

### Getting Started:

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

### Section 1: Filling up the Mandatory Information

#### ► BUSINESS INFORMATION (MANDATORY)

1

Business Registered Name <input type="text"/>	Contact Person's Name <input type="text"/>
Business Registration Number / BizChannel@CIMB Company ID <input type="text"/>	Contact Person's Mobile Number <input type="text"/>
Application Date <input type="text"/>	Contact Person's Email Address <input type="text"/>

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

#### ► SECTION A: ACCOUNT(S) MAINTENANCE

	Add	Delete				
1. Account Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	-	<input type="text"/>	-
2. Account Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	-	<input type="text"/>	-
3. Account Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	-	<input type="text"/>	-
4. Account Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	-	<input type="text"/>	-

- Note:
1. If you have more than four (4) accounts, please photocopy this page and submit as an attachment.
  2. The following accounts cannot be added to BizChannel@CIMB:  
Personal savings account, Offshore accounts (e.g. Labuan), Overseas accounts (e.g. CIMB Singapore).
  3. The added account must be active.

#### 2) Section A: Please indicate CIMB Account Number to Add or Delete from BizChannel@CIMB.

#### ► SECTION B: UPDATE DEBITING ACCOUNT

Debiting Account refers to the CIMB account used for any 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.

#### ► 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					Switch From Other Bank
		Register	Edit	Delete	Suspend	Re-activate	
1.		<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

**SECTION D: CHANGE SERVICE PACKAGE**

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

5

<input type="checkbox"/> <b>LITE Package</b> Please complete section (E) below to add Authorised Users.  <input type="checkbox"/> <b>Standard Package</b> Please complete section (E) below to add Authorised Users.  <input type="checkbox"/> <b>Customised Package</b> Please complete section (F) below to add System Administrator. Bank will delete all user access and re-assign a new Company BizChannel ID.	To know more about the various packages, please visit <a href="http://www.cimb-bizchannel.com.my">www.cimb-bizchannel.com.my</a> or scan the QR code below:  
---	--

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).

**SECTION E: ADD / EDIT / DELETE AUTHORISED USER(S) DETAILS (APPLICABLE TO LITE / STANDARD PACKAGE ONLY)**

6

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

No	Please tick (✓) ONE only	Full Name of Authorised User(s)* (as per NRIC/Passport)		Role (Mandatory to tick (✓) ONE only)	Optional
		Mobile Number	Email Address		
1.	<input type="checkbox"/> Add <input type="checkbox"/> Edit <input type="checkbox"/> Delete		<input type="text"/>	<input type="checkbox"/> Maker <sup>1</sup> <input type="checkbox"/> Approver <sup>2</sup> <input type="checkbox"/> Maker and Approver <sup>3</sup> <input type="checkbox"/> Single Maker Approver <sup>4</sup>	<input type="checkbox"/> FX Rate Booker <sup>5</sup> <input type="checkbox"/> Payroll Access
2.	<input type="checkbox"/> Add <input type="checkbox"/> Edit <input type="checkbox"/> Delete		<input type="text"/>	<input type="checkbox"/> Maker <sup>1</sup> <input type="checkbox"/> Approver <sup>2</sup> <input type="checkbox"/> Maker and Approver <sup>3</sup> <input type="checkbox"/> Single Maker Approver <sup>4</sup>	<input type="checkbox"/> FX Rate Booker <sup>5</sup> <input type="checkbox"/> Payroll Access
3.	<input type="checkbox"/> Add <input type="checkbox"/> Edit <input type="checkbox"/> Delete		<input type="text"/>	<input type="checkbox"/> Maker <sup>1</sup> <input type="checkbox"/> Approver <sup>2</sup> <input type="checkbox"/> Maker and Approver <sup>3</sup> <input type="checkbox"/> Single Maker Approver <sup>4</sup>	<input type="checkbox"/> FX Rate Booker <sup>5</sup> <input type="checkbox"/> Payroll Access
4.	<input type="checkbox"/> Add <input type="checkbox"/> Edit <input type="checkbox"/> Delete		<input type="text"/>	<input type="checkbox"/> Maker <sup>1</sup> <input type="checkbox"/> Approver <sup>2</sup> <input type="checkbox"/> Maker and Approver <sup>3</sup> <input type="checkbox"/> Single Maker Approver <sup>4</sup>	<input type="checkbox"/> FX Rate Booker <sup>5</sup> <input type="checkbox"/> Payroll Access

