

## UOB BUSINESS INTERNET BANKING SERVICE (BIB) REGISTRATION FORM GUIDE

### USEFUL INFO AT A GLANCE

UOB Business Internet Banking (BIB) helps to enhance the efficiency of your business and improve the way you manage your cash flow. Through BIB, you have all your account information at your fingertips for better decision-making. You will also enjoy full control in performing your online banking transactions.

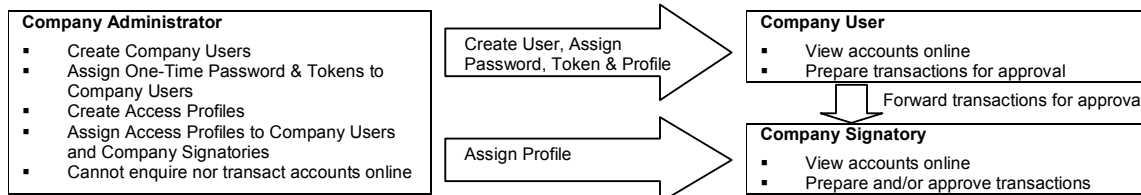
You can choose one of the following two packages:

BIB FUNCTIONS	BIB PACKAGES	
	BASIC	PROFESSIONAL
<b>Account Enquiry</b> <ul style="list-style-type: none"> <li>View Statement</li> <li>View Summary</li> </ul>	✓	✓
<b>Account Services</b> <ul style="list-style-type: none"> <li>Cheque Services</li> <li>Funds Transfer</li> <li>Bill Payments</li> <li>Time / Fixed Deposit Placement</li> </ul>	-	✓
<b>Remittance Services</b> <ul style="list-style-type: none"> <li>Cashier's Order</li> <li>Demand Draft</li> <li>Telegraphic Transfer</li> </ul>	-	✓
<b>Premium Services</b> (Optional, subscription fee applies) <ul style="list-style-type: none"> <li>Trade (<i>only applicable if your have Trade Facility with UOB</i>)</li> <li>Bulk Payment</li> <li>Bulk Payroll</li> <li>Bulk Collection</li> <li>eFX (<i>to obtain preferential exchange rates for commercial use</i>)</li> </ul> For detailed description of each premium service, please refer to our UOB website ( <a href="http://www.uob.com.sg/corporate/ebanking/bib/overview.html">http://www.uob.com.sg/corporate/ebanking/bib/overview.html</a> ).	-	✓
<b>Form to use</b>	<b>BASIC Package Registration Form</b>	<b>PROFESSIONAL Package Registration Form</b>

### Definition of Roles in UOB BIB:

Basic Package: (i) Company Administrator and (ii) Company User

Professional Package: (i) Company Administrator, (ii) Company Signatory and/or (iii) Company User



- Each User ID must have eight to 20 characters with no spacing or special characters, and must be unique. An applicant can appoint a person to hold dual roles as Company Administrator and Company Signatory **OR** Company Administrator and Company User. If the person holds dual roles as Company Administrator and Company Signatory **OR** Company Administrator and Company User, a different User ID is required for each role.

A person appointed to be a Company Signatory has all the Company User's BIB capabilities plus the authority to approve transactions. It is thus not necessary for the person to hold a different User ID for the Company User and Company Signatory roles.

- Every role requires a Security Token to login to BIB. Only one Security Token is required if a person plays dual roles. A fee of S\$20 (including GST) is payable for each new Security Token issued.
- Transactions approved by the Company Signatory(ies) via BIB can differ from the existing Current Account approval mandate.

### Submission

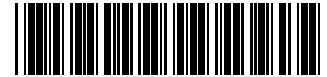
Please complete all fields in the Registration Form (unless otherwise stated) and attached the required documents.

Type of Business	BIB Service Registration Form to be authorised by	Additional Document Required
Sole Proprietorship	Owner	-
Partnership / Limited Liability Partnership	Authorised Person(s) specified in resolution	Resolution to be signed by all partners
Club / Society / Association / Management of a Building	Authorised Person(s) specified in resolution	Resolution to be signed by any two office bearers (chairman/president, secretary or treasurer of the committee) or other governing body (or persons holding similar or equivalent positions).
Corporates, including Sole Directorships	Authorised Person(s) specified in resolution	Resolution to be signed by: a) Two Directors, or b) One Director and Company Secretary, or c) For Sole Directorship: Sole Director.

