

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")	✓			✓	✓
<u>Companies Incorporated Prior to 31 January 2017 :</u> Certified true copies of Memorandum & Articles of Association (M&A), Form 13 and Form 32A	✓				
<u>Companies Incorporated on/after 31 January 2017:</u> Certified true copies of Memorandum & Articles of Association (M&A), Constitution (if applicable) and Section 105	✓				
Photocopy of NRIC/Passport of Sole Proprietor/Partners - Original Sighted by Branch Officer (to cross-off with "For Hong Leong Bank Berhad/Hong Leong Islamic Bank Berhad use only")		✓	✓	✓	
Photocopy of Partnership Deed			✓		
Certified True Copy of Limited Liability Partnership (LLP) 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")	✓				

Table of Contents

Part	Description	Page No.
A	Business Account Application Form	01 - 04
B	Customer Declaration + Consent for Disclosure of Credit Information	05 - 08
C	Hong Leong Business Internet/Electronic Banking Application Form	09 - 12

Types of Application	Mandatory	Optional
New Business Account Application	Part A + B	Part C
Hong Leong Business Internet/Electronic Banking Application	Part A (Page 01) + Part C (Page 09, 10, 11 & 12) Appendix 1 or 2 or 3 (where applicable)	

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) Fixed Deposit (FD / FD-i) Hong Leong Business Internet / Electronic Banking
- Foreign Currency Current Account (FCY-CA/FCY-CA-i) Foreign Currency Fixed Deposit (FCY-FD)
- Purpose of Account (Trade Investment) Purpose of Account (Trade Investment)

Business Type

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

BUSINESS PARTICULARS (Mandatory)

Registered Business Name		Registered Business No.
<input type="text"/>		<input type="text"/>
Country of Incorporation / Registration	Date of Incorporation / Registration	Additional Registration No. (if any)
<input type="checkbox"/> Malaysia <input type="checkbox"/> Others <input type="text"/>	<input type="text" value="DD-MM-YYYY"/>	<input type="text"/>
Purpose of Account Opening		
<input type="text"/>		
Business Operating Address		
<input type="text"/>		
Mailing Address (Ignore if it is identical to Business Operating Address)		Postal Code
<input type="text"/>		<input type="text"/>
Business Telephone	Business Email Address	Tax Identification No (TIN)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Nature of Business		SST Registration No (if applicable)
<input type="text"/>		<input type="text"/>
		Tourism Tax No (if applicable)
		<input type="text"/>

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 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	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
NRIC/Passport No.	Nationality	NRIC/Passport No.	Nationality
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone/Mobile No.		Telephone/Mobile No.	
<input type="text"/>		<input type="text"/>	
Email Address		Email Address	
<input type="text"/>		<input type="text"/>	
Designation		Designation	
<input type="text"/>		<input type="text"/>	

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

PrimeBiz Current Account

Fixed Deposits

Foreign Currency Current Account* (Currency type : _____)

Foreign Currency Fixed Deposit Account* (Currency type : _____)

Others, please specify : _____

Islamic

Current Account-i

Business CA-i

PrimeBiz Current Account-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		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	
_____		_____	

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	(O) (m)
Email	
Occupation/Public Position Held	
Gender	
Race	
Bumiputera 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 held in the Company/Business	<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	(O)	(m)	(O)	(m)
Email				
Occupation/Public Position Held				
Name of Employer/ Nature of Self-Employment				
Nature of Business				
	3		4	
Position held in the Company/Business	<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	(O)	(m)	(O)	(m)
Email				
Occupation/Public Position Held				
Name of Employer/ Nature of Self-Employment				
Nature of Business				

