

Application Procedure for Business Account

Documents Required

	Company (Sdn Bhd & Bhd)	Sole- proprietorship	Partnership	Limited Liability Partnership	Society/Club/ Association
Business Account Application Form	✓	✓	✓	✓	✓
Initial deposit	✓	✓	✓	✓	✓
Copy of Practicing Certificates (Applicable to Professional Practice i.e Chartered Accountants, Advocates & Solicitors and Secretary)	✓	✓	✓	✓	✓
Specimen Signature Card	✓	✓	✓	✓	✓
Board/ Certified Extract Resolution (Bank's Standard format) for: i. Company (Sdn Bhd & Bhd) - Appendix 1 ii. Limited Liability Partnership - Appendix 2	✓			✓	
Certified true copies of NRIC/Passport of all Directors (whom are not Authorised Signatories) & all Authorised Signatories (to cross-off with "For Hong Leong Bank/Hong Leong Islamic Bank only")	✓			✓	✓
Certified true copies of Memorandum & Articles of Association (M&A)	✓				
Certified true copies of Form 49	✓				
Certified true copies of Form 24 (or latest annual return)	✓				
Certified true copies of Form 9 and Form 44	✓				
Photocopy of NRIC/Passport of Sole Proprietor/Partners - Original Sighted by Branch Officer (to cross-off with "For Hong Leong Bank/Hong Leong Islamic Bank only")		✓	✓	✓	
Form A		✓	✓		
Form B		✓	✓		
Form D		✓	✓		
Certified True Copy of Limited Liability Partnership Corporate Profile as obtained from CCM				✓	
Notice of Registration or Certificate of Registration from Registrar of LLP				✓	
Certified True Copy of LLP Agreement (if not available, 2nd Schedule of LLP Act shall apply)				✓	
Certified true copy of Certificate of Registration with Registry of Societies					✓
Certified true copy of By-Laws of Society/Club/Association					✓
Certified true copy of Minutes of Meeting of Management Committee					✓

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Types of Application	Mandatory	Optional
New Account Holders	Part A + B	Part C
HL Connect BIZ Application:		
● HL Connect BIZ e-Inquiry Subscribers	Part A (Page 01) + Part C (Page 07, 08, & 09)	
● HL Connect BIZ e-Payment Subscribers	Part A (Page 01) + Part C (Page 07, 08, & 09) + Appendix 1 or 2 (where applicable)	

PART A

Business Account Application Form

Part A: Business Account Application Form

Eligible for protection by PIDM

Please complete in BLOCK LETTERS or tick (✓) where applicable.

Account / Service Type

Current Account (CA/CA-i/FCY-CA) Fixed Deposit (FD/Fixed Deposit-i/FCY-FD) Hong Leong Connect BIZ

Business Type

Sole Proprietorship Partnership Sendirian Berhad
 Berhad Limited Liability Partnership (LLP) Others (Society/Club/Association)

BUSINESS PARTICULARS (Mandatory)

Registered Business Name _____ Business Registration No _____

Country of Incorporation/Registration _____ Date of Incorporation/Registration _____
 Malaysia Others _____ DD - MM - YYYY

Business Operating Address _____
Postal Code _____

Mailing Address (Ignore if it is identical to Business Operating Address) _____
Postal Code _____

Business Telephone _____ Business Email Address _____ Business Fax _____

Nature of Business _____

Shareholding Status Bumiputera Non-Bumiputera Non-Resident Controlled Company

DECLARATION OF SMALL MEDIUM ENTERPRISES (SMEs) (Mandatory)

For the purpose of HLB/HLISB compliance with the guidelines on the definition of Small and Medium Enterprises (SMEs) as stipulated by the relevant authorities, I/We hereby declare the following in respect of my/our company/business enterprise:-

SME Non-SME

Latest Annual Sales Turnover R, M _____ as at Financial Year _____

Total Number of Employees _____ as at Financial Year _____

AUTHORISED CONTACT PERSON (Mandatory)

Name as per NRIC/Passport	Name as per NRIC/Passport
_____	_____
NRIC/Passport No _____ Nationality _____	NRIC/Passport No _____ Nationality _____
Telephone/Mobile No. _____	Telephone/Mobile No. _____
Email Address _____	Email Address _____
Designation _____	Designation _____

FOR LIMITED COMPANY ONLY (Please tick (✓) where applicable)**Board Type**

- Main Board Local Second Board Local Main Board Foreign

Firm Type

- Multinational Corporation Government Link Corporation
 Syarikat Menteri Kewangan Diperbadankan State Owned Enterprise

TYPE OF ACCOUNT (Please tick (✓) where applicable)**Conventional**

- Current Account
 PowerSME Current Account
 BizOne Solution
 (BizOne Current Account + BizOne Fixed Deposit Account)
 Fixed Deposit
 Business Flexi FD
 BizOne Flexi FD
 Foreign Currency Current Account
 Foreign Currency Fixed Deposit Account
 Others, please specify: _____

Islamic

- BizOne CA-i
 Small Business CA-i
 Business CA-i
 Fixed Deposit-i
 BizOne FD-i
 Others, please specify: _____

INTRODUCER REQUIREMENT (Select either options) **Option 1 (if not selected, please proceed to Option 2)**

Company/Individual Name

 Option 2

Attached latest 6 months Bank Statement on the same entity (of other Banks)

For Bank use only (Document checked/supported by CSOM):

Signature:

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PAYROLL SERVICES REQUIREMENT (Please tick (✓) where applicable)

Do you require Payroll Services?

