

## APPLICATION PROCEDURE FOR NON-INDIVIDUAL ACCOUNT

### Step 1

Complete the Account Opening form for Company / Establishment

### Step 2

(a) What you need to bring:-

	Sole proprietorship	Partnership / Limited partnership	Limited liability partnership <sup>1</sup>	Private Limited Company	MCST	Club/Association & Society	Variable Capital Company
1. Account Opening form for Company/ Establishment	✓	✓	✓	✓	✓	✓	✓
2. Bank's standard copy of Resolution or Certified Extract of Resolution		✓	✓	✓	✓	✓	✓
3. Certified true copies of Memorandum & Articles of Association (M&A) / By-Laws / Constitution				✓	✓	✓	✓
4. NRIC / Passport of all Authorised Signatories/ Directors / Partners / Office Bearers / Authorised Persons/ BIB Approvers / Ultimate Beneficiary Owners ("UBO") <sup>2</sup>	✓	✓	✓	✓	✓	✓	✓
5. Proof of Residential Address of all Authorised Signatories/ Directors/ Partners/ Office Bearers / Authorised Persons / BIB Approvers / UBO <sup>2</sup>	✓	✓	✓	✓	✓	✓	✓
6. Certified true copy of Minutes of Meeting reflecting List of Office Bearers					✓	✓	
7. Minimum Deposit in cash or cheque	✓	✓	✓	✓	✓	✓	✓
8. Prospectus							✓
9. Declaration letter from Fund Manager							✓
10. AML/CFT Questionnaire in Bank's format (where the Fund Manager is not regulated by MAS)							✓
11. List of Beneficial Owners <sup>3</sup>							✓

<sup>1</sup> LLP to also submit their LLP Partnership Agreement, if available.

<sup>2</sup> Originals required, otherwise originals of the identification documents of Authorised Signatories, Directors, Partners, Office Bearers, Authorised Persons, BIB Approvers and Beneficial Owners should be sighted by bank staff or certified by independent third parties and they should not certify their own identification document.

<sup>3</sup> A "Beneficial Owner" refers to the natural person who ultimately owns (through effective shareholding of at least 25%) or controls the customer or a natural person on whose behalf a transaction is conducted or business relations are established which will include any person who exercises ultimate effective control over a legal person or legal arrangement.

(b) Certification of true copies. Photocopied documents (save for NRIC/Passport/Proof of Residential Address of all Authorised Signatories / Directors / Partners / Office Bearers / Authorised Persons / BIB Approvers / UBO<sup>2</sup>) must be certified true by signature from the following:

1. Sole Proprietorship	Business Owner
2. Partnership	Any 2 Partners
3. Limited Partnership	Any General Partner
4. Limited Liability Partnership	Any 2 Partners
5. Private Limited Company	Any 2 Directors or Director & Company Secretary (for M&A/Constitution, Any Director or Company Secretary)
6. Variable Capital Company	Any 2 Directors or Director & Company Secretary (for M&A/Constitution, Any Director or Company Secretary)
7. Society/ Club/ Association	Any 2 Office Bearers <sup>4</sup>

<sup>4</sup>An "Office Bearer" refers to a person who is the chairman/president, the secretary or the treasurer of the committee or other governing body (or persons holding similar or equivalent positions).

### Step 3

In addition to all Signatories, the following persons are required to be present for account opening:

1. Sole Proprietorship	Business Owner
2. Partnership	All Partners
3. Limited Partnership	Any General Partner
4. Limited Liability Partnership	All Partners
5. Private Limited Company	1. All Authorised Persons <sup>5</sup> 2. All persons who certify the submitted documents
6. Society/ Club/ Association	Any 2 Office Bearers
7. Variable Capital Company	1. All Authorised Persons <sup>5</sup> 2. All persons who certify the submitted documents

<sup>5</sup> An "Authorised Person" refers to a person listed in the schedule of appointment and authority of authorised persons in the Bank's standard copy of Resolutions or Certified Extract of Resolutions.

#### **Important notes:**

- (i) The Bank is required by local laws and regulations and/or international standards to obtain, verify and record information that identifies each business entity that opens an account or establishes a relationship with Maybank in the effort to combat money laundering, terrorist financing and fraudulent activity. What this means for you is that in addition to the documents listed above, we may request for additional documents/information as it deems necessary for the processing of the account opening.
- (ii) The Bank may request additional documents depending on the set up of the company.
- (iii) The Bank's receipt of application form and supporting documents does not bind the Bank to open an account.
- (iv) The Bank reserves the right to reject the application without disclosing any reason.

