

#### Guide on how to register for BizChannel@CIMB BizChannel@CIMB 登记手册

#### Part 1: HOW TO REGISTER Part 1: 如何注册



## Step 2

Ξ Business ~	🖬 сімв 🗽	EN ~ ♀   @	
Information on	<b>Packages and Applicat</b>	ion	
LITE Package	STANDARD & CUSTOMISED	Package	
Subscription Fee <sup>®</sup> No monthly fee (waived)	Subscription Fee* RM20 per month per u	ser	
OTP (One-Time Password) Mobile Token	OTP (One-Time Passwo Mobile Token	rd)	
Number of User(s) Max. 5	Number of User(s) Unlimited		
Preferred Transaction Limit RM100k per day	Preferred Transaction Li Unlimited	mit	
Transaction Authorisation Condition Any 1 Authoriser to approve	Transaction Authorisation Cc Customised Approval M	ndition atrix	
Company Tagging Not Applicable	Company Tagging Multiple companies tagged to m	ain company	
FPX B2B Payments Not Available	FPX B2B Payments Available		Click "Sign Up"
For more information Refer to table below	Additional Info -		
Sign Up	Download Form		点击"Sign Up/注册
Application Status >	Service Package Information & Fo	orms Checklist 🔉	以网上申请

Step 3			
Application Please select an option Type *	To submit new application]     Draft [To retrieve saved application]     Check Shue IT of pecks without ad application status]		Click " <b>New</b> " to create a
	Check Status [To check submitted application status]		new application 新的注册申请表格,请 点击"New/新"
			Enter the following details : • General Information • Contact Person
Step 4			清输入以下资料 ・一般信息 ・联络 <b>人</b>
Application Please fill in compete details General Information Busines & Registration No.* Account No.*	88886 8006800752		Note: Fields marked with asterisk (*) are mandatory ields to be filled.
Contact Person Name * Office Number * Mobile No. * Email Address * Verification*	ABC +00 (123453455456 +00 (232453455456 abc@abc.com Please provide valid email address(es), separated by a comma		生: 请记得填写所有带有星号 *)的字段标记部分。
For security purposes, enter the characters as seen in the box (letters are case sensitive) <b>Mandatory</b> For Registration Guide, please click <u>Hore</u> .	Expland	Back Continue	Enter the <b>Security</b> Verification Code seen in the CAPTHCA box.
		क् 100%	请从 <b>CAPTHCA</b> 格子, 获得安全验证码,之后 输入此号码。
			Read and check to accept the Terms and Conditions.
		-	请阅读及勾选以接受条 件与规则。

Step 5 Please fill in package and user selection Package Selecti Package \* Lite Transaction 100 (Click to download list of menus available in this package) User Select User Information\* [User(s) to initiate and approve fina al transactions] User Name User ID Mobile No. Email Address +60 +60 +60 strator [ User(s) to maintain users' information ] User ID User Name Email Address +60 +60 vsAdmin Maker+Checker +60 SysAdmin Maker+Checke +60 Back Continue

Step 6

schage Selection				
ackage *		<ul> <li>Click to download</li> </ul>	list of menus available in this package)	
ser Selection				
ser Information* [User(s) to	initiate and approve financial transa	ctions]		
Role	User ID	User Name	Mobile No.	Email Address
•			+60	
-			+60	
•			+60	
•			+60	
-			+60	
stem Administrator [User	[s) to maintain users' information ]			
Role	User ID	User Name	Mobile No.	Email Addres
/sAdmin Maker+Checker			+60	
/sAdmin Maker+Checker			+60	
vsAdmin Maker+Checker			+60	
1andatory				Back Continue

Click and **select** the desired **Package** from the dropdown menu.

For more details, click to download list of menus available for respective package.