- Yes, existing payroll subscriber Yes, new sign up
 If Yes, please choose only one mode of payment:
 Online (i.e. Hong Leong Connect BIZ) Manual (i.e. Over-the-Counter)

 No (please provide reason)

Remarks :

FOREIGN EXCHANGE REQUIREMENTDo you have Foreign Exchange requirement? Yes No

If Yes, please provide the Authorised Personnel details (if it is similar with Authorised Contact Person, please leave it blank).

Name as per NRIC/Passport

NRIC/Passport No.

Nationality

Telephone/Mobile No.

Email Address

Designation

Name as per NRIC/Passport

NRIC/Passport No.

Nationality

Telephone/Mobile No.

Email Address

Designation

DETAILS OF FOREIGN/LOCAL POLITICALLY EXPOSED PERSON (PEP)/PERSON CLOSELY ASSOCIATED WITH A PEP

No	Name of Authorised Signatory/ Director/Shareholder	Describe the customer's function/office held and relation to/ connection with the public official

DETAILS OF CONNECTED PARTIES (Please tick (✓) one only)

I/We hereby confirm that NONE of our directors, managers, controlling shareholders (whether directly or indirectly interested) and/or agents and guarantors are under the employment of HLB/HLISB or its subsidiaries and/or are related to any director, officer or employee of HLB/HLISB or its subsidiaries, whether as parent, spouse, brother, sister or child and/or their financial dependant. We undertake to inform HLB/HLISB immediately if any such relationship is established/intended to be established.

I/We hereby declare that the below table shows the directors, managers, controlling shareholders (whether directly or indirectly interested) and/or agents and guarantors are under the employment of HLB/HLISB or its subsidiaries and/or are related to any director, officer or employee of HLB/HLISB or its subsidiaries, whether as parent, spouse, brother, sister or child and/or their financial dependant.

No	Name of Authorised Signatory/Director/ Shareholder	NRIC/Passport No	Name of HLB/HLISB Employee/Officer/Director	Entity	NRIC/Passport No	Relationship

PART B

Customer Declaration

Part B: Customer Declaration

CUSTOMER DECLARATION

I/We hereby:

1. Apply for the relevant Account(s) as selected in this application form;
2. Declare that all information furnished to Hong Leong Bank Berhad (HLB)/ Hong Leong Islamic Bank (HLISB) are complete, true and correct and will immediately inform HLB/HLISB of any changes to the same and authorize HLB/HLISB to verify and obtain any other information required from any sources including but not limited to CCRIS, FIS, CTOS or any credit reference agency, Inland Revenue Authorities or any authorities and by whatever means and at any time as HLB/HLISB considers appropriate;
3. Irrevocably authorize and permit HLB/HLISB, its officers and employees to disclose and furnish all my/our information concerning this application, present and future accounts and any other matters relating to me or my/our business and operations to:
 - (a) Other financial institutions granting or intending to grant any credit facilities to me/us, the Credit Bureau or any other central credit bureau established by BNM, Cagamas Berhad, Credit Guarantee Corporation, any other relevant authorities/agencies established by the Association of Banks in Malaysia;
 - (b) Any current or future corporation which may be associated or related with HLB/HLISB (as defined in the Companies Act 1965), including representative and branch offices and their respective representatives as well as subsidiaries of HLB/HLISB's holding company;
 - (c) The security party or any party intending to provide security in respect of the Facility;
 - (d) HLB/HLISB's auditors, solicitors and/or other agents in connection with the recovery of monies due and payable hereunder; and
 - (e) HLB/HLISB's professional advisers, service providers, nominees, agents, contractors or third party service providers who are involved in the provision of products and services to or by the Bank and its related or associated companies.
4. I/We hereby irrevocably consent to such disclosure and confirm that HLB/HLISB, its officers and employees shall be under no liability for furnishing such information or for the consequences of any reliance which may be placed on the information to be furnished in accordance with the Terms and Conditions.
5. Declare that I/we am/are not in default on any accounts with HLB/HLISB or other financial institutions and further authorize HLB/HLISB to discuss with the relevant financial institution(s) regarding any late payment history;
6. Declare that I/we am not a bankrupt, that no act of bankruptcy/winding-up has been committed by me/us and there are no prosecution or bankruptcy/winding-up proceedings pending or instituted, or order obtained, against me/us;
7. Declare that I/we understand that my/our application herein shall be subject to the relevant Terms and Conditions, a copy of which is available at HLB's website at www.hlb.com.my and HLISB's website at www.hlisb.com.my and that I/we have read and understood the Terms and Conditions and agree to be bound by the same;
8. Understand and agree that HLB/HLISB may approve or reject my/our application herein without assigning any reason thereof;
9. Acknowledge and agree that this application, the relevant terms and conditions applicable to the product/service applied for ("T&C") and all other documents issued by HLB/HLISB in connection with the application herein shall form and be construed as a single agreement entered by me/us with HLB/HLISB;
10. Confirm that I/we have read HLB/HLISB's Privacy Policy* and agree that all personal data provided to HLB/HLISB by me/us and/or acquired by HLB/HLISB from the public domain, as well as personal data that arises as a result of the provision of services to me will be subject to such Privacy Policy as may be varied from time to time. I/We hereby agree and authorize the disclosure of my/our name and other contact details to companies within HLB/HLISB and/or Hong Leong Financial Group Berhad's group of companies for marketing and for promotional purposes;