**ACCOUNT OPENING FOR COMPANY / ESTABLISHMENT**

Branch	Date		
(*delete where applicable and tick the relevant boxes)			
Type of business entity	Others (please specify):		
Type of account	<input type="checkbox"/> Current Account <input type="checkbox"/> PremierBiz Account <input type="checkbox"/> FlexiBiz Account <input type="checkbox"/> Time Deposit Account (Currency )	<input type="checkbox"/> Foreign Currency Current Account (Currency ) <input type="checkbox"/> Foreign Currency Call Account <input type="checkbox"/> USD <input type="checkbox"/> EUR	<input type="checkbox"/> Other (please specify) :
	Project Current Account - Project Name		
	Sub-Fund Current Account - Sub-Fund Name		

**COMPANY / ESTABLISHMENT**

Name	Registered/ Exempt Charity	(Applicable to Association/Club/Society only) <input type="checkbox"/> Yes <input type="checkbox"/> No
Registration/ UEN No./Sub-Fund No.	Country of Business: (if different from country of incorporation)	
<input type="checkbox"/> Please refer to my/our particulars contained in my/our ACRA Business Profile   or <input type="checkbox"/> Refer to particulars below		
Date of incorporation/ Registration	Country of Incorporation/ Registration	
Nature of Business		
Registered Address	Postal Code	
Mailing Address (if different from the registered address)	Postal Code	
Contact Details	Contact Person	
	Telephone No	Fax No

**AUTHORISED SIGNATORIES**

Account Name	Currency	Account No
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**SIGNING CONDITION**

Note: Schedule of Signing Condition may be provided for accounts in a different currency

Authorisation Limit	Signature Requirements
Any Amount <small>(Note: Please do not fill in Tiered Amount below if this has been selected)</small>	Any One    Any Two jointly    Others: <input type="text"/>
<b>Tiered Amount</b> Up to <input type="text"/> <input type="text"/>	Any One    Any Two jointly    Others: <input type="text"/>
Up to <input type="text"/> <input type="text"/>	Any One    Any Two jointly    Others: <input type="text"/>
Up to <input type="text"/> <input type="text"/>	Any One    Any Two jointly    Others: <input type="text"/>
Any Amount	Any One    Any Two jointly    Others: <input type="text"/>

**Other Signing Requirements<sup>1</sup>**

<sup>1</sup>If you are attaching a schedule of signing condition, it has to be duly signed by the same Authorised Person who signed to this form.

**PARTICULARS OF AUTHORISED SIGNATORIES**

Name*(Mr/Miss/Mdm/Ms/Mrs)		NRIC/Passport No	Signature	Group
Date of Birth	Nationality	Country of Birth		
Residential Address				
Designation	Email	<b>FOR BANK'S USE</b>		
Telephone No. (HP)	(OFF)	CIF NO. : <input type="text"/>		

**PARTICULARS OF AUTHORISED SIGNATORIES**

Name*(Mr/Miss/Mdm/Ms/Mrs)		NRIC/Passport No	Signature	Group
Date of Birth	Nationality	Country of Birth		
Residential Address				
Designation	Email	<b>FOR BANK'S USE</b>		
Telephone No. (HP)	(OFF)	CIF NO. : <input type="text"/>		

**PARTICULARS OF AUTHORISED SIGNATORIES**

Name *(Mr/Miss/Mdm/Ms/Mrs)		NRIC/Passport No	Signature	Group							
Date of Birth	Nationality	Country of Birth									
Residential Address											
Designation	Email		<b>FOR BANK'S USE</b>								
Telephone No. (HP)	(OFF)		CIF NO.:								
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**PARTICULARS OF AUTHORISED SIGNATORIES**

Name *(Mr/Miss/Mdm/Ms/Mrs)		NRIC/Passport No	Signature	Group							
Date of Birth	Nationality	Country of Birth									
Residential Address											
Designation	Email		<b>FOR BANK'S USE</b>								
Telephone No. (HP)	(OFF)		CIF NO.:								
		<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>									

