

Please submit your completed form and supporting documents through your account-holding Branch or your Account/Relationship Manager. We will be glad to assist you in filling up this form.

Alternatively, you can call our **Business Banking hotline** at 1800 777 0022 or 6777 0022 (Calling from Overseas), between 9am and 6pm, Mondays to Fridays (excluding public holidays).

Please allow 5 business days from the day we receive this form for your records to be updated.

### Parts of this Form

- Part 1: Applicant**
  - Company's identity

*(All applicants must complete this part)*
  
- Part 2: Mobile Number(s) & Email**
  - Mobile phone number & email address for receiving alerts and notifications
  
- Part 3: Update Current/Savings Account(s) or Credit Card to be linked to BIB**
  - Add or remove BIB access from account(s)

*(Please ensure that you complete Part 7 as well)*
  
- Part 4: Add or Amend Authorised User(s)**
  - Add New Users and register their personal particulars
  - Change personal particulars of existing Users

*(Please ensure that you complete Part 7 as well)*
  
- Part5: Remove Existing User(s)**
  
- Part6: Update BIB Services**
  - Select the package of BIB services for your company

*(Please ensure that you complete Part 7 as well)*
  
- Part7: Update of Users Accounts and BIB Services.**
  - Give New Users access to selected account(s) and BIB services
  - Change existing Users' access to account(s) and BIB services
  - Authorise new and existing Users to create or approve BIB transactions

*(This part is mandatory, if you are completing Part 3, Part 4 or Part 6)*
  
- Part8: Approval Mandate**
  - Permissions for Approver(s) to approve BIB transactions that he/she creates
  - Change the number of Approvers required to authorise BIB transactions
  
- Part9: Customised Authorisation**
  - Assign Users to Groups
  - Set authorisation tiers, based on User Group combinations
  
- Part10: User Administration**
  - Forgotten Password / Access ID, spoilt or loss of security token
  - Apply for re-issuance of Access ID and PIN
  - Apply for re-issuance of Security Token(s)
  
- Part11: Change Notification Threshold**
  
- Part 12: Declaration by Applicant**

*(It is mandatory for you to complete and sign off this Part)*



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

*(Note: Part 7 must be completed as well)*

Linking of Maybank deposit accounts with BIB	<input type="checkbox"/> Add <input type="checkbox"/> Remove	Account 1 _____
	<input type="checkbox"/> Add <input type="checkbox"/> Remove	Account 2 _____
	<input type="checkbox"/> Add <input type="checkbox"/> Remove	Account 3 _____
	<input type="checkbox"/> Add <input type="checkbox"/> Remove	Account 4 _____

**Part 3B: Maybank Credit Card to be linked to BIB**

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

Linking of Maybank Credit Card with BIB	<input type="checkbox"/> Add <input type="checkbox"/> Remove	Cardmember's Name (Cardmember 1) _____
	<input type="checkbox"/> Add <input type="checkbox"/> Remove	Cardmember's Name (Cardmember 2) _____
	<input type="checkbox"/> Add <input type="checkbox"/> Remove	Cardmember's Name (Cardmember 3) _____
	<input type="checkbox"/> Add <input type="checkbox"/> Remove	Cardmember's Name (Cardmember 4) _____

<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 are for Enquiry Services only.

**Part 4: Add or Amend Authorised User(s)**

Please print additional copies of this page if you have more Users.  
(Note: If you are adding new User(s), please complete Part 7 as well.)

Authorised User 1 *Please tick one:*  New User  Changes to existing User

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

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

Gender  Male  Female

Designation \_\_\_\_\_

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

Nationality \_\_\_\_\_

Mobile Number +65 

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

Signature<sup>2</sup>

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Authorised User 2 *Please tick one:*  New User  Changes to existing User

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

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

Gender  Male  Female

Designation \_\_\_\_\_

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

Nationality \_\_\_\_\_

Mobile Number +65 

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

Signature<sup>2</sup>

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<sup>2</sup> The Bank will require a photocopy of NRIC/Passport for Users who are non-authorized signatories for identification purposes.