* "Privacy Policy" shall mean HLB/HLISB's policies and principles pertaining to the collection, use and storage of personal information of existing and prospective individuals and entities dealing with HLB/HLISB as may be amended from time to time and be made available at HLB/HLISB's website or in such manner as HLB/HLISB's deems appropriate from time to time.
11. Represent and warrant that I/we have obtained the consent of all persons named in my/our application herein or such other document submitted to HLB/HLISB in support of my/our application herein and/or my/our authorized representatives, including but not limited to directors, shareholders, authorized signatories or such other persons as specified by HLB/HLISB ("Relevant Data Subjects") for HLB's/HLISB's collection, holding and use of the personal information of the Relevant Data Subjects in accordance with HLB's/HLISB's Privacy Policy as may be amended from time to time;
12. I/We agree to bear all fees, charges, penalties and/or compensation charges imposed in connection with my/our application herein;
13. I/We agree to abide and be bound by Hong Leong Connect BIZ Terms and Conditions, General Terms and Conditions of Accounts, the relevant Terms & Conditions and all amendments, supplements and additions thereto made from time to time by HLB/HLISB.

Note: Customers who wish to opt-out from the sharing of their personal data within HLB and/or Hong Leong Financial Group Berhad's group of companies for marketing and promotional purposes are required to call our Call Centre at 03-76268899 to register their instructions to opt-out of the said sharing.

FOR PERBADANAN INSURANS DEPOSIT MALAYSIA (PIDM)

- Tick box if I/We have been informed by the Bank that the account selected by us/me is insured by Perbadanan Insurans Deposit Malaysia (PIDM).
- Tick box if I/We have received a copy of the PIDM brochure.
- I/We hereby declare that I/we have read the Customer Declaration including Privacy Policy clauses/PDPA as stated above.

To be Signed by Authorised Signatories (as per signing condition)

Signature:

Signature:

Name as per NRIC/Passport : _____
NRIC/Passport No : _____
Nationality : _____
Designation : _____

Name as per NRIC/Passport : _____
NRIC/Passport No : _____
Nationality : _____
Designation : _____

(Corporate/Non-Individual including Sole Proprietorship & Partnership/Individual)

To:

- 1) CTOS Data Systems Sdn Bhd
- 2) RAM Credit Information Sdn Bhd
- 3) Credit Bureau Malaysia Sdn Bhd
- 4) FIS Data Reference Sdn Bhd
- 5) BASIS Corporation Sdn Bhd
- 6) Dun & Bradstreet Malaysia Sdn Bhd

(each to be referred to herein as a "Credit Reporting Agency" and collectively, "Credit Reporting Agencies")

And

- 7) Hong Leong Bank Berhad ("HLB")/Hong Leong Islamic Bank Berhad ("HLISB")

Consent for Disclosure of Credit Information

1. Pursuant to the Credit Reporting Agencies Act 2010 ("CRA"), I/we, the undersigned, hereby irrevocably and unconditionally authorize the Credit Reporting Agencies to obtain and disclose any of my personal information/corporate information and credit information (as defined in the CRA), including credit information where I am/we are a joint applicant or to which I am/we are or have been linked (collectively referred to as "Credit Information") and resides in the records of the relevant Credit Reporting Agency to HLB/HLISB for the purposes which shall include but not be limited to the following:
 - a) To process and consider my/our application/additional application for HLB/HLISB's credit and credit-related or other products or services of HLB/HLISB;
 - b) To evaluate and monitor my/our credit/financing worthiness;
 - c) For evaluation and due diligence purposes;
 - d) For data processing and analytical purposes;
 - e) To respond to inquiries from me/us;
 - f) For debt collection purposes;
 - g) For enforcement of HLB/HLISB's rights and obligations;
 - h) For assessing, processing and investigating insurance/takaful risks and claims;
 - i) For deposit insurance/takaful purposes;
 - j) For audit and risk management; and
 - k) For all other purposes incidental and associated with any of the above.
2. In connection with the Consent herein provided, I/we hereby authorize HLB/HLISB to provide the relevant Credit Reporting Agency with my/our personal details and company/business details, as provided below, to enable the Credit Reporting Agency to provide me/us with the relevant notification as required under the CRA.
3. I/we hereby agree and confirm that I/we shall not hold HLB/HLISB liable or responsible for :
 - a) any statement, misstatement, inaccuracy or omission of any type or manner contained in the credit information, records and/or credit reports provided to HLB/HLISB by the relevant Credit Reporting Agency;
 - b) HLB/HLISB's reliance on such credit information, records and/or credit reports provided by the relevant Credit Reporting Agency to arrive at a decision in relation to my/our application for credit and credit-related or other products or services of HLB/HLISB; and
 - c) any disclosure of my/our Credit Information by the relevant Credit Reporting Agency to any of the Credit Reporting Agency's other subscribers in connection with the credit reporting service provided.
4. This Consent shall be without prejudice to any other clause in the agreement governing the terms of the credit and credit-related or other products or services of HLB/HLISB which I/we have applied for herein and shall remain valid and binding against me/us so long as I/we remain a customer of HLB/HLISB.

