



UOB INFINITY - CUSTOM MAINTENANCE

Note: This application allows access to business internet banking via all platforms (desktop, tablet and mobile app).

Security Alert: Protect yourself from threats in the cyberspace. For more information about the threats and how you can be protected, please visit <https://www.uobgroup.com/hk/privacy-and-security.page>

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

Registered Business Name
Certificate of Incorporation Number
Existing Organisation ID

2. Update my contact person's details

Name
Contact No. (For clarification on Infinity application and setup)
(Country Code) (City/Area Code) (Mobile No.)
Email Address (This is required to receive Infinity email notifications)

3. My accounts to be linked to Infinity (Please insert "X" 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.

Delink only the accounts listed below:

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

Designated account for physical token and Infinity services charges (where applicable)	Account No.	Currency
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4. Additional Infinity Services (Fees may apply) (Please insert "X" where applicable)

<input type="checkbox"/> Add	Cash and Trade Transactions (For customers upgrading from Enquiry Only services)
<input type="checkbox"/> Add <input type="checkbox"/> Remove	FSCM Services
<input type="checkbox"/> Add <input type="checkbox"/> Remove	Bulk Services - Collection & Payment File Upload with Beneficiary Payment Advice (this service is free of charge)
<input type="checkbox"/> Add <input type="checkbox"/> Remove	MT103 Copy (To download a copy of the SWIFT MT103 message for remittances)

5. Add new users/Update existing users

For Company Administrator Approval Control (please select one) **Can Administrator approve own transactions?**

- NO – Dual Control: Administrative setup by an administrator requires another administrator to approve.
- YES – Single Control: Administrator can create and approve the same administrative setup.
(This is the default option if this section is left blank)

<p><u>Please read the notes below before filling this section.</u></p>	
<ul style="list-style-type: none"> • Administrator: <ul style="list-style-type: none"> ○ Create/maintain all user and access profiles except Trade role assignment. ○ Maintain user passwords and assign tokens to all users except Administrators and Authorisers. • Enquirer: View Account Summary/Statement. • Maker: Create all types of transactions (except payroll) and view account details. • Authoriser: Create/approve transactions (except payroll), and view account details. 	<ul style="list-style-type: none"> • Payroll: Create/approve payroll transactions, upload payroll files and view payroll details. This payroll role will be added on to Maker and/or Authoriser roles as selected. • Verifier: Create/amend/verify transactions inputted by Maker before approval. • Sender: Create/amend/release fully authorised transactions to the Bank after authoriser approval.

Important:

- **For new users, if email address or mobile number is left blank and Assign token from Company is left unchecked, physical token will be issued and token fees will apply.**
- 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 submit a Certified True Copy of your identification document together with your application. Please note that the identification document cannot be certified by the company director.
- All roles marked with an "*" will not be applicable to Trade Services or FSCM.
- Optional Roles are not applicable to FSCM.

User 1 Details

		<input type="checkbox"/> Cash and Trade <input type="checkbox"/> FSCM
<input type="checkbox"/> New User <input type="checkbox"/> Existing User (user details provided below will supersede the existing records)		
Token Requirement <input type="checkbox"/> Use Existing Security Token with another Company Group. Token serial number:		<input type="checkbox"/> Request for new physical token
Name (Underline surname)	Roles (By selecting Payroll roles with combination of Enquirer, Maker and/or Authorizer, the User will be able to perform both payroll and non-payroll roles.) (Please insert "X" where applicable)	
Designation (e.g. CEO, Account Manager) (This is mandatory for all authorisers)	<input type="checkbox"/> Enquirer <input type="checkbox"/> Maker <input type="checkbox"/> Authoriser <input type="checkbox"/> Administrator <input type="checkbox"/> *Payroll (optional): This payroll role will be added on to Maker and/or Authoriser roles as selected.	
HKID/Passport Country of Issuance	For Payroll Maker/Authoriser, please select: <input type="checkbox"/> Payroll Employee <input type="checkbox"/> Payroll Executive (Default as "Payroll Employee" if none is selected.)	
Mobile No. (MANDATORY FIELD) (Country Code) (City/Area Code) (Mobile No.)	For Payroll Authoriser, please select one of the options: <input type="checkbox"/> Full Access (Default as "Full Access" if none is selected) <input type="checkbox"/> Only View Payroll Amount	
Email Address (MANDATORY FIELD)	<input type="checkbox"/> *PAP pre-approved-payee (optional): This PAP role will be added on to Maker and/or Authoriser roles as selected. Not applicable to Trade or FSCM Services.	
PreferredUserID (Minimum 8 characters with no spacing or special characters)	User restricted to make payment to Pre-Approved Payee (PAP) only: <input type="checkbox"/> Yes <input type="checkbox"/> No (Default as "No" if none is selected)	
Authoriser Group: (Please insert "X" where applicable. Default Group = A) <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	Optional Roles (Note: Below roles will be added on to maker and/or authoriser roles [payroll/non-payroll] as selected above.) <input type="checkbox"/> Verifier <input type="checkbox"/> Sender	
Daily Approval Currency & Limit: CCY + Limit For FSCM, only HKD is permitted		

