

Diversified Authorization Application Guide



Introduction

To satisfy special needs of corporate customers for authorization management, corporate Internet/mobile banking of ICBC Singapore Branch (hereinafter referred to as “the Bank”) supports the division of authorized personnel into level 1 authorized persons and level 2 authorized persons. As part of the service, external remittance can be made through multiple forms such as single-person authorization, and multi-person combined authorization. If an enterprise wants to approve a request for remitting a relatively low amount of fund with only one authorization, it can select the single-level authorization and set up the remittance limit. If upper limits of remittance in different amounts require the approval of multiple persons, the multi-level combined authorization is recommended.

- **Multi-level, disorderly combined authorization mode**

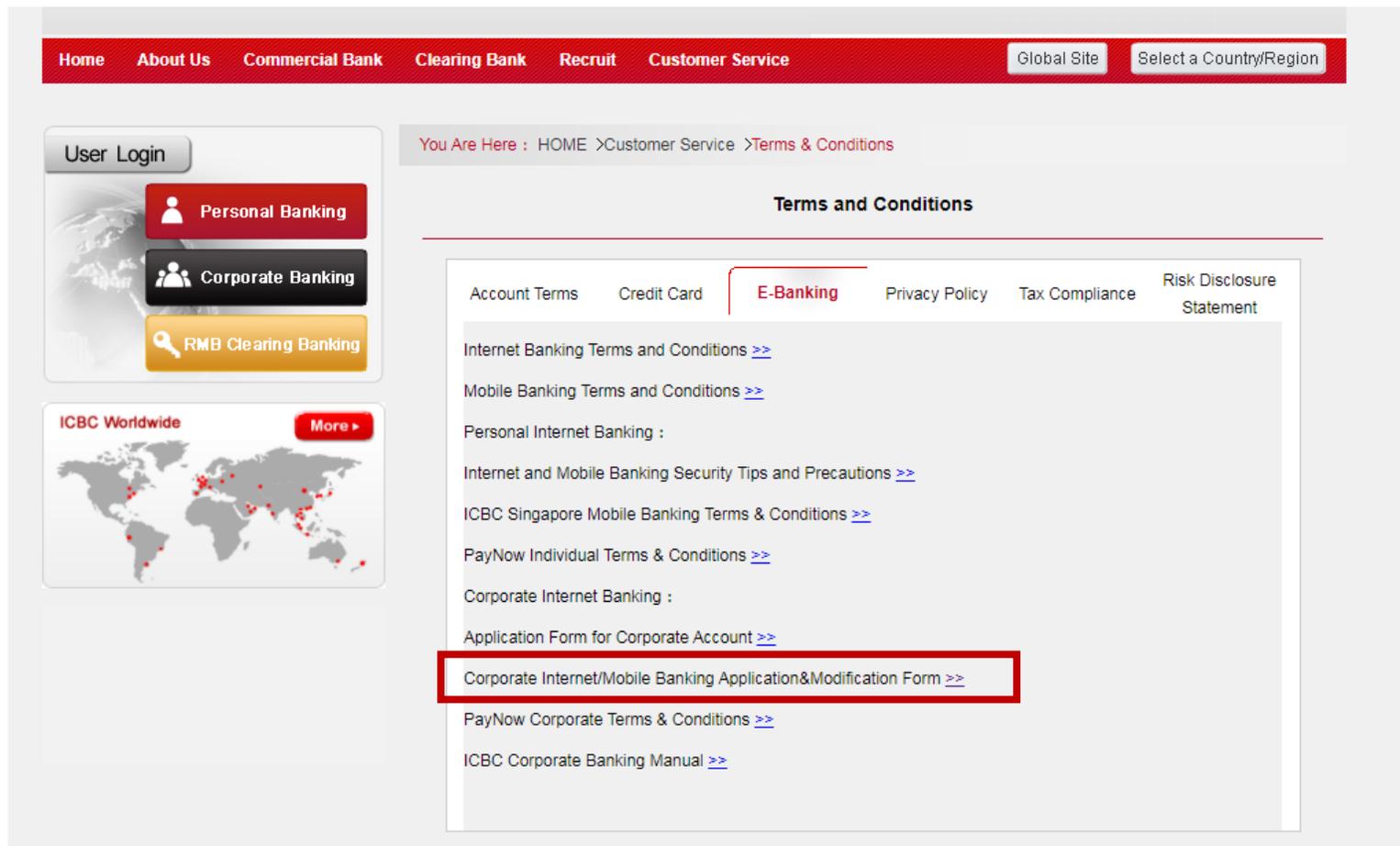
It means that the authority can be granted on the payment by the eligible IDs. These IDs can grant the authority out of turn. The payment instruction can be sent once a certain number of authorization IDs are reached.