从下拉菜单,点击及选 择所要的配套。

欲了解更多详情,请点 击下载可用于各自配套 的菜单列表。

Proceed to create the following roles:

- Inquiry
- Authoriser
- Maker
- Maker + Approver

Note: The following conditions on the number of users to be created:

- Minimum 2 users for transaction package
- Minimum 1 user for inquiry package
- Maximum 5 users

## 请登记以下用户功能:

- 查询
- 授权
- 录入
- 录入+交易批核

注: 要登记的用户数量 须遵守以下的条件:

- 交易配套一至少2名用户
- 查询配套 至少1名用户
- 最多5名用户

Enter System Administrator details.

Note: This is **optional.** To leave it blank or to have a minimum of 2 users.

请输入"系统管理员"的详细资料。

注:这是可选的。可选择留空,或选择至少2名用户。

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Name:       Lit 1000/001       ····································	Please fill in package and use	ser selection						
Step 8       Enter the following details         Then click "Submit"       Enter the following details         Image: Step 8       Enter the following details	Package *		Lite Transaction 100	<ul> <li>(Click to download li</li> </ul>	ist of menus available in this package)			
Note::::::::::::::::::::::::::::::::::::	User Selection User Information* [User(s) to	o initiate and approve fina	incial transactions]					
Yee if you weld:       ####################################	Role	User ID	User Name		Mobile No.	Email Address	View Payroll & Statutory Payment	
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the first f	-				+60			"Continue" to proceed.
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Then click "Submit"     ・选择所要的签名条件       注:所有输入资料将呈现于打	Step 8 Application Prease fill authorisation des Board of Resolution Detail (CA Detector's Emal Address Company Secretary 's Hame University's Hame Company Secretary 's Hame 'Aame 'Aame 'Company Secretary's Hame 'Ame 'Ame 'Ame 'Ame 'Ame 'Ame 'Ame 'A	I fo approve financial train (fo approve financial train on e Authorised Person(s) person(s) and accurate	Norices			(Eack) Sav	As Draft (Submit) @, 100%	Enter the following details: • Board of Resolution Details • List of Authorised Person(s) who can sign the application form • Select the desired Signing Condition Note: The information entered here will appear in a printable Board of Resolution. 请输入以下资料: • 董事会决议
Then click "Submit"     •匹拜所要的金名条件       注:所有输入资料将呈现于打	Step 8 Application Please fill authorisation de Board of Resolution Detail (C) Prector's Name Unector's Smal Address Company Secretary's hane Hat of Authorisation Condition Name Online Authorisation Condition I And The above authorised p '*Paese ensure details are valid a	I fo approve financial trai ) [To approve financial trai e Authorised Person(s) person(s) and accurate	Nortes			Back Sav	As Draft [Submit] #100%	Enter the following details: • Board of Resolution Details • List of Authorised Person(s) who can sign the application form • Select the desired Signing Condition Note: The information entered here will appear in a printable Board of Resolution. 请输入以下资料: • 董事会决议 • 有权签名的授权者