User 2 Details

		<input type="checkbox"/> Cash and Trade <input type="checkbox"/> FSCM
<input type="checkbox"/> New User <input type="checkbox"/> Existing User (user details provided below will supersede the existing records)		
Token Requirement <input type="checkbox"/> Use Existing Security Token with another Company Group. Token serial number:		<input type="checkbox"/> Request for new physical token
Name (Underline surname)	Roles (By selecting Payroll roles with combination of Enquirer, Maker and/or Authorizer, the User will be able to perform both payroll and non-payroll roles.) (Please insert "X" where applicable)	
Designation (e.g. CEO, Account Manager) (This is mandatory for all authorisers)	<input type="checkbox"/> Enquirer <input type="checkbox"/> Maker <input type="checkbox"/> Authoriser <input type="checkbox"/> Administrator <input type="checkbox"/> *Payroll (optional): This payroll role will be added on to Maker and/or Authoriser roles as selected.	
HKID/Passport Country of Issuance	For Payroll Maker/Authoriser, please select: <input type="checkbox"/> Payroll Employee <input type="checkbox"/> Payroll Executive (Default as "Payroll Employee" if none is selected.)	
Mobile No. (MANDATORY FIELD) (Country Code) (City/Area Code) (Mobile No.)	For Payroll Authoriser, please select one of the options: <input type="checkbox"/> Full Access (Default as "Full Access" if none is selected) <input type="checkbox"/> Only View Payroll Amount	
Email Address (MANDATORY FIELD)	<input type="checkbox"/> *PAP pre-approved-payee (optional): This PAP role will be added on to Maker and/or Authoriser roles as selected. Not applicable to Trade or FSCM Services.	
PreferredUserID (Minimum 8 characters with no spacing or special characters)	User restricted to make payment to Pre-Approved Payee (PAP) only: <input type="checkbox"/> Yes <input type="checkbox"/> No (Default as "No" if none is selected)	
Authoriser Group: (Please insert "X" where applicable. Default Group = A) <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	Optional Roles (Note: Below roles will be added on to maker and/or authoriser roles [payroll/non-payroll] as selected above.) <input type="checkbox"/> Verifier <input type="checkbox"/> Sender	
Daily Approval Currency & Limit: CCY + Limit For FSCM, only HKD is permitted		

User 3 Details

		<input type="checkbox"/> Cash and Trade <input type="checkbox"/> FSCM
<input type="checkbox"/> New User <input type="checkbox"/> Existing User (user details provided below will supersede the existing records)		
Token Requirement <input type="checkbox"/> Use Existing Security Token with another Company Group. <input type="checkbox"/> Request for new physical token Token serial number:		
Name (Underline surname)	Roles (By selecting Payroll roles with combination of Enquirer, Maker and/or Authorizer, the User will be able to perform both payroll and non-payroll roles.) (Please insert "X" where applicable)	
Designation (e.g. CEO, Account Manager) (This is mandatory for all authorisers)	<input type="checkbox"/> Enquirer <input type="checkbox"/> Maker <input type="checkbox"/> Authoriser <input type="checkbox"/> Administrator <input type="checkbox"/> *Payroll (optional): This payroll role will be added on to Maker and/or Authoriser roles as selected.	
HKID/Passport <input type="checkbox"/> Country of Issuance <input type="checkbox"/>	For Payroll Maker/Authoriser, please select: <input type="checkbox"/> Payroll Employee <input type="checkbox"/> Payroll Executive (Default as "Payroll Employee" if none is selected.)	
Mobile No. (MANDATORY FIELD) (Country Code) (City/Area Code) (Mobile No.)	For Payroll Authoriser, please select one of the options: <input type="checkbox"/> Full Access (Default as "Full Access" if none is selected) <input type="checkbox"/> Only View Payroll Amount	
Email Address (MANDATORY FIELD)	<input type="checkbox"/> *PAP pre-approved-payee (optional): This PAP role will be added on to Maker and/or Authoriser roles as selected. Not applicable to Trade or FSCM Services.	
PreferredUserID (Minimum 8 characters with no spacing or special characters)	User restricted to make payment to Pre-Approved Payee (PAP) only: <input type="checkbox"/> Yes <input type="checkbox"/> No (Default as "No" if none is selected)	
Authoriser Group: (Please insert "X" where applicable. Default Group = A) <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	Optional Roles (Note: Below roles will be added on to maker and/or authoriser roles [payroll/non-payroll] as selected above.) <input type="checkbox"/> Verifier <input type="checkbox"/> Sender	
Daily Approval Currency & Limit: CCY + Limit For FSCM, only HKD is permitted		

