

## 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 Berhad/Hong Leong Islamic Bank Berhad use only")	✓			✓	✓
Companies Incorporated Prior to 31 January 2017 : Certified true copies of Memorandum & Articles of Association (M&A) Form 49, Form 24 (or latest annual return), Form 9 and Form 44 Companies Incorporated on/after to 31 January 2017: Certified true copies of Notice of Registration by Companies Commission of Malaysia (CCM), Super Form and Constitution (if applicable) and relevant forms/documents evidencing changes thereafter (if any)	✓				
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					✓
Certified true copies of NRIC/Passport of all Shareholders (with min 25% shareholding)(to cross-off with "For Hong Leong Bank Berhad/ Hong Leong Islamic Bank Berhad use only")	✓				

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A	<b>Business Account Application Form</b>	<b>01 - 04</b>
B	<b>Customer Declaration + Consent for Disclosure of Credit Information</b>	<b>05 - 07</b>
C	<b>Hong Leong Business Internet/Electronic Banking Application Form</b>	<b>08 - 11</b>

Types of Application	Mandatory	Optional
<b>New Business Account Application</b>	<b>Part A + B</b>	<b>Part C</b>
<b>Hong Leong Business Internet/Electronic Banking Application</b>	<b>Part A (Page 01) + Part C (Page 08,09,10 &amp; 11) Appendix 1 or 2 or 3 (where applicable)</b>	

**PART A**

Business Account Application Form

# Part A: Business Account Application Form

Protected by PIDM up to RM250,000 for each depositor

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

## Account/Service Type

Current Account (CA/CA-i/FCY-CA/FCY-CA-i)  Fixed Deposit (FD/FD-i/FCY-FD)  Hong Leong Business Internet/Electronic Banking

## 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  Additional Registration No

Malaysia  Others    -    -

Purpose of Account Opening

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  Special Purpose Vehicle / Entity (incorporated)

Latest Annual Sales Turnover  R                      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 Linked 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\* (Currency type: \_\_\_\_\_)  
 Foreign Currency Fixed Deposit Account\* (Currency type: \_\_\_\_\_)  
 Others, please specify: \_\_\_\_\_

**Islamic**

- Current Account-i  
 Small Business CA-i  
 Business CA-i  
 Fixed Deposit-i  
 Foreign Currency Current Account-i\* (Currency type: \_\_\_\_\_)  
 Others, please specify: \_\_\_\_\_

\* COMPULSORY TO COMPLETE THE FOREIGN CURRENCY CURRENT/FOREIGN CURRENCY CURRENT-i/FOREIGN CURRENCY FIXED DEPOSIT ACCOUNT CUSTOMER DECLARATION FORM (NON-INDIVIDUAL)

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

Do you require Payroll Services?

- Yes  
 No (please provide reason)  
 Remarks :

**FOREIGN EXCHANGE REQUIREMENTS**

Do you have Foreign Exchange requirements?  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 SOLE PROPRIETOR OF THE BUSINESS	
	1
Full name as per NRIC/Passport	
NRIC/Passport	
Nationality	
Date of Birth	
Residential Address	
Postcode	
Mailing Address	
Postcode	
Contact No	(0) (m)
Email	
Occupation/Public Position Held	
Gender	
Race	
Bumi Status	
Income Per Annum	

DETAILS OF ALL DIRECTORS/PARTNERS/OTHERS INCLUDING ALL AUTHORISED SIGNATORIES AND SHAREHOLDERS (WITH MIN 25% SHAREHOLDING) OF THE COMPANY/BUSINESS				
	1		2	
Position in Customer	<input type="checkbox"/> Director <input type="checkbox"/> Partner <input type="checkbox"/> Authorised Signatory	<input type="checkbox"/> Ultimate Beneficial Owners / Shareholders with min 25% shareholding	<input type="checkbox"/> Director <input type="checkbox"/> Partner <input type="checkbox"/> Authorised Signatory	<input type="checkbox"/> Ultimate Beneficial Owners / Shareholders with min 25% shareholding
Full name as per NRIC/Passport				
NRIC/Passport				
Nationality				
Date of Birth				
Gender				
Residential Address				
Postcode				
Mailing Address				
Postcode				
Contact No	(0)	(m)	(0)	(m)
Email				
Occupation/Public Position Held				
Name of Employer/ Nature of Self-Employment				
Nature of Business				
	3		4	
Position in Customer	<input type="checkbox"/> Director <input type="checkbox"/> Partner <input type="checkbox"/> Authorised Signatory	<input type="checkbox"/> Ultimate Beneficial Owners / Shareholders with min 25% shareholding	<input type="checkbox"/> Director <input type="checkbox"/> Partner <input type="checkbox"/> Authorised Signatory	<input type="checkbox"/> Ultimate Beneficial Owners / Shareholders with min 25% shareholding
Full name as per NRIC/Passport				
NRIC/Passport				
Nationality				
Date of Birth				
Gender				
Residential Address				
Postcode				
Mailing Address				
Postcode				
Contact No	(0)	(m)	(0)	(m)
Email				
Occupation/Public Position Held				
Name of Employer/ Nature of Self-Employment				
Nature of Business				

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

**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 who 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 other such relationship is established/intended to be established.

