

OCTO Biz User Guide

FX Booker (Web and Mobile)

Ver 1.0 (September 2025)

MOVING FORWARD WITH YOU





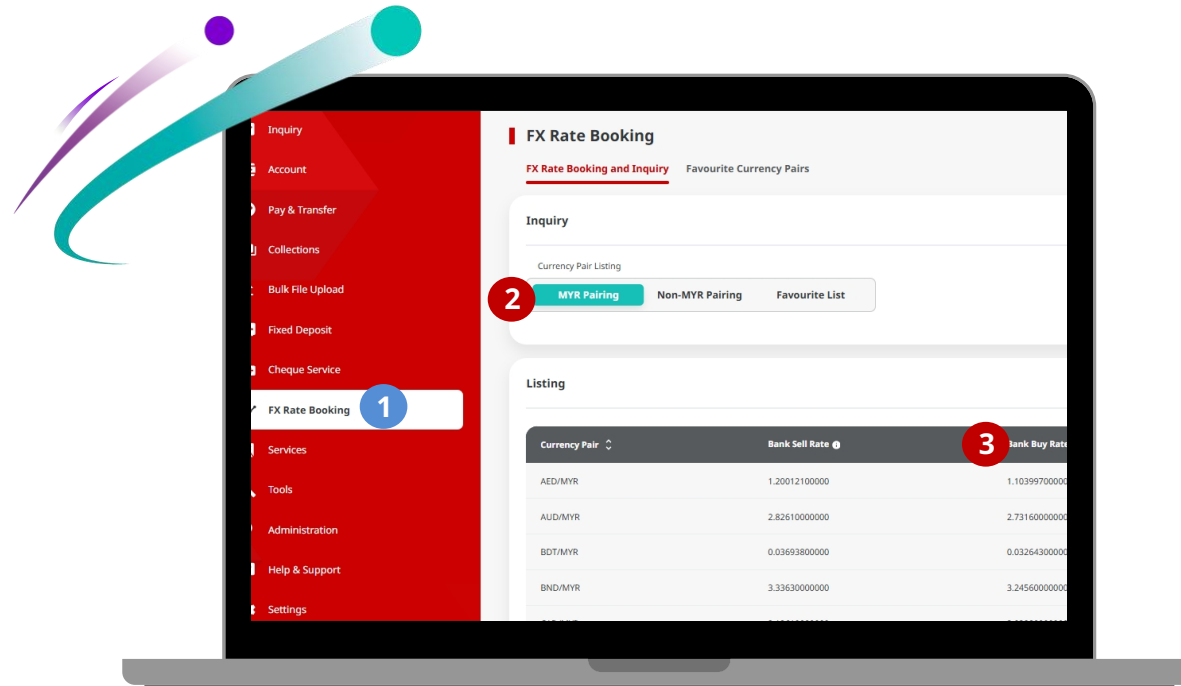
OCTO Biz Feature Tutorial

FX Booker (Web)

The following steps will guide the User to book FX Rate via web.

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STEP 01



- 1 Select **FX Rate Booking**.
- 2 Select **MYR Pairing** or **Non-MYR Pairing**.
- 3 Click **Bank Buy Rate** on desired currency pair.

