

FOR DIGITAL BANKING USE ONLY

GRP ID

**Thank you for choosing Baiduri b.Digital Business, a secure online banking platform, designed to help you manage your business transactions anytime, anywhere.**



### All your finances on one page

See the big picture with all your accounts, loans & cards on a single page.



### Download your reports

Conveniently download and review your account and transaction history reports to keep track of your expenses



### Create your own shortcuts

Make things easier by creating shortcuts to your most commonly used transactions.



### Security for peace of mind

In addition to security features such as your User ID and password, a unique One Time Password (OTP) is required for login.



### Transaction alert

Each time a transaction is created, you will receive an automatic email alert as a security measure.



### Flexible authentication options

Choose to use either your smart phone or physical token for secure authentication each time you login.



### Help and support

On-screen help for every transaction provides guidance when you need it. The built-in email function gives you direct communication with your team.



### Directly Submit Forms

Submit application forms through the platform, including Application for Shipping Guarantees, Irrevocable Letter of Credit, Letter of Credit Amendment, Letter of Acceptance of Discrepancy and letter of Guarantee.

## User Roles

Input	User who creates the transaction
Authorize	User who approves the transaction
Admin	User who will have the function to suspend other users and set users' daily limit.
Contact Person	Focal Person of whom the Bank will liase with directly pertaining to Baiduri b.Digital Business sign up and services.

## 1 Company Profile

Company name		CIF No	CIF No. is the last 6 digits of the company's account number
<input type="text"/>		<input type="text"/>	
Registration No	Date of Registration	Email Address	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Tel No	Fax No		
<input type="text"/>	<input type="text"/>		
Registered Address		Mailing Address	
<input type="text"/>		<input type="text"/>	
Postal Code	<input type="text"/>	Postal Code	<input type="text"/>

## 2 Contact Representative Details

Name	Email Address
<input type="text"/>	<input type="text"/>
	Mobile Number
	<input type="text"/>
Designation	Telephone Number
<input type="text"/>	<input type="text"/>

## 3 Primary / Secondary Company Linkage

Note: Please specify if the above Company is the Primary Company for a new Baiduri Digital Business service, or a Secondary Company to be linked to an existing Corporate b.Digital Service. If this application is for a Secondary Company, please input the Parent Company details below. Every Secondary Company is required to submit a separate application form.

Tick [ ☐ ] one box only

☐ Primary

☐ Secondary

Parent Company Corporate Group ID

Parent Company Name

#### 4 Accounts to be Managed under the Company

##### Accounts Number

1.	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>
2.	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>
3.	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>
4.	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>
5.	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>
6.	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>

##### Credit Card Number

7.	<input type="text"/>
8.	<input type="text"/>
9.	<input type="text"/>
10.	<input type="text"/>
11.	<input type="text"/>
12.	<input type="text"/>

##### HP Account Number

13.	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
14.	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
15.	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>

#### 5 Daily Transaction Limit

Fund Transfer  
Maximum allowed limit is BND1,000,000

<input type="text"/>
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Default is BND100,000 if left blank

Bill Payment  
Maximum allowed limit is BND1,000,000

<input type="text"/>
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Default is BND100,000 if left blank

Standing Instructions  
Maximum allowed limit is BND1,000,000

<input type="text"/>
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Default is BND100,000 if left blank

## 6 Authorization Rule

The Authorization rule given below must correspond in accordance to the signing instruction of the company as given in the account mandate.

Please input the authorization rule required for each threshold amount for transactions. Eg. BND1001 to BND10,000 requires Any Two authorizers.