**PARTICULARS OF AUTHORISED SIGNATORIES**

Name *(Mr/Miss/Mdm/Ms/Mrs)		NRIC/Passport No	Signature	Group							
Date of Birth	Nationality	Country of Birth									
Residential Address											
Designation	Email		<b>FOR BANK'S USE</b>								
Telephone No. (HP)	(OFF)		CIF NO.:								
		<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>									

**PARTICULARS OF AUTHORISED SIGNATORIES**

Name *(Mr/Miss/Mdm/Ms/Mrs)		NRIC/Passport No	Signature	Group							
Date of Birth	Nationality	Country of Birth									
Residential Address											
Designation	Email		<b>FOR BANK'S USE</b>								
Telephone No. (HP)	(OFF)		CIF NO.:								
		<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>									

## DECLARATION OF BENEFICIAL OWNER

Yes, \*I/we, the undersigned, am/are the sole Beneficial Owner(s).

No, \* I/we, the undersigned, am/are not the Beneficial Owner(s) or sole Beneficial Owner(s) of the company/establishment (i.e. I/we am/are not Beneficial Owner(s) of the company/establishment and/or there are other persons who are also Beneficial Owner(s) of the company/establishment).

The following comprise all the Beneficial Owner(s) of the company/establishment:-

### PARTICULARS OF BENEFICIAL OWNER - INDIVIDUAL

Name *(Mr/Miss/Mdm/Ms/Mrs)		NRIC/Passport No
Date of Birth	Nationality	
Residential Address		

### PARTICULARS OF BENEFICIAL OWNER - CORPORATE ENTITY

(Please fill in this portion if one or more of the Beneficial Owner(s) is/are an entity/entities listed on a recognised stock exchange or a financial institution/investment vehicle that is referenced to in MAS Notice 626)

Name		Unique Entity Number
Date of Incorporation	Country of Incorporation	
Registered Address		

► If the list is more than the spaces provided, please attach list and furnish certified true copies of their identity documents.

► Declaration is not required for customer who is an entity listed on a recognised stock exchange or a financial institution/investment vehicle that is referenced to in MAS Notice 626.

\*I/We, the undersigned, acknowledge and confirm that Maybank shall be entitled to rely on my/our declaration above on the identity(ies) of and information relating to the Beneficial Owner(s) of the company/establishment.

## ADVISORY FROM THE SINGAPORE POLICE FORCE - WARNING

By signing in this application form, I/we confirm that I/we have read and agree to the following Advisory from the Singapore Police Force

- Your payment accounts, like bank accounts are for your own use only. You may be held criminally liable if your bank account is used by others, e.g. for criminal activities.
  - Do not disclose your payment accounts/ credentials to anyone else.
  - Do not let anyone else access, operate or control your payment accounts.
  - Do not receive or transfer money for anyone else using your payment accounts, unless you know him/her and know where he/she is.
- You can be convicted for the relevant offences under the Corruption, Drug, Trafficking and other Serious Crimes (Confiscation of Benefits) Acts 1992 (CDSA) if your bank account is used for criminal activities. A person convicted of an offence under the CDSA may be liable for a fine up to \$250,000, or imprisonment of up to five years, or both.
- You should make the necessary application to your financial institution if you wish to authorise the operation, access and/ or control your bank account to a third party. A failure to do so would subject your bank account to additional risk mitigation measures, and in some cases, your financial account may terminate or restrict your use of your account and other related accounts you may have with your financial institution.

