

OCBC Bank (Malaysia) Berhad (295400-W)  
Business Banking Commercial Service Centre : 1300-88-7000  
OCBC Al-Amin Bank Berhad (818444-T)  
Business Banking Commercial Service Centre : 1300-88-0255  
Menara OCBC, 18 Jalan Tun Perak, 50050 Kuala Lumpur, Malaysia  
[www.ocbc.com.my](http://www.ocbc.com.my)

### 1. Complete the Velocity@ocbc Application Form

To use Velocity@ocbc, you will need Microsoft Internet Explorer (v6 & above), WIN XP, Microsoft Virtual Machine and Adobe Acrobat Reader (v6 & above) with broadband internet connection.

### 2. Application will be processed within 7 business days upon receipt of duly completed form

If you are applying for **Basic Service Package**, you will receive a Start-Up kit containing:

- Password mailer(s) for each user, containing your Organisation ID, User ID and password
- User Guide

If you are applying for **Classic Service Package**, you will receive a Start-Up kit containing:

- Password mailer(s) for each user, containing your Organisation ID, User ID and password
- Digipass(es) for each Authoriser
- User Guide

If you are applying for **Premium Service Package**, please proceed to complete the Premium Package - Multi-Profile Form together with this form.

### 3. For day-to-day transactional or service enquiries on Velocity@ocbc, please call us at Business Banking Commercial Service Centre

#### Notes on Velocity@ocbc

1. **Account Information:** This is a service available on Velocity@ocbc which allows you to view your account balances and bank statements online.
2. **Transactions:** Typically refers to payments, collections and trade services made electronically via Velocity@ocbc, described as follows:
  - **Payments:** Telegraphic Transfer, Rentas, Demand Draft, Cashier's Order, GIRO Payment, GIRO Payroll, Internal Transfer, Own Account Transfer, Bill Payment, Stop Payment of Corporate Cheque
  - **Trade Finance:** Letter of Credit, Banker's Guarantee, Standby Letter of Credit

3. **Digipass:** A security device issued by the Bank to every Authorised User, for use in approving transactions made through Velocity@ocbc.

**You are advised to keep your personal Digipass under lock and key, and do not disclose your password to anyone.**

4. **Account Inquiry:** - Allows viewing, printing and exporting account balances and statements.
5. **Creator:** A person who prepares your banking instructions such as a GIRO payment, through Velocity@ocbc. He/She is not permitted to authorise instructions for transmission to the bank to process.
6. **Authoriser:** This User authorises instructions prepared by the Transaction Creator in Velocity@ocbc. Each transaction must be fully authorised, either singly or jointly (per your selection on the Application Form) before it is processed by the Bank. For maximum security, a Digipass device is used during the authorisation process and is provided for each Authoriser in the **Start-Up kit**.

**Please exercise care and consider your internal control processes before selecting the Creator and Authoriser (for example, you may not wish to have a Creator and Authoriser that are one and the same person, especially if payment transactions can be approved by that person alone).**

7. **Administrator:** Manages all users, such as resetting forgotten passwords, creating new users, etc. For control reasons, any action initiated by one Administrator in Velocity@ocbc must be approved by another. Accordingly, at least 2 Administrators are required.
8. **Billing Organisations**

#### Utilities

Telekom Malaysia Berhad

#### Insurance

Great Eastern Life Assurance (M) Berhad  
Malaysia National Insurance Berhad  
Prudential Assurance Malaysia Berhad

#### Unit Trust

Asia Life (M) Berhad  
Pac Lease Sdn Bhd  
Pacific Mutual Fund Berhad  
Prudential Unit Trust

#### Others

The China Press Berhad



**Board Resolution  
(For Sendirian Berhad/Berhad only)**

CERTIFIED EXTRACT OF BOARD RESOLUTION FOR OPENING ACCOUNTS AND SUBSCRIPTION OF SERVICES

\_\_\_\_\_ (Company No. \_\_\_\_\_)  
("Company")

This is a certified extract of the resolutions duly passed:

- \* at a meeting of the Board of Directors of the Company held on \_\_\_\_\_; **OR**
- \* by a circular resolution pursuant to Article \_\_\_\_\_ of the Articles of Association of the Company.

