



**Part 3: Maybank Current/Savings Account(s) to be linked to BIB<sup>1</sup>**

Account Number \_\_\_\_\_ (Account 1)

Account Number \_\_\_\_\_ (Account 2)

Account Number \_\_\_\_\_ (Account 3)

Account Number \_\_\_\_\_ (Account 4)

**Part 3B: Maybank Cardmember's Card to be linked to BIB**

All business card accounts belonging to the Cardmember(s) below will be accessible through BIB.

Cardmember's card accounts to be linked to BIB (Cardmember 1)

Name as in NRIC/PassportNRIC

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Cardmember's card accounts to be linked to BIB (Cardmember 2)

Name as in NRIC/PassportNRIC

\_\_\_\_\_

Cardmember's card accounts to be linked to BIB (Cardmember 3)

Name as in NRIC/PassportNRIC

\_\_\_\_\_

Cardmember's card accounts to be linked to BIB (Cardmember 4)

Name as in NRIC/PassportNRIC

\_\_\_\_\_

<sup>1</sup> Note that only the Company's Current, Savings, Time Deposit and Term Loan accounts with Maybank can be linked to the Business Internet Banking Service.  
Foreign Currency Account is available for Enquiry Service, Local Funds Transfer/Payment and International Funds Transfer/Payment only.  
Time Deposit and Term Loan accounts can only have access to Enquiry Services.

**Part 4: BIB Service Packages**

Please choose one of 3 service packages below, comprising **Starter Package**, **All-In-One Package** and **Pick-n-Choose Package**. If you select Pick-n-Choose Package, please also tick the services you require.

For **All-In-One Package** and **Pick-n-Choose Package**, please register at least one mobile phone number and 1 email address by filling in Part 2.

	Starter Package	All-In-One Package	Pick-n-Choose Package
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Administrator Rights<sup>2</sup></b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Enquiry Services</b>			
Account Enquiry	✓	✓	✓
Cheque Status Enquiry	✓	✓	<input type="checkbox"/>
<b>PayNow Services</b>			
PayNow Registration <sup>3</sup>	✓	✓	<input type="checkbox"/>
<b>Transactional Service</b>			
Payroll Service (APS) <sup>4</sup>		✓	<input type="checkbox"/>
Inward/Outward GIRO <sup>5</sup>		✓	<input type="checkbox"/>
Local Funds Transfer/ Payment <sup>6</sup>		✓	<input type="checkbox"/>
International Funds Transfer/ Payment <sup>7</sup>		✓	<input type="checkbox"/>

<sup>2</sup> Authorised Users who have Administrator Rights have very wide powers, including: a) removing an Authorised User; b) applying for Access ID(s), Login PIN(s) and Token(s) for all Authorised Users; c) requesting for a new Security Devices; d) managing the company profile in BIB, including updating of BIB Services and approval mandates; and e) managing each Authorised User's account and BIB Service. Authorised Users with Administrator Rights can access all accounts of the company which are linked to BIB now and in the future.

<sup>3</sup> Includes registration of new PayNow IDs, amendment and de-registration of existing PayNow IDs. Please ensure that you have submitted your Unique Entity Number (UEN) as issued by an appropriate UEN issuance agency.

<sup>4</sup> Payments can be made to an Account number or to a PayNow ID.

<sup>5</sup> Inward/Outward GIRO (also known as OBG) supports batch-file submission for Collection and Payment. Payments can be made to an Account number or to a PayNow ID.

<sup>6</sup> Includes Stop Payment of Cheque, GIRO transfers, Foreign Currency Transfers within Maybank Singapore and FAST transfers, Credit Card Payments, Inward Funds Transfer and Payment to a PayNow ID.

<sup>7</sup> Includes remittance and RegionLink same-day funds transfer to accounts with Maybank Malaysia.

**Part 5A: For Starter Package only**

Please appoint Authorised BIB User(s) and assign access rights to the respective accounts and BIB services. Each Authorised User named below will be issued a Security Token. First 3 tokens are free, with subsequent tokens chargeable at S\$30 each.

Please print additional copies of this page if you have more Users, Accounts, or Cards.

**Appoint your BIB User(s):**

Authorised Users will be able to view details of the card account(s) belonging to the Cardmember(s) indicated below, as well as for future card accounts held by the Cardmember(s).

