



**APPLICATION PROCEDURE FOR HL BANK BUSINESS INTERNET/ELECTRONIC BANKING APPLICATION – HLB CONNECTFIRST (“HLCF”)**

<b>DOCUMENTS</b>	<b>Sole Proprietorship/ Partnership</b>	<b>Companies Pte Ltd/ Ltd/ Limited Liability Partnership)</b>	<b>Society/ Club/ Association</b>
HLB ConnectFirst Application form <b>(Part A)</b>	✓	✓	✓
Photocopy of NRIC/Passport for new System Administrator and/ or System Authoriser	✓	✓	✓
Setup Authorisation Form <b>(Part B)</b>	✓	✓	✓
Board/Partners Resolution duly passed and certified in accordance with i) For Private Company (Pte Ltd)/ Public Company (Ltd): Memorandum & Articles of Association (M&A) or Constitution, ii) For Partnership (LLP): LLP Registration Form  <i>Note: Refer to Appendix 1 or 2 for Board/Partners Resolution sample (where applicable)</i>		✓	
Letter of Authorisation  <i>Note: Refer to Appendix 3 for sample</i>	✓		✓
Certified true copy of minutes of meeting of management committee			✓
<b>OTHER BUSINESS ACCOUNT/TRADE SERVICES LINKAGE (if applicable)</b>			
Copy of Certificate of Registration of Business of related business enterprise	✓		
Linking Letter of Consent from Owner/Partners/Authorised Signatories	✓		
Linking Board/Partners Resolution duly passed and certified in accordance with i) For Private Company (Pte Ltd)/ Public Company (Ltd): Memorandum & Articles of Association (M&A) or Constitution, ii) For Partnership (LLP): LLP Registration Form		✓	

*Note: In addition to the above, submission of supplementary documents may be requested by the Bank on a case by case basis. For assistance, please contact your relationship management team, or reach out to our Call-Centre at [call-centre@hlbank.com.sg](mailto:call-centre@hlbank.com.sg) or +65 6028 9800.*



**PART A: HLB CONNECTFIRST APPLICATION FORM**

APPLICANT INFORMATION	
Company Registration No. (UEN) <sup>1</sup>	
Company Name	
Registered Address	
Contact Person Name <sup>2</sup>	
Contact No.	
Contact Email	

OWN ACCOUNT/ TRADE SERVICES (INQUIRY ONLY) LINKAGE	
[Account/ Trade Services (Inquiry only) Under Same Business Entity and Customer Information File (CIF)]	
<input type="checkbox"/> All Accounts; or	Please (✓) Accessible Services for the above: <input type="checkbox"/> Enquiry <input type="checkbox"/> Enquiry and Transact
<input type="checkbox"/> Account Nos. Specified below  _____  _____  _____	<input type="checkbox"/> Enquiry <input type="checkbox"/> Enquiry and Transact  <input type="checkbox"/> Enquiry <input type="checkbox"/> Enquiry and Transact  <input type="checkbox"/> Enquiry <input type="checkbox"/> Enquiry and Transact
<input type="checkbox"/> Trade Services	<input type="checkbox"/> Enquiry
Please attach separate list for additional account number(s). Note: <ul style="list-style-type: none"> <li>• Applicable to CA, FD, FCY-CA, Trade Account, etc.</li> <li>• Service linkages will be default to ALL ACCOUNTS/TRADE SERVICES/TRANSACTIONS if the above is not specified</li> </ul>	

OTHER HL BANK BUSINESS ACCOUNT/TRADE SERVICES (INQUIRY ONLY) LINKAGE	
Company/Business Name(s) & Business Registration No. 1. 2. 3.	CIF No. (For Bank Use) _____ _____ _____
Please attach separate list for additional Company/Business Accounts	

<sup>1</sup> As Per ACRA

<sup>2</sup> You are authorised to receive communications from HL Bank and to communicate your company's information to HL Bank.



**TO APPOINT SYSTEM USERS BELOW:**

**System Administrator** – To add/modify/ delete any permissible maintenance eligible for an administrator role; i.e. user groups/ user profiles/ authorisation matrix and to enable/ disable & reset password for all user profiles

**System Authoriser** – To review & approve all maintenance/ change requests initiated by the System Administrator

**SYSTEM USERS (Please provide a photocopy of NRIC/ Passport if not an existing account user)**

System Administrator/ Primary Contact Person*  Signature: _____ Name as per NRIC/ Passport: _____ NRIC/ Passport No.: _____ Mobile No.: _____ (Important: OTP will be sent via SMS) Email Address: _____ (Important: e-PIN file will be sent via email)	System Authoriser/ Secondary Contact Person*  Signature: _____ Name as per NRIC/ Passport: _____ NRIC/ Passport No.: _____ Mobile No.: _____ (Important: OTP will be sent via SMS) Email Address: _____ (Important: e-PIN file will be sent via email)
Note: <ol style="list-style-type: none"> <li>By default, all users will be assigned with eToken. eToken is a mobile feature in HLB ConnectFirst that allows you to login. The users are required to download HLB ConnectFirst Mobile App from Apple App Store or Google Playstore and activate the eToken in their mobile device.</li> <li>Please provide one Mobile Number and one Email Address for each person appointed.</li> </ol>	



## PART B: SETUP AUTHORISATION FORM

### **AUTHORISED USERS (Maker/Authoriser)**

**Maker Function** – To prepare enquiries and prepare payments

**Authoriser Function** – To perform enquiries and authorise payments

\*Separate User IDs are required for 1 maker and 1 authoriser as individual transactions cannot be created and approved using the same User ID.