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

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

**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 RAMCI, 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](http://www.hlb.com.my) and HLISB's website at [www.hlisb.com.my](http://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 Notice\* 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 Notice 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. Copies of the Privacy Notice are available upon request or from HLB/HLISB website.  
  
\*"Privacy Notice" 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 Notice 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 the Hong Leong Online Services 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 Notice clauses/PDPA as stated above.

To be Signed by Authorised Signatory(ies) (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 : \_\_\_\_\_

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**(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 authorise 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 or any information in the record of the Central Credit Bureau, Bank Negara Malaysia ("BNM") (including the Central Credit Reference Information System (CCRIS), the Dishonoured Cheques Information System (DCHEQS), the Perbadanan Insurans Deposit Malaysia (PIDM), the Financial Institution Statistical System (FISS) or any other database or system established by BNM or any other governmental or regulatory authority or body, Cagamas Berhad and/or Credit Guarantee Corporation Malaysia Berhad (collectively referred to as "Credit Information") 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.
5. This Consent shall be applicable for the following product(s):
 

(a)	(d)
(b)	(e)
(c)	(f)

**CORPORATE INFORMATION (for corporate applicant only)**

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

**CONSENT FOR DISCLOSURE OF CREDIT INFORMATION - Page 2**

**To be signed by ALL Directors, Authorised Signatories and Shareholders (at least 25% shareholding)/Partners/Owners etc of the Company/Business etc.**

Signature:

Signature:

Name as per NRIC/Passport : \_\_\_\_\_  
NRIC/Passport No : \_\_\_\_\_  
Designation : Director/Authorised Signatory/  
Shareholder/Partner/Owner

Name as per NRIC/Passport : \_\_\_\_\_  
NRIC/Passport No : \_\_\_\_\_  
Designation : Director/Authorised Signatory/  
Shareholder/Partner/Owner

Date : \_\_\_\_\_  
 Signed as Authorised Signatory (as per signing condition, on behalf of the Company/Business etc)  
 Signed in the capacity of Director, Authorised Signatory and Shareholder (at least 25% shareholding)/Partner/Owner etc of the Company/Business etc

Date : \_\_\_\_\_  
 Signed as Authorised Signatory (as per signing condition, on behalf of the Company/Business etc)  
 Signed in the capacity of Director, Authorised Signatory and Shareholder (at least 25% shareholding)/Partner/Owner etc of the Company/Business etc

Signature:

Signature:

Name as per NRIC/Passport : \_\_\_\_\_  
NRIC/Passport No : \_\_\_\_\_  
Designation : Director/Authorised Signatory/  
Shareholder/Partner/Owner

Name as per NRIC/Passport : \_\_\_\_\_  
NRIC/Passport No : \_\_\_\_\_  
Designation : Director/Authorised Signatory/  
Shareholder/Partner/Owner

Date : \_\_\_\_\_  
 Signed as Authorised Signatory (as per signing condition, on behalf of the Company/Business etc)  
 Signed in the capacity of Director, Authorised Signatory and Shareholder (at least 25% shareholding)/Partner/Owner etc of the Company/Business etc

Date : \_\_\_\_\_  
 Signed as Authorised Signatory (as per signing condition, on behalf of the Company/Business etc)  
 Signed in the capacity of Director, Authorised Signatory and Shareholder (at least 25% shareholding)/Partner/Owner etc of the Company/Business etc

Signature:

Signature:

Name as per NRIC/Passport : \_\_\_\_\_  
NRIC/Passport No : \_\_\_\_\_  
Designation : Director/Authorised Signatory/  
Shareholder/Partner/Owner

Name as per NRIC/Passport : \_\_\_\_\_  
NRIC/Passport No : \_\_\_\_\_  
Designation : Director/Authorised Signatory/  
Shareholder/Partner/Owner

Date : \_\_\_\_\_  
 Signed as Authorised Signatory (as per signing condition, on behalf of the Company/Business etc)  
 Signed in the capacity of Director, Authorised Signatory and Shareholder (at least 25% shareholding)/Partner/Owner etc of the Company/Business etc

Date : \_\_\_\_\_  
 Signed as Authorised Signatory (as per signing condition, on behalf of the Company/Business etc)  
 Signed in the capacity of Director, Authorised Signatory and Shareholder (at least 25% shareholding)/Partner/Owner etc of the Company/Business etc

