

AFFINMAX MAINTENANCE FORM

- Please complete this form in CAPITAL LETTERS and submit to the branch where the company's account is maintained.
- Please make a copy of the page for additional items if there is insufficient space. Eg: User List and Account List.
- Please provide supporting documents (where applicable) i.e. Company Board Resolution/Letter of Authority/latest Minutes of Meeting/Letter of Indemnity if required to do so.

HEADER: (below sections to be filled by customer only)

Company Name: _____

Corporate ID: _____

Date Submitted at (DD) (MM) (YYYY) _____

AFFIN Branch: _____ Home Branch Name: _____

OPTIONS FOR MAINTENANCE

[Please tick (v) where applicable]

- Add
 Delete
 Update
 Replace (For E only)
- A) Debiting Account
 G) User Status Maintenance
 M) Merchant Statement
 B) Daily Transaction Limit
 H) Statutory Body Employer Reference No.
 N) Other Bank Account
 C) Account Linking
 I) Subscriber Linking
 P) eDividend
 D) Package Maintenance
 J) Biller/ Merchant Maintenance
 E) Token
 K) eTrade
 F) System Administration Users
 L) Host-to-Host (H2H)

A. DEBITING ACCOUNT

- A1) Debit Transaction Fee Account No. _____ (Fee of each Transaction, eg: IBG fee.)
- A2) Other Fees Debiting Account No. _____ (One time charge or monthly fee, eg: Security Token Fee.)

B. DAILY TRANSACTION LIMIT

Transaction Limit Per Day: RM _____ Please provide supporting documents to update daily transaction limit.

C. ACCOUNT LINKING

- Notes: 1) Please provide revised supporting documents to add / delete Company's Account and Subsidiary Account.
 2) The "Daily Transaction Limit" under this corporate will be shared among all the linked accounts.
 3) Please make copies of this page / attach additional appendix for account(s) more than the listed below.

	Add	Delete	Account Number	Account Name	Subsidiary	Trade Account
C1)	<input type="checkbox"/>	<input type="checkbox"/>			Y / N	Y / N
C2)	<input type="checkbox"/>	<input type="checkbox"/>			Y / N	Y / N
C3)	<input type="checkbox"/>	<input type="checkbox"/>			Y / N	Y / N
C4)	<input type="checkbox"/>	<input type="checkbox"/>			Y / N	Y / N
C5)	<input type="checkbox"/>	<input type="checkbox"/>			Y / N	Y / N

D. PACKAGE MAINTENANCE

- Subscribe to **Financial Supply Chain (FSC)** access in AFFINMAX.
 Note: 1) FSC access is only applicable for customers with FSC facility.
 Upgrade to Transaction Package
 2) Upon setup completion from the Bank, the System Administrator is required to edit the User Group setting to effect FSC access.
 Downgrade to Inquiry Package
 Terminate AFFINMAX subscription

E. TOKEN

Notes: Additional token is subject to additional charges, please refer to your Branch/ Relationship Manager for details.

- E1) REPLACE TOKEN for SYSTEM APPROVER/SYSTEM AUTHORISER

Token Owner's Name	NRIC	Reason of Replacement
		<input type="checkbox"/> Lost* <input type="checkbox"/> Faulty** <input type="checkbox"/> Other:

*Lost token: Please submit police report together with this form

**Faulty Token: Please return the faulty token together with this form

- E2) REPLACE Faulty Physical Token =
- E3) ADD/CHANGE Token: Number of Digital Token Required =
- Number of Physical Token Required =

Physical Token Delivery Address
 Token(s) will be delivered to the registered System Administrator in AFFINMAX.
 Please indicate your mailing address:

* For E2 & E3, System Administrator is required to "Bind Token" for the Payment Authoriser upon receiving token(s).

F. SYSTEM ADMINISTRATION USERS

- Notes:
- 1) Appointment/deletion of System Administration Users shall be stated in supporting documents.
 - 2) New user ID for System Administration Users shall be defaulted by the Bank as per following format: SYSADMIN1, SYSADMIN2, SYSAPPR1, SYSAPPR2, etc.
 - 3) Please circle the respective **OPTIONS** required, either **A**, **D** or **U**.
 - 4) Please indicate the Identification Type followed by ID No, e.g: 2 - 9001011101001
 - 5) If System Administration Users are using mobile number other than Malaysian code, please provide the respective country code.