- Note:
- All Authorised User(s) will be granted the Inquiry role and will be able to view all account details.
  - Mobile number and Email address must be different for each user.
  - User's password will be automatically reset if their mobile number and / or email address is updated in our records.
  - Each transaction must be initiated by a 'Maker' and an 'Approver'. The same user cannot initiate and approve the same transaction. Please refer to the below for definition of the different types of user roles:
    - Maker<sup>1</sup>**: Authorised User who initiates transactions.
    - Approver<sup>2</sup>**: Authorised User who approves transactions.
    - Maker and Approver<sup>3</sup>**: Authorised User who initiates OR approves transactions. Users cannot approve transactions that they themselves have initiated.
  - Single Maker Approver<sup>4</sup> (Applicable for BizLite Package only)**: Transactions within the BizLite Package are approved using Token or SMS OTP (One Time Password). As such, there is only user role to initiate transactions and no approver role within this package. Even if there are more than one user, upon selecting the Single Maker Approver option, all users registered under this entity will be defaulted as Single Maker Approver role.
  - FX Rate Booker<sup>5</sup>**: Authorised user is authorised to perform the booking of foreign exchange contract rates via BizChannel. (User(s) without the FX Rate Booker role will only be able to view FX live rates via BizChannel).
  - Users with the Approver role will also be granted with the FX rate Booker role.

6) **Section E** for Add/Edit/Delete any Authorised User(s) details. This is applicable to Lite/Standard package only. 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).

**SECTION F: ADD / EDIT / DELETE SYSTEM ADMINISTRATOR(S) (APPLICABLE TO CUSTOMISED PACKAGE ONLY)**

7

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

No	Please tick (✓) ONE only	Full Name of System Administrator (as per NRIC / Passport)	Mobile Number	
			<input type="text"/>	<input type="text"/>
1.	<input type="checkbox"/> Add <input type="checkbox"/> Edit <input type="checkbox"/> Delete		<input type="text"/>	<input type="text"/>
2.	<input type="checkbox"/> Add <input type="checkbox"/> Edit <input type="checkbox"/> Delete		<input type="text"/>	<input type="text"/>
3.	<input type="checkbox"/> Add <input type="checkbox"/> Edit <input type="checkbox"/> Delete		<input type="text"/>	<input type="text"/>
4.	<input type="checkbox"/> Add <input type="checkbox"/> Edit <input type="checkbox"/> Delete		<input type="text"/>	<input type="text"/>

- Note:
- The Bank will set up the access for System Administrator(s) of your company. The System Administrator(s) will be able to set up and customise account(s) and services available under the respective package for the Authorised User(s).
  - Minimum two (2) and maximum four (4) System Administrators are required. System Administrators cannot be the same person.
  - Mobile number and Email address must be different for each system administrator.
  - System Administrators's password will be automatically reset if their mobile number and / or email address is updated in our records.

7) **Section F** for Add/Edit/Delete System Administrator(s) details. This is application to Customised package only. Tick only option only (to add/edit/delete) and fill up the System Administrator(s) details.

**8 SECTION G: THIRD PARTY SYSTEM INTEGRATION ACCESS (IF APPLICABLE)**

I / We would like to access to third party system integration<sup>1</sup>

Specify The Service Provider<sup>2</sup> (Accounting Software)

Note:  
 1. Third party system integration refers to straight through information and transactions with service providers and accounting software providers.  
 2. Visit <https://www.cimb.com.my/bizchannel-cimb-3rd-party-system-integration.html> for the list of service(s) with system integration supported.

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

**9 SECTION H: 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: 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 your BizChannel Company ID, account number and transaction pricing during Bulk Payment transaction.

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

**10 SECTION I: 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](http://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 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	Full Name of Authorised User(s) (as per NRIC/Passport)	BizChannel User ID
1.		
2.		

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	Full Name of Authorised User(s) (as per NRIC/Passport)	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.

I / We wish to send the Security Device to a different address from my / our correspondence address registered in BizChannel@CIMB. Please send the Security Device to:

Address

Postcode

Note:  
 1. The address will be used as a **one-off instruction only** and will not be registered in our system. If you would like to change your mailing address, please proceed to the nearest CIMB Branch.  
 2. To get new security device(s) please contact your respective sales representative or Branches.

10) **Section I:** 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.

**11 SECTION J: TERMINATION**

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

11) **Section J** 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](http://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.

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

12

Authorised Person's Signature

Full Name


Authorised Person's Signature

Full Name