STEP
02

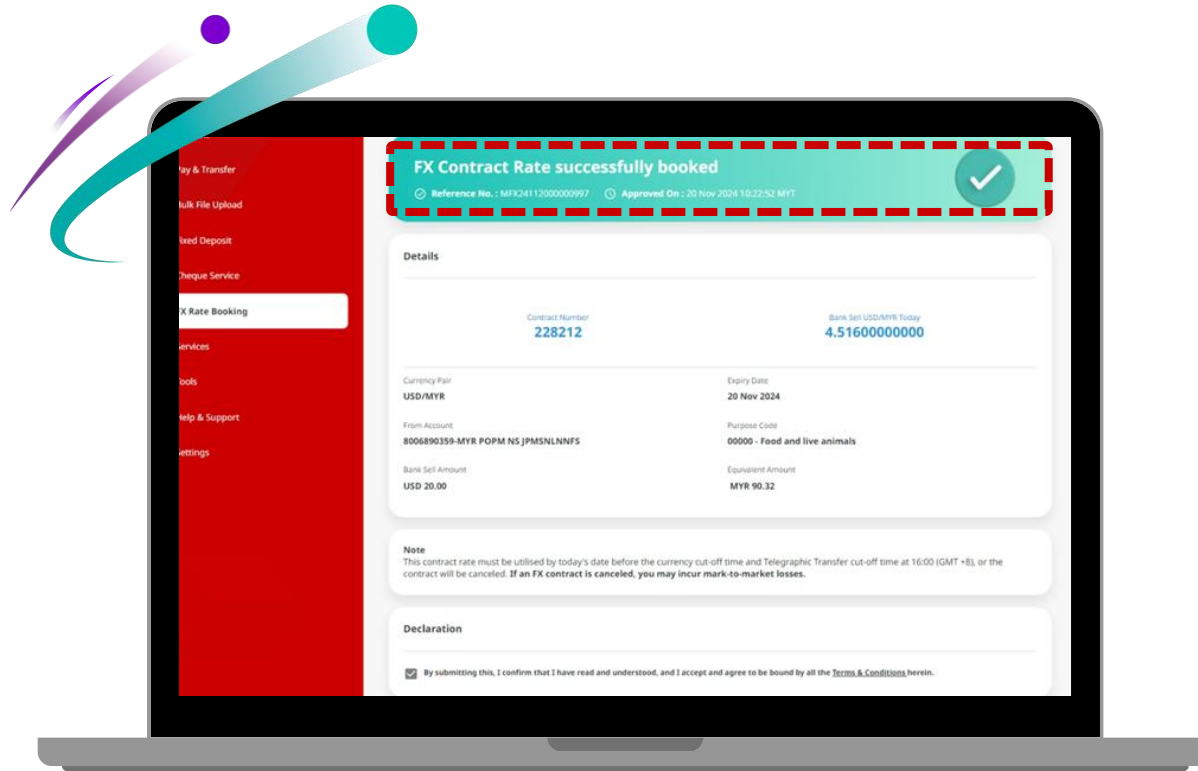
The screenshot displays the FX Booker desktop interface. A large red vertical bar on the left side of the screen is labeled with a red circle containing the number 2. The interface shows the following fields and steps:

- Step 1:** Select **Account**. The "From Account" field is highlighted with a red circle containing the number 1.
- Step 2:** Select **Purpose Code**. The "Purpose Code" dropdown menu is highlighted with a red circle containing the number 2.
- Step 3:** Enter **Foreign Currency Amount**. The "Amount" field, which shows "USD 0.00" and "MYR 0.00", is highlighted with a red circle containing the number 3.
- Step 4:** Click on **Terms & Condition**. The "Declaration" section, which includes a checkbox and a link to the terms and conditions, is highlighted with a red circle containing the number 4.
- Step 5:** Then, click **Next**. The "Submit" button at the bottom right of the form is highlighted with a red circle containing the number 5.

The interface also displays the "Bank Sell USD/MYR Today" rate as 4.5160000000 (Indicative) and the "Expiry Date" as 20 Nov 2024. A note at the bottom states: "This contract rate must be utilised by today's date before the currency cut-off time and Telegraphic Transfer cut-off time at 16:00 (GMT +8), or the contract will be canceled. If an FX contract is canceled, you may incur mark-to-market losses."

- 1 Select **Account**.
- 2 Select **Purpose Code**.
- 3 Enter **Foreign Currency Amount**.
- 4 Click on **Terms & Condition**.
- 5 Then, click **Next**.

STEP 03



If the transaction is successful, the system will display the **successful booking** page.

If the transaction is successful, the app will display a notification.

If the transaction is unsuccessful, notification will be shown for further steps required.

STEP 03a

Optional

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Welcome, Kevin Govinda
FAIRBES CORP TCA
Last Login: 03 Sep 2025 16:35:30 MYT
No. of failed login attempts from previous session: 0

Notification Helpdesk English FAQ Logout

FX Transaction History

Search

Contract Number: Enter From Account: Select

Booked Date From: 03 Sep 2025 To: 03 Sep 2025 Status: Select

2 Search

Listing

Contract Number From Account	Booked Date	FX Rate	Bank Buy/ Bank Sell	Buy Currency Booked Amount	Sell Currency Booked Amount	Buy Currency Utilized Amount	Sell Currency Utilized Amount	Status
No record(s) found.								

- 1 Select **FX Rate Booking & FX Transaction History**.
- 2 Next, select **Search**.



