

Getting Started:

- This is an editable PDF form, please download the latest version from CIMB website.
- Please use CAPITAL letters and tick (v) boxes where applicable.
- Business Information fields are mandatory unless stated otherwise.

Section 1: Filling up the Mandatory Information

1 BUSINESS INFORMATION (MANDATORY)

Business Registered Name

Contact Person's Name

BizChannel@CIMB Company ID

Contact Person's Mobile Number

Maintenance Date

Contact Person's Email Address

Note: the contact person's information will be recorded as the latest update with the bank and used for any communications relating to BizChannel@CIMB.

1) Mandatory field(s):

Fill in all the Business Information required fields, Contact Person's details and Application Date.

Section 2: Filling up the maintenance request

2 SECTION A: ACCOUNT(S) / CORPORATE CREDIT CARD MAINTENANCE

	Add	Delete	
1. Account Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>
2. Account Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>
3. Account Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>
4. Corporate Credit Card Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>
5. Corporate Credit Card Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>
6. Corporate Credit Card Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>

Notes:

- If you have more than three (3) accounts, please photocopy this page and submit it as an attachment.
- Only accounts that are opened with CIMB Malaysia is able to be added to BizChannel@CIMB.
- All active accounts can be added to BizChannel@CIMB except for the following:
 - Personal Savings Account
 - Offshore Account. For example, an account opened at CIMB Labuan
 - Overseas Account. For example, an account opened at CIMB Singapore
- Click [here](#) to view the list of permitted account types. Alternatively, visit BizChannel@CIMB and search for 'Type of corporate accounts'.

2) **Section A:** Please indicate **CIMB Account Number/ Corporate Credit Card Number to Add or Delete** from BizChannel@CIMB.

3 SECTION B: UPDATE DEBITING ACCOUNT

Debiting Account refers to the CIMB account used for any subscription fees or charges.

I / We wish to change the debiting bank account to: Account Number - -

3) **Section B:** Please indicate CIMB Malaysia Account Number. Purpose of this is to debit monthly subscription fee. **Only one (1) account number is required.**

4 SECTION C: REGISTRATION / MAINTENANCE FOR DUITNOW ID

Please fill in all the information required in the following table:

No	Account Number	Please tick (✓) ONE only					
		Register	Edit	Delete	Suspend	Re-activate	Switch From Other Bank
1.	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4) **Section C:** Please fill in the Account Number to maintain for DuitNow and tick (v) **ONE** only for the type of maintenance.

5 SECTION D: CHANGE SERVICE PACKAGE













I / We would like to change our service package to:

<input type="checkbox"/> LITE Package Please complete section (E) below to add Authorised Users.	To know more about the various packages, please visit www.cimb-bizchannel.com.my or scan the QR code below:  Disclaimer: You will not need to submit any personal identifiable information or data.
<input type="checkbox"/> Standard Package Please complete section (E) below to add Authorised Users.	
<input type="checkbox"/> Customised Package Please complete section (E) below to add System Administrator. Bank will delete all user access and re-assign a new Company BizChannel ID.	

- 5) **Section D** for change of service package. Select one of the packages that suit your preferences. Please select the correct package and complete the section below if you wish to add/delete any user(s)

6 SECTION E: ADD / EDIT / DELETE AUTHORISED USER(S) & SYSTEM ADMINISTRATOR DETAILS

Please fill in all the required information in the following table:

