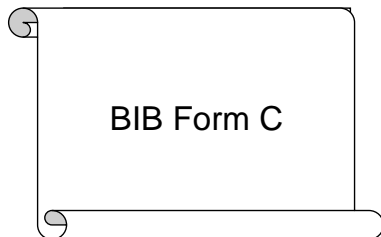


INSTRUCTION FOR COMPLETING BIB MAINTENANCE FORMS

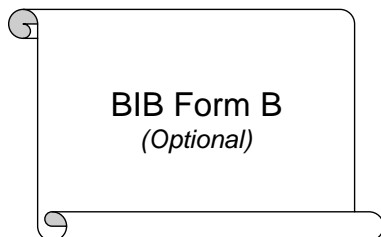
Required documents when requesting for changes in the current Business Internet Banking set-up:



BIB Form C

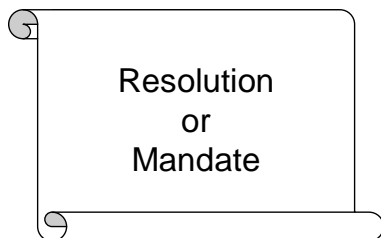
Provide the following details:

- Company Particulars
- BIB Services to be linked / delinked
- Accounts to be linked / delinked
- User Control Option
- Approval Mandate
- Authorised Users and functions to be linked or delinked



BIB Form B
(Optional)

This form is only required if you opt for Customised Approval Mandate under Part 5 (i.e. Approval Mandate) of BIB Form C



**Resolution
or
Mandate**

Resolution / Mandate is only required if you are requesting for:

- (1) Change in User Control Option,
- (2) Change in Approval Mandate, or
- (3) Enrolment of Authorised User with Approval function

Resolution is required for

- Private Limited
- Limited Liability Partnership
- Club / Society / Association

Mandate is required for

- Partnership
- Sole Proprietorship

Business Internet Banking - Maintenance Form (BIB FORM C)**Page 1 – Information to be completed for COMPANY LEVEL****PART 1 – Company Particulars**

- Specify Legal entity name and Registration No. of the company.
- Designate the name of the Contact Person(s) that Maybank can liaise with about the application.
- State the Company's Telephone number, Fax number and also Email Address for contact purposes.

PART 2 – Services

- The BIB services are categorized into two sets: Enquiry Services and Transactional Services.
- For linking or delinking of any of the BIB services, just tick on the relevant boxes provided next to the service.

PART 3 – Account Linking

- For linking or delinking of an account number, state the account number then tick the relevant boxes provided.
- In the next column for Current Account Number (APS+) and Current Account Number (OBG), please indicate the Account Number which will be linked or delinked for APS+ and OBG services.

PART 4 – Authorised User Control Option

Tick on the appropriate box to indicate whether the Authorised User **MAY** (Single Control) or **MAY NOT** (Dual Control) approve the same transaction created.

Note: By Default, approver can also create transaction, this option at the Company level allows the company to specify if the same approver can create and approve his own transaction.

PART 5 – Approval Mandate

- By ticking Box 1, it will enable any 1 Authorised User to approve all transaction amounts for all accounts linked under Maybank Business Internet Banking
- By ticking Box 2, it will enable any 2 Authorised Users to approve all transaction amounts for all accounts linked under Maybank Business Internet Banking
- By ticking Box 3, it will enable any 3 Authorised Users to approve all transaction amounts for all accounts linked under Maybank Business Internet Banking
- Last box: For Customised Mandate whereby Company needs to complete **BIB Form B – Customised Approval Mandate Form**

Page 2 and 3 – Information to be completed for INDIVIDUAL AUTHORISED USER LEVEL**PART 6 – Appointment of Authorised Users**

- For Adding of new Authorised User, please tick the "Add" box then indicate whether the User is a **CREATOR** or an **APPROVER**
- For Deletion of an existing Authorised User, please tick the "Delete" box.
- To Request for re-issuance of Access ID and PIN, please tick the "Re-issue Access ID/PIN" box
- For adding and/or deleting of Authorised User/s, please complete the concerned Authorised User's particulars (Salutation, Name, NRIC/ Passport number, NRIC Type, Designation, Address, Mobile Number, Date of Birth and Gender)
- In the next part, specify the Account Number(s) that the Authorised Users will be linked and/or delinked to and tick under the different categories (eg. Account Inquiry, Cheque Status Enquiry, APS+) to specify the services that the Authorised Users will be linked / delinked to as well.