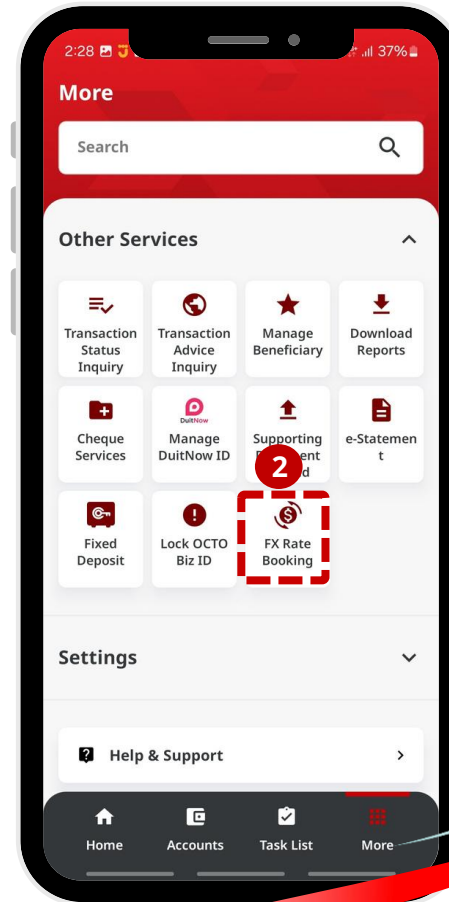
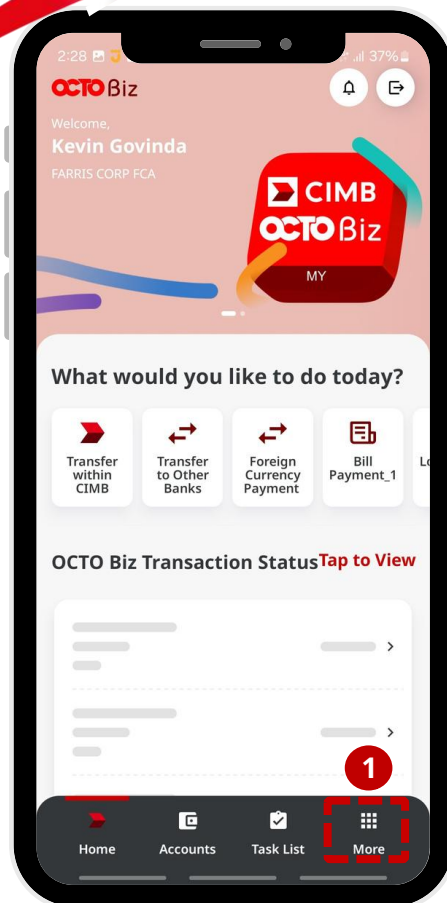
OCTO Biz Feature Tutorial

FX Booker

(Mobile)

