

- Please complete all relevant sections and submit the form along with required supporting document(s) **to Hong Leong Bank branch.**  
Sila lengkapkan semua bahagian yang berkaitan dan serahkan borang tersebut berserta dokumen sokongan yang diperlukan ke cawangan Hong Leong Bank.
- Please **prepare the following documents** for submission: Sila **sediakan dokumen** berikut untuk penyerahan:
  - Signatories Present at Bank Penandatanganan Hadir di Bank**
    - Malaysian:** Biometrics (min. 1 signatory) **Warganegara Malaysia:** Biometrik (min. 1 Penandatanganan)
    - Non-Malaysian:** Copy of Original Sighted Passport (min. 1 signatory) **Bukan Warganegara Malaysia:** Salinan Pasport yang telah disahkan asli (min. 1 Penandatanganan)
  - Signatories Not Present (Submission via Representative) Penandatanganan Tidak Hadir (Penyerahan melalui Wakil)**
    - The Letter of Authorization** which is provided at the back of the form. It can be filled in digitally, but the company stamp and authorized signatories' signatures **must be in wet ink Surat Kebenaran** ada disediakan di belakang borang. Surat boleh diisi secara digital, tetapi cop syarikat dan tandatangan wakil sah syarikat **mestilah menggunakan dakwat basah**
    - Malaysian Representative:** Biometrics (min. 1 signatory) **Wakil Warganegara Malaysia:** Biometrik (min. 1 Penandatanganan)
    - Non-Malaysian Representative:** Copy of Original Sighted Passport of the representative **Wakil Bukan Warganegara Malaysia:** Salinan Pasport wakil yang telah disahkan asli

## (A) COMPANY INFORMATION Maklumat Syarikat

**Company Name**

Nama Syarikat

**Company/Business Registration No.**

No. Pendaftaran Syarikat/Perniagaan

## (B) REQUEST OPTION Please Tick [✓] Pilihan Servis Sila tandakan [✓]

**Add System Administrator/Authorizer** Tambah ID Baru Pentadbir

**System Administrator** Pentadbir Sistem

**System Authorizer** Pengesah Sistem

**User Name** Nama Pengguna

\_\_\_\_\_

*Signature of New User Tandatangan Pengguna Baru*

**IC/Passport No.** No. Kad Pengenalan/Passport

\_\_\_\_\_

**Mobile No.** Nombor Telefon Bimbit

\_\_\_\_\_

**Email Address** Alamat Emel

\_\_\_\_\_

**Update System Administrator/Authorizer Details** Kemas Kini Maklumat ID Pentadbir

**User ID** ID Pengguna

\_\_\_\_\_

**User Name** Nama Pengguna

\_\_\_\_\_

**Mobile No.** Nombor Telefon Bimbit

\_\_\_\_\_

**Email Address** Alamat Emel

\_\_\_\_\_



## Remove System Administrator/Authorizer Alih Keluar ID Pentadbir

**User ID** ID Pengguna

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**User Name** Nama Pengguna

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### (C) APPOINTED CONTACT Wakil Yang Dilantik

To ensure the security and timely processing of this maintenance request, please provide the details of a designated person who is authorized to respond to any questions or clarifications. All communications regarding this request will be directed to this person.

Bagi memastikan keselamatan dan kelancaran pemprosesan permintaan penyelenggaraan ini, sila berikan butiran wakil yang diberi kuasa untuk menjawab sebarang pertanyaan atau memberi penjelasan. Semua komunikasi berkaitan permintaan ini akan ditujukan kepada wakil tersebut.

This is a **MANDATORY FIELD**. Failure to complete this section may result in a delay or cancellation of your request.

Bahagian ini **WAJIB DIISI**. Kegagalan untuk melengkapkan seksyen ini akan menyebabkan kelewatan atau pembatalan permintaan anda.

**Full Name of Appointed Contact** Nama Penuh Wakil Yang Dilantik

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**Appointed Contact's Email Address** Alamat Emel Wakil Yang Dilantik

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### (D) COMPANY AUTHORIZED SIGNATORY(IES) Wakil Sah Syarikat

I/We confirm that I am/We are duly authorized by the Company to sign this form for and on its behalf

Saya/Kami mengesahkan bahawa saya/kami adalah wakil sah syarikat untuk menandatangani borang ini untuk dan bagi pihak Syarikat

Signature Tandatangan	Signature Tandatangan
Name Nama:	Name Nama:
NRIC No. No. KP:	NRIC No. No. KP:
Date Tarikh:	Date Tarikh:
Signature Tandatangan	Signature Tandatangan
Name Nama:	Name Nama:
NRIC No. No. KP:	NRIC No. No. KP:
Date Tarikh:	Date Tarikh:

**Company Name**

Nama Syarikat \_\_\_\_\_

**Company/Business Registration No.**

No. Pendaftaran Syarikat/Perniagaan \_\_\_\_\_

**For Bank Use (Untuk Kegunaan Bank)**

<b>Attended By:</b> Dikendalikan oleh:	<b>Verified By:</b> Disahkan Oleh:	<b>Remarks:</b> Catatan:
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**Branch Checklist (Senarai Semak Cawangan)****Required Documentation** Dokumen yang diperlukan

- If authorized signatories are present in the bank: Jika wakil sah syarikat hadir ke bank:**
- Malaysian:** Attach Biometrics of at least one authorized signatory  
**Warganegara Malaysia:** Lampirkan Biometrik sekurang-kurangnya seorang penandatanganan yang diberi kuasa
  - Non-Malaysian:** Attach a copy of the Original Sighted Passport of at least one authorized signatory  
**Bukan Warganegara Malaysia:** Lampirkan Salinan Pasport sekurang-kurangnya seorang penandatanganan yang diberi kuasa yang telah disahkan asli
- If authorized signatories are not present in the bank and this form is submitted by customer's representative:**  
 Jika wakil sah syarikat tidak dapat hadir ke bank dan borang ini diserahkan melalui wakil pelanggan:
- Letter of Authorization** signed by authorized signatories to appoint the representative for this form's submission  
**Surat Kebenaran** yang ditandatangani oleh penandatanganan yang diberi kuasa untuk melantik wakil bagi penyerahan borang ini
- AND DAN
- Malaysian:** Attach Biometrics of customer's representative **Warganegara Malaysia:** Lampirkan biometrik wakil pelanggan
  - Non-Malaysian:** Attach a copy of the Original Sighted Passport of customer's representative  
**Bukan Warganegara Malaysia:** Lampirkan Salinan Pasport wakil pelanggan yang telah disahkan asli

*Insert Company Letter Head*

**Attention: Hong Leong Bank**

**Subject: Authorization for Corporate Internet Banking Profile Maintenance**

Dear Sir/Madam,

We, \_\_\_\_\_, hereby authorize \_\_\_\_\_ to submit the attached maintenance request on our Corporate Internet Banking profile, signed by our Authorized Signatories.

We confirm that the individuals listed below are the authorized signatories appointed for internet banking for our company accounts and are duly empowered to provide this authorization.

Thank you for your prompt attention to this matter.

Yours faithfully,

Signature of Authorized Signatory 1

*Name:*

*NRIC/Passport No.:*

Signature of Authorized Signatory 2

*Name:*

*NRIC/Passport No.:*

Signature of Authorized Signatory 3

*Name:*

*NRIC/Passport No.:*

Signature of Authorized Signatory 4

*Name:*

*NRIC/Passport No.:*