(tick the  relevant boxes )
**ADDITIONAL ACCOUNT INFORMATION**

PART 1 - PURPOSE OF ACCOUNT OPENING			
<input type="checkbox"/> Transactional		<input type="checkbox"/> Payroll	
<input type="checkbox"/> Loan Repayment		<input type="checkbox"/> Others, please specify: _____	
(*delete where applicable)			
PART 2 - EXPECTED TRANSACTION ACTIVITIES			
DEPOSITS		WITHDRAWALS	
Source of Funds/Provenance		Purpose of Payment	
<input type="checkbox"/> Retained Earnings (Business income) <input type="checkbox"/> Investment Income/Proceeds <input type="checkbox"/> Sales Proceeds <input type="checkbox"/> Service Income (i.e, consultancy/ management/training and etc.) <input type="checkbox"/> *Debt/Equity Capital <input type="checkbox"/> Transfer from other Banks (Specify Bank Name) <input type="checkbox"/> Transfer from subsidiary <input type="checkbox"/> Others (please specify), _____		<input type="checkbox"/> Purchase of Goods and/or Services <input type="checkbox"/> Refund of Goods and/or Services <input type="checkbox"/> Payroll/Salary <input type="checkbox"/> Loan/Loan Repayment <input type="checkbox"/> Business Capital Injection <input type="checkbox"/> Others (please specify), _____	
Mode of Transaction & Currency(ies)		Mode of Transaction & Currency(ies)	
<input type="checkbox"/> Cheque/Cashier's Order <input type="checkbox"/> Cash <input type="checkbox"/> Demand Draft <input type="checkbox"/> GIRO <input type="checkbox"/> Internet Banking <input type="checkbox"/> MEPS <input type="checkbox"/> Telegraphic Transfer, please specify country involved _____ <b>Type of Currency(ies):</b> <input type="checkbox"/> SGD <input type="checkbox"/> USD <input type="checkbox"/> AUD <input type="checkbox"/> EUR <input type="checkbox"/> GBP <input type="checkbox"/> BND <input type="checkbox"/> Others, specify _____		<input type="checkbox"/> Cheque/Cashier's Order <input type="checkbox"/> Cash <input type="checkbox"/> Demand Draft <input type="checkbox"/> GIRO <input type="checkbox"/> Internet Banking <input type="checkbox"/> MEPS <input type="checkbox"/> Telegraphic Transfer, please specify country involved _____ <b>Type of Currency(ies):</b> <input type="checkbox"/> SGD <input type="checkbox"/> USD <input type="checkbox"/> AUD <input type="checkbox"/> EUR <input type="checkbox"/> GBP <input type="checkbox"/> BND <input type="checkbox"/> Others, specify _____	
Anticipated no. of transaction per month (Please tick one only)	<input type="checkbox"/> 1-20 <input type="checkbox"/> 21-40 <input type="checkbox"/> 41-60 <input type="checkbox"/> 61-80 <input type="checkbox"/> Above 80 <input type="checkbox"/> Others, please specify range: _____	Anticipated no. of transaction per month (Please tick one only)	<input type="checkbox"/> 1-20 <input type="checkbox"/> 21-40 <input type="checkbox"/> 41-60 <input type="checkbox"/> 61-80 <input type="checkbox"/> Above 80 <input type="checkbox"/> Others, please specify range: _____
Anticipated amount per transaction (Please tick one only)	<input type="checkbox"/> Less than \$100,000 <input type="checkbox"/> \$100,000.00-\$200,000 <input type="checkbox"/> \$200,000.01-\$300,000 <input type="checkbox"/> \$300,000.01-\$500,000 <input type="checkbox"/> \$500,000.01-\$1000,000 <input type="checkbox"/> Others, please specify range: _____	Anticipated amount per transaction (Please tick one only)	<input type="checkbox"/> Less than \$100,000 <input type="checkbox"/> \$100,000.00-\$200,000 <input type="checkbox"/> \$200,000.01-\$300,000 <input type="checkbox"/> \$300,000.01-\$500,000 <input type="checkbox"/> \$500,000.01-\$1000,000 <input type="checkbox"/> Others, please specify range: _____
Jurisdiction of Source of Funds	<input type="checkbox"/> Singapore <input type="checkbox"/> Brunei Darussalam <input type="checkbox"/> Malaysia <input type="checkbox"/> Indonesia		<input type="checkbox"/> China <input type="checkbox"/> India <input type="checkbox"/> Others, please specify: _____



**ACCOUNT OPENING FOR  
COMPANY / ESTABLISHMENT**

**Note: Declaration of Top 5 Major Suppliers/ Buyers is only applicable to Customers with Trade Facilities**

Top 5 Major Supplier(s) - Please include country of operations & estimated amount involved per transaction			
S/N	Name of Supplier	Country of Operations	Estimated amount (SGD \$'000)
1.			
2.			
3.			
4.			
5.			

  

Top 5 Major Buyer(s)- Please include country of operations & estimated amount involved per transaction			
S/N	Name of Buyer	Country of Operations	Estimated amount (SGD \$'000)
1.			
2.			
3.			
4.			
5.			