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

PART B

Customer Declaration

Part B: Customer Declaration

CUSTOMER DECLARATION AND CONSENT FORM

I / We hereby,

- (a) apply for the relevant Account(s) / Service(s) as selected in this application form;
- (b) 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;
- (c) 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;
- (d) understand and agree that HLB/HLISB may approve or reject my/our application herein without assigning any reason thereof;
- (e) 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;
- (f) I/We agree to bear all fees, charges, penalties and/or compensation charges imposed in connection with my/our application herein;
- (g) I/We agree to abide and be bound by the Terms and Conditions for Hong Leong Business Internet Banking, 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 a copy of which is available at HLB’s website at www.hlb.com.my and HLISB’s website at www.hlisb.com.my;
- (h) declare that all information furnished to Hong Leong Bank Berhad / Hong Leong Islamic Bank Berhad (“HLBB/HLISB”), whereby both entities are within the Hong Leong Bank Group (“HLBG”), are complete, true and correct and will immediately inform HLBB/HLISB of any changes to the same;
- (i) confirm that I/we have read and agreed to HLBG Privacy Notice which may be amended from time to time by HLBB/HLISB subject to reasonable prior notice.
*” Privacy Notice” shall mean HLBB/HLISB’s policies and principles pertaining to the collection, use and storage of personal information of existing and prospective individuals and entities dealing with HLBB/HLISB. To read and understand more about the HLBG’s Privacy Notice, please refer to the HLBB/HLISB’s Website;
- (j) declare that pursuant to the Credit Reporting Agencies Act 2010 (“CRA”):
 - i. I/we, the undersigned, hereby authorize CTOS Data Systems Sdn Bhd, Experian Information Services (Malaysia) Sdn. Bhd, Credit Bureau Malaysia Sdn Bhd, FIS Data Reference Sdn Bhd, BASIS Corporation Sdn Bhd and Dun & Bradstreet Malaysia Sdn Bhd (each to be referred to herein as a “Credit Reporting Agency” and collectively, “Credit Reporting Agencies”) to process and disclose any of my/our personal information, my/our company/business information (if applicable) 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”);
 - ii. I/we, further authorize the disclosure of such information, including from the Central Credit Bureau, Bank Negara Malaysia (“BNM”) (including any database or system established by BNM or any other governmental or regulatory authority or body, Cagamas Berhad and/or Credit Guarantee Corporation Malaysia Berhad, Inland Revenue Authorities or any authorities) at any time in such manner as HLBB/HLISB considers appropriate to HLBB/HLISB for the purposes which shall include but not be limited to the ones listed in HLBG’s Privacy Notice which is available upon request or on HLBB/HLISB’s websites;
- (k) declare that in connection with the Consent herein provided, I/we hereby authorize HLBB/HLISB to provide the relevant Credit Reporting Agency with my/our personal details and my/our company/business (if applicable), as provided below, to enable the Credit Reporting Agency to provide me/us with the relevant notification as required under the CRA;
- (l) agree and confirm that I/we shall not hold HLBB/HLISB liable or responsible for:
 - i. Any statement, misstatement, inaccuracy or omission of any type or manner contained in the credit information, records and/or credit reports provided to HLBB/HLISB by the relevant Credit Reporting Agency, except to the extent such liability arises from HLB/HLISB’s direct negligence or wilful misconduct;
 - ii. HLBB/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 HLBB/HLISB provided that HLB/HLISB has acted in good faith; and
 - iii. 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.
- (m) declare that 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 HLBB/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 HLBB/HLISB and/or an/a outsourced service provider/vendor of HLBB/HLISB (if applicable);
- (n) authorize and permit HLBB/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/us or my/our company/business and operations (if applicable) to the persons/entities named in HLBG’s Privacy Notice which is necessary for the provision of the financial product/services or to comply with any legal or contractual requirements. I/We hereby consent to such disclosure and confirm that save and except for damages arising directly from HLBB/HLISB’s wilful default or gross negligence, HLBB/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 so furnished in accordance herein;
- (o) consent to HLBB/HLISB, or any of its affiliates, including branches to share my/our information with the tax authorities for the purpose of enabling HLBB/HLISB, or any of its affiliates to comply with the requirements of the Foreign Account Tax Compliance Act (“FATCA”) and Common Reporting Standard (“CRS”) as may be stipulated by applicable laws, regulations, agreement or regulatory guidelines or directives;
- (p) 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 authorised representatives, including but not limited to directors, shareholders, authorised 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 HLBG Privacy Notice as may be amended from time to time; and
- (q) I/we hereby consent to HLBB/HLISB to share my/our personal information within HLBB/HLISB, the Hong Leong Financial Group Berhad’s group of companies, and/or their agents, affiliates, service providers and/or business partners; for marketing and promotional or cross-selling purposes.