Authorised User 1	Authorised User 2	Authorised User 3	Authorised User 4
_____	_____	_____	_____
Name as per NRIC	Name as per NRIC	Name as per NRIC	Name as per NRIC

**Give User(s) access to account(s):**

**Deposit Account**

Account 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Account 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Account 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Credit Card<sup>8</sup>**

Card member 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Card member 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Card member 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Give User(s) Administrator Rights to ALL accounts:**

Admin Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<sup>8</sup> By enrolling the Cardmember, any other cards held by the Cardmember will be enrolled automatically.

**Part 5B: For All-In-One Package only**

Please appoint Authorised BIB User(s) and assign access rights to the respective accounts and BIB services. Each Authorised User named below will be issued a Security Token. First 3 tokens are free, with subsequent tokens chargeable at S\$30 each.

Please print additional copies of this page if you have more Users, Accounts, or Cards.

**Appoint your BIB User(s):**

Authorised Users will be able to view details and make payment for the card account(s) belonging to the Cardmember(s) indicated below, as well as for future card accounts held by the Cardmember(s).

**Authorised  
User 1**

**Authorised  
User 2**

**Authorised  
User 3**

**Authorised  
User 4**

\_\_\_\_\_

Name as per NRIC

\_\_\_\_\_

Name as per NRIC

\_\_\_\_\_

Name as per NRIC

\_\_\_\_\_

Name as per NRIC

**Give User(s) access to account(s):**

**Deposit Account**

Account 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Account 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Account 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Credit Card<sup>9</sup>**

Card member 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Card member 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Card member 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>9</sup>Authorised User who have access to the Cardmember's card will also be able to make payment. By enrolling the Cardmember, any other cards held by the Cardmember will be enrolled automatically.

**Grant User(s) the rights to Create or Approve transactions:**

Create	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	OR	OR	OR	OR
Approve <sup>10</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Give User(s) Administrator Rights for ALL account(s)**

Admin Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Note**      All users named above will have access to the following BIB services

- ✓ Account Enquiry
- ✓ Cheque Status Enquiry
- ✓ PayNow Registration
- ✓ Payroll Service (APS)
- ✓ Inwards/Outwards GIRO
- ✓ Local Funds Transfer/Payment
- ✓ International Funds Transfer/Payment

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<sup>10</sup> Approver can also create transactions

**Part 5C: For Pick-n-Choose Package Only**

Please appoint Authorised BIB User(s) and assign access rights to the respective accounts and BIB services. Each Authorised User named below will be issued a Security Token. First 3 tokens are free, with subsequent tokens chargeable at S\$30 each.

Please print additional copies of this page if you have more Users, Accounts, or Cards.

**Appoint your BIB User(s):**

Authorised Users will be able to view details and make payment for the card account(s) belonging to the Cardmember(s) indicated below, as well as for future card accounts held by the Cardmember(s).

Authorised User 1	Authorised User 2	Authorised User 3	Authorised User 4
_____	_____	_____	_____
Name as per NRIC	Name as per NRIC	Name as per NRIC	Name as per NRIC

**Give User(s) access to account(s):**

**Deposit Account**

Account 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Account 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Account 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Credit Card<sup>11</sup>**

Card member 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Card member 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Card member 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>11</sup>Authorised User who have access to the Cardmember's card will also be able to make payment. By enrolling the Cardmember, any other cards held by the Cardmember will be enrolled automatically.

Grant User(s) the rights to Create or Approve transactions for the services selected:				
Create	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	OR	OR	OR	OR
Approve <sup>12</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Give User(s) Administrator Rights for <u>ALL</u> account(s)				
Admin Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enquiry Services				
Account Enquiry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cheque Status Enquiry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PayNow Services				
PayNow Registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transactional Services				
Payroll Service (APS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inward/Outward GIRO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local Funds Transfer / Payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
International Funds Transfer/ Payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>12</sup> Approver can also create transactions.



**Part 6: Particulars of Authorised User(s)**

Please print additional copies of this page if you have more Users.