PART 3 - DECLARATION OF ANTICIPATED SUPPORTING DOCUMENTS	
<ul style="list-style-type: none"> <li>Site visit (image of valid license of certified true copy is displayed conspicuously) for Money Changer Remittance Agent Company. <input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N.A.</li> <li>Types of documents/ financial reports to corroborate the source of wealth and source of funds for OTC transaction (where applicable).</li> </ul>	
<input type="checkbox"/> Invoices <input type="checkbox"/> Receipts/Cash Receipts <input type="checkbox"/> Audited Financial Statement	<input type="checkbox"/> Notice of Income Tax <input type="checkbox"/> Pay slip <input type="checkbox"/> Others, please specify_____



## BUSINESS INTERNET BANKING ('BIB')

- (1) If you already have BIB access, please use our BIB Maintenance Form to link your new account(s) to BIB.  
 (2) If you do not have BIB access, the account that you are applying for will come with BIB Starter Package<sup>^</sup> to let you check account information online, 24/7, wherever you have internet connection+.  
 (3) Should you intend to make online transactions via BIB, please opt for our BIB Easy Package below.  
 (4) Benefits of complementary BIB include:  
 - Access your company's accounts information conveniently and perform secure online transactions.  
 - FREE monthly subscription for both Starter Package and Easy Package.  
 - First 3 tokens are FREE. Subsequent tokens at S\$30 each.  
 - Access to up-to-date security alerts and safety tips at BIB login page.

\*I/We wish to opt out of BIB for now, as I/ we do not need to check account information online.

Services	<input checked="" type="checkbox"/> Starter Package <sup>^</sup>	<input type="checkbox"/> Easy Package <sup>^^</sup>
• Administrator Rights <sup>1</sup>	<input type="checkbox"/>	<input type="checkbox"/>
• Enquiry Services		
- Account Enquiry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Cheque Status Enquiry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• PayNow Services		
- PayNow Registration <sup>2</sup>		<input checked="" type="checkbox"/>
• Transactional Service		
- Payroll Service (APS) <sup>3</sup>		<input checked="" type="checkbox"/>
- Bulk Payment/Collection (Inward/Outward GIRO) <sup>4</sup>		<input checked="" type="checkbox"/>
- Local Funds Transfer/Payment <sup>5</sup>		<input checked="" type="checkbox"/>
• Card Services		
- Credit Card Payment		
- Debit Card enquiry (Maybank Business Platinum Visa Debit Card only)		<input checked="" type="checkbox"/>
• International Fund Transfer/Payment <sup>6</sup>		<input type="checkbox"/>

<sup>^</sup>Applies only to Current Account, Premier Biz, Flexi-Biz

<sup>+</sup>Manage E-Payment Notification Threshold

<sup>2</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>3</sup>Payments can be made to an Account number or to a PayNow ID

<sup>4</sup>Inward/Outward GIRO (also known as OBG), which supports batch file submission for Collection and Payment.

<sup>5</sup>Include Stop Payment of Cheque, GIRO Transfers, Foreign Currency Transfers within Maybank Singapore and FAST transfers, Credit Card Payments and Inward Funds Transfer.

<sup>6</sup>Includes remittance and RegionLink same-day funds transfer to accounts with Maybank Malaysia.

Note:-

Only the Company's Current, Savings, Time Deposit and Term Loan/Financing 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/Financing accounts can only have access to Enquiry Services.

### CONDITION OF APPROVAL (Please note that the signing condition for the Company does not apply to BIB)

Number of Approvers required to authorise a transaction

1 Approver

2 Approvers

3 Approvers

### BIB NOTIFICATIONS

<sup>^^</sup>It is **mandatory** for you to provide at least **one** mobile phone number and an email address for receiving alerts, notifications and Transaction Signing Codes. This is to help you ensure that transactions are authorised and to further enhance security for selected transactions types.

Please note that the information provided here shall supersede **all** record(s) of mobile number(s) and email that were previously provided.

	Country Code	Mobile Phone Number	Name on NRIC / Passport
1.	<input type="text"/>	<input type="text"/>	
2.	<input type="text"/>	<input type="text"/>	
3.	<input type="text"/>	<input type="text"/>	

Please ensure that at least one of the above is a **local** mobile phone number to receive SMS notifications

Email address	<input type="text"/>
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**ACCOUNT OPENING FOR COMPANY / ESTABLISHMENT**

**Nominate BIB Authorised Users from the list of Authorised Signatories**

BIB activation via SMS will apply if you have a local mobile number. Otherwise, you will need to activate your BIB Access ID via a mail-in form.

