< Company's letter head >

From: Company Registration No.: Company Name:

To: Date: AFFIN Branch Name: AFFIN Branch Address:

Dear Sir/ Madam,

RE: Request for AFFIN BANK/ AFFIN ISLAMIC to Setup Users in AFFINMAX (Easy Setup)

As part of AFFINMAX application, we hereby request for AFFIN BANK/ AFFIN ISLAMIC ("Bank") to perform user setup on behalf of us with the details provided below:

USER 1: (Mandatory fields: A to E)																	
A) FULL NAME: (In capital letters)																	
B) USER ID: (8-15 characters)													(Leave	blank	if "Meı	rge Use	er")
C) Mobile No.:	(Cou	untry	Code)													
D) E-mail Address:																	
E) User Role:	ole: Maker Authoriser Others:																
F) Merge User: Please merge this User into System Approvers/ Admins User ID for the same person.																	
G) Others:i.Can View Sensitive Data in Payroll File: Yes / No (By default is "Yes")(Optional)ii.Others:																	

USER 2: (Mand	atory fields: A to E)						
A) FULL NAME: (In capital letters)							
B) USER ID: (8-15 characters)							
C) Mobile No.:	(Country Code)						
D) E-mail Address:							
E) User Role:	ole: Maker Authoriser Others:						
F) Merge User: Please merge this User into System Approvers / Admins User ID for the same person.							
G) Others: (Optional)	i. Can View Sensitive Data in Payroll File: Yes / No <i>(By default is "Yes")</i> ii. Others:						

All User Roles specified above shall access to all the account(s) which is tagged under this company's AFFINMAX, unless specified in the section G.

The signing condition for online payment is as below: [please tick either one: Simple or Advance]

Simple Condition:	Any ONE / TWO / THREE to Approve	(By default is "any ONE")				
Advance Matrix:	Please find the attached, copy of Board Reso	Please find the attached, copy of Board Resolution for signing condition.				

DECLARATION:

- i. We warrant that the user(s) above have consented for his/her/their name(s) and contact details to be disclosed to the Bank for the purpose of user setup in AFFINMAX.
- ii. We hereby confirm that the details provided above is accurate and up to date. If there are any changes to the details, the System Administration User shall promptly maintain in AFFINMAX.
- iii. We hereby authorize for the user(s) to be nominated as per User Role above accordingly.
- iv. We have read and understood the Terms and Conditions of the AFFINMAX which is available at <u>affinmax.com</u>.
 We undertake and agree to be bound by the Bank's terms and conditions (which may be updated from time to time) as mentioned therein. In the event there are any terms and conditions that we do not understand, we will discuss further with the Bank's staff, representative or agent.
- v. We agree and understand on the risks and responsibilities for requesting the Bank to setup the users in AFFINMAX on our behalf which has been adequately explained to us by the Bank's staff.
- vi. We understand that the Bank has the right to reject our request herein if there is any outdated or incomplete or false information provided by us.
- vii. Our System Administration User shall be responsible to observe the User Listing and to provide feedback to the Bank if there is any discrepancy.
- viii. We understand that this is a one-time complementary setup offered by the Bank. Any system maintenance onwards shall be performed by our System Administration User. We further understand that the Bank has the right to reject our second time setup request.

Signature of **Authorised Person** Name : Designation : Signature of **Authorised Person** Name : Designation :