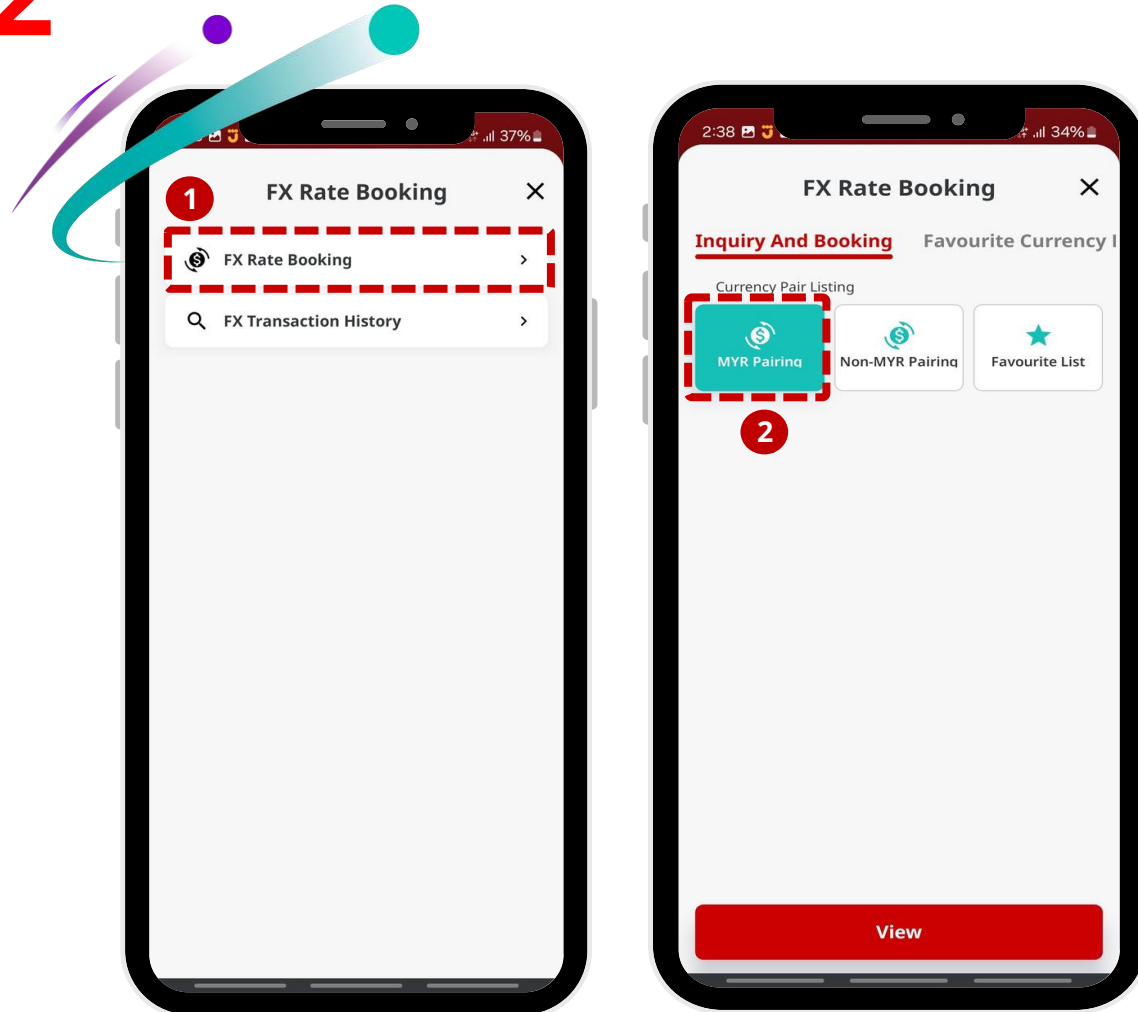
The following steps will guide the User to book FX Rate via mobile.

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STEP
01

- 1 Click on **More**.
- 2 Click on **FX Rate Booking**.

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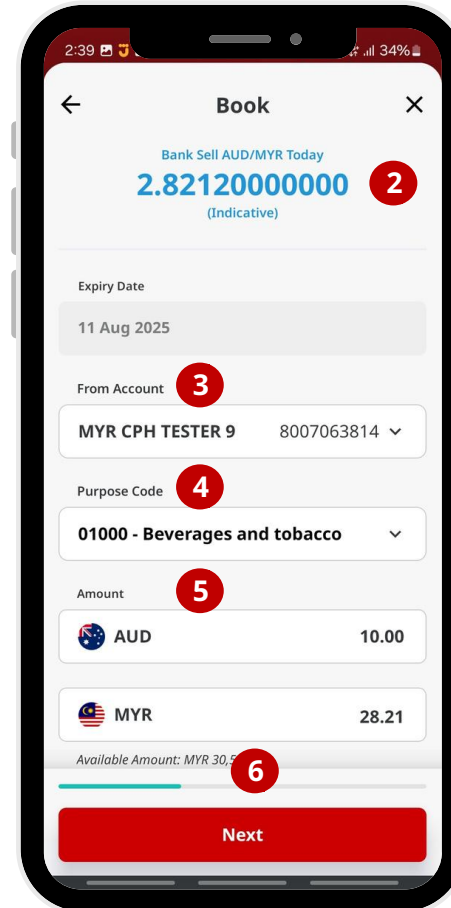
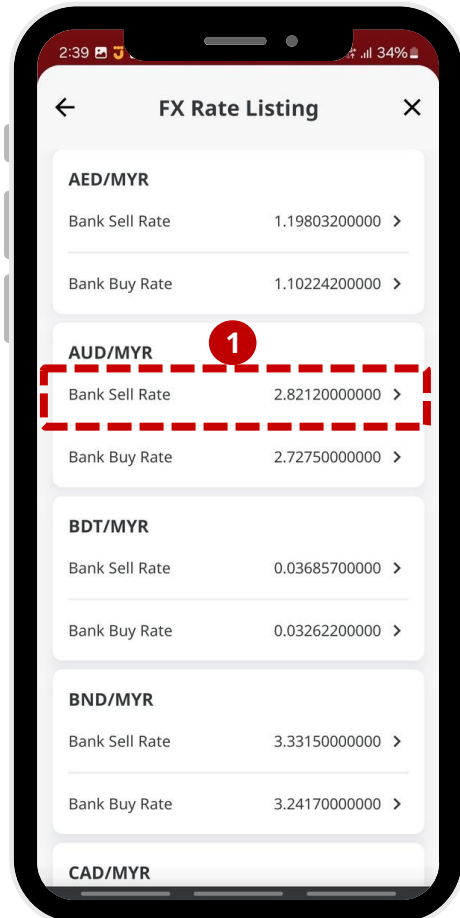
STEP
02