CORPORATE INFORMATION (for corporate applicant only)

Company/Business Name:	Registration No. :
Telephone No. :	E-mail address :
Office Address :	

To be signed by Authorised Signatory(-ies) (as per signing condition, on behalf of the Company/Business etc)

Signature:

Name as per NRIC/Passport : _____
NRIC/Passport No. : _____
Nationality : _____
Telephone/Mobile No. : _____
Occupation : _____
Date : _____

Signature:

Name as per NRIC/Passport : _____
NRIC/Passport No. : _____
Nationality : _____
Telephone/Mobile No. : _____
Occupation : _____
Date : _____

Signature:

Name as per NRIC/Passport : _____
NRIC/Passport No. : _____
Nationality : _____
Telephone/Mobile No. : _____
Occupation : _____
Date : _____

Signature:

Name as per NRIC/Passport : _____
NRIC/Passport No. : _____
Nationality : _____
Telephone/Mobile No. : _____
Occupation : _____
Date : _____

To be signed by Directors/Shareholders (at least 25% shareholding)/Partners/Owners etc of the Company/Business etc.

Signature:

Name as per NRIC/Passport : _____
NRIC/Passport No. : _____
Nationality : _____
Telephone/Mobile No. : _____
Occupation : _____
Date : _____

Signature:

Name as per NRIC/Passport : _____
NRIC/Passport No. : _____
Nationality : _____
Telephone/Mobile No. : _____
Occupation : _____
Date : _____

Signature:

Name as per NRIC/Passport : _____
NRIC/Passport No. : _____
Nationality : _____
Telephone/Mobile No. : _____
Occupation : _____
Date : _____

Signature:

Name as per NRIC/Passport : _____
NRIC/Passport No. : _____
Nationality : _____
Telephone/Mobile No. : _____
Occupation : _____
Date : _____

Note: Please photocopy this page if additional execution pages are required.

PART C

Hong Leong Connect BIZ
(HL Connect BIZ) Application Form

Please fill in page 1 before filling in this page

APPLICATION PROCEDURE FOR HONG LEONG Connect BIZ				
Documents	e-Payment Module		e-Inquiry Module	
	Sole Proprietorship/ Partnership	Companies (Sdn Bhd/Bhd/Limited Liability Partnership)	Sole Proprietorship/ Partnership	Companies (Sdn Bhd/Bhd/Limited Liability Partnership)
Business Account Application form	✓	✓	✓	✓
Photocopy of NRIC/Passport for both System Administrator & System Authoriser	✓	✓	✓	✓
Letter of Consent (Download sample from www.hlb.com.my/docs)	✓			
Board/Partners Resolution duly passed and certified in accordance with (a) Memorandum & Articles of Association (M&A) or (b) LLP Agreement Note : Refer to Appendix 1 or 2 for Board/Partners Resolution sample (where applicable)		✓		

OTHER BUSINESS ACCOUNT LINKAGE (if applicable)				
Linking Letter of Consent from Owner/Partners/Authorised Signatories (Download sample from www.hlb.com.my/docs)	✓		✓	
Copy of Certificate of Registration of Business (Form D) of related business enterprise	✓		✓	
Linking Board/Partners Resolution duly passed and certified in accordance with (a) Memorandum & Articles of Association (M&A) or (b) LLP Agreement (Download sample from www.hlb.com.my/docs)		✓		✓
Companies Documents: (a) Form 24 & 49 of related entities (Only applicable to Sdn Bhd/ Bhd) (b) Notice of Registration or Certified of Registration from Registrar of LLP & Certified True Copy of LLP Corporate Profile as obtained from CCM (Only Applicable to LLP)		✓		✓

HONG LEONG Connect BIZ (Please select services required)				
<input type="checkbox"/> e-Payment Module	<p>Features</p> <p><u>Access to all e-Inquiry facilities:</u></p> <ul style="list-style-type: none"> • View company's latest account information online • View, download and print account statement • View cheque status • View latest trade transactions and facilities online (if applicable) • View GST Tax invoice <p><u>Plus transactional facilities:</u></p> <ul style="list-style-type: none"> • Intra-bank/IBG/RENTAS • Bill payment • Foreign telegraphic transfer • Loan repayment • Payroll • Bulk Payment • Statutory body payments (i.e. EPF, SOCSO, LHDNM, etc.) • GST payment 			
<input type="checkbox"/> e-Inquiry Module	<p>Features</p> <ul style="list-style-type: none"> • View company's latest account information online • View, download and print account statement • View cheque status • View latest trade transactions and facilities online (if applicable) • View GST Tax invoice 			<p>Token(s) (Please fill in the number of token(s) required)</p> <ul style="list-style-type: none"> • Payment Authoriser's Token (min. 1) will be defaulted to ONE (1) Token if not specified. • Standard token charges apply if replacements are requested. • System Authoriser tokens are available upon request (Subject to standard token fees & charges).