Please Note:

- Your privacy is important to us. We will only share your information as outlined in our Privacy Notice at www.hlb.com.my.
- You can update your marketing preferences at any branch. Please allow up to 7 days for the change to be reflected and up to 8 weeks for all promotional materials to fully cease.

APPLICANT(S)' SIGNATURE

I/We hereby confirm that I/We have read, understood, agreed to and confirm the contents of all sections of this Customer Declaration and Consent Form including the Privacy Notice clauses stated above which are applicable to me/us.

Signature	Signature
Name (as per New IC/Passport)	Name (as per New IC/Passport)
New IC No./Passport No.	New IC No./Passport No.
Telephone/Mobile No.	Telephone/Mobile No.
Applicant's Signature and Company Stamp (if applicable) x	Applicant's Signature and Company Stamp (if applicable) x
Date <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	Date <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
Signature	Signature
Name (as per New IC/Passport)	Name (as per New IC/Passport)
New IC No./Passport No.	New IC No./Passport No.
Telephone/Mobile No.	Telephone/Mobile No.
Applicant's Signature and Company Stamp (if applicable) x	Applicant's Signature and Company Stamp (if applicable) x
Date <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	Date <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
Signature	Signature
Name (as per New IC/Passport)	Name (as per New IC/Passport)
New IC No./Passport No.	New IC No./Passport No.
Telephone/Mobile No.	Telephone/Mobile No.
Applicant's Signature and Company Stamp (if applicable) x	Applicant's Signature and Company Stamp (if applicable) x
Date <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	Date <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>

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

Customer’s Declaration & Undertaking

For the purpose of complying with the Foreign Exchange Policy Notices (FEP Notices) issued by Bank Negara Malaysia and the related and relevant provisions stipulated under the Financial Services Act 2013 & Islamic Financial Services Act 2013 together with any standards, notices, orders, regulations and directions made thereunder (collectively referred to as ‘the Foreign Exchange Policy Notices’ or “the FEP Notices”), I/we hereby declare the following:

Declaration of Foreign Exchange Residency Status

Non-Individual Applicant :

Please tick (✓) the following boxes to determine your residency status* under the FEP Notices.

Constitution	Place of Incorporation/Registration	Residency Status
<input type="checkbox"/> Sendirian Berhad	<input type="checkbox"/> In Malaysia	<input type="checkbox"/> In Malaysia
<input type="checkbox"/> Berhad		
<input type="checkbox"/> Private Limited Company	<input type="checkbox"/> Outside Malaysia (Overseas)	<input type="checkbox"/> Non-Resident Entity*
<input type="checkbox"/> Public Company		
<input type="checkbox"/> Limited Liability Partnership	<input type="checkbox"/> Labuan	<input type="checkbox"/> Non-Resident Entity*
<input type="checkbox"/> Labuan Entities (see Note 1 below)		
<input type="checkbox"/> Others _____ (Please state the nature of your constitution if not available in the option provided)		

Please complete the Declaration And Undertaking For External Account if you are a Non-Resident Entity

Note 1

“Labuan entity” means an Entity which is created, incorporated, licensed or registered under any of the following legislation-(a) Labuan Companies Act 1990 [Act 441]; (b) Labuan Trust Act 1996 [Act 554]; (c) Labuan Financial Services and Securities Act 2010 [Act 704]; (d) Labuan Islamic Financial Services and Securities Act 2010 [Act 705]; (e) Labuan Foundations Act 2010 [Act 706]; or (f) Labuan Limited Partnerships and Limited Liability Partnerships Act 2010 [Act 707].