NOTE:

a) If the new user with Creation function is an Authorised Signatory of Current Account (CA), it will automatically have an Approver function in BIB upon enrolment. If you prefer otherwise (i.e. new user to be assigned with Creation function only), you have to request for the new user to be removed as Authorised Signatory of CA. Alternatively, you can still allow the new user to have an Approval function but it is advised that you assign an approval set-up where you will require at least two (2) or more users to fully approve a transaction to avoid any financial control issues.

b) Security Tokens will be issued to NEW authorised user. First 3 Tokens are free, subsequent token is chargeable at \$30.00 each.

* If there are more than 4 authorised users, please contact your Relationship Manager/ Accounts Manager or our Contact Centre on 1800-MAYBANK for assistance.

Page 4 – Declaration by Applicants (The Authorised Personnel)**PART 7 – Declaration by Applicant**

1. The Authorised person/s named in the Board of Director Resolution / Mandate (i.e. Clause 1) is/ are to sign this form and affix company stamp where appropriate.
2. Please read the declarations before signing the forms. By signing the forms, the company confirms that the information provided is true and accurate and is deemed to understand and agree to the terms stated therein.

Business Internet Banking - Customised Approval Mandate Form (BIB Form B)**Note:**

1. **BIB Form B will only be used if Company selects “Customised Mandate” under Part 5 of Form C.**
2. Tick either the “New Application” or “Amendment / Revision” box.
3. The instruction provided here by the Company will apply to all BIB Transaction Services except for Stop Payment of Cheque.

PART 1 – Company Particulars

- Specify Legal entity name and Registration No. of the company.
- Designate the name of the Contact Person(s) that Maybank can liaise with about the application.
- State the Company's Telephone number, Fax number and also Email Address for contact purposes.

PART 2 – Authorised User (AU) Group

- Fill in the name and IC/ Passport No. of the Authorised User(s) that have been appointed to approve transaction as APPROVER in **PART 6 of Form C**.
- Group each of the Authorised Users into Group A, B or C.
- For each Authorised User, please assign to **only one group** by ticking only Group A or B or C.

PART 3 – Transaction Approval Mandate Customisation

- Please start with **Customisation Mandate 1**.
- Please indicate up to **6 operating current account(s)** that will be used for Customised Mandate 1. These accounts **MUST** be those indicated in **PART 3 – Account Linking of Form C**
- In the next column, stipulate up to 3 different Tier Limit(s) (i.e. Tier 1, Tier 2, Tier 3) that the group of Authorised Users can approve.
- For each Tier Limit, please state the number of Authorised User(s) required from each of Group A, B or C that will approve each of the transaction amounts. For each Tier Limit, company is allowed to assign 3 different approval conditions (i.e. different combinations of Group A or B or C of Authorised Users to approve the transaction).
- Depending on company size and requirement:
 - There is no need to assign Authorised Users to all the 3 Groups
 - There is no need to assign Authorised Users to all the 3 Groups for each of the tier limits.
 - There is neither a need to set up to 3 levels of tier limits, i.e. company may set up to just 2 levels of transaction amounts (ie upto Tier 2 only).
- Authorised users groups appointed to approve a higher amount can approve all transactions of lower amount.
- Authorised Users can use Customisation Mandate to cap the Daily Transaction Limit assigned for each of the transactional services.
- Proceed to Customisation Mandate 2 when there are more accounts to be set for a different Customisation Mandate.

PART 4 – Declaration by applicants

1. The Authorised person/s named in the Board of Director Resolution / Mandate (i.e. Clause 1) is/ are to sign this form and affix company stamp where appropriate.
2. Please read the declarations before signing the forms. By signing the forms, the company confirms that the information provided is true and accurate and is deemed to understand and agree to the terms stated therein.