**Part 6: Update BIB Services**

(Note: Part 7 must be completed as well)

**Administrator Rights**

- Admin Rights<sup>3</sup>  Add  
 Remove

**Enquiry Services**

- Account Enquiry
- Cheque Status Enquiry  Add  
 Remove

**PayNow Services**

- PayNow Registration<sup>4</sup>  Add  
 Remove

**Transactional Service**

- Payroll Service (APS)<sup>5</sup>  Add  
 Remove
- Inward/Outward GIRO<sup>6</sup>  Add  
 Remove
- Local Funds Transfer/  
Payment<sup>7</sup>  Add  
 Remove
- International Funds Transfer/ Payment<sup>8</sup>  Add  
 Remove

<sup>3</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>4</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>5</sup> Payments can be made to an Account number or to a PayNow ID.

<sup>6</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>7</sup> Includes Stop Payment of Cheque, GIRO transfers, Foreign Currency Transfers within Maybank Singapore and FAST transfers, Credit Card Payments, Inward Funds Transfer and Payments to a PayNow ID.

<sup>8</sup> Includes remittance and RegionLink same-day funds transfer to accounts with Maybank Malaysia.

**Part 7: Update Users, Accounts and BIB Services**

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

This part of the form allows you to

- Give New Users access to selected account(s) and BIB services
- Change existing Users' access to account(s) and BIB services

*Note: First 3 Security Tokens are issued free of charge. Subsequent tokens are chargeable at S\$30 each.  
 If you are upgrading from Enquiry to Transactional services, please update Mobile number in Part 2.*

Appoint Authorised User		
	Authorised User 1  _____ Full Name as in NRIC	Authorised User 2  _____ Full Name as in NRIC
Please select <b>one</b> option	<input type="checkbox"/> Add OR <input type="checkbox"/> Amend	<input type="checkbox"/> Add OR <input type="checkbox"/> Amend
Deposit Account		
Account 1 -----	<input type="checkbox"/> Add OR <input type="checkbox"/> Remove	<input type="checkbox"/> Add OR <input type="checkbox"/> Remove
Account 2 -----	<input type="checkbox"/> Add OR <input type="checkbox"/> Remove	<input type="checkbox"/> Add OR <input type="checkbox"/> Remove
Account 3 -----	<input type="checkbox"/> Add OR <input type="checkbox"/> Remove	<input type="checkbox"/> Add OR <input type="checkbox"/> Remove
Account 4 -----	<input type="checkbox"/> Add OR <input type="checkbox"/> Remove	<input type="checkbox"/> Add OR <input type="checkbox"/> Remove
Credit Card <sup>9</sup>		
Cardmember 1 _____	<input type="checkbox"/> Add OR <input type="checkbox"/> Remove	<input type="checkbox"/> Add OR <input type="checkbox"/> Remove
Cardmember 2 _____	<input type="checkbox"/> Add OR <input type="checkbox"/> Remove	<input type="checkbox"/> Add OR <input type="checkbox"/> Remove
Cardmember 3 _____	<input type="checkbox"/> Add OR <input type="checkbox"/> Remove	<input type="checkbox"/> Add OR <input type="checkbox"/> Remove
Cardmember 4 _____	<input type="checkbox"/> Add OR <input type="checkbox"/> Remove	<input type="checkbox"/> Add OR <input type="checkbox"/> Remove
Authorised Access Role		
User Role	<input type="checkbox"/> Creator OR <input type="checkbox"/> Approver <sup>10</sup>	<input type="checkbox"/> Creator OR <input type="checkbox"/> Approver <sup>10</sup>
Administrator Rights		
Admin User	<input type="checkbox"/> Add OR <input type="checkbox"/> Remove	<input type="checkbox"/> Add OR <input type="checkbox"/> Remove

<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.

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

Enquiry Services to be accessed by Authorised User		
Account Enquiry	<input type="checkbox"/> Add OR <input type="checkbox"/> Remove	<input type="checkbox"/> Add OR <input type="checkbox"/> Remove
Cheque Status Enquiry	<input type="checkbox"/> Add OR <input type="checkbox"/> Remove	<input type="checkbox"/> Add OR <input type="checkbox"/> Remove

PayNow Services to be accessed by Authorised User		
PayNow Registration	<input type="checkbox"/> Add OR <input type="checkbox"/> Remove	<input type="checkbox"/> Add OR <input type="checkbox"/> Remove