Declaration of Domestic Ringgit Borrowing

(This section is to be completed by Resident who wishes to open and maintain an Investment FCA (IFCA) with HLB/HLISB)

Please tick (✓) the following boxes to declare your domestic ringgit borrowing status (see FEP Notices-Explanatory Notes Section 1.0 Note 1 for definition).

- I/We have obtained domestic ringgit borrowing from a Resident in Malaysia and confirm that my/our total investment, using funds sourced from:
 - conversion of Ringgit
 - Trade FCA
 - borrowing in foreign currency from a Licensed Onshore Bank for purposes other than Direct Investment Abroad (applicable to Resident Entities only)
 do not exceed RM 1 million (for resident individual, sole proprietorship & general partnership) or RM 50 million (for resident entity within its group of entities with parent-subsidiary relationship) equivalent in aggregate this calendar year.
- I/We have not obtained any domestic ringgit borrowing from a Resident in Malaysia.

Declaration And Undertaking for External Account

(This section is to be completed by Non-Resident Entity who wishes to open and maintain a Ringgit Account with HLB/HLISB)

- I/We hereby declare to the Bank that:
 1. I/We acknowledge having been duly informed by the Bank’s personnel prior to opening of the External Account of the terms, conditions and limitations imposed on the inflows and outflows of funds into and from the External Account involving residents and between non-residents which are set out under the relevant and prevailing Foreign Exchange Policy Notices issued by Bank Negara Malaysia (“FEP Notices”);
 2. I/We hereby agree to be bound by the FEP Notices when making any request to transfer and/or make payment to any person using funds sourced from the External Account and/or receive any transfer and/or payment from any person to be credited into the External Account;
 3. I/We agree to operate the External Account in accordance with the FEP Notices and any other directives which may be issued by Bank Negara Malaysia from time to time and to provide the necessary and appropriate supporting documents upon request by the Bank; and
 4. I/We understand that the External Account is opened in reliance on the statements/declarations provided by us and also agree that if any of the statements/declarations made herein is found to be incorrect in any material respect and if I/we have breached any of the said FEP Notices and/or other directives, the Bank shall not be held responsible and I/we shall indemnify and keep the Bank fully but reasonably indemnified in respect of direct losses thereof, save where such losses result from the Bank’s own negligence, fraud, or willful default.

Declaration And Undertaking for Foreign Currency Account

(This section is to be completed by Resident who wishes to open and maintain a Foreign Currency Account with HLB/HLISB)

FEP Notices for Opening and Maintaining Foreign Currency Account with HLB/HLISB

I/We agree to operate and maintain all foreign currency accounts with HLB/HLISB in accordance with the FEP Notices and any other directives which may be issued by Bank Negara Malaysia from time to time and to provide the necessary and appropriate supporting documents upon request by the Bank.

Other Related Declarations and Undertakings

(This section is to be completed by all Resident and Non-Resident customers)

I/We further declare the information provided in this document, any payment request, instruction, order and related correspondences with HLB/HLISB is true and accurate and in full compliance with the Foreign Exchange Policy Notices.

I/We shall be fully responsible for any inaccurate, untrue or incomplete information provided.

I/We hereby authorise the HLB/HLISB to make this information available to Bank Negara Malaysia ("BNM") in compliance with the FEP Notices. I/We hereby agree and consent to the following:

1. HLB/HLISB reserves the right to reject any payment request, instruction, order that is not in full compliance with the FEP Notices;
2. I/We shall indemnify and keep indemnified HLB/HLISB from and against all direct and reasonable sums of money, actions, proceedings, suits, claims, demands, damages, costs, expenses, and monetary penalties imposed by regulators claimed against HLB/HLISB resulting directly from my/our failure to comply with any terms & conditions stipulated herein; except where that I / we shall not be liable for any losses caused by the negligence, fraud, or willful default of HLB/HLISB, its employees, or agents;
3. I/We shall disclose and furnish to HLB/HLISB any information/documents required or deemed necessary by and to the satisfaction of HLB/HLISB in a timely manner within the period specified by HLB/HLISB, whether or not for the purposes of complying with the laws, rules, regulations, directives and guidelines of Bank Negara Malaysia and/or given, made or established by HLB/HLISB; and
4. Pending receipt of information by HLB/HLISB from me/us and until received and verified thereof to the satisfaction of HLB/HLISB and/or the relevant authorities, HLB/HLISB shall not be obliged to proceed with any transactions.

I/We hereby undertake the following:

1. to inform HLB/HLISB of any subsequent changes to the information stated herein
2. to obtain the specific approval from Bank Negara Malaysia for:
 - a. any transaction requiring such approval
 - b. any transaction that would exceed the limit prescribed under any of the FEP Notices.

Confirmation & Acknowledgement

I/We hereby confirm that I/we have read and fully understand the contents of these FOREIGN EXCHANGE POLICY NOTICES DECLARATIONS and all the terms and conditions herein together with the accompanying FEP Notices - Explanatory Notes.

I/We acknowledge that I/we have received a copy of these FOREIGN EXCHANGE POLICY NOTICES DECLARATIONS and hereby agree to be bound by them.

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 protected by PIDM up to RM250,000 for each depositor.
- Tick box if I/We have access to download the PIDM's Deposit Insurance System (DIS) Brochure made available at the Bank's Website.
- 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 : _____

Name as per NRIC/Passport : _____

NRIC/Passport No : _____

NRIC/Passport No : _____

Nationality : _____

Nationality : _____

Designation : _____

Designation : _____

"Note: Please photocopy this page if additional 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 10,11,12 & 13)	✓	✓	✓
Photocopy of NRIC/Passport for both System Administrator & System Authoriser (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 Authorisation Form	✓	✓	✓
Board/Partners Resolution duly passed and certified in accordance with i) For Sdn Bhd/Bhd: Memorandum & Articles of Association (M&A) or constitution, if any ii) 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			✓
OTHER BUSINESS ACCOUNT LINKAGE (if applicable)			
Linking Letter of Consent from Owner/Partners/Authorised Signatories (Download sample from www.hlb.com.my/bank/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 i) For Sdn Bhd/Bhd: Memorandum & Articles of Association (M&A) or constitution, if any ii) 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		✓	
HONG LEONG BUSINESS INTERNET/ELECTRONIC BANKING			
By submitting this application form, and in accordance with your board resolution, you will be eligible to access all features of Hong Leong Business Internet/Electronic Banking services.			
Should you desire access to additional features in the future, you may request this by emailing HLCP Support at HLCPsupport@hlbb.hongleong.com.my . A new application form or board resolution will not be required.			
<input type="checkbox"/> I do not consent to future upgrades without submitting a new application form.			
Package: *Please tick the service(s) required. Our standard Service Package comes with Account Services, Single & Bulk Payments, and Statements & Reports.			
SERVICES:		Select Services <input type="checkbox"/>	
Cash Management Account management, comprehensive range of payments, bulk file upload, statements		✓	
Global Markets Access to live FX rates, FX booking (buy and sell), and FX contracts*		<input type="checkbox"/>	

*Upon complete submission of supplementary documents as may be required. For further assistance, please email to HLCPsupport@hlbb.hongleong.com.my.

**By selecting these services, you hereby consent to HLB/HLISB 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, a copy is available upon request or from HLB/HLISB website.

Refer to clause 7.1 in Terms & Conditions for applicable fees and charges. A copy of the Terms and Conditions for Hong Leong Bank Business Internet Banking will be made 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.

Note: HLB/HLISB reserves the right to accept/decline the application without assigning any reason therefore 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

Maximum Limit: RM 9,999,999,999.99 Others: _____

* The daily transaction limit will be defaulted to RM 1,000,000.00 if not specified.

OWN ACCOUNT (Account Services Under Same Business Entity)

Accounts No./ Services	Please (✓) Accessible Services	Merchant ID(s) for merchant statement use
	<input type="checkbox"/> All accounts	_____
	<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 Loan Account/Financing Account-I and etc.
- Will be defaulted to ALL ACCOUNTS/ TRANSACTIONS if the above is not specified.