Business Internet Banking Board Resolution / Mandate for Maintenance Request

The Board Resolution or Mandate is required if company will do any of the following requests:

- a. amend the User Control Option (Part 4)
- b. amend the Approval Mandate (Part 5)
- c. add a new user with Approval function (Part 6)

The Authorised Signatory(s) of the Company for BIB must indicate their Name, Designation, NRIC / Passport No. and Signature under Clause 1 of the "Certified Copy of Resolution of a Limited Liability Partnership for Internet Banking Services".

The "Certified Copy of Resolution of a Limited Liability Partnership for Internet Banking Services" must be signed by Chairman and Manager of the LLP.



Please forward the completed form and all documents to Account Holding Branch OR Account Managers/Relationship Managers

BUSINESS INTERNET BANKING - MAINTENANCE FORM (BIB Form C)

Please allow 5 business days from the date of receipt for your records to be updated. For enquiry, please contact our Customer Relationship Executives on **1800-MAYBANK** (1800 – 629 2265) or **(65) 6533 5229** (Overseas)

| PART 1: COMPANY PARTICULARS | | |
|-----------------------------|-----------------|---------------------------|
| Name of Company | Company Tel No. | Business Registration No. |
| Contact Person (s) | Company Fax No. | Email Address |

| PART 2: SERVICES | | |
|-------------------------------------|--------------------------|--|
| Please tick the appropriate box(es) | | |
| Enquiry Services | | |
| Link | Delink | |
| <input type="checkbox"/> | <input type="checkbox"/> | Account Enquiry (Download feature included) |
| <input type="checkbox"/> | <input type="checkbox"/> | Cheque Status Enquiry |
| Transactional Services | | |
| Link | Delink | |
| <input type="checkbox"/> | <input type="checkbox"/> | Stop Payment of Cheque |
| <input type="checkbox"/> | <input type="checkbox"/> | Funds Transfer |
| <input type="checkbox"/> | <input type="checkbox"/> | Remittance (Cashier's Order, Demand Draft, Telegraphic Transfer) |
| <input type="checkbox"/> | <input type="checkbox"/> | RegionLink [Funds transfer (Malaysia)] |
| <input type="checkbox"/> | <input type="checkbox"/> | APS+ (Automated Payment System Plus) |
| <input type="checkbox"/> | <input type="checkbox"/> | OBG (Outward Interbank GIRO System) |

| PART 3: ACCOUNT LINKING | | | | | | | | | |
|---|--------------------------|--------------------------|----|--------------------------|--------------------------|----|--------------------------|--------------------------|--|
| <ul style="list-style-type: none"> Please indicate the account numbers to be linked/delinked in the boxes provided. Where there are more accounts to be included, please contact your Relationship or Accounts Manager(s), or our Customer Relationship Executives on our hotline. Note that only the company's Current, Time Deposit and Term Loan Accounts with Maybank will be linked to Maybank Business Internet Banking Service. However, Time Deposit, Term Loan and Foreign Currency current accounts are for enquiry services only. The new account to be linked will follow the existing Authorised User Control Option (PART 4) and Approval Mandate (PART 5). To change, please tick the relevant boxes in PART 4 and/or 5 herein below. | | | | | | | | | |
| Account Number | | | | | | | | | |
| | Link | Delink | | Link | Delink | | Link | Delink | |
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | 4. | <input type="checkbox"/> | <input type="checkbox"/> | 7. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | 5. | <input type="checkbox"/> | <input type="checkbox"/> | 8. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | 6. | <input type="checkbox"/> | <input type="checkbox"/> | 9. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Current Account Number (APS+) | | | 1. | <input type="checkbox"/> | <input type="checkbox"/> | 2. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Current Account Number (OBG) | | | 1. | <input type="checkbox"/> | <input type="checkbox"/> | 2. | <input type="checkbox"/> | <input type="checkbox"/> | |

| PART 4: AUTHORISED USER CONTROL OPTION |
|--|
| Please tick ONE option: |
| <input type="checkbox"/> Dual Control - Authorised User cannot create and approve the same transaction. <input type="checkbox"/> Single Control - Authorised User may create and approve same transaction. |
| <ul style="list-style-type: none"> Dual Control involves the creation of the transaction by one person and the approval of the same transaction by another. It is therefore necessary to appoint at least two authorised users in the respective capacities, i.e. one to create and the other to approve. Single Control involves the creation and approval of a transaction being carried out by one person where the risk of fraudulent actions occurring is higher. |