- **Multi-level, orderly combined authorization mode**

It means that the eligible IDs grant the authority on payment instructions in the order of authorization levels one by one. No accelerated authorization is permitted.

Preparation For Application Form

To enable the service, an enterprise needs to fill in the Corporate Internet/Mobile Banking Application & Modification Form. The application form can be downloaded from the official website of the Bank (URL: www.icbc.com.sg ; go to Homepage>Customer Service>Terms & Conditions>E-banking). Details can be seen as below.



Steps for Filling in the Application Form

STEP 1

Go to the first column of the form “Company Information”, and complete information items contained there including company name, contact person, etc.

Corporate Internet/ Mobile Banking Modification Form

Company Information			
Company Name		Contact Person	
Company Registration Number		Telephone No.	
Email Address			
Mailing Address			
Modification Content			
<input type="checkbox"/> 1. Unfreeze User ID			
User ID		User ID	
<input type="checkbox"/> 2. Reset Login password			
User ID		User ID	
<input type="checkbox"/> 3. Reset Token password			

Steps for Filling in the Application Form

STEP 2

Go to the second column of the form “Modification Content”, and tick “Option 7. Add/Modify User ID”

<input type="checkbox"/> 6. Add/ Delete Account	
Account No.	Remarks
<input checked="" type="checkbox"/> 7. Add/ Modify User ID Note: For new user, please provide a certified true copy of the identification document.	
Operator	
(Operators will be able to view accounts and/ or create transactions only)	
<input type="checkbox"/> Add New User ID	<input type="checkbox"/> Modify Existing User ID <input type="checkbox"/> Add New User ID <input type="checkbox"/> Modify Existing User ID

Steps for Filling in the Application Form

Go to the fourth column of the form “Authorisers”, tick “Add New User ID” or “Modify Existing User ID”, and complete relevant information items.

Fill in the cell of “Authorizer’s Limit” and “Remarks”, i.e. details of multi-person combined authorization.

STEP 3

Authorisers			
<input type="checkbox"/> Please check this box if all Operators and Authorisers are the same group of persons. <i>(Authorisers will be able to view accounts and approve transactions only.)</i> <i>If Operator and Authoriser is the same person, he/she will be able to view accounts, create and approve transactions.)</i>			
<input checked="" type="checkbox"/> Add New User ID <input type="checkbox"/> Modify Existing User ID		<input type="checkbox"/> Add New User ID <input type="checkbox"/> Modify Existing User ID	
Name as In NRIC/Passport		Name as In NRIC/Passport	
NRIC/Passport No.		NRIC/Passport No.	
Contact No.		Contact No.	
Email Address		Email Address	

Steps for Filling in the Application Form

STEP 4 Go to the bottom of the form, and get the authorized person of the applying enterprise attach its signature for confirmation.

<input type="checkbox"/> Internet Banking and Mobile Banking	
<input type="checkbox"/> 9. Others:	
<p>I/We warrant that I/We have the power and authority to sign and deliver this modification form to the Bank. The Bank is authorized to modify our subscription to Corporate Internet/ Mobile Banking in accordance with this modification form. We agree to indemnify and hold the Bank harmless against all claims, losses, damages, demands, liability or expenses (including legal costs on a full indemnity basis) of any nature arising directly or indirectly from or in connection with this request.</p>	
Signature of Authorised Person	Signature of Authorised Person
Name:	Name:
NRIC/ Passport No.	NRIC/ Passport No.
Designation:	Designation:
Date:	Date:
For bank use only:	
Attended by:	Approved by:

*Please mail the completed form to your relationship manager, or send the scanned copy of the form to the email address of your relationship manager. Only e-applications are accepted under the corporate Internet/mobile banking business for the current phase.



For more details, please scan the QR code on the left and follow our **WeChat official account**!

For more information of ICBC Corporate Internet Banking, please visit our Website:

WWW.ICBC.COM.SG

HOME > Commercial Bank Business > Corporate Banking > Corporate Internet Banking

If you have any queries or need any help, please contact your **RM in-charge** or contact us.

Attn: **Cash Management Hub**

Email: **cmh@sg.icbc.com.cn**

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