Refer to clause 6.1 in Terms & Conditions for applicable fees and charges. A copy of the HL Connect BIZ Terms and Conditions will be made available upon request or can be downloaded from HLB's website at www.hlb.com.my and HLIBS's website at www.hlisb.com.my

Note: The Bank reserves the right to accept/decline the application without assigning any reason thereof or revise the fees and charges from time to time. Related fees & charges will be charged during application processing.

OWN ACCOUNT LINKAGE *(Account Under Same Business Entity and Customer Information File (CIF))*

All accounts Account Nos. Specified Below

Please attach separate list for additional account number(s).

MID (Merchant ID) (If applicable)

Note:

- Applicable to CA, FD, FCA, Trade Account, etc.
- Will be defaulted to ALL ACCOUNTS if not specified above.

OTHERS BUSINESS ACCOUNT LINKAGE

Company Name (s)

Business Registration No.

CIF No. (For Bank Use)

Company Name (s)	Business Registration No.	CIF No. (For Bank Use)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Note:

- Please provide in a separate list/appendix if you have more Business Accounts to add
- Please submit required documents as per checklist outlined at the top of Part C

COMPANY/BUSINESS DAILY TRANSACTION LIMIT *(Will be defaulted to maximum limit if not specified)*

Single Payment: R M _____, _____, _____.

Bulk Payment: R M _____, _____, _____.

STATUTORY BODIES DETAILS *(Only applicable to e-Payment Module)*

LHDNM/IRB Employer Ref No.

EPF Employer Ref No.

SOCSSO Employer Ref No.

AUTHORISED USERS *(Please provide a photocopy of NRIC/Passport for each person appointed below)*

System Administrator/Primary Contact Person

Signature:

Name (as per NRIC/Passport) : _____

NRIC/Passport No. : _____

Mobile No. : _____
(Note : TAC will be sent via SMS)

Email Address : _____

System Authoriser/Secondary Contact Person

The roles of System Administrator and System Authoriser are not allowed to held by the same person. (Not applicable to Sole Proprietor)

Signature:

Name (as per NRIC/Passport) : _____

NRIC/Passport No. : _____

Mobile No. : _____
(Note : TAC will be sent via SMS)

Email Address : _____

HONG LEONG Connect BIZ DECLARATION

I/We, hereby declare that a copy of the Hong Leong Connect BIZ ("HL Connect BIZ") Terms and Conditions have been provided or made available to me/us and that I/we have read, understand and agree to the Terms and Conditions including the fees and charges applicable to HL Connect BIZ as set out therein or, if applicable, appended hereto as "Hong Leong Connect BIZ-Agreed Services Fees, Commissions and Charges". A copy of the HL Connect BIZ Terms and Conditions is available upon request or can be downloaded from HLB's website at www.hlb.com.my and HLISB's website at www.hlisb.com.my. I/We further authorize HLB/HLISB to debit the relevant charges from the company's current account stated below.

Designated Account No. (To debit relevant charges):

Signature:

Signature:

Name (as per NRIC/Passport) :

Name (as per NRIC/Passport) :

NRIC/Passport No. :

NRIC/Passport No. :

Designation :

Designation :

Date :

Date :

FOR BANK USE ONLY (to be filled by Branch)

For HLBB/HLISB Branch/BC use only

Confirmation : I hereby verify and confirm that the company CIF No. :
and the above signatory(ies) is/are genuine, all necessary documents/agreements have been collected, are complete as well as filled here at the Branch/BC.

_____ Signature (Branch Staff)	_____ Official Branch Stamp
Name : _____	
Staff ID : _____	
Branch/BC : _____	
Date : _____	

Campaign Code : _____
Referral Staff Name : _____
Referral Staff ID : _____
Branch/BC : _____

FOR DITB-WSB CLIENT SERVICES USE ONLY

Remarks	Documents checked/ setup done by:	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>

GLOSSARY

Part A: Business Account Application Form

Terms	Definition	Page
<i>New Accountholders</i>	New customer of the Bank i.e. who do not have any banking account (i.e. deposit/loan/financing accounts) with Hong Leong Bank and/or Hong Leong Islamic Bank.	01
<i>Existing Accountholders</i>	Existing customers who currently have deposit/loan/financing accounts with Hong Leong Bank and/or Hong Leong Islamic Bank.	01
<i>Authorised Contact Person</i>	Authorised person to be contacted with regards to any banking related matters. He/She may or may not be an authorised signatory/director of the company.	01
<i>Introducer</i>	Who can be introducers? a. Executives/Officers of the Bank b. Executives of Hong Leong Group of Companies c. Depository customers of the Bank with satisfactory conduct of account of not less than 6 months d. Customers enjoying credit facilities with the Bank	02
<i>Foreign Exchange Requirement</i>	A requirement based on the new Foreign Exchange Administration Rules pursuant to Section 214 of Financial Services Act 2013 and Section 225 of Islamic Financial Services Act 2013.	02
<i>Payroll Services Requirement</i>	Payment of payroll to the employees' designated crediting account from the employers' current account.	02