| PART 5: APPROVAL MANDATE |
|---|
| For Stop Payment of Cheque, it will require only one Authorised User with approval function to proceed with the request. |
| Please tick ONE option: |
| <input type="checkbox"/> Any one (1) Authorised User required to approve all transaction amounts for all accounts linked under Maybank Business Internet Banking <input type="checkbox"/> Any two (2) Authorised Users required to approve all transaction amounts for all accounts linked under Maybank Business Internet Banking <input type="checkbox"/> Any three (3) Authorised Users required to approve all transaction amounts for all accounts linked under Maybank Business Internet Banking <input type="checkbox"/> Customised Mandate – Please complete the Customised Approval Mandate Form (BIB Form B) |



Please forward the completed form and all documents to Account Holding Branch OR Account Managers/Relationship Managers

PART 6: APPOINTMENT OF AUTHORISED USERS

- The services and accounts to be accessed by the Authorised user must be those listed in PART 2 and 3.
- NEW Authorised Users will be issued with Security Tokens. There is no charge for the first 3 Tokens issued to the company. Every subsequent token requested is subject to a fee of S\$30.00.

| | | | | | |
|---|--------------------------|---|---|---|-------------|
| Authorised User 1 – Authorised Access | | | | | |
| <input type="checkbox"/> Add [(Pick tick one box) <input type="checkbox"/> Creation <input type="checkbox"/> Approval] | | <input type="checkbox"/> Delete | | <input type="checkbox"/> Re-issue Access ID/PIN | |
| Salutation (Mr./Mrs./Ms/ Mdm./Dr.) | Name as in NRIC/Passport | NRIC/Passport No. | NRIC Type Singapore (Pink/Blue) Malaysia (New/Old) Others please specify | Gender (F/M) | Designation |
| Address | | Mobile Number ³ (local or overseas) | Date of Birth (DD/MM/YYYY) | Signature | |

| | | | | | | | | | | |
|--|--------------------------|----------------|-----------------|-----------------------|------------------------|----------------|------|-----|------------|------------|
| Account(s) and Services to be accessed by Authorised User : (Please tick the appropriate boxes to link or delink the account to services) | | | | | | | | | | |
| <input type="checkbox"/> Link/Delink all accounts and services listed in Part 2 and 3 | | | | | | | | | | |
| Link | Delink | Account Number | Account Inquiry | Cheque Status Inquiry | Stop Payment of Cheque | Funds Transfer | APS+ | OBG | Remittance | RegionLink |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | |

| | | | | | |
|---|--------------------------|---|---|---|-------------|
| Authorised User 2 – Authorised Access | | | | | |
| <input type="checkbox"/> Add [(Pick tick one box) <input type="checkbox"/> Creation <input type="checkbox"/> Approval] | | <input type="checkbox"/> Delete | | <input type="checkbox"/> Re-issue Access ID/PIN | |
| Salutation (Mr./Mrs./Ms/ Mdm./Dr.) | Name as in NRIC/Passport | NRIC/Passport No. | NRIC Type Singapore (Pink/Blue) Malaysia (New/Old) Others please specify | Gender (F/M) | Designation |
| Address | | Mobile Number ³ (local or overseas) | Date of Birth (DD/MM/YYYY) | Signature | |

| | | | | | | | | | | |
|--|--------------------------|----------------|-----------------|-----------------------|------------------------|----------------|------|-----|------------|------------|
| Account(s) and Services to be accessed by Authorised User : (Please tick the appropriate boxes to link or delink the account to services) | | | | | | | | | | |
| <input type="checkbox"/> Link/Delink all accounts and services listed in Part 2 and 3 | | | | | | | | | | |
| Link | Delink | Account Number | Account Inquiry | Cheque Status Inquiry | Stop Payment of Cheque | Funds Transfer | APS+ | OBG | Remittance | RegionLink |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | |

Note:
 1) **Creation** – Authorised User(s) can only enquire and create instructions for enrolled BIB transaction services.
Approval – Authorised User(s) can enquire, create and approve the enrolled BIB transaction services.
 2) Transaction services are limited to Singapore Dollar (S\$) based accounts
 Malayan Banking Berhad (incorporated in Malaysia)

3) Mobile numbers of the Authorised User(s) will be used for Authorisation code to be forwarded to the Authorised User(s) when updating Payee Account List for Funds Transfer, Remittance and RegionLink services. Transmitting of Authorisation Code to an overseas mobile number is dependent on the mobile operator's network availability.