注:所有输入资料将呈现于打	Step 8 Application Please fill an authorisation de Board of Resolution Desial (CA Descripts Name Use Corrison State Stat	It a approve financial training of the second secon	atories) Director OmySec TomySec Authorizer 1 Authorizer 2			Back Save	As Draft [Submit]	Enter the following details: • Board of Resolution Details • List of Authorised Person(s) who can sign the application form • Select the desired Signing Condition Note: The information entered here will appear in a printable Board of Resolution. 请输入以下资料: •董事会决议 • 有权签名的授权者
—————————————————————————————————————	Step 8 Application Please fill in authorisation deal Board of Resolution Deal Prectors Runal Prectors Runal Prectors Runal Prectors Runal Prectors Runal Runa Nume Company Secretary Runa Company Secretary Ru	I (To approve financial tran ) (To approve financial tran on e Authorised Person(s) parson(s) and accurate	atories) Director@director.com ComoSec Authorizer 1 Authorizer 2			Back Saw	As Draft [Submit] (%, 100%)	Enter the following details: • Board of Resolution Details • List of Authorised Person(s) who can sign the application form • Select the desired Signing Condition Note: The information entered here will appear in a printable Board of Resolution. 请输入以下资料: • 董事会决议 • 有权签名的授权者 •选择所要的签名条件
	Step 8 Application Please fill in authorisation de Board of Resolution Defail (Co Prector's Rame Vietor's Rame Vie	ctals company Authorised Signa ) [To approve financial trai on e Authorised Person(s) person(s) and accurate	Atorios) Director Director@director.com CompSec saction Authorizer 1 Authorizer 2			(Back) Saw	As Draft [Submit] %, 100%	Enter the following details: • Board of Resolution Details • List of Authorised Person(s) who can sign the application form • Select the desired Signing Condition Note: The information entered here will appear in a printable Board of Resolution. 请输入以下资料: • 董事会决议 • 有权签名的授权者 •选择所要的签名条件
点击"Submit/呈交" — 印始著東会地议	Step 8 Application Prease fill mathemation des Board of Resolution Deslig (CA Prease fill mathemation Condition Vance Vance Vance Vance Vance Vance Vance An of the above authorised of Ar of the above authorised of Prease ensure deals are valid a	ctals company Authorised Signa ) [To approve financial tran on e Authorised Person(s) person(s) and accurate	Atories) Director Director@director.com CompSec Authorizer 1 Authorizer 2			Then click "Submit	As Draft [Submit]	<ul> <li>Enter the following details:</li> <li>Board of Resolution Details</li> <li>List of Authorised Person(s) who can sign the application form</li> <li>Select the desired Signing Condition</li> <li>Note: The information entered here will appear in a printable Board of Resolution.</li> <li>请输入以下资料:</li> <li>董事会决议</li> <li>有权签名的授权者</li> <li>选择所要的签名条件</li> <li>注: 所有输入资料将呈现于打</li> </ul>