User 4 Details

		<input type="checkbox"/> Cash and Trade <input type="checkbox"/> FSCM
<input type="checkbox"/> New User <input type="checkbox"/> Existing User (user details provided below will supersede the existing records)		
Token Requirement <input type="checkbox"/> Use Existing Security Token with another Company Group. <input type="checkbox"/> Request for new physical token Token serial number:		
Name (Underline surname)	Roles (By selecting Payroll roles with combination of Enquirer, Maker and/or Authorizer, the User will be able to perform both payroll and non-payroll roles.) (Please insert "X" where applicable)	
Designation (e.g. CEO, Account Manager) (This is mandatory for all authorisers)	<input type="checkbox"/> Enquirer <input type="checkbox"/> Maker <input type="checkbox"/> Authoriser <input type="checkbox"/> Administrator <input type="checkbox"/> *Payroll (optional): This payroll role will be added on to Maker and/or Authoriser roles as selected.	
HKID/Passport <input type="checkbox"/> Country of Issuance <input type="checkbox"/>	For Payroll Maker/Authoriser, please select: <input type="checkbox"/> Payroll Employee <input type="checkbox"/> Payroll Executive (Default as "Payroll Employee" if none is selected.)	
Mobile No. (MANDATORY FIELD) (Country Code) (City/Area Code) (Mobile No.)	For Payroll Authoriser, please select one of the options: <input type="checkbox"/> Full Access (Default as "Full Access" if none is selected) <input type="checkbox"/> Only View Payroll Amount	
Email Address (MANDATORY FIELD)	<input type="checkbox"/> *PAP pre-approved-payee (optional): This PAP role will be added on to Maker and/or Authoriser roles as selected. Not applicable to Trade or FSCM Services.	
PreferredUserID (Minimum 8 characters with no spacing or special characters)	User restricted to make payment to Pre-Approved Payee (PAP) only: <input type="checkbox"/> Yes <input type="checkbox"/> No (Default as "No" if none is selected)	
Authoriser Group: (Please insert "X" where applicable. Default Group = A) <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	Optional Roles (Note: Below roles will be added on to maker and/or authoriser roles [payroll/non-payroll] as selected above.) <input type="checkbox"/> Verifier <input type="checkbox"/> Sender	
Daily Approval Currency & Limit: CCY + Limit For FSCM, only HKD is permitted		

User 5 Details

		<input type="checkbox"/> Cash and Trade <input type="checkbox"/> FSCM
<input type="checkbox"/> New User <input type="checkbox"/> Existing User (user details provided below will supersede the existing records)		
Token Requirement <input type="checkbox"/> Use Existing Security Token with another Company Group. <input type="checkbox"/> Request for new physical token Token serial number:		
Name (Underline surname)	Roles (By selecting Payroll roles with combination of Enquirer, Maker and/or Authorizer, the User will be able to perform both payroll and non-payroll roles.) (Please insert "X" where applicable)	
Designation (e.g. CEO, Account Manager) (This is mandatory for all authorisers)	<input type="checkbox"/> Enquirer <input type="checkbox"/> Maker <input type="checkbox"/> Authoriser <input type="checkbox"/> Administrator <input type="checkbox"/> *Payroll (optional): This payroll role will be added on to Maker and/or Authoriser roles as selected.	
HKID/Passport	Country of Issuance	For Payroll Maker/Authoriser, please select: <input type="checkbox"/> Payroll Employee <input type="checkbox"/> Payroll Executive (Default as "Payroll Employee" if none is selected.)
Mobile No. (MANDATORY FIELD)	For Payroll Authoriser, please select one of the options: <input type="checkbox"/> Full Access (Default as "Full Access" if none is selected) <input type="checkbox"/> Only View Payroll Amount	
(Country Code) (City/Area Code) (Mobile No.)	<input type="checkbox"/> *PAP pre-approved-payee (optional): This PAP role will be added on to Maker and/or Authoriser roles as selected. Not applicable to Trade or FSCM Services.	
Email Address (MANDATORY FIELD)	User restricted to make payment to Pre-Approved Payee (PAP) only: <input type="checkbox"/> Yes <input type="checkbox"/> No (Default as "No" if none is selected)	
PreferredUserID (Minimum 8 characters with no spacing or special characters)	Optional Roles (Note: Below roles will be added on to maker and/or authoriser roles [payroll/non-payroll] as selected above.) <input type="checkbox"/> Verifier <input type="checkbox"/> Sender	
Authoriser Group: (Please insert "X" where applicable. Default Group = A) <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	Daily Approval Currency & Limit: CCY + Limit For FSCM, only HKD is permitted	

6. Authoriser approval controls

Note:

- Authoriser Group refers to authorisation level of the respective Company Authoriser (Please reference to selection in Section 5).
- If Sequential Approval is selected below, it is required to indicate sequence of Authoriser Group approval (e.g. 1A > 1B denotes that the transaction needs to be approved by one Group A Authoriser followed by one Group B Authoriser) in Section 7a.

<p>For Company Authoriser – Can authoriser approve own transactions? (Select one only)</p> <p><input type="checkbox"/> NO – Dual Control: Authoriser can create a transaction BUT cannot approve the same transaction which must be approved by another Authoriser. (This is the default option if this section is left blank. Where the Applicant has only one user, Single Control will apply)</p> <p><input type="checkbox"/> 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)</p>	<p>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>Bulk Services Controls (applicable for Bulk Services only)</p> <p>Bulk Authorisation Limit: (Select one only)</p> <p><input type="checkbox"/> 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)</p> <p><input type="checkbox"/> Highest Transaction Amount – Bulk authorisation limit validation using Highest Transaction Value within the Bulk.</p>	

7a. My transaction approval settings (The details provided below will supercede your current approval settings)

Authorisation Profile

Note:

1. If Section 7a is left blank, the default Approval Settings for the newly linked account(s) in Section 3 will follow your default Approval Settings in Infinity, if any.
2. Foreign currency transactions will be calculated based on the HKD-equivalent of the Approval Limit indicated below according to the exchange rate as determined by the Bank.
3. For FSCM, Transactional Approval Limits can only be set up in HKD.
4. Trade approval settings apply to all accounts and cannot be set at account level. To indicate Trade approval settings separately from Cash approval settings, please select 'All Trade Transactions'.

Apply to the following account mandates: (Please insert "X" where applicable)	Applicable Accounts:
<input type="checkbox"/> All transactions (includes Payment, Collection, Payroll, Trade and FSCM) (Default option)	Applicable to All Accounts
<input type="checkbox"/> All Cash transactions (includes Payment, Collection and Payroll)	<input type="checkbox"/> All Accounts <input type="checkbox"/> Specific Account(s):
Cash transactions only: <input type="checkbox"/> Payment <input type="checkbox"/> Payroll <input type="checkbox"/> Collection	<input type="checkbox"/> All Accounts <input type="checkbox"/> Specific Account(s):
<input type="checkbox"/> All Trade transactions (includes Trade Service and FSCM)	Not Applicable
Trade transactions only: <input type="checkbox"/> Trade Services <input type="checkbox"/> FSCM	Not Applicable
Additional options: (Please insert "X" if required) <input type="checkbox"/> Verify <input type="checkbox"/> Send Note: <ol style="list-style-type: none"> 1. If Verify/Send option(s) is not selected in Section 7a, but Verifier/Sender roles are selected in Section 5, the transaction approval setup with Verify/Send option(s) will not be enforced. 2. Verify/send option(s) applies to all Authorisation Profiles indicated in Section 7a. 3. Transactions will be released in the following sequence based on roles selected: Maker > Verifier > Authoriser (based on mandate) > Sender > Bank 4. These options will not be applicable to FSCM. 	