Signature:

Signature:

Name as per NRIC/Passport : \_\_\_\_\_  
NRIC/Passport No : \_\_\_\_\_  
Designation : Director/Authorised Signatory/  
Shareholder/Partner/Owner

Name as per NRIC/Passport : \_\_\_\_\_  
NRIC/Passport No : \_\_\_\_\_  
Designation : Director/Authorised Signatory/  
Shareholder/Partner/Owner

Date : \_\_\_\_\_  
 Signed as Authorised Signatory (as per signing condition, on behalf of the Company/Business etc)  
 Signed in the capacity of Director, Authorised Signatory and Shareholder (at least 25% shareholding)/Partner/Owner etc of the Company/Business etc

Date : \_\_\_\_\_  
 Signed as Authorised Signatory (as per signing condition, on behalf of the Company/Business etc)  
 Signed in the capacity of Director, Authorised Signatory and Shareholder (at least 25% shareholding)/Partner/Owner etc of the Company/Business etc

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

**PART C**

Hong Leong Business Internet/  
Electronic Banking Application Form

# Part C: Hong Leong Business Internet/Electronic Banking Application Form

APPLICATION PROCEDURE FOR HONG LEONG BUSINESS INTERNET/ELECTRONIC BANKING

DOCUMENTS	Sole Proprietorship/ Partnership	Companies (Sdn Bhd/Bhd/Limited Liability Partnership)	Society/ Club/ Association
Business Account Application form Note : Fill up Part A (Page 01) + Part C (Page 08,09,10 & 11)	✓	✓	✓
Photocopy of NRIC/Passport for both System Administrator & System Authorise (to crossoff with For Hong Leong Bank Berhad/Hong Leong Islamic Bank Berhad use only)	✓	✓	✓
Letter of Authorisation Note : Refer to Appendix 3 for sample	✓		✓
Setup Authorization Form	✓	✓	✓
Board/Partners Resolution duly passed and certified in accordance with For Sdn Bhd/Bhd: Memorandum & Articles of Association (M&A) or constitution, if any For LLP: LLP Registration Form Note : Refer to Appendix 1 or 2 for Board/Partners Resolution sample (where applicable)		✓	
Certificate true copy of minutes of meeting of management committee			✓
<b>OTHER BUSINESS ACCOUNT LINKAGE (if applicable)</b>			
Linking Letter of Consent from Owner/Partners/Authorised Signatories (Download sample from <a href="http://www.hlb.com.my/bank/docs">www.hlb.com.my/bank/docs</a> )	✓		
Copy of Certificate of Registration of Business (Form D) of related business enterprise	✓		
Linking Board/Partners Resolution duly passed and certified in accordance with For Sdn Bhd/Bhd: Memorandum & Articles of Association (M&A) or constitution, if any For LLP: LLP Registration Form Note : Refer to Appendix 1 or 2 for Board/Partners Resolution sample (where applicable)		✓	
Companies Incorporated Prior to 31 January 2017: • Forms 24 & 49 of related entities Companies Incorporated on/after 31 January 2017: • Super Form and relevant forms/documents evidencing changes thereafter (if any) For LLP: • Notice of Registration or Certified Copy of Registration from Registrar of LLP & Certified True Copy of LLP Corporate Profile as obtained from CCM		✓	

<b>HONG LEONG BUSINESS INTERNET/ELECTRONIC BANKING (Hong Leong ConnectFirst [HL ConnectFirst])</b>	
Features	Please tick the additional services required (✓)
<b>ACCOUNT SERVICES:</b>	
Account information online	✓
Download and print account statement	✓
Cheque management	✓
Trade transactions and facilities online	✓
eFD / eFD-i	✓
MT940	✓
<b>PAYMENTS:</b>	
Intra-bank / IBG / RENTAS	✓
Instant transfer	✓
Statutory body payments (i.e. EPF, SOSCO, LHDNM, Lembaga Tabung Haji, etc.)	✓
Foreign telegraphic transfer / Cross border payment	✓
Loan / Financing repayment / payment	✓
Payroll payment	✓
Bulk payment	✓
Bill payment	✓
Credit card payment	✓
JomPAY payment	✓
FPX/e-Procurement payment	✓
E-Share	<input type="checkbox"/>
E-Dividend	<input type="checkbox"/>
<b>COLLECTIONS:</b>	
JomPAY* / ConnectFirst FastCollect / ConnectFirst FastCollect-i*	✓
Direct Debit*	✓
FPX / e-Procurement*	✓
Electronic Invoicing Presentment and Payments (EIPP)*	<input type="checkbox"/>
<b>THIRD PARTIES :</b>	
Payroll/Accounting/Other Services**	<input type="checkbox"/>

\*Upon complete submission of supplementary documents as may be required. For further assistance, please email to [cmp@hlbb.hongleong.com.my](mailto:cmp@hlbb.hongleong.com.my)

\*\*By selecting these services, you hereby consent to HLB sharing your information to HLB/HLISB's appointed service providers who may be contacting you directly for on-boarding processes into their system for the affected services.

