

Please submit your completed original form and supporting documents through any of our Maybank SME Banking branch or your Account/Relationship Manager. We will be glad to assist you in filling up this form.

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.

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

Parts of this Form	
<input checked="" type="checkbox"/> Part 1	Company Particulars <ul style="list-style-type: none"> • Company's identity • All applicants must complete this part
<input type="checkbox"/> Part 2	Mobile Number(s) and Email <ul style="list-style-type: none"> • Mobile phone number & email address for receiving alerts and notifications.
<input type="checkbox"/> Part 3	Update Current/Savings Account(s) or Credit Card/Debit Card to be linked to BIB <ul style="list-style-type: none"> • Add or remove BIB access from account(s) • Please ensure completion of Part 7
<input type="checkbox"/> Part 4	Add or Amend Authorised User(s) <ul style="list-style-type: none"> • Add New Users and register their personal particulars • Change personal particulars of existing Users • Please ensure completion of Part 7
<input type="checkbox"/> Part 5	Remove Existing User(s)
<input type="checkbox"/> Part 6	Update BIB Services <ul style="list-style-type: none"> • Select the package of BIB services for your company • Please ensure completion of Part 7
<input type="checkbox"/> Part 7	Update of Users Accounts and BIB Services. <ul style="list-style-type: none"> • 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 • Part 7 is mandatory, if you are completing Part 3, Part 4 or Part 6
<input type="checkbox"/> Part 8	Approval Mandate <ul style="list-style-type: none"> • Permissions for Approver(s) to approve BIB transactions that he/she creates • Change the number of Approvers required to authorise BIB transactions
<input type="checkbox"/> Part 9	Customised Authorisation <ul style="list-style-type: none"> • Assign Users to Groups • Set authorisation tiers, based on User Group combinations.
<input type="checkbox"/> Part 10	User Administration <ul style="list-style-type: none"> • 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)
<input type="checkbox"/> Part 11	Change Notification Threshold
<input checked="" type="checkbox"/> Part 12	Declaration by Applicant <ul style="list-style-type: none"> • It is mandatory to complete and sign off Part 12

Part 1: Company Particulars

Name of Business

Business Registration No. / UEN

Part 2: Mobile Numbers and Email (please tick where applicable)

- It is **mandatory** for you to provide at least one mobile phone number and an email address for receiving alerts, notifications and Transactions Signing Codes. This is to help you ensure that transactions are authorised and to further enhance security for selected transactions types.
- Please ensure that at least one of mobile number is a local mobile phone number to receive SMS notifications.

<input type="checkbox"/> Add	Country Code	Mobile Number	Name as in NRIC /Passport
<input type="checkbox"/> Remove			

<input type="checkbox"/> Add	Country Code	Mobile Number	Name as in NRIC /Passport
<input type="checkbox"/> Remove			

<input type="checkbox"/> Add	Country Code	Mobile Number	Name as in NRIC /Passport
<input type="checkbox"/> Remove			

Email Address

<input type="checkbox"/> Add	
<input type="checkbox"/> Remove	

<input type="checkbox"/> Add	
<input type="checkbox"/> Remove	

<input type="checkbox"/> Add	
<input type="checkbox"/> Remove	

Part 3A: Maybank Current / Savings Account(s) to be linked to BIB

Note: Part 7 must be completed as well
 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.

Linking of Maybank deposit account(s) with BIB

<input type="checkbox"/> Add	Account 1:	<input type="checkbox"/> Add	Account 3:
<input type="checkbox"/> Remove		<input type="checkbox"/> Remove	
<input type="checkbox"/> Add	Account 2:	<input type="checkbox"/> Add	Account 4:
<input type="checkbox"/> Remove		<input type="checkbox"/> Remove	

Part 3B: Maybank Credit Card / Debit Card to be linked to BIB

All business credit card /debit card accounts belonging to the Card member(s) below will be accessible through BIB.
 For debit card, applicable to Maybank Business Platinum Visa Debit Card only.

Linking of Maybank Credit Card(s) / Debit Card(s) with BIB

Card member 1	Name as in NRIC / Passport	NRIC / Passport No.:
<input type="checkbox"/> Add		
<input type="checkbox"/> Remove		
Card member 2	Name as in NRIC / Passport	NRIC / Passport No.:
<input type="checkbox"/> Add		
<input type="checkbox"/> Remove		

Part 4 : Add or Amend Authorised Users(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.

- All fields are mandatory to complete.
- To activate your BIB access online instantly, please provide Singapore registered mobile number and email address. Please also note that the activation must be done in Singapore.

Please tick one:

New User Changes to existing User

Authorised User 1

Name as in NRIC / Passport

NRIC / Passport No.

--

Designation

--

Mobile Number

+65

--

Email Address

Please tick one:

New User Changes to existing User

Authorised User 2

Name as in NRIC / Passport

NRIC / Passport No.

--

Designation

--

Mobile Number

+65

--

Email Address

Signature

--

The Bank will require a photocopy of NRIC/Passport for Users who are non-authorised signatories for identification purposes. The new authorised user is required to be present at the Bank Branch.

Signature

--

The Bank will require a photocopy of NRIC/Passport for Users who are non-authorised signatories for identification purposes. The new authorised user is required to be present at the Bank Branch.

Part 5: Remove Existing User(s) Please print additional copies of this page if you have more users

Authorised User 1

Name as in NRIC / Passport

NRIC / Passport No.

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Authorised User 3

Name as in NRIC / Passport

NRIC / Passport No.

--

Authorised User 2

Name as in NRIC / Passport

NRIC / Passport No.

--

Authorised User 4

Name as in NRIC / Passport

NRIC / Passport No.

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Part 6: Update BIB Services

Note: Part 7 must be completed as well

Administrator Rights	
Admin Rights	<input type="checkbox"/> Add
<ul style="list-style-type: none"> Manage E-Payment Notification Threshold 	<input type="checkbox"/> Remove
Enquiry Services	
Account Enquiry	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Cheque Status Enquiry 	<input type="checkbox"/> Add
	<input type="checkbox"/> Remove
PayNow Services	
Pay Now Registration	<input type="checkbox"/> Add
<ul style="list-style-type: none"> 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. 	<input type="checkbox"/> Remove
Transactional Service	
Payroll Services (APS)	<input type="checkbox"/> Add
<ul style="list-style-type: none"> Payments can be made to an Account number or to a PayNow ID. 	<input type="checkbox"/> Remove
Bulk Payment/Collection (Inward/Outward GIRO)	<input type="checkbox"/> Add
<ul style="list-style-type: none"> 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. 	<input type="checkbox"/> Remove
Local Funds Transfer/Payment	<input type="checkbox"/> Add
<ul style="list-style-type: none"> 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. 	<input type="checkbox"/> Remove
International Funds Transfer / Payment	<input type="checkbox"/> Add
<ul style="list-style-type: none"> Includes remittance and Maybank Overseas Transfer to Maybank Malaysia and Other Banks in Malaysia. 	<input type="checkbox"/> Remove

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 Users will be able to view details of the card account(s) belonging to the Card member(s) indicated below, as well as for future card accounts held by the Card member(s).		
	Name as in NRIC / Passport 1 <div style="border: 1px dashed black; height: 20px; width: 100%;"></div> <div style="border: 1px dashed black; height: 20px; width: 100%;"></div> <div style="border: 1px dashed black; height: 20px; width: 100%;"></div>	Name as in NRIC / Passport 2 <div style="border: 1px dashed black; height: 20px; width: 100%;"></div> <div style="border: 1px dashed black; height: 20px; width: 100%;"></div> <div style="border: 1px dashed black; height: 20px; width: 100%;"></div>
Deposit Account(s)	Please tick accordingly	Please tick accordingly
Account (1) <div style="border: 1px dashed black; height: 20px; width: 100%;"></div>	<input type="checkbox"/> Add or <input type="checkbox"/> Remove	<input type="checkbox"/> Add or <input type="checkbox"/> Remove
Account (2) <div style="border: 1px dashed black; height: 20px; width: 100%;"></div>	<input type="checkbox"/> Add or <input type="checkbox"/> Remove	<input type="checkbox"/> Add or <input type="checkbox"/> Remove
Account (3) <div style="border: 1px dashed black; height: 20px; width: 100%;"></div>	<input type="checkbox"/> Add or <input type="checkbox"/> Remove	<input type="checkbox"/> Add or <input type="checkbox"/> Remove
Account (4) <div style="border: 1px dashed black; height: 20px; width: 100%;"></div>	<input type="checkbox"/> Add or <input type="checkbox"/> Remove	<input type="checkbox"/> Add or <input type="checkbox"/> Remove
Credit Card / Debit Card		
By enrolling the Card member, any other cards held by the Card member will be enrolled automatically. For debit card, applicable to Maybank Business Platinum Visa Debit Card only.		
Card member 1	<input type="checkbox"/> Add or <input type="checkbox"/> Remove	<input type="checkbox"/> Add or <input type="checkbox"/> Remove
Card member 2	<input type="checkbox"/> Add or <input type="checkbox"/> Remove	<input type="checkbox"/> Add or <input type="checkbox"/> Remove
Authorised Access Role (Approver can also create transactions.)		
User Role	<input type="checkbox"/> Creator or <input type="checkbox"/> Approver	<input type="checkbox"/> Creator or <input type="checkbox"/> Approver
Administrator Rights		
Admin User	<input type="checkbox"/> Add or <input type="checkbox"/> Remove	<input type="checkbox"/> Add or <input type="checkbox"/> Remove
Enquiry Services to be accessed by Authorised User		
Account Enquiry	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Add
Cheque Status Enquiry	<input type="checkbox"/> Add or <input type="checkbox"/> Remove	<input type="checkbox"/> Add or <input type="checkbox"/> Remove
Pay Now 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
Bulk Payment/Collection (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 10 : User Administration Please print additional copies of this page if you have more users

- Your Login will be blocked upon processing of your application. You will need to activate again through First Time Login, or token reactivation.
- Should you need to update your contact details for User ID administration purposes, please complete Part 4.
- 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.

User 1

Name as in NRIC / Passport

NRIC / Passport No.

- 2a. Replace Access ID and PIN
- 2b. Unlock Security Token
 Security Token SerialNumber:
 _____ - _____ - _____
- 2c. Replace Security Token
 Security Token SerialNumber:
 _____ - _____ - _____
- Damage Did not receive
 Faulty Battery is worn-out
 Lost (A replacement fee of S\$20 is applicable)

Debit my account _____

User 2

Name as in NRIC / Passport

NRIC / Passport No.

- 2a. Replace Access ID and PIN
- 2b. Unlock Security Token
 Security Token SerialNumber:
 _____ - _____ - _____
- 2c. Replace Security Token
 Security Token SerialNumber:
 _____ - _____ - _____
- Damage Did not receive
 Faulty Battery is worn-out
 Lost (A replacement fee of S\$20 is applicable)

Debit my account _____

Signature:

Signature:

Part 11 : Change Notification Threshold

- Note:**
- 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.
 - 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	Service Threshold (SGD) Threshold will be defaulted unless otherwise stated. - please tick where applicable.	Opt-out SMS and Email please tick where applicable
1. Credit Card Payment	<input type="checkbox"/> Any Amount <input type="checkbox"/> S\$1,000 <input type="checkbox"/> S\$5,000 <input type="checkbox"/> S\$10,000	<input type="checkbox"/>
2. Funds Transfer to Account Number or PayNow ID	<input type="checkbox"/> Any Amount <input type="checkbox"/> S\$1,000 <input type="checkbox"/> S\$5,000 <input type="checkbox"/> S\$10,000	<input type="checkbox"/>
3. APS+/OBG*	Not Applicable	
4. Maybank Overseas Transfer (Malaysia)	<input type="checkbox"/> Any Amount <input type="checkbox"/> S\$1,000 <input type="checkbox"/> S\$5,000 <input type="checkbox"/> S\$10,000	<input type="checkbox"/>
5. Telegraphic Transfer*	Not Applicable	
6. Cashier's Order*	Not Applicable	
7. Scheduled/Recurring Transactions*	Not Applicable	
8. Add Payee*	Not Applicable	

(*) 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, 9, 10 and 11 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 Person(s) / Authorised Signatory(ies)

Signature based upon Mandate or Board Resolution signing condition. Authorised Signatory(ies) is/are only applicable if there is/are no Authorised Person(s) appointed.

If more signatures are required, just append to the below.

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

For Bank Use Only

Company CIF:

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Verified by
Approved by

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Name / Signature / PF Number / Date