Transaction Approval Limit Currency (Default HKD if left blank)	
Transaction Approval Limit Amount (Based on Approval Limit Currency above) Up to:	Number of Authoriser(s) from Group (Please define A/B/C/D grouping e.g. 1A or 1B, 1A and 1B, 2B and 1D,
Transaction Approval Limit Amount (Based on Approval Limit Currency above) Up to:	Number of Authoriser(s) from Group (Please define A/B/C/D grouping e.g. 1A or 1B, 1A and 1B, 2B and 1D,
Transaction Approval Limit Amount (Based on Approval Limit Currency above) Up to:	Number of Authoriser(s) from Group (Please define A/B/C/D grouping e.g. 1A or 1B, 1A and 1B, 2B and 1D,

7b. Remove Verify/Send options for all existing authorisation profile

(Please insert "X" where applicable)

<input type="checkbox"/> Remove Verify option	<input type="checkbox"/> Remove Send option
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Note: It is advisable to remove Verifier/Sender roles for designated users under Section 5.

8. Delete Users

Note: Deleted User(s) will be removed from all his/her other roles and all linked entities

Name	USER ID
Name	USER ID
Name	USER ID
Name	USER ID
Name	USER ID

9. Other Instructions (Please insert "X" where applicable)

- I would like to terminate my Infinity Service
- I would like to de-register Infinity Secure (digital token) for the following users:

Name	USER ID
Name	USER ID
Name	USER ID
Name	USER ID
Name	USER ID

10. Declaration by Applicant

We, the Applicant, hereby:

- a) make the above request(s) as regards the Applicant’s UOB Business Internet Banking Service (“BIB Service”);
- b) confirm that the Applicant has obtained and agrees to be bound by the Bank’s prevailing UOB Business Internet Banking Service Agreement (“BIB Agreement”) (available at <https://www.uobgroup.com/hk>), and any amendment or variation thereof;
- c) confirm that if we have applied for FSCM Services, we have obtained and agreed to be bound by the Bank’s prevailing UOB FSCM Internet Banking Service Agreement (available at <https://www.uobgroup.com/hk>) and any amendment or variation thereof;
- d) confirm that the Applicant has obtained and agrees to be bound by the prevailing terms and conditions applicable to each of the services that the Applicant has applied for and any amendment or variation thereof;
- e) 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, Verifier, Sender, Proxy Authoriser and Payroll Maker. Company Administrator refers to Administrator. Company Signatory refers to Authoriser and Payroll Authoriser;
- f) 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 BIB Service, 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. We confirm that if we do not indicate the Approval Mandate or Transaction Approval Limit, each Company Signatory is authorised to approve transactions of any amount. If the Approval Mandate or Transaction Approval Limit is indicated but not the Transaction Approval Limit, the Company Signatories are authorised to approve transactions of any amount according to the Approval Mandate;
- g) confirm and agree that any existing mandate or instructions which we may have with the UOB Group Bank(s) will not apply in relation to our use of the BIB Service;
- h) confirm that all the information provided here is complete, true and accurate to the best of our knowledge as at the date of this application;
- i) 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;
- j) 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;
- k) acknowledge that, if the Applicant have opted for Single Control instead of Dual Control, the Applicant’s account(s) for which the Applicant uses the BIB Service may be more susceptible to account fraud. By opting for Single Control, the Applicant agrees to assume responsibility for all the risks associated with Single Control;
- l) agree to indemnify and hold the Bank harmless from and against 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 this 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;
- m) enclose a certified true copy of our board (or equivalent) resolution (where required by the Bank); 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 the Applicant.

Authorised Person(s)			
Authorised Person's Name	Signature	Authorised Person's Name	Signature
Date		Date	

Please send the completed form to Client Fulfillment & Service, United Overseas Bank Limited, 6/F, Lee Garden Two, 28 Yun Ping Road, Causeway Bay, Hong Kong.

- The Bank will take approximately seven (7) business days from the date of its receipt of this application to mail the User IDs 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/Tokens after seven business days.
- All pages of any attachment accompanying this Maintenance Form must be signed by the Authorised Person(s).
- User ID letter/Token will be delivered to the address of the designated charge account stated on the account opening document.
- A fee of HKD120 is applied for each physical token issued.

For Bank’s Use Only *Please delete where applicable

Attended by: (TB Sales/RM/Branch*)	Completeness checked by:	CDD done by: <small>(Applicable to new signatory only, who is not existing signor of other existing accounts)</small>	Signature verified by:	Scanned by:
Name and Signature	Name and Signature	Name and Signature	Name and Signature	Name and Signature
Date:	Date:	Date:	Date:	Date:

Remarks