

REQUEST FOR MANUAL CREDITING OF SALARY PAYMENT

We, the company below mentioned hereby instruct and request CIMB Bank Berhad (“CIMB”) to perform manual crediting of salary payment as described below.

COMPANY DETAILS

Company Name :

Company Account No :

Contact Person (Mr. /Mrs. /Ms.): Contact No:

DETAILS OF TRANSACTIONS:

Please fill in the details as per below:

Crediting Date	Autopay File Name	Organization Code	Total Staff	Amount (RM)

We hereby, irrevocably and unconditionally, agree to the following terms and conditions:

- All requests for manual crediting shall be sent to the Bank via mybusinesscare@cimb.com followed by the delivery of the original request to the Bank at **Business Call Centre, Level 10, CIMB HUB, No 26, Jalan Sultan Ismail 50250 Kuala Lumpur**
- All requests for stop manual crediting shall only be processed by the Bank on the day of the receipt of the request provided such request is received by the Bank **before 4.00pm ("Cut-Off Time")** on Monday to Friday provided it is not a public holiday.
- Any request received after the Cut-Off Time shall be processed on the next working day of the Bank.
- The Company shall ensure that all requests are only given by its authorized signatories or persons in accordance with the Company's board resolution.
- The Company agrees that the Bank shall not be liable for any unauthorized request made or purported to have been made by the Company or its authorized signatories or persons.

Authorized Signatory (1):	Authorized Signatory (2):
Name:	Name:
Date :	Date :