Legend: A=ADD User (all fields are mandatory);
D=DELETE User (Name & NRIC are required);
U=UPDATE User (Provide details of amendment)

Identification Type & No:
(Default as "2")

1. Army ID
2. New IC
3. Old IC
4. Passport
5. Police ID

SYSTEM ADMINISTRATOR:

No.	Name as per NRIC/Passport	Identification Type & ID No.	Mobile No.	E-mail Address (lower case only)	Merge Roles - Payment Maker (Tick ✓)
eg	AHMAD ALI	2 900101111001	(+ 60) - 1234567890	abc@gmail.com	
F1)	A D U		(+) -		
F2)	A D U		(+) -		
F3)	A D U		(+) -		

SYSTEM APPROVER:

No.	Name as per NRIC/Passport	Identification Type & ID No.	Mobile No.	E-mail Address (lower case only)	Merge Roles - Payment Authoriser (Tick ✓)
F4)	A D U		(+) -		
F4)	A D U		(+) -		
F5)	A D U		(+) -		

SINGLE USER ACCESS

ADD UPDATE DELETE

Identification Type : 1. Army ID 2. New IC 3. Old IC 4. Passport 5. Police ID

User Name/ Nama Pengguna :

Identification Type /
Jenis Pengenalan:

ID No / No ID:

E-mail :

User ID : _____ << [Minimum. 8 characters, Maximum. 15 character] (only alphabets and numbers are allowed)

G. USER STATUS MAINTENANCE

Notes: Alternatively, for quicker action, you may call our **Contact Centre** (03-8230 2222) for further assistance.

No.	User Details	Options
G1)	User ID: User Name:	<input type="checkbox"/> Reset Password <input type="checkbox"/> Reset Security Question <input type="checkbox"/> Reset Token <input type="checkbox"/> Activate / Deactivate User ID
G2)	User ID: User Name:	<input type="checkbox"/> Reset Password <input type="checkbox"/> Reset Security Question <input type="checkbox"/> Reset Token <input type="checkbox"/> Activate / Deactivate User ID
G3)	User ID: User Name:	<input type="checkbox"/> Reset Password <input type="checkbox"/> Reset Security Question <input type="checkbox"/> Reset Token <input type="checkbox"/> Activate / Deactivate User ID

H. STATUTORY BODY EMPLOYERS REFERENCE NUMBER

H1) EPF Ref. Number: _____

H3) LHDN Ref. Number: _____

H2) SOCSO Ref. Number: _____

H4) ZAKAT Ref. Number: _____

I. SUBSCRIBER LINKING [Please consult AFFINMAX team before filling up, otherwise, please fill at section C "Account Linking"]

- Notes: 1) The entity specified in the Main form deemed as the "Main Corporate". By submitting this form, the "Main Corporate" is considered accepting the authorisation provided by the Linking Corporate listed below.
 2) All the Linking Corporate(s) listed below shall authorise the Main Corporate to establish linkage for this feature in accordance with the Board Resolution or equivalent documents that the Bank deems appropriate.

(a) The Linking Corporate to be linked (Mandatory)

The corporate(s) below will be linked to the Main Corporate for Subscriber Linking purpose.

	Linking Corporate's Name	Corporate ID
1		
2		
3		
4		

(b) System Administration Users of the Main Corporate (Mandatory)

The users below will be authorised to manage the items in Section (c) & (d) and all the Administration matters related to this feature.

	User Name & Role	User ID
1	Name: Role: <input type="checkbox"/> System Admin <input type="checkbox"/> System Approver	
2	Name: Role: <input type="checkbox"/> System Admin <input type="checkbox"/> System Approver	
3	Name: Role: <input type="checkbox"/> System Admin <input type="checkbox"/> System Approver	
4	Name: Role: <input type="checkbox"/> System Admin <input type="checkbox"/> System Approver	

(c) User Group to be linked to the Main Corporate (Mandatory)

The access to User Group of the Linking Corporate below will be granted to the Main Corporate.

	User Group Name	Corporate ID of Linking Corp.
1		
2		
3		
4		
5		

(d) Signature Type to be linked to the Main Corporate (Optional)

The access of Signature Type of the Linking Corporate below will be granted to the Main Corporate.

	Signature Type Name	Corporate ID of Linking Corp.
1		
2		
3		
4		
5		

J. BILLER / MERCHANT MAINTENANCE

[Please tick (V) where applicable] Notes: Please make copies of this page/attach appendix for additional biller if more than the listed below.