**Authorised User 1**

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

Mobile Number for ID Administration<sup>1</sup> +65

Email Address for ID Administration<sup>1</sup>

**Authorised User 2**

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

Mobile Number for ID Administration<sup>1</sup> +65

Email Address for ID Administration<sup>1</sup>

**Authorised User 3**

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

Mobile Number for ID Administration<sup>1</sup> +65

Email Address for ID Administration<sup>1</sup>

**PAYNOW REGISTRATION**

PayNow allows you to receive payments from businesses and individuals instantly with just your UEN.

We consent to Maybank registering our UEN and the SGD Corporate Account opened with this application for PayNow. We confirm that we have read understood and agree to abide by the Terms and Conditions governing PayNow Corporate.

*If you have already linked your UEN to an account with another participating PayNow bank, you can still receive payments via PayNow into the SGD Corporate Account by appending a 3-character alphanumeric suffix to the UEN and creating a new PayNow ID.*

**Our UEN as indicated**  
On Page 2

<sup>2</sup>

Valid characters for the suffix are: A-Z (in Uppercase); 0-9.

FOR BANK'S USE			
Branch Code	<input type="text"/>	User CIF (1)	<input type="text"/>
Company CIF	<input type="text"/>	User CIF (2)	<input type="text"/>
Company Name	<input type="text"/>	User CIF (3)	<input type="text"/>
Acct Number	<input type="text"/>		
<input type="checkbox"/> Biz Credit Card			

<sup>1</sup> User's Access ID and PIN will be sent to the provided mobile number and email address for user access administrative purposes.

<sup>2</sup>The suffix is 3 character long and is alphanumeric (valid characters are A-Z, 0-9). By appending the suffix to your UEN, you will be able to receive payments into different account. E.g. if your UEN is 123456789A and you wish to distinguish payments to your AMK outlet from your JURONG outlet, you can create 2 suffixes "AMK" and "JRG" and link them to different accounts.

## AGREEMENT

We hereby:-

- 1) request the Bank to open the above Account(s) specified by us in the Application;
- 2) represent that the information provided by us in the Application and in any other document(s) is true, accurate and complete;
- 3) in consideration of the Bank accepting the Application herein, represent, warrant and agree with the Bank that the signature(s) on this Application shall constitute the specimen signature(s) of all our Authorised Signatories for the time being for the purpose of operating the Account(s) specified in this Application unless and until we give notice to the Bank in writing of any change thereof;
- 4) acknowledge that the Bank may decline our Application without providing any reason in which event no contractual relationship will arise between the Bank and us;
- 5) further acknowledge that we have received, read and understood the Bank's prevailing rules and regulations governing the relevant account and the terms contained in this Application and we agree to be bound by them in connection with all Accounts opened by us with the Bank;
- 6) further agree to be bound by any additional terms and conditions governing any facilities, products and/or services offered by the Bank as we may apply for and/or utilise from time to time; and
- 7) confirm that 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 Bank's prevailing rules and regulations governing the relevant account. We acknowledge and agree that we are responsible for ensuring that each individual whose personal data has been provided to the Bank (including Authorised Signatories and Authorised Persons) pursuant to our application(s) hereto and from time to time consents to the collection, use, disclosure and/or processing of his personal data by the Bank and the Bank's authorised service providers for purposes set out in policies, circulars, notices or guidelines governing Bank's collection, use and/or disclosure of personal data, including the Bank's Data Protection Policy available inter alia at [www.maybank2u.com.sg](http://www.maybank2u.com.sg), which the Bank may update from time to time ("Data Protection Policies"). We shall ensure that all relevant individuals are furnished with a copy of the terms that apply to any account with or service provided by the Bank and the aforesaid Data Protection Policies.

Where we have applied for Business Internet Banking, we hereby:

- 8) confirm that we 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 the Terms and Conditions of Maybank Internet Banking Services available at [www.maybank2u.com.sg](http://www.maybank2u.com.sg) therein as may be amended and prevailing from time to time.
- 9) confirm that each and all the Authorised Users named herein are authorised to operate and use any and all services granted and provided to us through the Maybank Business Internet Banking Services and that the mandate and authority granted to each of the Authorised Users as set out herein shall apply in this respect.
- 10) authorise the Bank to issue Access ID(s), Login PIN(s) and Token(s) to the Authorised User(s), where applicable.
- 11) confirm that each Authorised User shall have the ability to create and approve a transaction via Business Internet Banking without further approval from us or another Authorised User via a single control procedure. We acknowledge that the ability for one person to act alone increases the risk of fraudulent actions occurring and we agree to be responsible for all losses arising out of or in connection with the application and the use of the Business Internet Banking Service by an Authorised User in this manner. We 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. We also understand that the Bank may terminate the provision of Business Internet Banking Service by notice to us at any time.
- 12) 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.

Authorised Person	Authorised Person	Authorised Person	Authorised Person
Signature	Signature	Signature	Signature
Name:	Name:	Name:	Name:
NRIC / Passport No.:	NRIC / Passport No.:	NRIC / Passport No.:	NRIC / Passport No.:

**Deposit Insurance Scheme:** Singapore dollar deposits of non-bank depositors are insured by the Singapore Deposit Insurance Corporation, for up to S\$100,000 in aggregate per depositor per Scheme member by law. Monies and deposits denominated in Singapore dollars under the CPF Investment Scheme and CPF Retirement Sum Scheme are aggregated and separately insured up to S\$100,000 for each depositor per Scheme member. Foreign currency deposits, dual currency investments, structured deposits and other investment products are not insured.

FOR BANK'S USE			
Attended by:  (Bank Staff name & PF No & Signature)	Approved by:  (Bank Staff name & PF No & Signature)	CIF No:	
		PDC	Approved by:
		SVS	Captured by:
		Activated by:	Verified by:

## CERTIFIED EXTRACT OF RESOLUTION

### ACCOUNTS & SERVICES RESOLUTION (where Applicant is a Non-Profit Organisation which is a Society)

We, the undersigned, hereby certify that in respect of the [redacted]  
("Applicant"), the following Resolutions dated the [redacted] day of [redacted] 20 [redacted]  
have been passed by the duly authorised committee or body of the society, in accordance with the rules, charter or constitution, which Resolutions are in full force and effect.

"RESOLVED THAT"

#### 1) Appointment of Banker and Opening of Accounts

Maybank Singapore Limited (hereinafter referred to as "the Bank") be and are hereby appointed Bankers of the Applicant.

#### 2) Accounts and Services

The Applicant be authorised to open any current account or any other account in any currency (each an "Account" and collectively "Accounts") with the Bank, apply for the Business Internet Banking Service ("BIB Service") and any other services ("Other Services") which may be made available by the Bank from time to time.

#### 3) Authority to Pay

- a) The Bank may debit the Accounts with any cheque, bill or note drawn on the Accounts or based on instructions, directions or orders given in respect of the Accounts whether the Accounts are in credit or overdrawn or may become overdrawn in consequence of such debit provided that such cheques, bills, notes, instructions, directions or orders are given or signed by the Authorised Signatories acting within the limits and scope of their authority.
- b) The Bank be and is hereby authorized to honour all cheques, bills and notes without inquiry as to the circumstances of issue or the disposition of the proceeds even if drawn to the individual order of the person(s) signing, or payable to the Bank or others for his/their account or tendered in payment of his/their obligations.

#### 4) Authority of Authorised Persons

The Authorised Persons listed in the Schedule shall on behalf of the Applicant be authorised to take the following action in accordance with the signing conditions set out in the Schedule-

- a) Open or close any Account with the Bank
- b) Apply for or terminate the BIB Service and any Other Services with the Bank.
- c) Appoint, add, remove and/or replace any person or persons (including themselves) as signatories of the Accounts ("Authorised Signatories"), determine the mandate or authority of the Authorised Signatories, confirm their appointment, certify their specimen signatures and any other particulars as the Bank may require;
- d) Appoint, add, remove and/or replace any person or persons (including themselves and the Authorised Signatories) as signatories or users of the BIB Service and any Other Services ("Authorised Users") and to set and determine the mandate or authority of the Authorised Users and to confirm their appointment and certify their specimen signatures and such other particulars as the Bank may require;
- e) Provide the Bank with written instructions, indemnities or consents in connection with the Accounts, the BIB Service and any Other Services;
- f) Agree to abide by the terms and conditions governing the Accounts, the BIB Service and any Other Services of the Bank and any amendments as the Bank may make from time to time; and
- g) Sign any document as may be required in connection with the Account, the BIB Service, any Other Services or these Resolutions.