Part C: Hong Leong Connect BIZ (HL Connect BIZ) Application/Registration

Terms	Definition	Page
<i>System Administrator/Primary Contact Person</i>	Authorised-1 Means the authorised representative of the Customer who is authorised by the Customer to act on behalf of the Customer as the system administrator to perform system and user maintenance of the Customer's Account within Hong Leong Connect BIZ	08
<i>System Authoriser/Secondary Contact Person</i>	Authorised-2 Means the authorised representative of the Customer who is authorised by the Customer to act on behalf of the Customer as the system authoriser to approve the system and user maintenance of the Customer's Account within Hong Leong Connect BIZ	08
<i>Transaction Authorised Code (TAC)</i>	Means a security feature implemented to provide a second layer of protection for online banking activities	08

FORMAT OF CERTIFIED EXTRACT OF
DIRECTORS RESOLUTION FOR
COMPANY (SDN BHD & BHD)
(Appendix 1)

CERTIFIED EXTRACT OF DIRECTORS RESOLUTION

APPLICATION FOR HONG LEONG BANK BUSINESS DEPOSIT ACCOUNTS, HONG LEONG CONNECT BIZ AND/OR AUTO-SWEEP SERVICES (Where resolution passed before the said application for and/or opening)

The Board of Directors of _____ [name of company] passed the following resolution on _____ [date] :-

IT IS HEREBY RESOLVED AS FOLLOWS:

A. OPENING OF ACCOUNT AND OPERATING MANDATE**

**Please draw a line diagonally across this part if not applicable.

1. "THAT authority be and is hereby given for the Company to apply for Business Deposits Account(s) (the "Account(s)") with Hong Leong Bank Berhad ("HLB")/Hong Leong Islamic Bank Berhad ("HLISB") in _____ [to state Branch] as required from time to time."
2. "THAT authority be and is hereby given to the authorised Signatories as set out in Item D. of this Resolution ("Authorised Signatories") to do the following:-
 - i. apply for, accept and sign, all relevant documents drawn or to be drawn up in connection with the Account(s) and to act on any instructions and accept any receipts or other documents relating to the Account(s), transactions or affairs of the Company, if so signed on behalf of the Company;
 - ii. pay and honour all cheques, bills of exchange, deposits, receipts, requests involving payment or transfer of funds and promissory notes;
 - iii. perform fixed deposit placements and/or withdrawals under the Account(s);
Items iv and v shall apply in respect of BizOne Solution (whether current or future applications therefore):
 - iv. apply for and accept the Overdraft ("OD")/Cashline Facility in accordance with the terms and conditions of BizOne Current Account/BizOne Current Account-i;
 - v. perform fixed deposit placements into BizOne Fixed Deposit Account/BizOne Fixed Deposit-i and if so required, to provide the same as a security for the OD/Cashline Facility. In connection therewith, to sign and execute the Letter of Set-Off and/or such other security documents as may be required by HLB; and
 - vi. THAT, whenever necessary, authority be and is hereby given for the use of the Common Seal of the Company to be affixed to all relevant documents drawn or to be drawn up in connection therewith in accordance with the Company's Articles of Association for and on behalf of the Company."
3. "THAT the Company and its Directors are aware of and hereby agree to abide by the Terms and Conditions for the respective Accounts(s), HLB's/HLISB's General Terms and Conditions of Accounts and such other terms and conditions as HLB/HLISB may stipulate from time to time."

B. HONG LEONG CONNECT BIZ**

**Please draw a line diagonally across this part if not applicable.

1. "THAT approval be and is hereby given for the Company to apply for the services and / or facilities described as Hong Leong Connect BIZ ("HL Connect BIZ") and such other services as may be added, withdrawn, varied or replaced for the same by HLB/HLISB or its successors in title and assigns at any time or from time to time which enables the Company to perform banking services through the internet ("the Services") upon the terms and conditions of the Services, which are made available via HLB's website at www.hlb.com.my and HLISB's website at www.hlisb.com.my ("the Hong Leong Connect BIZ Terms and Conditions"), and such other additional, varied or substituted terms and conditions as HLB/HLISB may stipulate from time to time."
2. "THAT authority be and is hereby given to the nominated Authorized Signatories of the Company, where the signature(s) are set out under Item D of this Resolution:-
 - i. to apply for and link any one or more or all accounts maintained by the Company with HLB/HLISB both present and in future under any one or more of the modules pursuant to the Services, and to nominate, add, remove, amend details of such person(s) as the user(s) to operate the Services from time to time; and
 - ii. to apply for, accept and sign, all relevant documents drawn or to be drawn up in connection with the Services from time to time and THAT, whenever necessary, authority be and is hereby given for the use of the Common Seal of the Company to be affixed to all relevant documents drawn or to be drawn up in connection therewith in accordance with the Company's Articles of Association for and on behalf of the Company."
3. "THAT the Company authorizes the appointment of one (1) or more authorized representative(s) of the Company as the system administrator(s) on behalf of the Company to create and maintain the payment authorization workflow, the user profile or assignment of security codes to the user within the HL Connect BIZ ("the System Administrators") and appoint one (1) or more authorized representative(s) of the Company as the System Authorizer(s) to act on behalf of the Company to approve the creation and maintenance of the payment authorization workflow, the user profile or assignment of the security codes within HL Connect BIZ ("the System Authorisers") as identified in the HL Connect BIZ Application Form. In the event of the replacement of any of the System Administrators and/or System Authorisers, the Company hereby authorizes the Authorized Signatories to appoint such replacement personnel from time to time and such replacement personnel shall be authorized to act as the System Administrators (for creation of end users and payment authorization workflow of the HL Connect BIZ) and/or the System Authorisers (for the approval of the creation of end users and payment authorization workflow of the HL Connect BIZ), as the case may be."
4. "THAT the Company acknowledges and agrees that the users will be duly authorized by the System Administrators and/or System Authorisers to act for and on behalf of the Company to access and/or use the HL Connect BIZ including without limitation the acceptance of terms and conditions or submission of forms, applications or documents, whether physically, electronically or otherwise (as the case may be)." Page 01