To read & understand more about the HLB/HLISB Privacy Notice; refer to <https://www.hlb.com.my/en/connect/privacy-en.html>

Refer to clause 6.1 in Terms & Conditions for applicable fees and charges. A copy of the Hong Leong business internet/electronic banking Terms and Conditions will be made available upon request or can be downloaded from HLB's website at [www.hlb.com.my](http://www.hlb.com.my) and HLISB's website at [www.hlisb.com.my](http://www.hlisb.com.my) or the direct page link [https://www.hlb.com.my/Connect\\_First/HL\\_ConnectFirst\\_TC.pdf](https://www.hlb.com.my/Connect_First/HL_ConnectFirst_TC.pdf)

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

**COMPANY/BUSINESS DAILY TRANSACTION LIMIT**

Please tick the preferred daily transaction limit (✓)

\* Company/Business Daily Transaction Limit  
 RM 9,999,999.99       Other: \_\_\_\_\_

\* The daily transaction limit will be defaulted to RM 200,000.00 if not specified.

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

	Please (✓) Accessible Services	<i>MID (Merchant ID)(for merchant statement use)</i>
<input type="checkbox"/> All accounts	<input type="checkbox"/> Inquiry <input type="checkbox"/> Transaction	_____
<input type="checkbox"/> Account Nos. Specified Below	<input type="checkbox"/> Inquiry <input type="checkbox"/> Transaction	_____
_____	<input type="checkbox"/> Inquiry <input type="checkbox"/> Transaction	_____
_____	<input type="checkbox"/> Inquiry <input type="checkbox"/> Transaction	_____

Please attach separate list for additional account number(s).  
 Note:  
 • Applicable to CA/CA-i, FD/FD-i, FCY-CA/FCY-CA-i, Trade Account/Trade Account-i, Loan Account/Financing Account-i and etc.  
 • Will be defaulted to ALL ACCOUNTS/TRANSACTION if the above is not specified.

**OTHER HLB/HLISB BUSINESS ACCOUNT LINKAGE**

Company/Business 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 Company/Business Accounts to add  
 • Please submit required documents of the company(ies)/ business(es) as per checklist outlined at the top of Part C

**OWN ACCOUNT LINKAGE (Applicable for HL ConnectFirst-Outward MT940)**

HLB/HLISB Account No.	Destination Bank Name	Bank SWIFT Code
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

**OTHER BANK ACCOUNT LINKAGE (Applicable for HL ConnectFirst-Inward MT940)**

Bank Name	Account Name	Account No.	Currency	Bank Swift Code
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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

## STATUTORY BODIES DETAILS

LHDNM/IRB Employer Ref No.

EPF Employer Ref No.

SOCSO Employer Ref No.

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

System Authoriser/Primary Contact Person\*

Signature:

Name as per NRIC/Passport : \_\_\_\_\_

NRIC/Passport No. : \_\_\_\_\_

Nationality/Country of Issue : \_\_\_\_\_

Mobile No. : 

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(Important: OTP will be sent via SMS)

Email Address : \_\_\_\_\_  
(Important: e-PIN file will be sent via email)

System Administrator/Secondary Contact Person\*

Signature:

Name as per NRIC/Passport : \_\_\_\_\_

NRIC/Passport No. : \_\_\_\_\_

Nationality/Country of Issue : \_\_\_\_\_

Mobile No. : 

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(Important: OTP will be sent via SMS)

Email Address : \_\_\_\_\_  
(Important: e-PIN file will be sent via email)

Tick only if you require physical token.  
(Physical token charges may apply)

Tick only if you require physical token.  
(Physical token charges may apply)

Note: By default, all users will be assigned with eToken. eToken is a mobile feature in Hong Leong Business internet/electronic banking that allows you to login. The users are required to download Hong Leong ConnectFirst Mobile App from Apple Appstore or Google Playstore and activate the eToken in their mobile device.

\*Please refer to Glossary at Page 12 for definition

Note: Please provide one Mobile Number and one Email Address for each person appointed

## HONG LEONG BUSINESS INTERNET / ELECTRONIC BANKING DECLARATION

I/We, hereby declare that a copy of Hong Leong Business Internet Banking Terms and Conditions has been provided or made available to me/us and that I/we have read, understood and agreed to the Terms and Conditions including the fees and charges applicable to Hong Leong business internet/electronic banking as set out therein or, if applicable, appended hereto as "Hong Leong Business Internet Banking - Agreed Services Fees, Commissions and Charges". A copy of Hong Leong Business Internet Banking and Conditions is available upon request or can be downloaded from HLB's website at [www.hlb.com.my](http://www.hlb.com.my) and HLISB's website at [www.hlisb.com.my](http://www.hlisb.com.my). I/We further authorise HLB/HLISB to debit the relevant fees and/or charges from the company's/business' current account stated below.

Designated Debiting Account No. For Relevant Fees/Charges : \_\_\_\_\_

Signature:

Name as per NRIC/Passport : \_\_\_\_\_

NRIC/Passport No. : \_\_\_\_\_

Nationality/Country of Issue : \_\_\_\_\_

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

Signature:

Name as per NRIC/Passport : \_\_\_\_\_

NRIC/Passport No. : \_\_\_\_\_

Nationality/Country of Issue : \_\_\_\_\_

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

Recheck & ensure that you have completed all of these documents before submitting to the branch

DOCUMENTS	Sole Proprietorship/ Partnership	Please tick if completed (✓)	Companies (Sdn Bhd/Bhd/Limited Liability Partnership)	Please tick if completed (✓)	Society/ Club/ Association	Please tick if completed (✓)
Business Account Application form Note : Fill up Part A (Page 01) + Part C (Page 08,09, 10 & 11)	✓		✓		✓	
Photocopy of NRIC/Passport for both System Administrator & System Authorise (to cross off with For Hong Leong Bank Berhad/Hong Leong Islamic Bank Berhad use only)	✓		✓		✓	
Letter of Authorisation Note : Refer to Appendix 3 for sample	✓				✓	
Setup Authorization Form	✓		✓		✓	
Board/Partners Resolution duly passed and certified in accordance with For Sdn Bhd/ Bhd: Memorandum & Articles of Association (M&A) or constitution, if any For LLP: LLP Registration Form Note : Refer to Appendix 1 or 2 for Board/Partners Resolution sample (where applicable)			✓			
Certified true copy of minutes of meeting of management committee					✓	
<b>OTHER BUSINESS ACCOUNT LINKAGE (if applicable)</b>						
Linking Letter of Consent from Owner/Partners/ Authorised Signatories (Download sample from <a href="http://www.hlb.com.my/bank/docs">www.hlb.com.my/bank/docs</a> )	✓					
Copy of Certificate of Registration of Business (Form D) of related business enterprise	✓					
Linking Board/Partners Resolution duly passed and certified in accordance with For Sdn Bhd/Bhd: Memorandum & Articles of Association (M&A) or constitution, if any For LLP: LLP Registration Form (Download sample from <a href="http://www.hlb.com.my/bank/docs">www.hlb.com.my/bank/docs</a> )			✓			
Companies Incorporated Prior to 31 January 2017: • Forms 24 & 49 of related entities Companies Incorporated on/after 31 January 2017: • Super Form and relevant forms/documents evidencing changes thereafter (if any) For LLP: • Notice of Registration or Certified Copy of Registration from Registrar of LLP & Certified True Copy of LLP Corporate Profile as obtained from CCM			✓			

**FOR BANK USE ONLY (HLB/HLISB Branch/BC use only)**

Confirmation : I hereby verify and confirm that the company/business CIF No : \_\_\_\_\_ and the above signatory(ies) are genuine, all necessary documents/agreements have been completed and collected at the Bank/BC.

<p style="text-align: center;"><b>Signature (Branch Staff)</b></p> <p><b>Name</b> : _____</p> <p><b>Staff ID</b> : _____</p> <p><b>Branch/BC</b> : _____</p> <p><b>Date</b> : _____</p>	<p style="text-align: center;"><b>Official Branch Stamp</b></p> <p>Campaign Code : _____</p> <p>Referral Staff Name : _____</p> <p>Referral Staff ID : _____</p> <p>Branch/BC : _____</p>
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**FOR TRANSACTION BANKING CLIENT SERVICES USE ONLY**

<p>Remarks:</p>	<p>Documents checked / setup done by:</p> <p>Signature</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
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# GLOSSARY

## Part A: Business Account Application Form

Terms	Definition	Page
<b>CA/CA-i/FCY-CA/FCY-CA-i</b>	Means Current Account/Current Account-i/Foreign Currency Account Foreign Currency Account-i.	01
<b>New Business Account Application</b>	New business account application for customers 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
<b>Existing Accountholders</b>	Existing customers who currently have deposit/loan/financing accounts with Hong Leong Bank and/or Hong Leong Islamic Bank.	01
<b>Special Purpose Vehicle / Entity</b>	SPV/SPE is a subsidiary company with an asset/liability structure and may be formed through limited partnerships, trusts, corporations, limited liability corporations or others entities. SPV/SPE may be designed for independent ownership, management and funding of a company. They help companies securities assets, create joint ventures, isolate corporate assets or perform other financial transactions.	01
<b>Authorised Contact Person</b>	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
<b>Foreign Exchange Requirement</b>	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
<b>Authorised Personnel (Foreign Exchange Requirements)</b>	Authorised person to be contacted with regards to any foreign exchange requirement matters. He/She may or may not be an authorised signatory/director of the company	02
<b>Payroll Services Requirement</b>	Payment of payroll to the employees' designated crediting account from the employers' current account.	02

## Part C: Hong Leong Business Internet/Electronic Banking Application/Registration

Terms	Definition	Page
<b>System Administrator/Secondary Contact Person</b>	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 business internet/electronic banking. Should you fail to fill in the Authorised Contact Person at Page 1, the System Administrator/Secondary Contact Person will be the default contact person.	10
<b>System Authoriser/Primary Contact Person</b>	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 business internet/electronic banking. Should you fail to fill in the Authorised Contact Person at Page 1, System Authoriser/Primary Contact Person will be the default contact person.	10
<b>One time password (OTP)</b>	Password that is valid for only one login session to open the e-PIN PDF file or for first time activation	10



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 BUSINESS INTERNET/ELECTRONIC BANKING, COLLECTION SERVICES AND/OR AUTO-SWEEP SERVICES**

(Where resolution was 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 signatory(ies) 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") in accordance with the terms and conditions of BizOne Current Account; and
  - v. perform fixed deposit placements into BizOne Fixed Deposit Account and if so required, to provide the same as a security for the OD. 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, 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 or constitution (if any) for and on behalf of the Company."
4. "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. (i) HONG LEONG BUSINESS INTERNET/ELECTRONIC BANKING\*\***

**IT IS HEREBY RESOLVED AS FOLLOWS:**

\*\*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 and accept any one or more internet/ electronic banking facilities and/or services (which may include cash management services and collection services) for business banking customers which may be offered by Hong Leong Bank Berhad ("HLB")/ Hong Leong Islamic Bank Berhad ("HLISB") or its successors in title or assigns ("the Online Services") or such other facilities and/or services as may be added, withdrawn, varied or replaced for the same from time to time upon such terms and conditions which are made available via HLB's website at [www.hlb.com.my](http://www.hlb.com.my) and HLISB's website at [www.hlisb.com.my](http://www.hlisb.com.my) (the Hong Leong Online Services 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 authorised signatory(ies) of the Company, whose signature(s) is/are set out in item D of this Resolution ("Authorised Signatories") to do the following:-
  - i. to apply for and link any one or more or all accounts maintained by the Company with HLB/HLISB (both present and future) under any one or more of the modules pursuant to the Online Services, and to nominate, add, remove, amend details of such person(s) as the user(s) to operate the Online Services from time to time; and
  - ii. to apply for, accept and sign, all relevant documents drawn up or to be drawn up in connection with the Online Services from time to time.
3. "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 up or to be drawn up in connection therewith in accordance with the Company's Articles of Association or constitution (if any) for and on behalf of the Company."
4. "THAT the Company authorises (1) the appointment of one (1) or more authorised representative(s) of the Company as the system administrator(s) on behalf of the Company to create and maintain the payment authorisation workflow and the user profile or assign security code(s) to the user(s) within the Hong Leong business internet/electronic banking ("the System Administrators"), and (2) the appointment of one (1) or more authorised representative(s) of the Company as the System Authoriser(s) to act on behalf of the Company to approve the creation and maintenance of the payment authorisation workflow, the user profile or assignment of the security code(s) within Hong Leong business internet/electronic banking ("the System Authorisers"), as identified in the Hong Leong Business Internet /Electronic Banking Application Form. In the event of the replacement of any of the System Administrators and/or System Authorisers, the Company hereby authorises the Authorised Signatories to appoint such replacement personnel from time to time and such replacement personnel shall be authorised to act as the System Administrators and/or the System Authorisers, as the case may be."
5. "THAT the Company acknowledges and agrees that the user(s) will be duly authorised by the System Administrators and/or System Authorisers to act for and on behalf of the Company to access and/or use the Hong Leong business internet/electronic banking including without limitation to accept terms and conditions or submit forms, applications or documents, whether physically, electronically or otherwise (as the case may be)."