**Authorised User 1**

Name as in NRIC/Passport	_____
NRIC/Passport Number	_____
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Designation	_____
Mailing Address	_____
Postal	_____
Mobile Number	_____
Email Address	_____
Date of Birth (DD/MM/YYYY)	__ - __ - ____
Nationality	_____
Signature <sup>13</sup>	<div style="border: 1px solid black; width: 200px; height: 40px;"></div>

**Authorised User 2**

Name as in NRIC/Passport	_____
NRIC/Passport Number	_____
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Designation	_____
Mailing Address	_____
Postal	_____
Mobile Number	_____
Email Address	_____
Date of Birth (DD/MM/YYYY)	__ - __ - ____
Nationality	_____
Signature <sup>13</sup>	<div style="border: 1px solid black; width: 200px; height: 40px;"></div>

<sup>13</sup> Maybank will require a photocopy of NRIC/Passport for Users who are non-authorized signatories for identification purposes.

**Authorised User 3**

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Name as in NRIC/Passport \_\_\_\_\_

NRIC/Passport Number \_\_\_\_\_

Gender  Male  Female

Designation \_\_\_\_\_

Mailing Address \_\_\_\_\_


Postal \_\_\_\_\_

Mobile Number \_\_\_\_\_

Email Address \_\_\_\_\_

Date of Birth (DD/MM/YYYY) \_\_\_ - \_\_\_ - \_\_\_\_

Nationality \_\_\_\_\_

Signature<sup>14</sup> 

**Authorised User 4**

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Name as in NRIC/Passport \_\_\_\_\_

NRIC/Passport Number \_\_\_\_\_

Gender  Male  Female

Designation \_\_\_\_\_

Mailing Address \_\_\_\_\_

Postal \_\_\_\_\_

Mobile Number \_\_\_\_\_

Email Address \_\_\_\_\_

Date of Birth (DD/MM/YYYY) \_\_\_ - \_\_\_ - \_\_\_\_

Nationality \_\_\_\_\_

Signature<sup>14</sup> 

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<sup>14</sup> Maybank would require a photocopy of NRIC/Passport for Users who are non-authorised signatories for identification purposes.

**Part 7: Approval Mandate (applicable to All-In-One Package and Pick-n-Choose Package only)  
Only applies to Starter Package if customer chooses Admin Rights**

Controls on Approver's mandate:

*(Please tick **one** only)*

- Approver **can** approve transactions that he/she creates  
OR  
 Approver **cannot** approve transactions that he/she creates

Number of Approvers required to authorise a transaction<sup>15</sup>.

*(Please tick **one** only)*

- 1 Approver  
 2 Approvers  
 3 Approvers  
 Customised Authorisation

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<sup>15</sup> For Stop Payment of Cheque, only one Authorised Approver is required to approve the request.

**Part 8: Customised Authorisation**

**NOTE**

Customised Authorisation applies only to account(s) listed in Part 3, provided “Customised Authorisation” is selected in Part 7.

Before you proceed, please refer to the illustration on the following page, for help on the completion of Part 8.

**Assign Users to Groups**

Name of Authorised User	Authorisation Group <i>(please indicate A, B or C below)</i>

**Tiered Mandate**

	Authorisation Amount	Authorisation is based on approval by User(s) from selected Group(s) (A / B / C)
Tier 1	Up To S\$ _____	_____
Tier 2	Up To S\$ _____	_____
Tier 3	Up To S\$ _____	_____

**Important Note**

- ONE approver from any Group will be sufficient mandate for Stop Payment of Cheque.
- The authorisation amount stated above is per transaction. Authorised Users can approve multiple transactions up to the maximum Daily Transaction Limit of each service.
- The Daily Transaction Limit Sole Proprietorship is S\$1M. Daily Transaction Limit for other constitutions is S\$5M. This limit does not apply to APS and OBG.

Illustration

**Assign Users to Groups**

Name of Authorised User	Group (can only be A / B / C)
John Tan	A
Ahmad Sufian	A
Peter Lim	B
Zhang Wei	B
Anna Reyes	C
Muthu Chandra	C

**Tiered Mandate**

	<u>Authorisation Amount Up To</u>	<u>Authorisation is based on approval by User(s) from selected Group(s) (A / B / C)</u>	
<b>Tier 1</b>	S\$ 1M	1 A or 2 B	Transactions of up to S\$1M must be authorised by one Approver from either Group A or 2 Group from B
<b>Tier 2</b>	S\$ 2M	2 A or 2 B	Transactions of up to S\$2M must be authorised by two Approvers from Group A or two from Group B
<b>Tier 3</b>	S\$ 5M	1 A AND 1B AND 1 C	Transactions of up to S\$5M must be authorised by three Approvers, one from each Group.