Transactional Services to be accessed by Authorised User		
Payroll Service (APS)	<input type="checkbox"/> Add OR <input type="checkbox"/> Remove	<input type="checkbox"/> Add OR <input type="checkbox"/> Remove
Inwards/Outwards GIRO	<input type="checkbox"/> Add OR <input type="checkbox"/> Remove	<input type="checkbox"/> Add OR <input type="checkbox"/> Remove
Local Funds Transfer/Payment	<input type="checkbox"/> Add OR <input type="checkbox"/> Remove	<input type="checkbox"/> Add OR <input type="checkbox"/> Remove
International Funds Transfer / Payment	<input type="checkbox"/> Add OR <input type="checkbox"/> Remove	<input type="checkbox"/> Add OR <input type="checkbox"/> Remove



**Part 8: Approval Mandate**

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>11</sup>.

*(Please tick one only)*

- 1 Approver  
 2 Approvers  
 3 Approvers  
 Customised Authorisation

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<sup>11</sup> For Stop Payment of Cheque, only one Authorised Approver is required to approve the request.

**Part 9: Customised Authorisation**
**NOTE**

Customised Authorisation applies only to account(s) listed in Part 3, provided “Customised Authorisation” is selected in Part 8.

Before you proceed, please refer to the illustration on following page, for help on the completion of Part 9.

**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	Authorisation Group
John Tan	A
Ahmad Sufian	A
Peter Lim	B
Zhang Wei	B
Anna Reyes	C
Muthu Chandra	C

**Tiered Mandate**

	Authorisation Amount	Authorisation is based on approval by User(s) from selected Group(s) (A / B / C)	
Tier 1	Up To 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 from Group B
Tier 2	Up To 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
Tier 3	Up To 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 10: User Access Administration<sup>12</sup>**

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

**User 1**

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

NRIC/Passport No. \_\_\_\_\_

- Forgot Password. Re-issue of Access ID and PIN<sup>13</sup>
- Security Token is locked. Resync Token  
Security Token Serial Number \_\_\_\_\_
- Replacement of Security Token

Signature

**User 2**

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

NRIC/Passport No. \_\_\_\_\_

- Forgot Password. Re-issue of Access ID and PIN<sup>13</sup>
- Security Token is locked. Resync Token  
Security Token Serial Number \_\_\_\_\_
- Replacement of Security Token

Signature

A replacement fee of S\$20 is applicable for faulty tokens. Please approach our Branches for replacement of faulty tokens.

Mode of Payment  Debit A/C Number \_\_\_\_\_  
 Cheque Number: [Payable to "Maybank Singapore")] \_\_\_\_\_

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<sup>12</sup> Your Login will be blocked upon processing of your application. You will need to activate again through First Time Login, or token reactivation

<sup>13</sup> Please use Update of Customer Contacts form to update Mobile Number and Email address for User ID administration purposes.

**Part 11: Change Notification Threshold**

Note:

1. It is your responsibility to ensure that you have provided us with your updated contact details. Should you need to update your contact details, please complete Part 2.
2. You may opt out from receiving SMS and/or email notifications for selected services. Where it deems it necessary, the bank will send you at least a notification upon performing selected transactions.

Type of Services	Email	SMS	Service Threshold (SGD) (Strike out what is not applicable)
1. Credit Card Payment	<input type="checkbox"/>	<input type="checkbox"/>	S\$ Any Amount / 1000 / 5000 / 10000
2. Funds Transfer to Account Number or PayNow ID	<input type="checkbox"/>	<input type="checkbox"/>	S\$ Any Amount / 1000 / 5000 / 10000
3. APS+/OBG*	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not Changeable
4. RegionLink - Online Funds Transfer	<input type="checkbox"/>	<input type="checkbox"/>	S\$ Any Amount / 1000 / 5000 / 10000
5. Telegraphic Transfer*	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not Changeable
6. Cashier's Order/Demand Draft*	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not Changeable

(\*) You cannot opt-out from receiving notifications for these transactions.

**Part 12: 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 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 the Bank 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 the Bank 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 the Bank or which may be brought or preferred against the Bank as a result of the Bank agreeing to act on our said authorisation herein.
11. Understand that the Bank 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, 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:

- RSME Customer
- Electronic Activation