C. HONG LEONG CASH MANAGEMENT AUTO-SWEEP SERVICES (ON APPLICATION BASIS AND SUBJECT TO HONG LEONG BANK APPROVAL)**

**Please draw a line diagonally across this part if not applicable.

1. "THAT approval be and is hereby given for the Company to apply for the Hong Leong Cash Management Auto-Sweep Service ("Auto-Sweep Service") for an automated service to transfer its funds available in the relevant Current Account(s) into a Short Term Placement Account ("STP Account") managed by HLB on a daily basis subject to the Auto-Sweep Service Terms and Conditions and such other terms and conditions as HLB may stipulate from time to time."
2. "THAT the Authorized Signatory(ies) may apply for, accept and sign, all relevant documents drawn or to be drawn up in connection with the Auto-Sweep Service and THAT the Auto-Sweep Services is only applicable to the Current Account(s) indicated in the Auto-Sweep Services Application Form ("relevant Current Account(s))."
3. "THAT approval is hereby given to debit the relevant Current Account(s) in accordance to the Auto-Sweep Services Terms and Conditions."
4. "THAT approval be and is hereby given for the Company to make overnight placement funds in the STP Account upon such terms and conditions advised by HLB."
5. "THAT, whenever necessary, authority be and is hereby given for the use of the Common Seal of the Company to be affixed to all relevant documents drawn or to be drawn up in connection therewith in accordance with the Company's Articles of Association for and on behalf of the Company."

D. AUTHORISED SIGNATORIES

Condition of Authorisation Please tick (✓)

- Any One to sign Any two to sign All to sign Others : _____

PERSONAL PARTICULARS

SPECIMEN SIGNATURE

Name as per NRIC/Passport :	
NRIC/Passport No :	
Nationality :	
Designation :	
Name as per NRIC/Passport :	
NRIC/Passport No :	
Nationality :	
Designation :	
Name as per NRIC/Passport :	
NRIC/Passport No :	
Nationality :	
Designation :	
Name as per NRIC/Passport :	
NRIC/Passport No :	
Nationality :	
Designation :	
Name as per NRIC/Passport :	
NRIC/Passport No :	
Nationality :	
Designation :	

CERTIFICATION OF RESOLUTIONS

These resolutions will remain in force unless and until the Company delivers to HLB a new resolution(s) revoking, amending or superseding these resolutions, and HLB has had a reasonable opportunity to update its records.

We, the undersigned below, as Director(s) of the Company hereby certify that the above resolutions (a) have been duly passed and certified in accordance with the Articles of Association of the Company and entered in the minute book (b) are still in force (c) do not exceed the objects or powers of the Company or the powers of the Director(s). We acknowledge that the Bank places full reliance on our certification of the foregoing resolutions and accept our certification as conclusive evidence that this extract is a true and accurate record of the resolutions of the Board of Directors of the Company.

Dated this _____ day of _____ 20____

.....
Director
Name:
Date:

.....
Company Secretary
Name:
Date:

.....
Director
Name:
Date:

.....
Director
Name:
Date:

.....
Director
Name:
Date:

.....
Director
Name:
Date:

FORMAT OF CERTIFIED EXTRACT OF
RESOLUTION FOR LIMITED
LIABILITY PARTNERSHIP
(Appendix 2)

CERTIFIED EXTRACT OF RESOLUTION FOR LIMITED LIABILITY PARTNERSHIP

**APPLICATION FOR HONG LEONG BANK BUSINESS DEPOSIT ACCOUNTS AND
HONG LEONG CONNECT BIZ**

(Where resolution passed before the said application for and/or opening)

The Partners of the Limited Liability Partnership ("LLP") _____ [name of LPP]
passed the following resolution on _____ [date] :-

IT IS HEREBY RESOLVED AS FOLLOWS:

A. OPENING OF ACCOUNT AND OPERATING MANDATE**

**Please draw a line diagonally across this part if not applicable.

1. "THAT authority be and is hereby given for the LLP to apply for Business Deposits Account(s) (the "Account(s)") with Hong Leong Bank Berhad ("HLB")/Hong Leong Islamic Bank Berhad ("HLISB") in _____ [to state Branch] as required from time to time."
2. "THAT authority be and is hereby given to the authorised Signatories as set out in Item C. of this Resolution ("Authorised Signatories") to do the following:-
 - i. apply for, accept and sign, all relevant documents drawn or to be drawn up in connection with the Account(s) and to act on any instructions and accept any receipts or other documents relating to the Account(s), transactions or affairs of the LLP, if so signed on behalf of the LLP;
 - ii. pay and honour all cheques, bills of exchange, deposits, receipts, requests involving payment or transfer of funds and promissory notes;
 - iii. perform fixed deposit placements and/or withdrawals under the Account(s); and
Items iv and v shall apply in respect of BizOne Solution (whether current or future applications therefore):
 - iv. apply for and accept the Overdraft ("OD")/Cashline Facility in accordance with the terms and conditions of BizOne Current Account/BizOne Current Account-i; and
 - v. perform fixed deposit placements into BizOne Fixed Deposit Account/BizOne Fixed Deposit-i and if so required, to provide the same as a security for the OD/Cashline Facility. In connection therewith, to sign and execute the Letter of Set-Off and/or such other security documents as may be required by HLB.
3. "THAT the LLP & its partners are aware of and hereby agree to abide by the Terms and Conditions for the respective Accounts(s), HLB's/HLISB's General Terms and Conditions of Accounts and such other terms and conditions as HLB/HLISB may stipulate from time to time."

B. HONG LEONG CONNECT BIZ**

**Please draw a line diagonally across this part if not applicable.

1. "THAT approval be and is hereby given for the LLP to apply for the services and / or facilities described as Hong Leong Connect BIZ ("HL Connect BIZ") and such other services as may be added, withdrawn, varied or replaced for the same by HLB/HLISB or its successors in title and assigns at any time or from time to time which enables the LLP to perform banking services through the internet ("the Services") upon the terms and conditions of the Services, which are made available via HLB's website at www.hlb.com.my and HLISB's website at www.hlisb.com.my("the Hong Leong Connect BIZ Terms and Conditions"), and such other additional, varied or substituted terms and conditions as HLB/HLISB may stipulate from time to time."
2. "THAT authority be and is hereby given to the nominated Authorized Signatories of the LLP, where the signature(s) are set out under Item C of this Resolution:-
 - i. to apply for and link any one or more or all accounts maintained by the LLP with HLB/HLISB both present and in future under any one or more of the modules pursuant to the Services, and to nominate, add, remove, amend details of such person as the user(s) to operate the Services from time to time; and
 - ii. to apply for, accept and sign, all relevant documents drawn or to be drawn up in connection with the Services from time to time.
3. "THAT the LLP authorizes the appointment of one (1) or more authorized representative(s) of the LLP as the system administrator(s) on behalf of the LLP to create and maintain the payment authorization workflow, the user profile or assignment of security codes to the user within the HL Connect BIZ ("the System Administrators") and appoint one (1) or more authorized representative(s) of the LLP as the system authoriser(s) to act on behalf of the LLP to approve the creation and maintenance of the payment authorization workflow, the user profile or assignment of the security codes within HL Connect BIZ ("the System Authorisers") as identified in the HL Connect BIZ Application Form. In the event of the replacement of any of the System Administrators and/or System Authorisers, the LLP hereby authorizes the Authorized Signatories to appoint such replacement personnel from time to time and such replacement personnel shall be authorized to act as the System Administrators (for creation of end users and payment authorization workflow of the HL Connect BIZ) and/or the System Authorisers (for the approval of the creation of end users and payment authorization workflow of the HL Connect BIZ), as the case may be."
4. "THAT the LLP acknowledges and agrees that the users will be duly authorized by the System Administrators and/or System Authorisers to act for and on behalf of the LLP to access and/or use the HL Connect BIZ including without limitation the acceptance of terms and conditions or submission of forms, applications or documents, whether physically, electronically or otherwise (as the case may be)."

C. AUTHORISED SIGNATORIES

Condition of Authorisation Please tick (✓)

Any One to sign Any two to sign All to sign Others : _____

PERSONAL PARTICULARS	SPECIMEN SIGNATURE
Name as per NRIC/Passport :	
NRIC/Passport No :	
Nationality :	
Designation :	
Name as per NRIC/Passport :	
NRIC/Passport No :	
Nationality :	
Designation :	
Name as per NRIC/Passport :	
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Name as per NRIC/Passport :	
NRIC/Passport No :	
Nationality :	
Designation :	

CERTIFICATION OF RESOLUTIONS

These resolutions will remain in force unless and until the LLP delivers to HLB a new resolution(s) revoking, amending or superseding these resolutions, and HLB has had a reasonable opportunity to update its records.

We, the undersigned below, as Partner(s) of the LLP hereby certify that the above resolutions (a) have been duly passed and certified in accordance with the LLP Agreement (if any) or Second Schedule of the Limited Liability Partnership Act 2012 and entered in the minute book (b) are still in force (c) do not exceed the objects or powers of the LLP or the powers of the Partner(s). We acknowledge that the Bank places full reliance on our certification of the foregoing resolutions and accepts our certification as conclusive evidence that this extract is a true and accurate record of the resolutions of the Partners of the LLP.

Dated this _____ day of _____ 20____

.....
 Partner
 Name:
 Date:

.....
 Compliance Officer
 Name:
 Date:

.....
 Partner
 Name:
 Date:

.....
 Partner
 Name:
 Date:

.....
 Partner
 Name:
 Date: