <sup>2</sup> (Please indicate amount below)	Approval Mandate <sup>3</sup> (Please tick)		
Up to HKD:	<input type="checkbox"/> Any 1 Signatory <sup>3</sup>	<input type="checkbox"/> Any 2 Signatories <sup>3</sup>	<input type="checkbox"/> Any 3 Signatories <sup>3</sup>
Up to HKD:	<input type="checkbox"/> Any 1 Signatory <sup>3</sup>	<input type="checkbox"/> Any 2 Signatories <sup>3</sup>	<input type="checkbox"/> Any 3 Signatories <sup>3</sup>
Up to HKD:	<input type="checkbox"/> Any 1 Signatory <sup>3</sup>	<input type="checkbox"/> Any 2 Signatories <sup>3</sup>	<input type="checkbox"/> Any 3 Signatories <sup>3</sup>

<sup>1</sup> Existing users will have VIEW ONLY access of the Applicant's accounts after downgrade to Basic (Enquiry Only) package.

<sup>2</sup> Foreign currency transaction will be calculated based on the HKD-equivalent Approval Limit which the Applicant has indicated.

<sup>3</sup> All Signatories in the Express package are defaulted to the same Signatory Group with no Daily Approval Limit.

**IMPORTANT NOTE: ALL FIELDS MUST BE COMPLETED UNLESS OTHERWISE STATED**

**\* PLEASE DELETE WHERE INAPPLICABLE**

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

**PART 7A: ADD NEW USER (COMBINED ROLES ARE ALLOWED; ALL FIELDS ARE MANDATORY)**

<input type="checkbox"/> Administrator <sup>4</sup> <input type="checkbox"/> User (Enquiry only) <sup>4</sup> <input type="checkbox"/> User (Enquiry + Create Transactions) <input type="checkbox"/> Signatory <sup>3</sup>	<input type="checkbox"/> Payroll: <input type="checkbox"/> User <input type="checkbox"/> Signatory <sup>3</sup>	Name	_____ , <i>Please UNDERLINE Surname</i>	<input type="checkbox"/> Use Existing Security Token with another Company Group <sup>5</sup> serial number: _____		
		User ID <sup>6</sup>	(8 to 20 characters with no spaces or special characters)	HKID/Passport* (Default HKID)		Signature
				Country of issuance (Default HK)		
Email		Mobile No. <sup>7</sup>				
<input type="checkbox"/> Administrator <sup>4</sup> <input type="checkbox"/> User (Enquiry only) <sup>4</sup> <input type="checkbox"/> User (Enquiry + Create Transactions) <input type="checkbox"/> Signatory <sup>3</sup>	<input type="checkbox"/> Payroll: <input type="checkbox"/> User <input type="checkbox"/> Signatory <sup>3</sup>	Name	_____ , <i>Please UNDERLINE Surname</i>	<input type="checkbox"/> Use Existing Security Token with another Company Group <sup>5</sup> serial number: _____		
		User ID <sup>6</sup>	(8 to 20 characters with no spaces or special characters)	HKID/Passport* (Default HKID)		Signature
				Country of issuance (Default HK)		
Email		Mobile No. <sup>7</sup>				
<input type="checkbox"/> Administrator <sup>4</sup> <input type="checkbox"/> User (Enquiry only) <sup>4</sup> <input type="checkbox"/> User (Enquiry + Create Transactions) <input type="checkbox"/> Signatory <sup>3</sup>	<input type="checkbox"/> Payroll: <input type="checkbox"/> User <input type="checkbox"/> Signatory <sup>3</sup>	Name	_____ , <i>Please UNDERLINE Surname</i>	<input type="checkbox"/> Use Existing Security Token with another Company Group <sup>5</sup> serial number: _____		
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				Country of issuance (Default HK)		
Email		Mobile No. <sup>7</sup>				
<input type="checkbox"/> Administrator <sup>4</sup> <input type="checkbox"/> User (Enquiry only) <sup>4</sup> <input type="checkbox"/> User (Enquiry + Create Transactions) <input type="checkbox"/> Signatory <sup>3</sup>	<input type="checkbox"/> Payroll: <input type="checkbox"/> User <input type="checkbox"/> Signatory <sup>3</sup>	Name	_____ , <i>Please UNDERLINE Surname</i>	<input type="checkbox"/> Use Existing Security Token with another Company Group <sup>5</sup> serial number: _____		
		User ID <sup>6</sup>	(8 to 20 characters with no spaces or special characters)	HKID/Passport* (Default HKID)		Signature
				Country of issuance (Default HK)		
Email		Mobile No. <sup>7</sup>				

**PART 7B: DELETE USERS<sup>8</sup>**

S/No.	User ID to be Deleted <sup>8</sup>	User Name	HKID / Passport Number
1.			
2.			
3.			