OWN ACCOUNT LINKAGE (Applicable for Hong Leong Business Internet/Electronic Banking-Outward (camt.053))

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 Hong Leong Business Internet/Electronic Banking-Inward camt.053)

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

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

STATUTORY BODIES DETAILS

LHDN/IRBM Employer Ref No.

KWSP/EPF Employer Ref No.

PERKESO/SOCSO Employer Ref No.

Lembaga Tabung Haji (LTH) Employer Ref No.

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

System Administrator *

Signature:

Name as per NRIC/Passport: _____

NRIC/Passport No. : _____

Nationality/Country of Issue: _____

Mobile No. :
(Important: OTP will be sent via SMS)

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

System Authorizer*

Signature:

Name as per NRIC/Passport: _____

NRIC/Passport No. : _____

Nationality/Country of Issue: _____

Mobile No. :
(Important: OTP will be sent via SMS)

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

Note:

1. 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 Business Internet/Electronic Banking Mobile App from Apple Appstore Google Playstore or Huawei AppGallery and activate the eToken in their mobile device.
2. Please provide one Mobile Number and one Email Address for each person appointed.
3. System authoriser will be registered as the primary contact and system admin as the secondary contact for Hong Leong Business Internet/Electronic Banking related inquiries.

*Please refer to Glossary at Page 14 for definition

HONG LEONG BUSINESS INTERNET / ELECTRONIC BANKING DECLARATION

I/We, hereby declare that a copy of the Terms and Conditions for Hong Leong Bank Business Internet Banking 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 Bank Business Internet/Electronic Banking - Agreed Services Fees, Commissions and Charges". A copy of the Terms and Conditions for Hong Leong Bank Business Internet Banking 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 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:

Signature:

Name as per NRIC/Passport : _____

NRIC/Passport No : _____

Nationality : _____

Designation : _____

Name as per NRIC/Passport : _____

NRIC/Passport No : _____

Nationality : _____

Designation : _____

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 10, 11, 12 & 13)	✓		✓		✓	
Photocopy of NRIC/Passport for both System Administrator & System Authoriser (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 Authorisation Form	✓		✓		✓	
Board/Partners Resolution duly passed and certified in accordance with i) For Sdn Bhd/ Bhd: Memorandum & Articles of Association (M&A) or constitution, if any ii) 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					✓	
Suruhanjaya Syarikat Malaysia (SSM) Document - West Malaysia: SSM with Company Name and Business Registration number East Malaysia: Business License with Company Name and Business Registration Number	✓		✓			

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 HLB/HLISB branch/BC.

<p style="text-align: center;">_____ Signature (Branch Staff)</p> <p style="text-align: center;">_____ Official Branch Stamp</p> <p>Name : _____</p> <p>Staff ID : _____</p> <p>Branch/BC : _____</p> <p>Date : _____</p>	<p>Campaign Code : _____</p> <p>Referral Staff Name : _____</p> <p>Referral Staff ID : _____</p> <p>Branch/BC : _____</p>
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GLOSSARY

Part A: Business Account Application Form

Terms	Definition	Page
CA/CA-i/FCY-CA/FCY-CA-i	Means Current Account/Current Account-i/Foreign Currency Account Foreign Currency Account-i.	01
New Business Account Application	New business account application for customers of HLB/HLISB 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
Existing Accountholders	Existing customers who currently have deposit/loan/financing accounts with Hong Leong Bank and/or Hong Leong Islamic Bank.	01
Special Purpose Vehicle / Entity	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
Authorised Contact Person	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
Foreign Exchange Requirement	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
Authorised Personnel (Foreign Exchange Requirements)	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
Payroll Services Requirement	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
System Administrator/Secondary Contact Person	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.	12
System Authoriser/Primary Contact Person	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.	12
One time password (OTP)	Password that is valid for only one login session to open the e-PIN PDF file or for first time activation	12