**Resolved:**

**Conferment of Authority on Authorised Persons**

1. That the Directors and/or officers specified in the **Appendix** hereto and acting in accordance with the mandate set out in the **Appendix ("Authorised Persons")** be and are hereby authorised for and on behalf of the Company to do the following:

**1.1 To Open and Close Accounts with the Bank**

**(a) Authorisation to open and close Accounts**

The Authorised Persons are authorised to open and close any number of conventional accounts with **OCBC Bank (Malaysia) Berhad** and Islamic accounts with **OCBC Al-Amin Bank Berhad** (the "**Banks**") of the types and in the currency specified in the account opening form(s) or letter of instructions issued or to be issued to the Banks now or at any time hereafter ("**Accounts**") in accordance with the respective Banks' terms and conditions governing such Accounts including any amendments and additions made thereto from time to time by the Banks and to execute any and all agreements, indemnities and documents and to issue all notices and instructions to the Banks in connection with the Accounts.

**(b) Authorisation to Appoint Authorised Signatories for Accounts**

The Authorised Persons are authorised to appoint signatories ("**Authorised Signatories**") to operate the Accounts (including to execute or issue any agreements, indemnities, documents, notices or instructions to the Bank in connection with the operation of the Accounts), to revoke the appointment of the Authorised Signatories, to vary the authority conferred on the Authorised Signatories and to confirm and certify to the Bank the names, specimen signatures, mandate and other information as may be required by the Bank of the Authorised Signatories and any changes thereto.

**1.2 To Subscribe for Services**

**(a) Authorisation to subscribe, utilise and terminate the Services:**

The Authorised Persons are authorised to subscribe for any of the electronic facilities, cash management services, custodial services, remittance and payment services, trade related services and any other services or transactions ("**Services**") which may from time to time be offered by the Bank to its customers in accordance with the terms and conditions for such Services including any amendments and additions made thereto from time to time by the Bank and to execute any and all agreements, indemnities and documents in connection with the subscription, utilisation or termination of such Services and to issue all notices and instructions to the Bank in connection with the Services.

**(b) Authorisation to appoint users for the Services:**

The Authorised Persons are authorised to appoint users ("**Authorised Users**") for the respective Services (including to execute or issue any agreements, indemnities, documents, notices or instructions to the Bank in connection with the utilisation of the Services), to revoke the appointment of the Authorised Users, to vary the authority conferred on the Authorised Users and to confirm and certify to the Bank the names, mandate, and any other information (including specimen signatures) as may be required by the Bank of the Authorised Users and any changes thereto.

**Use of Common Seal of the Company and Disclosure to the Company's Auditors**

2. That the Common Seal of the Company be affixed, wherever necessary or required by the Bank on any instrument, document and agreement in accordance with the Articles of Association of the Company.
3. That the Bank be authorised to provide the Company's auditors for the time being and from time to time with such information as the Company's auditors may request from time to time concerning any account or accounts of the Company or concerning any transactions or business of the Company with the Bank until notice in writing to the contrary is received by the Bank.

## APPENDIX TO BOARD RESOLUTION

The following Directors and/or officers are appointed as **Authorised Persons** pursuant to a resolution of the Company.

**Mandate :**     Any \_\_\_\_ of the following Directors /Officers:         All of the following Directors /Officers:

\*Please fill in the numbers accordingly.

PERSONAL PARTICULARS	SPECIMEN SIGNATURE (PLEASE SIGN WITHIN THE BOX)
Name :	
Name :	
Name :	
Name :	
Name :	
Name :	

## CERTIFICATION OF RESOLUTIONS AND AUTHORISED PERSONS

We, the undersigned below, as Directors or Director and Company Secretary of the Company hereby certify that the foregoing resolutions (a) have been duly passed in accordance with the Articles of Association of the Company and entered in the minute book (b) are still in force (c) do not exceed the objects or powers of the Company or the powers of the Directors. We acknowledge that the Bank places full reliance on our certification of the foregoing resolutions and accepts our certification as conclusive evidence that this extract is a true and accurate record of the resolutions of the Board of Directors of the Company. We further certify pursuant to the foregoing resolutions that, the respective job titles and signatures of the **Authorised Persons** are as shown in the **Appendix**.

Dated \_\_\_\_\_

-----  
 Director  
 Name:

-----  
 Company Secretary/Director\*  
 Name:

**# Declaration:** I, the abovenamed Director declare that I am the Managing Director or Executive Director or the director having control and management of the Company's business.

*Applicable only if there is no Authentication of Documents clause in the Company's Articles of Association. If Authentication of Documents clause is present, delete this declaration and certification to be in accordance with the Authentication clause)*

*\*[ Please delete as appropriate.]*