1 Click on **FX Rate Booking**.

2 Click on **MYR Pairing**.

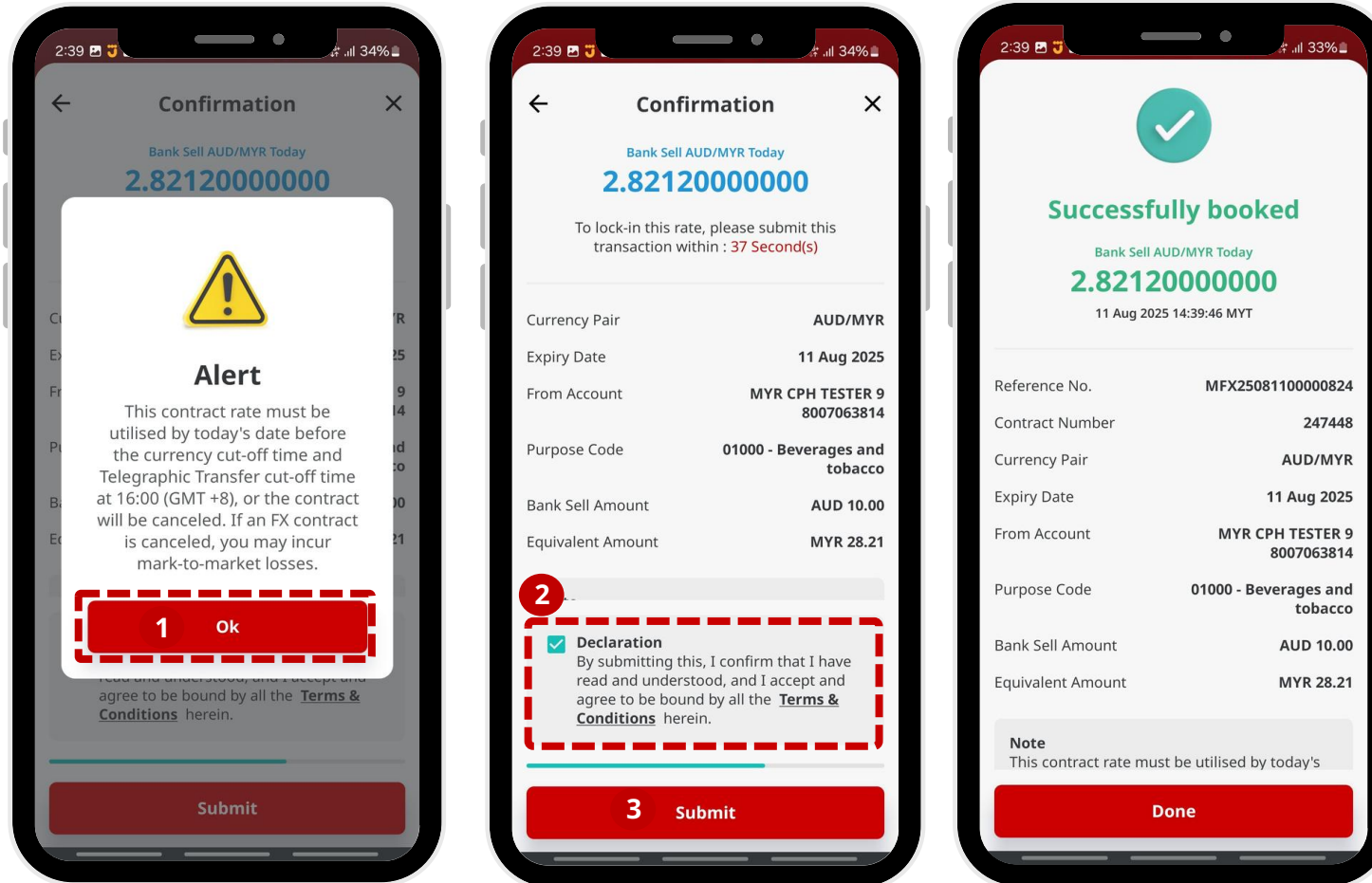
Note : You can also select Non-MYR Pairing for currency pair outside of MYR.