RPP Collection Biller

	Add Delete	RPP Collection Biller ID	Acceptable Source of Fund
J1)	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> CASA/-i <input type="checkbox"/> Credit Card/-i <input type="checkbox"/> e-Wallet
J2)	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> CASA/-i <input type="checkbox"/> Credit Card/-i <input type="checkbox"/> e-Wallet
J3)	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> CASA/-i <input type="checkbox"/> Credit Card/-i <input type="checkbox"/> e-Wallet

*CASA/-i: Current Account / Savings Account/-i

JomPAY Biller

	Add Delete	JomPAY Biller Code	JomPAY Biller Email
J4)	<input type="checkbox"/> <input type="checkbox"/>		
J5)	<input type="checkbox"/> <input type="checkbox"/>		
J6)	<input type="checkbox"/> <input type="checkbox"/>		

FPX Seller

	Add Delete	FPX Seller ID	FPX Seller Account No.
J7)	<input type="checkbox"/> <input type="checkbox"/>		
J8)	<input type="checkbox"/> <input type="checkbox"/>		
J9)	<input type="checkbox"/> <input type="checkbox"/>		

K. eTRADE

- Application Maintenance Termination

L. HOST-TO-HOST (H2H)

Application Maintenance Termination

L1) Host-to-Host Type - Please tick (v) only one

- Without Approver/Authoriser's Intervention - (All transactions made through H2H will be directly processed without requiring Authorizer to approve from AFFINMAX)
- With Approver/Authoriser's Intervention - (All transactions made through H2H require approval from AFFINMAX based on the customer's workflow process prior to send for processing)

Options for Approver/Authoriser's Intervention:

- Authorizer (Mandatory)
- Verifier (Optional)
- Releaser (Optional)

Note:
Please ensure the requested user role (Authorizer, Verifier or Releaser) has been created by your System Administrator in your Corporate.

L2) Company Details

IP Address _____ Effective Date & Reason for Termination: _____ *Only applicable for termination request*

Customer Credential _____ *(Set by the bank)*

Customer Public Key _____ *(Customer to provide via email)* Remarks for Maintenance _____

L3) AFFINMAX H2H Contact Person *(Mandatory for * item)*

Category	Full Name	Phone Number	Email
Connection/Technical*			
Payment /Support*			
Payment /Support			

L4) H2H Services

- Autopay-Own, 3rd Party, IBG, RENTAS Statutory Body-Zakat Kuala Lumpur
- Corporate IBG Statutory Body-Registration
- Payment-Foreign Telegraphic Transfer Statutory Body-EPF
- Bill Payment & JomPAY Statutory Body-SOCSCO & EIS
- Auto Debit Statutory Body-LHDN
- Direct Debit Bulk DuitNow Transfer (Pay-to- Account & Pay-to-Proxy)

L5) File Format *(Applies to all H2H services)* - Please tick (v) only one

Delimiter(.txt) Fixed Length (.txt) Excel (.csv) Others: _____

L6) Debiting Account for Host-to-Host Charges

Account Number : _____ Please ensure the specified account is linked/tagged in AFFINMAX.
For new account number, kindly also fill in sect C in this form - Link Company's Account.

Note:

- Host-to-Host charges :
 - One-time Host-to-Host Setup Fee (RM 2,400-SME, RM 2,500-Corporates)
 - Monthly RM 300 of service fee
- Transaction fee for each transaction made via H2H will be debited from the "Transaction Debiting Account" set according to AFFINMAX Application Form.

M. MERCHANT STATEMENT

AFFIN Current Account No : _____

N. OTHER BANK ACCOUNT

Notes: Please make copies of this page / attach appendix for client more than the listed below.

	Add Delete	Account Number	Bank Name	Currency
N1)	<input type="checkbox"/> <input type="checkbox"/>			
N2)	<input type="checkbox"/> <input type="checkbox"/>			
N3)	<input type="checkbox"/> <input type="checkbox"/>			

P. eDIVIDEND

Notes: Please make copies of this page / attach appendix for client more than the listed below.

	Client Name	Cycle Code	For Year Ending	Account No.	Dividend Type	Payment Date dd/mm/yy	Dividen Rate	Tax Rate
P1)					<input type="checkbox"/> Final <input type="checkbox"/> Interim			
P2)					<input type="checkbox"/> Final <input type="checkbox"/> Interim			
P3)					<input type="checkbox"/> Final <input type="checkbox"/> Interim			