**Part 9: Declaration by Applicant**

I/We hereby

1. Apply for Maybank Business Internet Banking Service as set out above.
2. Confirm that I/we have read, understood and hereby agree to be bound by the Terms and Conditions of Maybank Internet Banking Services available at [maybank2u.com.sg](http://maybank2u.com.sg) as may be amended and prevailing from time to time.
3. Confirm that the Terms and Conditions of Maybank applicable to each and all of the services for which I/we have applied have been made available to us, and that I/we have read, understood and hereby agree to be bound by each and all of such Terms and Conditions, as may be amended and prevailing from time to time.
4. Confirm that each and all the Authorised Users named herein are authorised to operate and use any and all services granted and provided to me/us through the Maybank Business Internet Banking Service, and that the mandate and authority granted to each of the Authorised Users as set out in PARTS 3, 4, 5, 6, 7, 8 and 9 herein shall apply in this respect.
5. Understand and acknowledge the characteristics of the controls to authorisation with regard to allowing the same Authorised User to create and approve a transaction and the risks involved with such procedure, as opposed to opting for the procedure whereby the same Authorised User cannot approve the transaction he / she has created. Where we have opted for the same Authorised User to be able to create and approve a transaction, we agree to be responsible for all losses arising out of or in connection with the application and the said authorisation.
6. Confirm that where I/we have opted for an Authorised User to have administrator rights that I/we are fully aware that such rights are very wide and will allow the said Authorised User to have access to all company accounts linked to Business Internet Banking now and in the future.
7. Confirm that all the information provided herein are true and accurate to the best of my/our knowledge as at the date of this application and do hereby undertake to notify Maybank of any changes whatsoever hereinafter made e.g. to authorised users or approval mandates.
8. Authorise Maybank to issue Access ID(s), Login PIN(s) and Token(s) to the Authorised User(s), where applicable.
9. Authorise Maybank to debit all subscription fees, administration and service charges relating to my/our application and/or use of Maybank Business Internet Banking Service from any of my/our accounts maintained with Maybank.
10. Undertake to indemnify and hold Maybank fully indemnified from and against any loss, costs (including solicitor and client costs on a full indemnity basis), charges, damages, claims, demands, actions, proceedings and all other liabilities of whatever nature and howsoever incurred or suffered by Maybank or which may be brought or preferred against Maybank as a result of Maybank agreeing to act on our said authorisation herein.
11. Understand that Maybank may terminate the provision of the Business Internet Banking Service by notice to us at any time.
12. Confirm that I/we have read, fully understand and accept the terms relating to the collection, use and disclosure of the relevant information (including personal data) as set out in the Terms and Conditions of Maybank Internet Banking Services. I/we acknowledge and agree that I/we are responsible for ensuring that each individual whose personal data has been provided to Maybank (including Authorised User(s) and Authorised Signatory(s) pursuant to my/our application(s) hereto and from time to time consents to the collection, use, disclosure and/or processing of his personal data by Maybank and Maybank's authorized service providers for purposes set out in policies, circulars, notices or guidelines governing collection, use and/or disclosure of personal data, including Maybank Data Protection Policy available inter alia at [www.maybank2u.com.sg](http://www.maybank2u.com.sg), which Maybank may update from time to time ("Data Protection Policies"). I/We shall ensure that all relevant individuals are furnished with a copy of the terms that apply to any facility, account with or service provided by Maybank and the aforesaid Data Protection Policies

**Authorised Persons / Authorised Signatory Signature**

Signature based upon Mandate or Board Resolution signing condition. If more signatures are required, just append to the below

Authorised Person / Authorised Signatory  
Name :  
NRIC Number :Authorised Person / Authorised Signatory  
Name :  
NRIC Number :Authorised Person / Authorised Signatory  
Name :  
NRIC Number :Authorised Person / Authorised Signatory  
Name :  
NRIC Number :**FOR BANK USE ONLY**

Signature, NRIC and Signing Condition verified by:

Signature/ Name/Branch

Date:

- Electronic Activation

RSME Customer - for Business Credit Card Processing