Please send the completed Registration Form to "BIB Section, UOB Ltd, Robinson Road P.O. Box 1282, Singapore 902532". UOB will take approximately five Banking Days from the date of its receipt of the application to process the request. An officer will contact the Authorised Person(s) if clarification is required. Please call us at 1800 22 66 121 if you have further enquiries.

**GLOSSARY**

TERM	DESCRIPTION
Account Linking	UOB / FEB Current, Time / Fixed Deposit and Loan accounts held by your Company can be linked to UOB BIB Service for online access.
Company ID	This is the Login ID which will represent your Company. All users will login using this Company ID and their respective User IDs.
Contact Person	This is the person whom we will contact for enquiries pertaining to BIB.
Company Registration Number	The registration number as indicated in the Registry of Company document.
Designated Account	Token and subscription fees (if any) will be debited from this account. All correspondence relating to your UOB BIB Service will be sent to the mailing address for this account.
Group Company Functions	The parent company can apply for UOB BIB Service to view and/or transact on the accounts of both the parent and affiliated companies.
Token	To use existing token for related companies, please submit BIB Private Token Request Forms – Token Owner (CYB-82/F) & Token Sharing (CYB-83/F).  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.
Transaction Approval Mandate	This is only applicable if you have registered for Professional Package and/or Premium Option(s). The transaction approval mandate indicates the number of Signatories required to approve transactions and their approval limit.
User ID	This is the User ID for each CA or CS to login. All users will login using the Company ID and their respective User IDs.



**UNITED OVERSEAS BANK LIMITED (“UOB”)  
BUSINESS INTERNET BANKING (“BIB”) SERVICE REGISTRATION FORM**

PLEASE SEND THE COMPLETED FORM TO:  
BIB SECTION, UNITED OVERSEAS BANK LIMITED, ROBINSON ROAD P.O. BOX 1282, SINGAPORE 902532

**BASIC PACKAGE  
REGISTRATION FORM**

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

\* Please delete where inapplicable.