<sup>3</sup> All Signatories in the Express package are defaulted to the same Signatory Group with no Daily Approval Limit.

<sup>4</sup> Applicants for BASIC package can only select Administrator and User (Enquiry only) roles. 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.

<sup>5</sup> 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.

<sup>6</sup> The Bank will assign a User ID at its sole discretion if this field is left blank or the indicated User ID cannot be allocated.

<sup>7</sup> 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.

<sup>8</sup> Deleted User will be removed from **ALL** his/her other roles & all linked entities.

**IMPORTANT NOTE: All fields must be completed unless otherwise stated**

\* Please delete where inapplicable

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

**PART 7C: AMEND EXISTING USER ROLES (Combined Roles Are Allowed)**

<input type="checkbox"/> Add Roles <input type="checkbox"/> Remove Roles		<input type="checkbox"/> Change of Name _____, <i>Please <u>UNDERLINE</u> Surname</i>	<input type="checkbox"/> Use Existing Security Token with another Company Group <sup>5</sup> serial number: _____
<input type="checkbox"/> Administrator <sup>4</sup> <input type="checkbox"/> User (Enquiry only) <sup>4</sup> <input type="checkbox"/> User (Enquiry + Create Transactions) <input type="checkbox"/> Signatory <sup>3</sup> <input type="checkbox"/> Payroll: <input type="checkbox"/> User <input type="checkbox"/> Signatory <sup>3</sup>	Existing User ID	<input type="checkbox"/> Change of HKID/ Passport* (Default HKID)	<input type="checkbox"/> Change of Country of issuance (Default HK)
	<input type="checkbox"/> Change Email	<input type="checkbox"/> Change of Mobile No. <sup>6</sup>	
	<input type="checkbox"/> Add Roles <input type="checkbox"/> Remove Roles		
<input type="checkbox"/> Administrator <sup>4</sup> <input type="checkbox"/> User (Enquiry only) <sup>4</sup> <input type="checkbox"/> User (Enquiry + Create Transactions) <input type="checkbox"/> Signatory <sup>3</sup> <input type="checkbox"/> Payroll: <input type="checkbox"/> User <input type="checkbox"/> Signatory <sup>3</sup>	Existing User ID	<input type="checkbox"/> Change of HKID/ Passport* (Default HKID)	<input type="checkbox"/> Change of Country of issuance (Default HK)
	<input type="checkbox"/> Change Email	<input type="checkbox"/> Change of Mobile No. <sup>6</sup>	
	<input type="checkbox"/> Add Roles <input type="checkbox"/> Remove Roles		
<input type="checkbox"/> Administrator <sup>4</sup> <input type="checkbox"/> User (Enquiry only) <sup>4</sup> <input type="checkbox"/> User (Enquiry + Create Transactions) <input type="checkbox"/> Signatory <sup>3</sup> <input type="checkbox"/> Payroll: <input type="checkbox"/> User <input type="checkbox"/> Signatory <sup>3</sup>	Existing User ID	<input type="checkbox"/> Change of HKID/ Passport* (Default HKID)	<input type="checkbox"/> Change of Country of issuance (Default HK)
	<input type="checkbox"/> Change Email	<input type="checkbox"/> Change of Mobile No. <sup>6</sup>	
	<input type="checkbox"/> Add Roles <input type="checkbox"/> Remove Roles		
<input type="checkbox"/> Administrator <sup>4</sup> <input type="checkbox"/> User (Enquiry only) <sup>4</sup> <input type="checkbox"/> User (Enquiry + Create Transactions) <input type="checkbox"/> Signatory <sup>3</sup> <input type="checkbox"/> Payroll: <input type="checkbox"/> User <input type="checkbox"/> Signatory <sup>3</sup>	Existing User ID	<input type="checkbox"/> Change of HKID/ Passport* (Default HKID)	<input type="checkbox"/> Change of Country of issuance (Default HK)
	<input type="checkbox"/> Change Email	<input type="checkbox"/> Change of Mobile No. <sup>6</sup>	

<sup>3</sup> All Signatories in the Express package are defaulted to the same Signatory Group with no Daily Approval Limit.

<sup>4</sup> Applicants for BASIC package can only select Administrator and User (Enquiry only) roles. 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.

<sup>5</sup> 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.

<sup>6</sup> 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: DECLARATION BY APPLICANT**

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

- a) Request the changes or amendments to be made to my/our BIB Service as set out above;
- b) confirm that I/we\* have obtained and agree to be bound by the BIB Agreement (also available at [www.uobgroup.com/hk/bibplus](http://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 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: <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:**