Please forward the completed form and all documents to Account Holding Branch OR Account Managers/Relationship Managers

| Authorised User 3 – Authorised Access | | | | | | | | | | |
|--|--------------------------|---|-----------------|---|------------------------|---|------|-----------------|---|------------|
| <input type="checkbox"/> Add | | [(Pick tick one box) <input type="checkbox"/> Creation <input type="checkbox"/> Approval] | | | | <input type="checkbox"/> Delete | | | <input type="checkbox"/> Re-issue Access ID/PIN | |
| Salutation (Mr./Mrs./Ms/ Mdm./Dr.) | Name as in NRIC/Passport | | | NRIC/Passport No. | | NRIC Type Singapore (Pink/Blue) Malaysia (New/Old) Others please specify | | Gender (F/M) | Designation | |
| Address | | | | Mobile Number ³ (local or overseas) | | Date of Birth (DD/MM/YYYY) | | Signature | | |
| Account(s) and Services to be accessed by Authorised User : (Please tick the appropriate boxes to link or delink the account to services) | | | | | | | | | | |
| <input type="checkbox"/> Link/Delink all accounts and services listed in Part 2 and 3 | | | | | | | | | | |
| Link | Delink | Account Number | Account Inquiry | Cheque Status Inquiry | Stop Payment of Cheque | Funds Transfer | APS+ | OBG | Remittance | RegionLink |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | |

| Authorised User 4 – Authorised Access | | | | | | | | | | |
|--|--------------------------|---|-----------------|---|------------------------|---|------|-----------------|---|------------|
| <input type="checkbox"/> Add | | [(Pick tick one box) <input type="checkbox"/> Creation <input type="checkbox"/> Approval] | | | | <input type="checkbox"/> Delete | | | <input type="checkbox"/> Re-issue Access ID/PIN | |
| Salutation (Mr./Mrs./Ms/ Mdm./Dr.) | Name as in NRIC/Passport | | | NRIC/Passport No. | | NRIC Type Singapore (Pink/Blue) Malaysia (New/Old) Others please specify | | Gender (F/M) | Designation | |
| Address | | | | Mobile Number ³ (local or overseas) | | Date of Birth (DD/MM/YYYY) | | Signature | | |
| Account(s) and Services to be accessed by Authorised User : (Please tick the appropriate boxes to link or delink the account to services) | | | | | | | | | | |
| <input type="checkbox"/> Link/Delink all accounts and services listed in Part 2 and 3 | | | | | | | | | | |
| Link | Delink | Account Number | Account Inquiry | Cheque Status Inquiry | Stop Payment of Cheque | Funds Transfer | APS+ | OBG | Remittance | RegionLink |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | |

Note:

- 1) **Creation** – Authorised User(s) can only enquire and create instructions for enrolled BIB transaction services.
- Approval** – Authorised User(s) can enquire, create and approve the enrolled BIB transaction services.
- 2) Transaction services are limited to Singapore Dollar (S\$) based accounts
- 3) Mobile numbers of the Authorised User(s) will be used for Authorisation code to be forwarded to the Authorised User(s) when updating Payee Account List for Funds Transfer, Remittance and RegionLink services. Transmitting of Authorisation Code to an overseas mobile number is dependent on the mobile operator's network availability.

If there are more than 4 authorised users, please contact your Relationship Manager/ Accounts Manager or Customer Relationship Executives.



Please forward the completed form and all documents to Account Holding Branch OR Account Managers/Relationship Managers

BUSINESS INTERNET BANKING CUSTOMISED APPROVAL MANDATE FORM (BIB Form B)

Please allow 5 business days from the date of receipt for your records to be updated. For enquiries, please contact our Customer Relationship Executives on **1800-MAYBANK** (1800-629 2265) or **(65) 6533 5229** (Overseas).

| | | |
|--|---|-------------------|
| <input type="checkbox"/> For New Application | <input type="checkbox"/> Amendment/Revision | (Please Tick One) |
|--|---|-------------------|

| PART 1: COMPANY PARTICULARS | | |
|-----------------------------|-----------------|---------------------------|
| Name of Company | Company Tel No. | Business Registration No. |
| Contact Person (s) | Company Fax No. | Email Address |

PART 2: AUTHORISED USER GROUP

Please group the Authorised Users with Approval Function listed in PART 6 - BIB Form C into the following User Groups A, B or C by ticking the appropriate box below.