PART 1: PARTICULARS OF APPLICANT (Corporation / Sole Proprietorship / Limited Liability Partnership / Partnership / Society / Association / Club / Management Corporation of a Building)												
Name of Applicant						Business Registration Number						
Applicant's Login ID (8 to 20 characters with no spacing or special characters and must be unique)												
PART 2: CONTACT PERSON												
Name As In NRIC / Passport * (Dr / Mdm / Mr / Mrs / Ms *)				Telephone Number			Email Address					
PART 3: ACCOUNT-LINKING												
Only Current, Time/Fixed Deposit and Loan Accounts held by the Applicant with UOB and Far Eastern Bank Limited (“FEB”) can be linked to the BIB Service. <b>IMPORTANT NOTICE:</b> If the Applicant does not complete this Part 3, the Applicant is deemed to have selected “Link ALL UOB/FEB Accounts To BIB Service”. To subsequently change the bank accounts that are linked, please submit a UOB BIB Service Maintenance Form.												
<input type="checkbox"/> Link ALL UOB/FEB Accounts To BIB Service:		<b>NOTE:</b> All active UOB/FEB accounts held by the Applicant as at the date of this BIB Service application will be linked.										
<input type="checkbox"/> Link Only These Specified UOB/FEB Accounts To BIB Service:		Account No.	Account No.	Account No.	Account No.	Account No.	Account No.	Account No.	Account No.			
PART 4: DESIGNATED ACCOUNT FOR FEES AND CHARGES												
Please indicate a Singapore Dollar denominated Current Account maintained with UOB/FEB as the designated account for debiting applicable fees and charges including fees for subscriptions and issue of Security Tokens. If the designated account has insufficient funds or is closed, the Bank may debit the fees or charges from another Current Account of the Applicant. Please note that all correspondence relating to the BIB Service 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 Current Accounts with UOB/FEB as UOB deems appropriate.												
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PART 5: APPOINTMENT OF COMPANY ADMINISTRATORS												
Name As In NRIC/Passport		NRIC/ Passport No.		User ID <sup>Note 1</sup>		Use Existing Company Administrator's / Company Signatory's Security Token <sup>Note 2</sup>		Signature				
(Dr / Mdm / Mr / Mrs / Ms*)						<input type="checkbox"/> Yes						
(Dr / Mdm / Mr / Mrs / Ms*)						<input type="checkbox"/> Yes						
(Dr / Mdm / Mr / Mrs / Ms*)						<input type="checkbox"/> Yes						
(Dr / Mdm / Mr / Mrs / Ms*)						<input type="checkbox"/> Yes						
<p>Note 1: Each User ID must have eight to 20 characters with no spacing or special characters, and must be unique. UOB will assign a User ID to a Company Administrator if his/her preferred User ID cannot be allotted to him/her.</p> <p>Note 2: An existing Security Token is one that UOB has issued to another company's Company Administrator or Company Signatory. If this existing Security Token is to be used, please select “Yes” and submit the Private Token Request Form – Token Owner Company (CYB-82F) <b>and</b> Private Token Request Form – Token Sharing Company (CYB-83F). If “Yes” is not selected, the Applicant is deemed to have requested new Security Tokens by submitting this form. A fee of S\$20 (including GST) is payable for each new Security Token issued.</p>												
PART 6 : COMPANY USER TOKEN REQUEST (OPTIONAL)												
The Applicant does not need to purchase a new Security Token for a Company User if the Company User is also a Company Administrator for the same company and has an existing Security Token for the BIB Service. A fee of S\$20 (including GST) is payable for each new Security Token issued.												
Please indicate the number of new Security Token(s) required for <b>Company User(s)</b> :												

**PART 7 : DECLARATION BY APPLICANT**

I/We, on behalf of the Applicant, hereby

- apply for the BIB Service on the terms of the UOB BIB Service Agreement ("BIB Agreement") and the terms and notes stated in this form.
- confirm that I/we have obtained the BIB Agreement at [uob.com.sg](http://uob.com.sg), have read and understood the BIB Agreement, and agree to be bound by all the terms therein and any amendment or variation thereof.
- confirm that I/we have read and understood the terms and conditions applicable to each of the services that I/we have applied for, and agree to be bound by such terms and conditions and any amendment or variation thereof.
- confirm that all the information provided herein is true and accurate to the best of my/our knowledge as at the date of this application.
- authorise UOB to issue Password(s) and Security Token(s) to the authorised Company Administrator(s) and Company Signatory(ies), where applicable.
- confirm that, in the event of any change of Company Administrators and/or Company Signatories, I/we shall revoke the relevant User IDs through the submission of a request, instruction or relevant maintenance form to UOB.
- authorise UOB to debit all subscription and Security Token fees, and administration and service charges relating to my/our application and/or use of the BIB Service from the designated account.
- agree to indemnify and hold harmless the Bank from and against any and all costs, claims, demands, losses, charges and expenses howsoever and of whatsoever nature which the Bank may sustain, incur or be liable for in connection with, or arising as a consequence of this or any earlier application for, the use of the BIB Service.
- enclose a certified true copy of my/our board (or equivalent) resolution.

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

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

**IMPORTANT NOTES**

- UOB will take approximately five Banking Days from the date of its receipt of this application to mail the User IDs, Passwords and Security Tokens to the mailing address for the designated account. Please call us at 1800 226 6121 if you do not receive the User IDs/Passwords/Security Tokens after five Banking Days.
- All pages of any attachment accompanying this UOB BIB Service Registration Form must be signed by the Authorised Person(s).

**FOR BANK USE ONLY**

TB Sales / RM:	Received By:	Signature Verified By:	Processed By:	Approved By:
Name	Name/ Initial / Date	Name/ Initial / Date	Name/ Initial / Date	Name/ Initial / Date

Remarks: