

BIB Maintenance Form
User Guide to apply for Bulk Payment Service
(Making bulk payments via PayNow)



Business Internet Banking (BIB)
Maintenance Form

Part 1: Applicant

Name of Company	ABC Company
Registration/UEN Number	123456789E

Step 1
Fill in the Name of Company and UEN

Part 2: Mobile Numbers & Email

It is necessary 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 note that the information provided here shall supersede all mobile number(s) and email address that are currently on our records.

	<u>Country Code</u>	<u>Mobile Phone Number</u>	<u>Name as in NRIC/Passport</u>
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<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"/>
<input type="text"/>

Part 6: Update BIB Services

(Note: Part 7 must be completed as well)

Enquiry Services

Account Enquiry	<input checked="" type="checkbox"/>
Cheque Status Enquiry	<input type="checkbox"/> Add <input type="checkbox"/> Remove

PayNow Services

PayNow Registration ³	<input type="checkbox"/> Add <input type="checkbox"/> Remove
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Transactional Service

Payroll Service (APS) ⁴	<input checked="" type="checkbox"/> Add <input type="checkbox"/> Remove
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Inward/Outward GIRO ⁵	<input checked="" type="checkbox"/> Add <input type="checkbox"/> Remove
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Local Funds Transfer/ Payment ⁶	<input type="checkbox"/> Add <input type="checkbox"/> Remove
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International Funds Transfer/ Payment ⁷	<input type="checkbox"/> Add <input type="checkbox"/> Remove
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Step 2
Tick "Add"
under "Payroll
Service (APS)"
and/or "Inward
/ Outward
GIRO"

³ 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.

⁴ Payments can be made to an Account number or to a PayNow ID.

⁵ 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.

⁶ 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.

⁷ 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	Authorised User 2
	Tan Ming Ming <small>Full Name as in NRIC</small>	 <small>Full Name as in NRIC</small>
Please select one option	<input type="checkbox"/> Add OR <input checked="" type="checkbox"/> Amend	<input type="checkbox"/> Add OR <input type="checkbox"/> Amend
Deposit Account		
Account 1 01234567891	<input checked="" 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 ⁸		
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 ⁹	<input type="checkbox"/> Creator OR <input type="checkbox"/> Approver ⁸
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

Step 3
Fill in Name of Authorised User(s)

Step 4
Tick "Amend" option

Step 5
Fill in account number(s) that the authorised user(s) is/are allowed to manage and tick "Add"

⁸ 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.
⁹ Approver can also create transactions.



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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 checked="" type="checkbox"/> Add OR <input type="checkbox"/> Remove	<input type="checkbox"/> Add OR <input type="checkbox"/> Remove
Inwards/Outwards GIRO	<input checked="" 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

Step 6
To tick "Add" under "Payroll Service (APS)" and/or "Inward / Outward GIRO".



Business Internet Banking(BIB) Maintenance Form

Part 11: 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. Confirm and agree that any existing mandate which I/we have with Maybank for Business Internet Banking will not apply to the above Maybank Business Internet Banking Service for which we herein apply.
6. 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.
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 PIII(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

<i>Tan Ming Ming</i>	<i>Susan Tan Anne</i>
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Authorised Person / Authorised Signatory

Name : Tan Ming Ming
NRIC Number : S1234567B

Authorised Person / Authorised Signatory

Name : Susan Tan Anne
NRIC Number : S9876543C

Authorised Person / Authorised Signatory

Name :
NRIC Number :

Authorised Person / Authorised Signatory

Name :
NRIC Number :

Step 7

Authorised
Persons/Authorised
Signatory to sign off.
Indicate name and
NRIC.

FOR BANK USE ONLY

Signature, NRIC and Signing Condition verified by:

Signature/ Name/Branch

Date:

- RSME Customer
 Electronic Activation