STEP 03



- 1 Click on **Bank Sell Rate** of desired currency pair.
- 2 Displays the indicative Forex Rate.
- 3 Select **Bank Account**.
- 4 Select **Purpose Code**.
- 5 Input **Amount**.
- 6 Select **Next**.

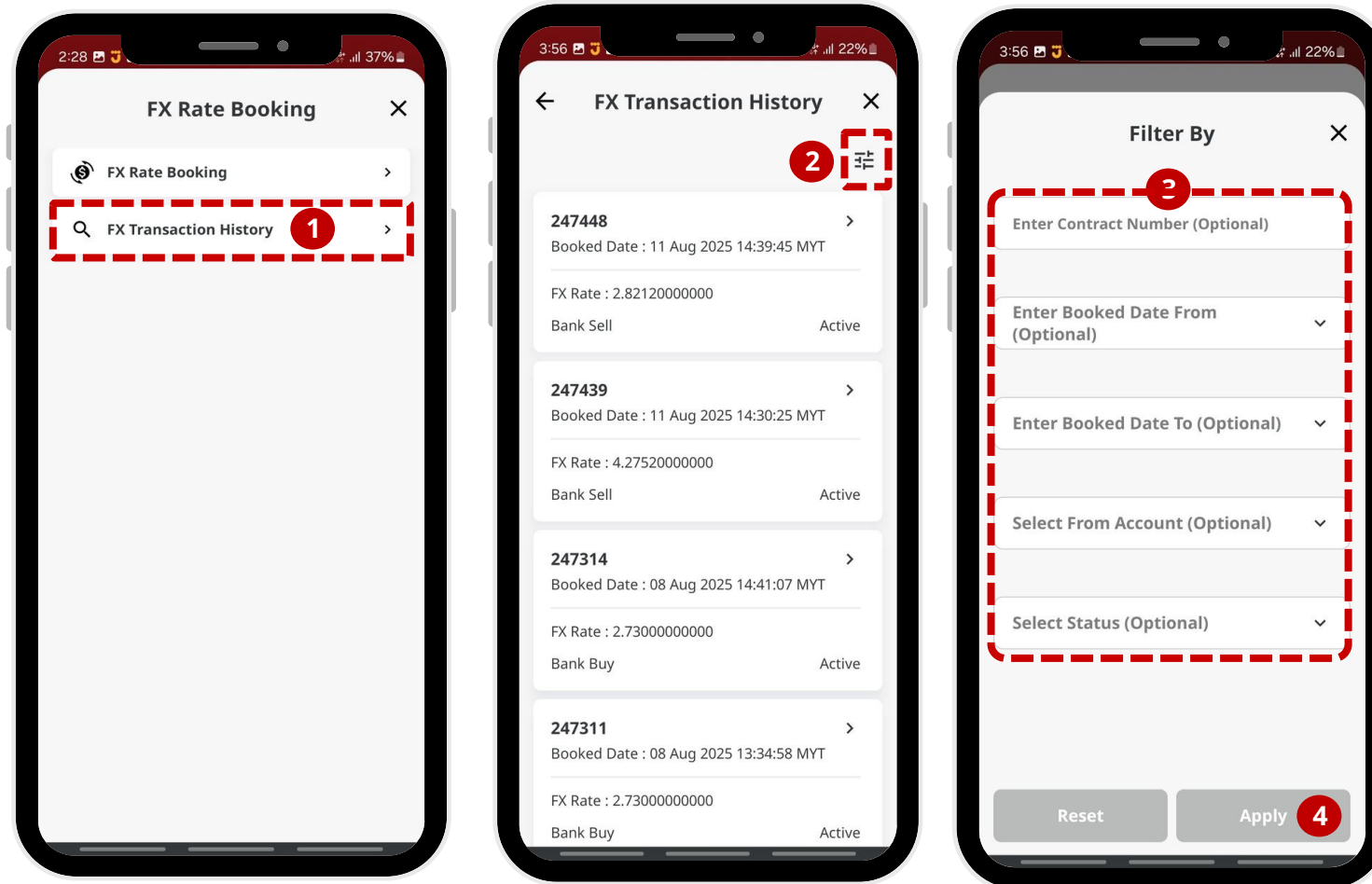
STEP 04



- 1 Click on **Ok** on Alert.
- 2 Tick on **Declaration**.
- 3 Click on **Submit**.

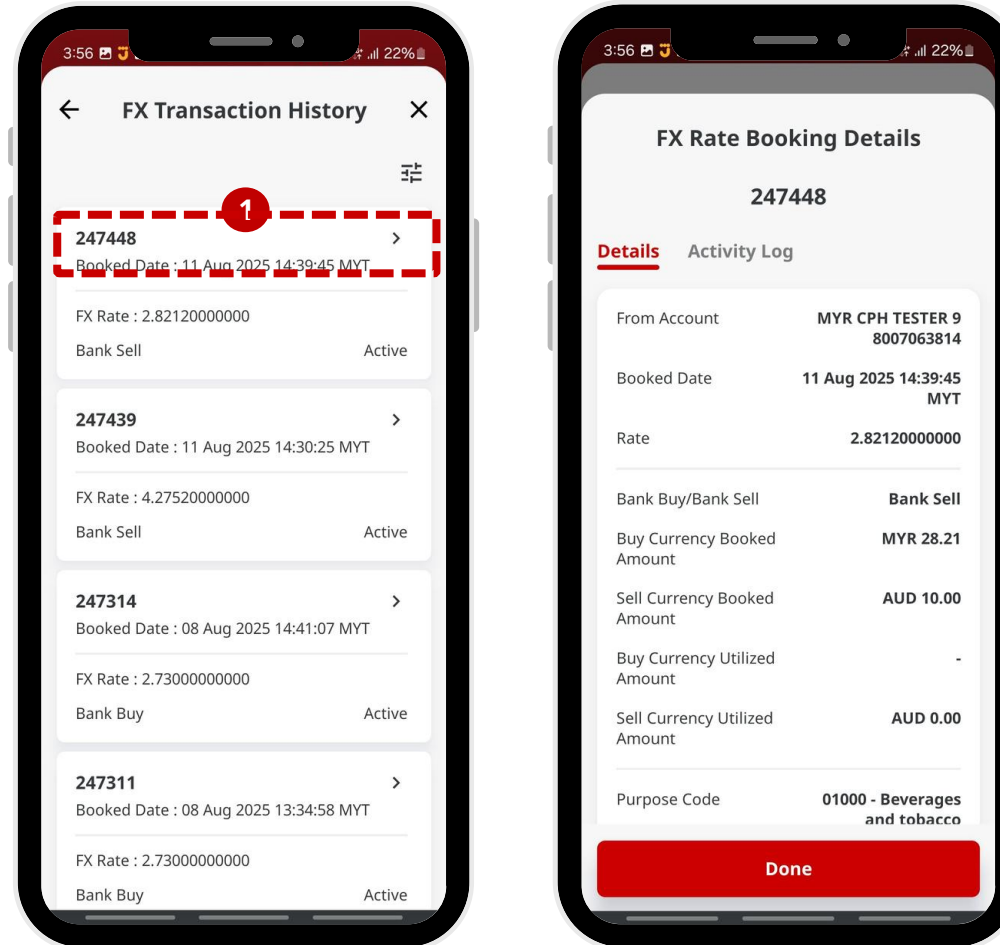
The screen will display the FX Transaction Details

STEP
04a
Optional



- 1 Click on **FX Transaction History**.
- 2 Click on **Filter**.
- 3 Select all relevant **Filters**.
- 4 Then, click **Apply**.

STEP
04b
Optional



1 Click on **FX Transaction**.

The screen will display the FX Transaction Details.

For more info:

➤ Please visit <https://www.cimb.com.my/octobiz>

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