**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 instruction 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);
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. HONG LEONG BUSINESS INTERNET/ELECTRONIC BANKING - APPLICABLE TO ALL MODULES**

IT IS HEREBY RESOLVED AS FOLLOWS:

1. "THAT approval be and is hereby given for the Company or its successors in title or assigns to apply for and accept from time to time any one or more internet/ electronic banking facilities and/or services ("the Online Services") which may include but not be limited to cash management services, trade services, collection services or such other facilities and/or services as may be added, withdrawn, varied or replaced from time to time 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 upon such terms and conditions which are made available and may be varied or substituted from time to time via HLB's website at www.hlb.com.my and HLISB's website at www.hlisb.com.my ("the Terms and Conditions for Hong Leong Bank Business Internet Banking")."
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 or amend details of such person(s) as the user(s) to operate the Online Services from time to time;
 - ii. to nominate, add, remove or amend such person(s) as system user(s) to operate the Online Services and to amend the details of such persons from time to time; and
 - iii. to apply for, accept and sign, all relevant documents of whatsoever nature (including without limitation letters, authorisations and undertakings) drawn up or to be drawn up howsoever in connection with the Online Services (or each of them as and when required) 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. (i) TRADE SERVICES**

1. "THAT approval be and is hereby given for the Company to make trade inquiries and submit trade drawdown instructions to the Bank which includes selecting and/or inputting the correct and accurate information and uploading the respective trade document(s) to the Bank via Hong Leong Business Internet/Electronic Banking in accordance to the Terms and Conditions for Hong Leong Bank Business Internet Banking and such other terms and conditions that HLB/HLISB may stipulate from time to time."
2. "THAT the Board has read and agreed to the said terms & conditions (mentioned above) and wishes to avail itself to provide such electronic trade drawdown instructions ("Electronic Instructions") to the Bank. In the event the Company encounters system failure / disruption, the Company is advised to contact the Bank. Thereafter, provided that the issue is due to system failure or disruption on the Bank's part & upon advice by the Bank to do so, the Company may submit Electronic Instructions via e-mail and/or fax, subject to the prior execution of the Authorisation for Electronic Instructions (AEI) and submission of the same to the Bank; otherwise, the Company may submit physical documents and physical trade drawdown instructions to the Bank."

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)."

C. HONG LEONG CASH MANAGEMENT AUTO-SWEEP SERVICES (ON APPLICATION BASIS AND SUBJECT TO HLB's/HLISB'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/Current Account-i(s) into a Short Term Placement Account ("STP Account") managed by HLB/HLISB on a daily basis subject to the Auto-Sweep Service Terms and Conditions and such other terms and conditions as HLB/HLISB 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/Current Account-i(s) indicated in the Auto-Sweep Services Application Form ("relevant Current Account(s)/Current Account-i(s)")."
3. "THAT approval is hereby given to debit the relevant Current Account(s)/Current Account-i(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/HLISB."
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 :	
Email Address: :	
Mobile No. :	
Name as per NRIC/Passport :	
NRIC/Passport No :	
Nationality :	
Designation :	
Email Address :	
Mobile No. :	
Name as per NRIC/Passport :	
NRIC/Passport No :	
Nationality :	
Designation :	
Email Address :	
Mobile No. :	
Name as per NRIC/Passport :	
NRIC/Passport No :	
Nationality :	
Designation :	
Email Address :	
Mobile No. :	
Name as per NRIC/Passport :	
NRIC/Passport No :	
Nationality :	
Designation :	
Email Address :	
Mobile No. :	

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 HLB/HLISB 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
LLP] 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
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 BUSINESS INTERNET/ELECTRONIC BANKING - APPLICABLE TO ALL MODULES**

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

IT IS HEREBY RESOLVED AS FOLLOWS:

1. THAT approval be and is hereby given for the LLP or its successors in title or assigns to apply for and accept from time to time any one or more internet/ electronic banking facilities and/or services ("the Online Services") which may include but not be limited to cash management services, trade services, collection services or such other facilities and/or services as may be added, withdrawn, varied or replaced from time to time 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 upon such terms and conditions which are made available and may be varied or substituted from time to time via HLB's website at www.hlb.com.my and HLISB's website at www.hlisb.com.my (the Terms and Conditions for Hong Leong Bank Business Internet Banking").
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(s) as the user(s) to operate the Online Services from time to time;
 - ii. to nominate, add, remove or amend such person(s) as system user(s) of the Online Services and to amend the details of such person(s) from time to time; and
 - iii. to apply for, accept and sign, all relevant documents of whatsoever nature (including without limitation letters, authorisations and undertakings) drawn up or to be drawn up howsoever in connection with the Online Services (or each of them as and when required) 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. (i) TRADE SERVICES**

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

- "THAT approval be and is hereby given for the LLP to make trade inquiries and to submit trade drawdown instructions to the Bank which includes selecting and/or inputting the correct and accurate information and uploading the respective trade document(s) to the Bank via Hong Leong Business Internet/Electronic Banking in accordance to the Terms and Conditions for Hong Leong Bank Business Internet Banking and such other terms and conditions that HLB/HLISB may stipulate from time to time."
- "THAT the Partners have read and agreed to the said terms & conditions (mentioned above) and wishes to avail itself to provide such electronic trade drawdown instructions ("Electronic Instructions") to the Bank. In the event the LLP encounters system failure / disruption, the LLP is advised to contact the Bank. Thereafter, provided that the issue is due to system failure or disruption on the Bank's part & upon advice by the Bank to do so, the LLP may submit Electronic Instructions via e-mail and/or fax, subject to the prior execution of the Authorisation for Electronic Instructions (AEI) and submission of the same to the Bank; otherwise, the Company may submit physical documents and physical trade drawdown instructions to the Bank."

B. (ii) COLLECTION SERVICES**

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

- "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)."

C. AUTHORISED SIGNATORIES

Condition of Authorisation Please tick (✓)	
<input type="checkbox"/> Any One to sign <input type="checkbox"/> Any two to sign <input type="checkbox"/> All to sign <input type="checkbox"/> 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 :	

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 HLB/HLISB 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)**

APPLICATION FOR HONG LEONG BUSINESS INTERNET/ELECTRONIC BANKING

LETTER OF AUTHORISATION

I/We, _____ (name(s) and IC number(s)), being the sole 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, trade 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 and HLISB’s website at www.hlisb.com.my (the Terms and Conditions for Hong Leong Bank Business Internet Banking”), 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 Any Two to Authorised
 All 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 of whatsoever nature (including without limitation letters, authorisations and undertakings) drawn up or to be drawn up howsoever in connection with the Online Services (or each of them as and when required) 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 nominate, add, remove or amend the details of such personnel as system users to carry out the duty(ies) and role(s) as set out in Paragraph 6 and 7 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.

Trade Services

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

- 4. "THAT approval be and is hereby given for the Business to make trade inquiries and to submit trade drawdown instructions to the Bank which includes selecting and/or inputting the correct and accurate information and uploading the respective trade document(s) to the Bank via Hong Leong Business Internet/Electronic Banking in accordance to the Terms and Conditions for Hong Leong Bank Business Internet Banking and such other terms and conditions that HLB/HLISB may stipulate from time to time."
- 5. "THAT the sole owner/ partners of the Business have read and agreed to the said terms & conditions (mentioned above) and wishes to avail itself to provide such electronic trade drawdown instructions ("Electronic Instructions") to the Bank. In the event the Business encounters system failure / disruption, the Business is advised to contact the Bank. Thereafter, provided that the issue is due to system failure or disruption on the Bank's part & upon advice by the Bank to do so, the Business may submit Electronic Instructions via e-mail and/or fax, subject to the prior execution of the Authorisation for Electronic Instructions (AEI) and submission of the same to the Bank; otherwise, the Company may submit physical documents and physical trade drawdown instructions to the Bank."

System Administrator(s)

- 6. 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)

- 7. 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