User Role	<input type="checkbox"/> Viewer <input type="checkbox"/> Maker <input type="checkbox"/> Authoriser	<input type="checkbox"/> Viewer <input type="checkbox"/> Maker <input type="checkbox"/> Authoriser	<input type="checkbox"/> Viewer <input type="checkbox"/> Maker <input type="checkbox"/> Authoriser
Preferred User ID <b>(Min. 9/Max.12 alphanumeric characters)</b>			
User Name <b>(as per NRIC)</b>			
Mobile No.			
NRIC / Passport No.			
Email Address.			
<b>Note:</b> By default, all users will be assigned with eToken. eToken is a mobile feature in HLB ConnectFirst that allows you to login and approve transactions. The users are required to download HLB ConnectFirst Mobile App from Apple App store or Google Playstore and activate the eToken in their mobile device.			
Account/Trade Services (Inquiry only) Access	Authorised Account/Trade Services (Inquiry only) Access		
Current Account/FCY Account/FD Account/Trade Services (Inquiry only)  <b>*As stated in the Application Form</b>	<input type="checkbox"/> All Accounts <b>(Or)</b> <input type="checkbox"/> List of Accounts as below 1. _____ 2. _____ 3. _____ 4. _____ <input type="checkbox"/> Trade Services (View only)	<input type="checkbox"/> All Accounts* <b>(Or)</b> <input type="checkbox"/> List of Accounts as below 1. _____ 2. _____ 3. _____ 4. _____ <input type="checkbox"/> Trade Services (View only)	<input type="checkbox"/> All Accounts* <b>(Or)</b> <input type="checkbox"/> List of Accounts as below 1. _____ 2. _____ 3. _____ 4. _____ <input type="checkbox"/> Trade Services (View only)

*\*Please print additional copies of this page if space is insufficient or list down on a separate sheet of A4 paper.*



**Authorisation Condition**  
**(Applicable if more than one Payment Authoriser)**

**Standard Condition**  
 (Please tick where applicable)

Any One to Approve                       Two to Approve

\_\_\_\_\_ Or \_\_\_\_\_

**Special Condition (If applicable)**  
 Please specify the requirements if two or more to approve based on group.

Group A	Group B
1.	1.
2.	2.

Conditions:

<input type="checkbox"/> <b>Approval up to the following amount limits (SGD Equivalent)</b> <input type="checkbox"/> <b>Unlimited</b> <small>*Please tick the applicable box.</small>	<b>Approval Mandate</b> (E.g. Approval Group 1A+1B)								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; text-align: center;"><b>From:</b></td> <td style="width: 50%; border-bottom: 1px solid black; text-align: center;"><b>Up To:</b></td> </tr> <tr> <td style="text-align: center;"><b>\$0</b></td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>	<b>From:</b>	<b>Up To:</b>	<b>\$0</b>						
<b>From:</b>	<b>Up To:</b>								
<b>\$0</b>									



I/We hereby declare that I am/we are duly authorised by the Company/Business as indicated in the Board Resolution/Letter of Authorisation of Business/Resolution for Limited Liability Partnership for this Business Internet/ Electronic Banking Service and I have read and understand the Terms and Conditions for HL Bank Business Internet/Electronic Banking - HLB ConnectFirst offered by HL Bank, including the fees and charges applicable to HL Bank Business Internet/Electronic Banking as set out therein or, if applicable, appended hereto as "Corporate Pricing Guide". I also hereby authorise HLB ConnectFirst Client Services to proceed with my initial setup based on the information provided in this document and 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 : \_\_\_\_\_  
 (E.g. : HLCF Subscription / Set-Up Fees)

Company/Business Authorised Signatory(ies)			
Signature		Signature	
<b>Name :</b>		<b>Name :</b>	
<b>NRIC/Passport :</b>	<b>Date :</b>	<b>NRIC/Passport :</b>	<b>Date :</b>
Signature		Signature	
<b>Name :</b>		<b>Name :</b>	
<b>NRIC/Passport :</b>	<b>Date :</b>	<b>NRIC/Passport :</b>	<b>Date :</b>

Note: HL Bank 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.



FOR BANK USE ONLY	
Confirmation : I hereby verify and confirm that the company/business CIF No : _____ and the above signatory(ies) are genuine and all necessary documents/agreements have been completed and collected at the Bank	
Signature (Branch Staff):	Campaign Code:
	Referral Staff Name:
	Referral Staff ID:
Name: _____ Staff ID: _____ Branch/BC: _____ Date: _____	

FOR TRANSACTION BANKING CLIENT SERVICES USE ONLY	
Remarks:	Documents checked/ Setup done by:
	Name:
	Signature: Date:

**For Bank use only:**

	Name	Date	Sign
Attended by :			
Created by :			