Q. REMARKS

R. Terms & Conditions

- i. We confirm the details of the person(s) authorised to hold access and consent to each such authorized person the right to perform administrative setups of AFFINMAX Service for and on behalf of the Company;
- ii. We understand that the one time password (OTP) generated by the Bank and transmitted to the Company via electronic mail and short messaging service (SMS) are confidential and they must not be revealed, disclosed or compromised in any manner whatsoever and we agree to fully indemnify against any losses, costs, damages or expenses incurred arising from our disclosure, authorized or otherwise;
- iii. We irrevocably undertake and accept full responsibility and to hold the Bank harmless and indemnified against:
 - a) any errors and/or omissions in our application;
 - b) all actions, proceedings, claims and demands whatsoever which may hereafter be brought against the Bank;
 - c) all related costs and expenses of whatever kind;
 - d) all arising out of or in connection with the Bank's acceptance of our application herein save for matters arising out of or in connection with willful misconduct and/or gross negligence on the Bank's part including its employees and agents.
- iv. We authorise the Bank to debit the designated account(s) specified in this application for the registration fee, subscription fee, administrative charges, taxes, premiums/takaful contributions, costs and expenses chargeable by the Bank to us as provided herein;
- v. We agree to be bound by the Bank's terms and conditions issued/amended from time to time governing the relevant type of account (whether or not notice of such terms/amended terms have been received).
- vi. We also agree to be bound by any regulation, directive, guideline, circular, note or request (whether or not having the force of law) from or agreement with or requirement of the Bank Negara Malaysia or other authority or agency which has supervision over the Bank.
- vii. We warrant that the authorized person(s) have consented to his/ her/ their details to be disclosed to the Bank for the purpose of User Creation in AFFINMAX.
- viii. We confirm that all the details including personal data of individuals provided herein are accurate and current. If there are any changes to the details, we shall promptly update and maintain in AFFINMAX.
- ix. We authorize the user(s) to be nominated as "User Role" accordingly.
- x. We agree and understand the risks and responsibilities in requesting the Bank to setup users in AFFINMAX on our behalf which have been adequately explained to us by the Bank's representative and if there are any terms and conditions that we do not understand, it is our responsibilities to ensure we have full understanding and to have it clarified with the Bank.
- xi. We understand that the Bank has the discretion to reject our application if there is any misstatement, inaccuracy, omission, incomplete or false information provided in this application.
- xii. Our System Administration Users shall be responsible to observe the User Listing and to notify the Bank within five (5) business days if there is any discrepancy.
- xiii. We understand that this is a one-time complimentary user setup offered by the Bank. Any further user maintenance in AFFINMAX onwards shall be performed by our System Administrator Users. We further understand that the Bank has the right to reject our second time setup request.
- xiv. We confirm that we have read, understand and agree to the terms and conditions of this application and AFFINMAX found in AFFINMAX website which together shall form part of the loan/facility/security documents executed.
- xv. We acknowledge that the terms affecting my/our obligations in relation to the AFFINMAX Maintenance Form have been adequately explained to me/us.
- xvi. We further acknowledge and agree that, we have been advised to seek independent legal advice and discuss further with the Bank's representative if there are terms and conditions in the AFFINMAX Maintenance Form that we do not understand before signing the AFFINMAX Maintenance Form.

For Section L : Host-to-Host (H2H) Application, Maintenance, Termination Request

- i We hereby apply for Host-to-Host service as indicated in this form;
- ii We hereby authorize the Bank to create **Host-to-Host (H2H)** maker based on the information provided herein;
- iii We hereby authorize the Bank to debit the account (as stated in Section J above), with the service charges in respect of
 - a) One-time **Host-to-Host (H2H)** Setup Charge and
 - b) Monthly Fee;
- iv We hereby confirm that our continued access and utilisation of H2H service shall subject to the terms and conditions contained in this Maintenance Form, Corporate Internet Banking (AFFINMAX) Terms and Conditions, Generic Terms & Conditions applicable for all deposit accounts/products/services and all amendments and/or revision to such terms and conditions.

Reminder Clause

REMINDER: The Customer is reminded to read and understand the terms and conditions of the AFFINMAX Application Form before signing below. If there are any terms and conditions in the AFFINMAX Application Form that the Customer does not understand, the Customer is advised to seek independent advice and/or discuss further with the Bank's representative before signing below.

Authorised Representative(s) signature:

as per Company's Board of Resolution with reference to AFFINMAX matters (or such other equivalent document acceptable to the Bank):

_____ Name: Designation: Date:	_____ Name: Designation: Date:	_____ Name: Designation: Date:
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FOR BRANCH USE ONLY				v1.6 2023.01
Date Received	(DD)	(MM)	(YYYY)	
	_____	_____	_____	CIF No. _____ Home Branch Code _____
EFT Account	_____		Sweep Maintenance	<input type="checkbox"/>
Documents Received by:			Branch Authorised Person 1:	
Nama:	_____		Nama:	_____
PS :	_____		PS :	_____
Date:	_____		Date:	_____