Note: You can group your Authorised User(s) with "Approval" function into any of the User Groups – A, B and C. The grouping of the Authorised User(s) into different groups is meant for control purposes. You can customise the mandate by assigning Authorised User(s) from different User Group(s) for each account and for a specified range of Authorisation Amount.

| Name of Authorised User | NRIC No./ Passport No. | User Group | | | | |
|-------------------------|------------------------|----------------------------|----|----------------------------|----|----------------------------|
| | | <input type="checkbox"/> A | or | <input type="checkbox"/> B | or | <input type="checkbox"/> C |
| | | <input type="checkbox"/> A | or | <input type="checkbox"/> B | or | <input type="checkbox"/> C |
| | | <input type="checkbox"/> A | or | <input type="checkbox"/> B | or | <input type="checkbox"/> C |
| | | <input type="checkbox"/> A | or | <input type="checkbox"/> B | or | <input type="checkbox"/> C |
| | | <input type="checkbox"/> A | or | <input type="checkbox"/> B | or | <input type="checkbox"/> C |
| | | <input type="checkbox"/> A | or | <input type="checkbox"/> B | or | <input type="checkbox"/> C |
| | | <input type="checkbox"/> A | or | <input type="checkbox"/> B | or | <input type="checkbox"/> C |
| | | <input type="checkbox"/> A | or | <input type="checkbox"/> B | or | <input type="checkbox"/> C |

PART 3: TRANSACTION APPROVAL MANDATE CUSTOMISATION

Important Notes:

- a) The operating current account for Customisation Mandate must be those listed under "Account Linking" in PART 3 of the Business Internet Banking Application Form (BIB Form A).
- b) For Stop Payment of Cheque, any ONE signatory from any group will be sufficient mandate.
- c) You can assign up to 3 Tier Limits (i.e. Tier 1, Tier 2, Tier 3 below) and assign up to 3 different approving conditions (i.e. 1 or 2 or 3 below) per tier limit.
- d) If you wish to specify a different set of Mandate for a different set of Accounts, please proceed to Customisation Mandate 2.
- e) The authorisation amount stated below is on a per transaction basis. Authorised Users can approve multiple transactions up to the maximum daily transaction limit of each service. The maximum daily transaction limit allowed in the authorisation amount is up to S\$5M.

Customisation Mandate 1

| Account No. | Account No. | Account No. | |
|---------------------------|--|--|--|
| Account No. | Account No. | Account No. | |
| Authorisation Amount | Group A (Indicate number of Authorised Users) | Group B (Indicate number of Authorised Users) | Group C (Indicate number of Authorised Users) |
| Tier 1 Up to SGD _____ | 1 | & | & |
| | or | OR | |
| | 2 | & | & |
| | or | OR | |
| Tier 2 Up to SGD _____ | 1 | & | & |
| | or | OR | |
| | 2 | & | & |
| | or | OR | |
| Tier 3 Up to SGD _____ | 1 | & | & |
| | or | OR | |
| | 2 | & | & |
| | or | OR | |
| | 3 | & | & |



Please forward the completed form and all documents to Account Holding Branch OR Account Managers/Relationship Managers

| Customisation Mandate 2 | | | | | |
|---------------------------|----|--|---|--|--|
| Account No. | | Account No. | | Account No. | |
| Account No. | | Account No. | | Account No. | |
| Authorisation Amount | | Group A (Indicate number of Authorised Users) | | Group B (Indicate number of Authorised Users) | Group C (Indicate number of Authorised Users) |
| Tier 1 Up to SGD _____ | 1 | | & | | & |
| | or | OR | | | |
| | 2 | | & | | & |
| | or | OR | | | |
| | 3 | | & | | & |
| Tier 2 Up to SGD _____ | 1 | | & | | & |
| | or | OR | | | |
| | 2 | | & | | & |
| | or | OR | | | |
| | 3 | | & | | & |
| Tier 3 Up to SGD _____ | 1 | | & | | & |
| | or | OR | | | |
| | 2 | | & | | & |
| | or | OR | | | |
| | 3 | | & | | & |