## **B. (ii) COLLECTION SERVICES\*\***

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

1. "THAT approval be and is hereby given for the Company to enter into relevant agreement(s) from time to time with HLB/HLISB for the collection services provided by HLB/HLISB ("the Collection Services") to the Company upon the terms and conditions as the Company and HLB/HLISB may mutually agree upon from time to time (including, for the avoidance of doubt, revisions, supplements and substitutions as may be mutually agreed from time to time)."
2. "THAT authority be and is hereby given to the nominated authorised signatory(ies) of the Company, whose signature(s) is/are set out in Item D of this Resolution ("Authorised Signatories") to sign, for and on behalf of the Company, all relevant documents drawn up or to be drawn up in connection with the Collection Services."
3. 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 up or to be drawn up in connection therewith in accordance with the Company's Articles of Association or constitution (if any)."

## **C. HONG LEONG CASH MANAGEMENT AUTO-SWEEP SERVICES\*\* (ON APPLICATION BASIS AND SUBJECT TO HONG LEONG BANK'S 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 Authorised 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 or constitution (if any) 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/HLISB a new resolution(s) revoking, amending or superseding these resolutions, and HLB/HLISB 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 DEPOSITS ACCOUNTS,  
HONG LEONG BUSINESS INTERNET/ELECTRONIC BANKING, AND/OR COLLECTION SERVICES**

(Where resolution was 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 signatory(ies) 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") in accordance with the terms and conditions of BizOne Current Account; and
  - v. perform fixed deposit placements into BizOne Fixed Deposit Account and if so required, to provide the same as a security for the OD. 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. (i) HONG LEONG BUSINESS INTERNET/ELECTRONIC BANKING\*\***

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

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

**IT IS HEREBY RESOLVED AS FOLLOWS:**

1. THAT approval be and is hereby given for the LLP to apply for and accept any one or more internet/ electronic banking facilities and/or services (which may include cash management services and collection services) for business banking customers which may be offered by Hong Leong Bank Berhad ("HLB")/ Hong Leong Islamic Bank Berhad ("HLISB") or its successors in title or assigns ("the Online Services") or such other facilities and/or services as may be added, withdrawn, varied or replaced for the same from time to time upon such terms and conditions which are made available via HLB's website at [www.hlb.com.my](http://www.hlb.com.my) and HLISB's website at [www.hlisb.com.my](http://www.hlisb.com.my) (the Hong Leong Online Services 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 authorised signatory(ies) of the LLP, whose signature(s) is/are set out in item C of this Resolution ("Authorised Signatories") to do the following:-
  - i. to apply for and link any one or more or all accounts maintained by the LLP with HLB/HLISB (both present and future) under any one or more of the modules pursuant to the Online Services, and to nominate, add, remove, amend details of such person as the user(s) to operate the Online Services from time to time; and
  - ii. to apply for, accept and sign, all relevant documents drawn up or to be drawn up in connection with the Online Services from time to time.
3. "THAT the LLP authorises (1) the appointment of one (1) or more authorised representative(s) of the LLP as the system administrator(s) on behalf of the LLP to create and maintain the payment authorisation workflow or the user profile or assign security code(s) to the user(s) within the Hong Leong business internet/electronic banking ("the System Administrators"), and (2) the appointment of one (1) or more authorised 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 authorisation workflow, the user profile or assignment of the security code(s) within Hong Leong business internet/electronic banking ("the System Authorisers"), as identified in the Hong Leong Business Internet/Electronic Banking Application Form. In the event of the replacement of any of the System Administrators and/or System Authorisers, the LLP hereby authorises the Authorised Signatories to appoint such replacement personnel from time to time and such replacement personnel shall be authorised to act as the System Administrators and/or the System Authorisers, 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 Hong Leong business internet/electronic banking including without limitation to accept terms and conditions or submit forms, applications or documents, whether physically, electronically or otherwise (as the case may be)."

## B. (ii) COLLECTION SERVICES\*\*

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

1. "THAT approval be and is hereby given for the LLP to enter into relevant agreement(s) from time to time with HLB/HLISB for the collection services provided by HLB/HLISB ("the Collection Services") to the LLP upon the terms and conditions as LLP and HLB/HLISB may mutually agree upon from time to time (including, for the avoidance of doubt, revisions, supplements and substitutions as may be mutually agreed from time to time)."
2. "THAT authority be and is hereby given to the nominated authorised signatory(ies) of the LLP, whose signature(s) is/are set out in Item C of this Resolution ("Authorised Signatories") to sign, for and on behalf of the LLP, all relevant documents drawn up or to be drawn up in connection with the Collection Services.