To add more authorization instructions, please insert a new 'Section 6. Authorization Rule' page

- ☐ All debit accounts      or      ☐ Specific debit account:
- ☐ All services      or      ☐ Fund Transfers      ☐ Bill Payment      ☐ Payroll      ☐ Others

Threshold Amount (BND)		Authorization Requirement	
To	From		
		No. of Authorizer(s) required <input type="checkbox"/> Any One Authorizer <b>OR</b> <input type="checkbox"/> Any Two Authorizer	Required Combination of Authorised Signatures <input type="text"/>
		No. of Authorizer(s) required <input type="checkbox"/> Any One Authorizer <b>OR</b> <input type="checkbox"/> Any Two Authorizer	Required Combination of Authorised Signatures <input type="text"/>
		No. of Authorizer(s) required <input type="checkbox"/> Any One Authorizer <b>OR</b> <input type="checkbox"/> Any Two Authorizer	Required Combination of Authorised Signatures <input type="text"/>

Other instructions:

## 7 Appointment of Company User(s)

### Account(s) to be accessed and User Function(s)

**Tick where applicable ✓**

Please nominate at least 1 Admin Person who will have the function suspend other users and set users' daily limits. **All users must provide a valid mobile number and individual email address to receive their login credentials and password.**

<b>Name*</b>	<b>User ID* (Letters and numbers only)</b>	<b>User Role*</b>	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Admin	<input type="checkbox"/> View <input type="checkbox"/> Input <input type="checkbox"/> Authorize
<b>IC Number/Passport*</b>	<b>Choice of 2-Factor Authentication (2FA)</b> Digital token will be left defaulted if left blank	<b>Function</b>	<b>Allowed Access</b>
<input type="text"/>	Baiduri Digital Token (Authentication via Smartphone) <input type="checkbox"/>	Transfers / Bill Payments	<input type="checkbox"/>
<b>Email Address*</b>	Physical Token *\$50 charge applies <input type="checkbox"/>	Payroll	<input type="checkbox"/>
<input type="text"/>		Chequebook Request	<input type="checkbox"/>
<b>Designation*</b>	<b>Mobile No.*</b>	View Account Balance / Transaction History	<input type="checkbox"/>
<input type="text"/>	(M) <input type="text"/>		

  

**Account Access**

All Accounts ( ✓ to confirm ) ☐ **or** Input accounts listed in Section 4 based on number (eg. 1, 2, 4)

<b>Name*</b>	<b>User ID* (Letters and numbers only)</b>	<b>User Role*</b>	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Admin	<input type="checkbox"/> View <input type="checkbox"/> Input <input type="checkbox"/> Authorize
<b>IC Number/Passport*</b>	<b>Choice of 2-Factor Authentication (2FA)</b> Digital token will be left defaulted if left blank	<b>Function</b>	<b>Allowed Access</b>
<input type="text"/>	Baiduri Digital Token (Authentication via Smartphone) <input type="checkbox"/>	Transfers / Bill Payments	<input type="checkbox"/>
<b>Email Address*</b>	Physical Token *\$50 charge applies <input type="checkbox"/>	Payroll	<input type="checkbox"/>
<input type="text"/>		Chequebook Request	<input type="checkbox"/>
<b>Designation*</b>	<b>Mobile No.*</b>	View Account Balance / Transaction History	<input type="checkbox"/>
<input type="text"/>	(M) <input type="text"/>		

  

**Account Access**

All Accounts ( ✓ to confirm ) ☐ **or** Input accounts listed in Section 4 based on number (eg. 1, 2, 4)

## 8 Collection of Physical Token(s) if applicable

1. I/We hereby authorize  \*IC/Passport No.   
to collect the Token(s), on my/our behalf.

2. I/We wish to collect the Token(s) at  Branch.

3. I/We hereby authorize token charges to be debited from my account \_\_\_\_\_, if applicable.

**To add more Users, please insert a new 'Section 7. Appointment of Company User(s)' page. Every page containing Section 7 must be signed by the Authorized Signers.**

Authorized Signatory

Authorized Signatory

## 9 Declaration by Authorized Signatories and Company Appointed Users

I/We hereby:

Confirm that I/we have read, understood and agreed to be bound by:

- (a) the b.Digital Business Terms & Conditions and Disclaimer issued to me/us upon my/our application and;
- (b) the Bank's standard Terms & Conditions Governing Accounts maintained with the Bank in respect of all my/our existing future accounts opened or to be opened with the bank.