#### 5) Authority of Authorised Signatories

The Authorised Signatories be and are hereby authorised to perform the following acts for and on behalf of the Applicant in accordance with the signatory requirements and limits (if any) set by the Authorised Persons: -

- a) operate or close any Account of which they are the Authorised Signatories; and
- b) apply for or use any temporary overdraft or ad hoc trade or other facility (including without limitation bankers' guarantees, letter of credit, bills of exchanged purchased) and undertake any matters or perform any acts in connection therewith.

To: Maybank Singapore Limited

**6) Authority of Authorised Users**

The Authorised Users shall use the BIB Service and Other Services in accordance with the authority specified by the Authorised Persons for each of them and each Authorised User may terminate his own use of the BIB Service and Other Services at any time. The Authorised Users shall include the persons (by any other name whatsoever called document for the BIB Service and Other Services) who have been appointed to use the BIB Service and any Other Services by the Authorised Persons.

**7) Change of Authorised Persons, Authorised Signatories and Authorised Users**

- a) Any amendment to the list of Authorised Persons, their authority and/or their signing conditions shall only be made by amending resolutions duly passed by the Applicant, and communicated to the Bank.
- b) Any amendment to the list of Authorised Signatories and Authorised Users and their authority shall only be made by written notice given by the Authorised Persons signing in accordance with the signing conditions set out in the Schedule herewith and communicated to the Bank.

**8) Authorisation to Act**

The Bank be and is hereby authorised to act on any instruction from the Authorised Persons, Authorised Signatories or Authorised Users and honour any instrument, instruction or document given by them within the limits and scope of their authority.

**9) Bank's Rules and Regulations Governing the Operation of Accounts**

The Applicant be and is here by bound by the terms and conditions governing the Account, the BIB Service and any Other Services, a copy of which has been furnished to the Applicant, and by any subsequent amendments, variations and additions as the Bank may make from time to time.

**10) Provision of Constitutive Documents**

- a) The Bank be given a certified true copy of such constitutive documents in respect of the Applicant as the Bank may require.
- b) Any office bearer of the Applicant be and is hereby authorised to certify the constitutive documents of the Applicant and such certification may be relied upon by the Bank as conclusive evidence of the veracity of the documents.

**11) List of Office Bearers**

- a) The Applicant confirms that the following are all the current office bearers of the Applicant, and their details as set out below are accurate:

Designation	Name	NRIC / Passport No.

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**SCHEDULE OF APPOINTMENT & AUTHORITY OF AUTHORISED PERSONS**

Applicant Name		
Signing Conditions of Appointment & Authority of Authorised Person(s)		
<input type="checkbox"/> Singly	<input type="checkbox"/> Any <input type="text"/> to sign	<input type="checkbox"/> All to sign
<input type="checkbox"/> Others (please specify, e.g. "One A and One B OR One A and One C OR Two Bs")		
<input type="text"/>		

PARTICULARS OF AUTHORISED PERSON			
Name *(Mr/Miss/Mdm/Ms/Mrs)	NRIC/Passport No	Signature	Group
Designation	Contact Details	FOR BANK'S USE	
		CIF NO.:	
		<input type="text"/>	

PARTICULARS OF AUTHORISED PERSON			
Name *(Mr/Miss/Mdm/Ms/Mrs)	NRIC/Passport No	Signature	Group
Designation	Contact Details	FOR BANK'S USE	
		CIF NO.:	
		<input type="text"/>	

PARTICULARS OF AUTHORISED PERSON			
Name *(Mr/Miss/Mdm/Ms/Mrs)	NRIC/Passport No	Signature	Group
Designation	Contact Details	FOR BANK'S USE	
		CIF NO.:	
		<input type="text"/>	

PARTICULARS OF AUTHORISED PERSON			
Name *(Mr/Miss/Mdm/Ms/Mrs)	NRIC/Passport No	Signature	Group
Designation	Contact Details	FOR BANK'S USE	
		CIF NO.:	
		<input type="text"/>	

Certified this  day of  by the following persons for and on behalf of Applicant:

\*Signed By:

Signature	Signature	Signature	Signature
Name:	Name:	Name:	Name:
NRIC / Passport No.:	NRIC / Passport No.:	NRIC / Passport No.:	NRIC / Passport No.:
Designation:	Designation:	Designation:	Designation:

\*To be signed by:

- i. Where the Applicant is a society, any two of its office bearers†

Note:

†An "office bearer" shall be read as a reference to a person who is the president, the secretary, the treasurer, of the committee or other governing body (or person holding similar or equivalent positions) of an Applicant which is a society)