### 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 : .....	
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 LLP delivers to HLB/HLISB a new resolution(s) revoking, amending or superseding these resolutions, and HLB/HLISB 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:



FORMAT OF LETTER OF AUTHORISATION  
FOR SOLE PROPRIETORSHIP/PARTNERSHIP  
(Hong Leong Business Internet/  
Electronic Banking)  
(Appendix 3)

**Sole Proprietorship/Partnership Name (Registration Number)  
(Principal Applicant applying for Hong Leong business internet/electronic banking)**

**APPLICATION FOR HONG LEONG BUSINESS INTERNET/ELECTRONIC BANKING**

**LETTER OF AUTHORISATION**

I/We, \_\_\_\_\_ (name(s) and IC number(s)), being the owner(s) / partner(s) of \_\_\_\_\_  
("the Business") and in connection with my/our application for Hong Leong business internet/ electronic banking with Hong Leong Bank  
Berhad ("HLB"/Hong Leong Islamic Bank Berhad ("HLISB"), hereby authorize as follows:-

1. THAT approval be and is hereby given for the Business to apply for and accept any one or more internet/ electronic banking facilities and/or services (which may include cash management services and collection services) for business banking customers which may be offered by Hong Leong Bank Berhad ("HLB"/ Hong Leong Islamic Bank Berhad ("HLISB") or its successors in title or assigns ("the Online Services") or such other facilities and/or services as may be added, withdrawn, varied or replaced for the same from time to time upon such terms and conditions which are made available via HLB's website at [www.hlb.com.my](http://www.hlb.com.my) and HLISB's website at [www.hlisb.com.my](http://www.hlisb.com.my) (the Hong Leong Online Services Terms and Conditions"), and such other additional, varied or substituted terms and conditions as HLB/ HLISB may stipulate from time to time.

**Authorised Signatory(ies)**

2. That the following person(s) whose name(s), NRIC No(s). and specimen signature(s) appear in the table below are hereby appointed as the Authorised Signatory(ies) to act on our behalf for the purpose of the Hong Leong business internet/ electronic banking:-

Item	Name	NRIC No.	Signature

**Condition of Authorisation:-**

- Any One to Authorise  
 All to Authorise

- Any Two to Authorise  
 Others: \_\_\_\_\_

3. That the Authorised Signatory(ies) shall be authorised to attend to the following:-
  - (a) to apply for, accept and sign, all relevant documents drawn up or to be drawn up in connection with Hong Leong business internet/ electronic banking and such other services as may be added, withdrawn, varied or replaced (collectively, "the Online Services") by HLB/HLISB at any time or from time to time; and
  - (b) to apply for and link any one or more or all accounts maintained by the Business with HLB/HLISB (both present and future) under any one or more of the modules pursuant to the Online Services, and to nominate, add, remove, amend details of such person as the user(s) to operate the Online Services from time to time; and
  - (c) to appoint (in the event of the replacement of any of the System Administrator(s)/or System Authoriser(s)), such replacement personnel from time to time and such replacement personnel shall be authorised to act as the System Administrator(s)/or System Authoriser(s) to carry out the duty(ies) and role(s) as set out in Paragraph 4 and 5 below;

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

- (d) to apply for, accept and sign, all relevant agreement(s) from time to time with HLB/HLISB for the collection services provided by HLB/HLISB ("the Collection Services") to the Business upon the terms and conditions as the Business and HLB/HLISB may mutually agree upon from time to time (including, for the avoidance of doubt, revisions, supplements and substitutions as may be mutually agreed from time to time)."
  - (e) to sign, for and on behalf of the , all relevant documents drawn up or to be drawn up in connection with the Collection Services.

System Administrator(s)

4. That the System Administrator(s), whose name(s), NRIC No(s). and specimen signature(s) appear in the Hong Leong Business Internet/ Electronic Banking Application Form shall be authorised to create and/or maintain the payment authorisation workflow, the user profile or assign security code(s) to the user(s) within the Hong Leong business internet/ electronic banking;

System Authoriser(s)

5. That the System Authoriser(s) whose name(s), NRIC No(s). and specimen signature(s) appear in the Hong Leong Business Internet/ Electronic Banking Application Form shall be authorised to approve the creation and/ maintenance of the payment authorisation workflow, the user profile or assignment of the security codes within Hong Leong business internet/ electronic banking.

In consideration of HLB/HLISB approving our application for Hong Leong business internet/ electronic banking and accepting our authorisation herein, I/we hereby unconditionally and irrevocably agree to indemnify HLB/HLISB and shall keep HLB/HLISB indemnified against any and all actions, claims, demands, liabilities, losses, damages, costs and expenses of whatever nature which HLB/HLISB may suffer, incur or sustain arising out of or in connection with my/our authorisation herein given to HLB/HLISB.

The authorisation(s) in this Letter shall supersede any prior oral or written instruction(s) or authorisation(s) given by me/us in connection with the Online Services, Collection Services and any other services included in this Letter.

Dated this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

.....  
Signature  
Name :  
Designation: \*Sole Proprietor/Partner

.....  
Signature  
Name :  
Designation: \*Sole Proprietor/Partner

\*Delete where not applicable