请记下申请参考号码来 检查申请状况。

## Step 11

lame	Calvin Lim Lih Fu				
hone No.	+60380652013				
lobile No.	+60122981234				
mail Address	calvin.lim@gmail.com				
ackage Information					
ackage	Lite Transaction 100 (Clic	ck to download list of men	us available in this package	<u>e</u> )	
system Administrator					
tole	User ID	User Name	Mobile No.	Email Address	
sysAdminMaker+Checker1	SYSADMIN1	SYSADMIN1	+60122981234	calvin.lim@gmail.com	
sysAdminMaker+Checker2	SYSADMIN2	SYSADMIN2	+60122281234	tsp@gmail.com	
Iser Information					
lole	User ID	User Name	Mobile No.	Email Address	View Payroll & Statutory Payment Details
nquiry	INQUIRY1	INQUIRY USER 1	+60129821234	qck@gmail.com	N
laker	MAKER1	MAKER USER 1	+60164561234	nlc@gmail.com	Y
pprover	APPROVER1	APPROVER USER 1	+60197891234	kwc@amail.com	Y
laker 	MAKERAPPROVE	MAKER APPROVER	+60163451234	cgh@gmail.com	Y
			Pr	int Board Resolution	Print Form

## Step 12

Application Reference Number	201408181022712	2984 (This reference nu	mber will be used to check your application st	atus)						
General Information										
Business Registration No.	225533Y	225533Y								
Company Name	AA	AA								
Address	DLDFKK, KLGFKL	DLDFKK, KLGFKLGK								
Account No	8006800869	006800869								
Customer Type	Non - Sole Prop									
Approval Mode	Maker-Checker									
Contact Person										
Name	Mel									
Office Number	+60192799297012	234								
Mobile No.	+60192799297012	23456								
Email Address	testuser2@uat-cir	mb.com								
Package Information										
Package	Lite Transaction	iob (Click to download	list of menus available in this package)							
User Information										
Role	User ID	User Name	Mobile No.	Email Address		View Payroll & Statutory Payment Details				
Maker	lisa	wen hui	+601223454665757	testuser5@uat.cimb.com		Y				
Approver	ng	ng	+601947392975432	mel@hotmail.com		Y				
System Administrator										
Role	User ID	User Name	Mobile No.	Email Address						
SysAdminMaker+Checker1	lis	melissa ng	+601022192973210	lisa@gmail.com						
SysAdminMaker+Checker2	mel	melissa ng wen hui	+601927992974321	testuser4@uat.cimb.com						
*Please ensure to print out a copy of the board of	f resolution and form before submittir	10		F						
					Print Board Resolution					

# Proceed to print the **Board of Resolution** and **Application Form**.

请打印董事会决议及申 请表格。

#### **Reminder:**

Kindly prepare and submit the following documents to CIMB Bank branch:

- Print and sign BizChannel@CIMB Application Form
- Print and sign Board of Resolution Form
- Form 49
- Any other supporting documents

## Click Done to proceed.

提示:

请准备及递交以下文件 至CIMB Bank 分行: •已打印及签名的

- BizChannel@CIMB申 请表格
- •已打印及签名的董事 会决议
- •49表格
- •其它辅助文件

点击"Done/完成"

#### Part 2: HOW TO SAVE AS DRAFT Part 2: 如何保存草稿

## Step 1



After filling up the details, you may click "**Save As Draft**" to retrieve later for amendments.

填好资料之后,请点击 "Save As Draft / 保存为 草稿",以方便将来更 改。

## Step 2

ckage *							
ser Selection	Application						
Role	Result Message: This to your registered emails	draft reference number has been so ail address for the draft reference nu draft application.	ent to your email ac mber. It will be use	count. Please refer 1 to retrieve your		Email Address	View Payroll & Statutory Payment Details
Maker 🔻	Draft Reference	QP3NZTW2FKQP3NZTVV		_	alg@alg.com		
Approver -	Maniper		Drink	Onus de ] [Dans]	 act@act.com		<b>V</b>
-			Punt	Save As Done			
-							
-							
stem Administrator [ Use							
Role						Email Addres:	s
sAdmin Maker+Checker						afg1@afg.com	
rsAdmin Maker+Checker						act1@act.com	
vsådmin Maker+Checker						dungda.com	
ysAdmin Maker+Checker							
fandatory							
						Back Continue	Save As Draft
				li li			

A confirmation message is prompted. **Note the Draft Reference Number** for future retrieval.

提示确认信息会显示。 请记下草案参考号码, 以方便将来使用。



Please fill in package and Package Selection	user selection						
Package *		Lite Transaction 100 - (Click to do	wnload list of menus available in this package)				
User Selection							
User Information* [User(s	s) to initiate and approve f	inancial transactions]					
Role	User ID	User Name	Mobile No.		Email Address	View Payroll & Statutory Payment Details	
Maker 👻	MAKER1	MAKER1	+60 12234234234234	afg@afg.com	ı		
Approver 👻	APPROVER1	APPROVER1	+60 19346344766347	acf@acf.com	I		
•			+60				
•			+60				
-			+60				
System Administrator [ U	ser(s) to maintain users'	information ]			For all Address		
SysAdmin Maker+Checker	User ID	USER NAME	Mobile No.		email Addre	\$5	
1 SvsAdmin Maker+Checker	or one painter	or on Deministry	+60 12234234233		algrigalg.com		
2	SYSADMIN2	SYSADMIN2	+60 19346344766348		acf1@acf.com		
3 3			+60				
SysAdmin Maker+Checker 4			+60				
*Mandatory					Back	Save As Draft	
							Fill up all details
						۹ 100%	accurately and clic
					L		
							"Continue" till the

8

细信息,并点击 "Continue/继续"。

**End of guide** 手册完毕