No	Please tick (✓) ONE only	BizChannel@CIMB Username	Mobile Number	Email Address	Role (Mandatory to tick (✓) ONE only)	Optional (Not applicable to Customised Package)
1.	<input type="checkbox"/> Add <input type="checkbox"/> Edit <input type="checkbox"/> Delete	  	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/> Maker ¹ <input type="checkbox"/> Approver ² <input type="checkbox"/> Inquiry Only <input type="checkbox"/> Maker and Approver ³ <input type="checkbox"/> Single Maker Approver⁴ (for BizLite package ONLY) <input type="checkbox"/> System Administrator ⁵ (for Customised Package ONLY)	FX Rate Booker ⁶ <input type="checkbox"/> Enable <input type="checkbox"/> Disable Payroll <input type="checkbox"/> Enable <input type="checkbox"/> Disable
2.	<input type="checkbox"/> Add <input type="checkbox"/> Edit <input type="checkbox"/> Delete	  	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/> Maker ¹ <input type="checkbox"/> Approver ² <input type="checkbox"/> Inquiry Only <input type="checkbox"/> Maker and Approver ³ <input type="checkbox"/> Single Maker Approver⁴ (for BizLite package ONLY) <input type="checkbox"/> System Administrator ⁵ (for Customised Package ONLY)	FX Rate Booker ⁶ <input type="checkbox"/> Enable <input type="checkbox"/> Disable Payroll <input type="checkbox"/> Enable <input type="checkbox"/> Disable
3.	<input type="checkbox"/> Add <input type="checkbox"/> Edit <input type="checkbox"/> Delete	  	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/> Maker ¹ <input type="checkbox"/> Approver ² <input type="checkbox"/> Inquiry Only <input type="checkbox"/> Maker and Approver ³ <input type="checkbox"/> Single Maker Approver⁴ (for BizLite package ONLY) <input type="checkbox"/> System Administrator ⁵ (for Customised Package ONLY)	FX Rate Booker ⁶ <input type="checkbox"/> Enable <input type="checkbox"/> Disable Payroll <input type="checkbox"/> Enable <input type="checkbox"/> Disable
4.	<input type="checkbox"/> Add <input type="checkbox"/> Edit <input type="checkbox"/> Delete	  	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/> Maker ¹ <input type="checkbox"/> Approver ² <input type="checkbox"/> Inquiry Only <input type="checkbox"/> Maker and Approver ³ <input type="checkbox"/> Single Maker Approver⁴ (for BizLite package ONLY) <input type="checkbox"/> System Administrator ⁵ (for Customised Package ONLY)	FX Rate Booker ⁶ <input type="checkbox"/> Enable <input type="checkbox"/> Disable Payroll <input type="checkbox"/> Enable <input type="checkbox"/> Disable

- 6) **Section E** for Add/Edit/Delete any Authorised User(s) and System Administrator details. Tick only option only (to add/edit/delete) and fill up the Authorised User that to access BizChannel@CIMB and refer to the NOTE Section.

Select ONE only Mandatory role and optional role (if any).

For Customised Package, all roles other than System Administrator will not be applicable

7 SECTION F: THIRD PARTY SYSTEM INTEGRATION ACCESS (IF APPLICABLE)

I / We would like to access to third party system integration¹
☐ Xero (Accounting Software)

Note :

1. Third party system integration refers to straight through information and transactions with service providers and accounting software provider.
 2. Xero is the only third-party system available.

- 7) **Section F:** 3rd Party System Integration column required to fill in only if you wish to use specific service provider available within the bank.

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SECTION G: TURN ON ID VALIDATION

Please select which of the following transactions you would like to have ID validation enabled (May select more than one):

No	Organisation Code	Please tick (✓) ONE or More than one		
1.		<input type="checkbox"/> Bulk Payment	<input type="checkbox"/> Bulk Payroll	<input type="checkbox"/> Disable ID Validation
2.		<input type="checkbox"/> Bulk Payment	<input type="checkbox"/> Bulk Payroll	<input type="checkbox"/> Disable ID Validation

Note:

1. Organisation code (or ID) is a unique code(s) assigned by the Bank for the purposes of Bulk Payment transaction in BizChannel@CIMB. The code will link to your BizChannel@CIMB Company ID, account number and transaction pricing during Bulk Payment transaction.
2. Alternatively, you may contact Business Contact Center at 1300-888-828 to request for your organisation code.

- 8) **Section G:** Fill in your Organisation code if you wish to enable or disable ID Validation to your company ID.

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SECTION H: MOBILE TOKEN / SECURITY DEVICE REPLACEMENT

Perform your online banking transaction with Mobile Token, security feature within BizChannel@CIMB Mobile App. BizChannel@CIMB Mobile App can be downloaded from the Apple App Store or Google Play Store. For more information on Mobile App, please refer to www.cimb-bizchannel.com.my.

- ☐ I / We would like to switch all authorised user(s) and system administrator security device(s) under the company ID to Mobile Token.
- ☐ I / We would like to turn on mobile token at company level.
- ☐ I / We would like to switch the following security device(s) or authorised user(s) to Mobile Token.