I/We are aware that the Disclaimer and both the Terms & Conditions Governing Accounts maintained with the Bank and for the Baiduri b.Digital Business are available for viewing on the Bank's website. I/We further confirm and agree that the Bank reserves the right, without prior notice to me/us, to change, revise and modify the Disclaimer and the above Terms & Conditions and I/we agree to be bound by all changes made or modified at any time and from time to time.

Confirm and agree that all the information provided herein is true and accurate to the best of my/our knowledge as at the date of this application.

Authorize the Bank to issue Token(s) if applicable to the authorized Baiduri b.Digital Business user. He/She or the person specified in Section 7 above may collect the Token(s), on behalf and return the signed Token(s) acknowledgement. Upon receipt of the acknowledgement by the Bank, the Bank will then activate the Baiduri b.Digital Business service and make it available to the Company.

Enclose the Director's Resolution duly passed for the use and application of the Baiduri b.Digital Business (for limited company only).

\*Please delete when appropriate.

### Authorized Signatories

Name:	Name:	Name:
IC/Passport No:	IC/Passport No:	IC/Passport No:
Specimen Signature <b>SIGN HERE</b>	Specimen Signature <b>SIGN HERE</b>	Specimen Signature <b>SIGN HERE</b>

### Company Appointed Users

Name:	Name:	Name:
IC/Passport No:	IC/Passport No:	IC/Passport No:
Specimen Signature <b>SIGN HERE</b>	Specimen Signature <b>SIGN HERE</b>	Specimen Signature <b>SIGN HERE</b>

  

Name:	Name:	Name:
IC/Passport No:	IC/Passport No:	IC/Passport No:
Specimen Signature <b>SIGN HERE</b>	Specimen Signature <b>SIGN HERE</b>	Specimen Signature <b>SIGN HERE</b>

### Company Seal (if required)

S.V.

To Baiduri Bank Sdn Bhd,

**Director's Resolution For Use and Application of Baiduri b.Digital Business Service**

Company Name

CIF No

Director's Meeting / Director's Circular Resolution of  Day of

It is resolved that

1. The Company wishes to apply for the use of the Baiduri b.Digital Business Service in respect of the account(s) of the Company maintained with Baiduri Bank Berhad ("Company Account")
2. The Company agrees that any  (insert number) of the following persons (collectively, "the Authorized Persons") be hereby authorized to sign and make amendments to any and all forms required by the Bank from time to time relating to the services of the Baiduri b.Digital Business Service, and such Authorised Persons are and will be so authorised until the Bank receives a certified copy of the board resolution of the Company stating otherwise:

Name of Authorized Persons	Designation	IC / Passport No.	Specimen Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Name and Signature of all Directors or by quorum**

Name:   
IC/Passport No:   
Signature:

Name:   
IC/Passport No:   
Signature:

Name:   
IC/Passport No:   
Signature:

Name:   
IC/Passport No:   
Signature:

Name:   
IC/Passport No:   
Signature:

Name:   
IC/Passport No:   
Signature:

FOR BRANCH USE ONLY	Branch Chop
<div><input type="checkbox"/> Directors Resolution (for limited company only)</div> <div><input type="checkbox"/> Hard copies of IC/Passport of all applicant(s) OR</div> <div><input type="checkbox"/> IC/Passport of all applicant(s) verified via Flexcube. CIF for each signatory included in Declaration page.</div> <div>Attended by: <input type="text"/> Initial: <input type="text"/></div> <div>Checked by: <input type="text"/> Initial: <input type="text"/></div> <div>Date: <input type="text"/></div>	

FOR DIGITAL BANKING USE ONLY
<div>Company ID Created: <input type="text"/></div> <div>Inputted by: <input type="text"/> Initial: <input type="text"/> Date: <input type="text"/></div> <div>Authorized by: <input type="text"/> Initial: <input type="text"/> Date: <input type="text"/></div>