PART 4: DECLARATION BY APPLICANT

1. I/We hereby

- Confirm that I/we have applied for the Maybank Business Internet Banking service and have been provided with copies of the Terms and Conditions of Maybank Internet Banking Services and have read, understood and hereby agree to be bound by each and all of the terms therein as may be amended and prevailing from time to time.
- 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.
- 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 2 and 3 herein shall apply in this respect.
- Where an amendment/revision to this form has been requested, confirm and agree that any existing transaction approval mandate customisation which I/we have with Maybank Business Internet Banking will no longer apply and the transaction approval mandate customisation indicated herein will apply instead.
- 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.
- Authorise Maybank to issue Access ID (s), Login PIN(s) and Token(s) to the Authorised User(s), where applicable.
- Authorise Maybank to debit all subscription fees, administration and service charges relating to my/our application and/or use of Maybank Online Banking for Company Service from any of my/our accounts maintained with Maybank.

2. Enclosed is a certified true copy of our Company's Board Resolution / Association/Society/Club's Committee Resolution / Limited Liability Partnership's Resolution / Mandate for Partnership / Mandate for Sole Proprietorship, where applicable.

***Authorised Signatory(s) with Company Stamp (If applicable)**

| | | | | |
|-------------|--|--|--|--|
| Name | | | | |
| Designation | | | | |
| Signature | | | | |
| Date | | | | |

*For Partnerships, all partners are required to sign.

PART 5: FOR BANK USE ONLY

Signature Verified by:

Signature/ Name/Branch Date

To: **Malayan Banking Berhad, Singapore ("Bank")**

CERTIFIED COPY OF RESOLUTION BY A LIMITED LIABILITY PARTNERSHIP FOR INTERNET BANKING SERVICES (Change in Authorised User Control Option / Approval Mandate / Authorised User with Approval function)

The following resolutions were passed and have been duly recorded in the minute book of _____ hereinafter referred to as the "Limited Liability Partnership" or "LLP") at a meeting of the partners of the LLP held at _____ on the _____ day of _____.

IT WAS NOTED:

THAT pursuant to the resolution of the LLP dated _____, the LLP had applied to Malayan Banking Berhad (hereinafter referred to as the "Bank") for the use of the Bank's internet banking services.

RESOLVED THAT:

Change in * Authorised User Control / Approval Mandate / Authorised User with Approval function

1. * Any / Both of the following authorised signatories be authorised on behalf of the LLP to complete, sign and submit the form(s) (copies of which are annexed hereto and contents of which are noted and hereby approved) ("Form(s)") to the Bank on the changes to any authorisation or information in any form previously submitted to the Bank in respect of the Internet Banking Services :

| Name | Designation | NRIC/Passport No. | Signature |
|------|-------------|-------------------|-----------|
|------|-------------|-------------------|-----------|

| Name | Designation | NRIC/Passport No. | Signature |
|------|-------------|-------------------|-----------|
|------|-------------|-------------------|-----------|

2. With immediate effect, the instructions in the Form(s) pertaining to the operation of the LLP's internet banking services shall supercede all previous instructions in respect thereof.

3. That this resolution be communicated to the Bank and remain in force until an amending resolution is passed by the partners of the LLP and a certified copy thereof has been furnished to the Bank and that until such copy of amending resolution is received by the Bank the Bank shall be indemnified and saved harmless from any loss suffered or liabilities incurred by it (including legal costs on a full indemnity basis) in continuing to act in pursuance of this resolution.

I/We HEREBY CERTIFY that the foregoing resolutions have been duly passed and entered in the minute book of the LLP and signed therein by the Chairman of the Meeting of the partners and are in accordance with the Limited Liability Partnership Agreement or the Limited Liability Partnership Act (as the case may be).

Dated this _____ day of _____

Signed By:

Chairman

Manager of LLP

Limited Liability Partnership Stamp

* **Delete whichever is non-applicable.**