Please fill the table below for the selected authorised user(s).

No	BizChannel Username	BizChannel User ID
1.		
2.		
3.		
4.		

Perform your online banking transaction with BizChannel@CIMB security device. A fee of RM 100 per security device will be charged to company account.

- ☐ I / We would like to request the replacement for the following device(s):

No	BizChannel Username	BizChannel User ID	Reason(s) Please Tick (✓) One Only			
			Out Of Battery	Malfunction	Exceeded Attempts	Lost
1.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: Security device is covered by warranty (without fee) for a period of thirty (30) days from the date it delivered.

- 9) **Section H:** For Mobile Token/Security Device Replacement. Please select one of the following option(s).

Option 1 is to switch all authorised user and system administrator security device (hard token) under the company ID to Mobile Token.

Option 2 is to switch selected authorised user security device (hard token) to mobile token. Please fill in the required information.

Option 3 is to request the replacement of security device (hard token), please stated the reason required.

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SECTION I: TERMINATION

- ☐ I / We hereby wish to terminate my / our subscription to BizChannel@CIMB including all participating company(ies) if any tagged to the same Company ID.

- 10) **Section I** if for BizChannel@CIMB termination.

DECLARATION BY COMPANY

I / We hereby:

- i. acknowledge that the use of the Services is subject to the Bank's Terms and Conditions (available at www.cimb-bizchannel.com.my).
- ii. accept and agree to be bound by the same (including all amendment thereto from time to time).
- iii. confirm that all the information provided by me / us in this Maintenance Form are true, correct and not misleading.
- iv. authorise the Bank to issue Password(s) and / or security device(s) to Authorised User(s) and / or System Administrator(s), where applicable.
- v. confirm that in the event I / we appoint a foreign exchange rate ("FX Rate") booker, I / we agree that the FX Rate Booker is authorised to book FX Rate on BizChannel@CIMB for and on my / our behalf. Upon the booking of the FX Rate, I / we shall be deemed to have entered into a FX transaction with the Bank whereby I / we shall make payment via BizChannel@CIMB to the Bank on the same day. In the event the Bank does not receive payment on the same day, I / we agree that the Bank shall be entitled to cancel the booking and the FX transaction shall be deemed terminated. Upon termination, I / we shall be liable for all marked-to-market losses incurred by the Bank and the Bank shall have the right to debit my / our account maintained with the Bank for the amount of such losses.
- vi. authorise the Bank to accept, rely and act on any instructions given by us, our representatives, officers, employees or our authorised persons ("Representatives") via emails or other electronic communications ("Instructions"). I / We also authorise the Bank to accept, rely and act on any documents, whether scanned copies or otherwise, attached or enclosed in the emails or other electronic communications ("Documents"). I / We agree that:
 - a. the Bank is not obliged to authenticate the authority or identity of the Representatives.
 - b. the Bank shall be entitled (but not bound) to act on or carry out the Instructions or the Documents.
 - c. the Bank shall not be bound to act on any of the Instructions or Documents if the Bank is prevented by law, regulatory authorities or court order or has other lawful excuse from complying with any of the Instructions or Documents.
 - d. the rights and remedies of the Bank under this letter shall be in addition to and shall not in any way prejudice or affect the rights and / or remedies of the Bank in any other agreement, deed or document or to which the Bank may be otherwise entitled.

I / We agree not to hold the Bank liable or responsible for accepting, relying and acting on the Instructions and the Documents to fully indemnify the Bank against all demands, claims, liabilities, losses, actions, proceedings, damages, costs and expenses ("Losses") brought or established against the Bank and all such Losses incurred or sustained by the Bank of whatever nature and howsoever arising, out of or in connection with any such Instructions or Documents.

Authorised Person(s) / Authorised Signatori(ies)

Signature based upon Mandate or Board Resolution signing condition

1. Authorised Person - Signature based upon Services Board Resolution / Surat Kuasa.
2. Authorised Signatories - Signature based upon Account Mandate.

Authorised Person's Signature

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Full Name

Authorised Person's Signature

Full Name

- 11) To be signed by the Authorised Person(s) appointed in accordance with your extract Board Resolution.