BUSINESS INTERNET BANKING (BIB)
MAINTENANCE OF ADMINISTRATOR FORM

Authorised User BIB – Administrator Rights[1] Maintenance Form

Please mail the completed form to **MAYBANK Payments & Services Centre 2 (KOVAN), Privy Box No. 921003, Singapore 929292,** or drop it off at any of our Branches. Please allow **5 business days** from the day we receive this form for your records to be updated.

All fields are **mandatory** to complete. Please print additional copies of this page if you have more Users.

Part 1: Applicant

Name of Company _____

Business Registration No./ UEN _____

Part 2: BIB Notifications

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

Administrator 1 ***Please tick one:*** ☐ **Add** ☐ **Remove**

Name as in NRIC/Passport _____

NRIC/Passport Number _____

Gender ☐ Male ☐ Female

Designation _____

Mailing Address _____

Postal Code _____

Date of Birth (DD/MM/YYYY) _____

Nationality _____

Mobile Number +65 | | | | | | | | |

Email Address _____

Signature[2]

[1] Authorised Users who have Administrator Rights can access to Manage E-Payment Notification Threshold in BIB.

[2] Maybank 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.

Administrator 2 ***Please tick one:*** ☐ **Add** ☐ **Remove**

Name as in NRIC/Passport _____

NRIC/Passport Number _____

Gender ☐ Male ☐ Female

Designation _____

Mailing Address _____

Postal Code _____

Date of Birth (DD/MM/YYYY) _____

Nationality _____

Mobile Number +65 | | | | | | | | |

Email Address _____

Signature[3]

[3] Maybank 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 3: Declaration by Applicant

I/We hereby

1. Apply to add or amend Authorised User(s) of the 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 Authorised Users as set out in this application 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 a ble 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 I/we are fully aware that the administrator rights granted to an Authorised User are very wide and will alloq the said Authorised User to have access to all company accounts linked to Business Internet Banking now and in the future.

7. Confirm that all the information provided herein are true and accurate to the best of my/our knowledge as at the date of this application and do hereby undertake to notify Maybank of any changes whatsoever hereinafter made e.g. to authorised users or approval mandates.

8. Authorise Maybank to issue Access ID(s), Login PIN(s) and Token(s) to the Authorised User(s), where applicable.

9. Authorise Maybank to debit all subscription fees, administration and service charges relating to my/our application and/or use of Maybank Business Internet Banking Service from any of my/ our accounts maintained with Maybank.

10. Undertake to indemnify and hold Maybank fully indemnified from and against any loss, costs (including solicitor and client costs on a full indemnity basis), charges, damages, claims, demands, actions, proceedings and all other liabilities of whatever nature and howsoever incurred or suffered by Maybank or which may be brought or preferred against Maybank as a result of Maybank agreeing to act on our said authorisation herein.

11. Understand that Maybank may terminate the provision of the Business Internet Banking Service by notice to us at any time.

12. Confirm that I/we have read, fully understand and accept the terms relating to the collection, use and disclosure of the relevant information (including personal data) as set out in the Terms and Conditions of Maybank Internet Banking Services. I/we acknowledge and agree that I/we are responsible for ensuring that each individual whose personal data has been provided to Maybank (including Authorised User(s) and Authorised Signatory(s) pursuant to my/our application(s) hereto and from time to time consents to the collection, use, disclosure and/or processing of his personal data by Maybank and Maybank's authorized service providers for purposes set out in policies, circulars, notices or guidelines governing collection, use and/or disclosure of personal data, including Maybank Data Protection Policy available inter alia at www.maybank2u.com.sg, 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:	Name:	Name:	Name:
NRIC/Passport No.:	NRIC/Passport No.:	NRIC/Passport No.:	NRIC/Passport No.:
Date:	Date:	Date:	Date:

FOR BANK USE ONLY

Signature, NRIC and Signing Condition verified by:

Signature/ Name/Branch:

Date: