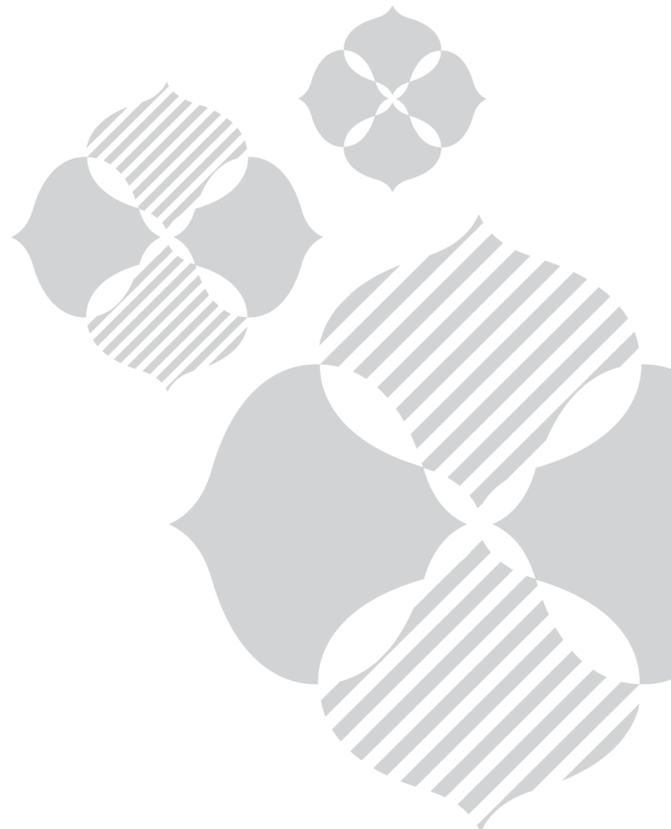


CORPORATE ADMINISTRATION



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CORPORATE ADMINISTRATION

BizNet Corporate Administrator can perform any or all of the following roles:

- **Administrators**
Appointed persons by the organisation entrusted with administrative functions such as ‘Reset Password’, ‘Assigning Payment Beneficiaries Template’ and ‘Maintain Account Nickname’. Administrators can also view more privilege information but not limited to all user access rights and roles, accounts and services entitlement, Authorisation Group and Matrix
- **Company Signatories (or Approvers)**
Appointed persons by the organisation as payment authorisers as stipulated in the bank account signing mandate or otherwise stated.
- **Company Users (or Maker)**
Appointed persons by the organisation as users for account viewing and/ or payment makers.

The same person can be assigned or hold multiple roles. Example: Approver + Administrator at the same time. This is typically the case for Micro Small and Medium Enterprise (MSME) (whereby the same person is a maker and approver for own transactions.) The below functions are accessible only the administrator:

- 1) Corporate Beneficiary Access Maintenance (Editable)
- 2) Corporate Profile (View only)
- 3) View Subscribed Package (View only)
- 4) Corporate Users & Enable Reset Password
- 5) Corporate Roles (View only)
- 6) Corporate Account Access profile (View only)
- 7) Corporate Authorisation Matrix Group (View only)
- 8) Corporate Authorisation Matrix Profile (View only)
- 9) Corporate Authorisation Matrix Configuration (View only)
- 10) Corporate Account Tagging (View only)
- 11) Merchant Tagging (View only)
- 12) Account Nickname Maintenance (Editable)

← Corporate Administration



1) Corporate Beneficiary Access Maintenance (Editable)

- a) Administrator(s) can view the full list of beneficiary payment templates, and grant access to all/selected user(s).

(Note: For new user(s), earlier templates will not be auto granted. Company administrator needs to grant access accordingly.)

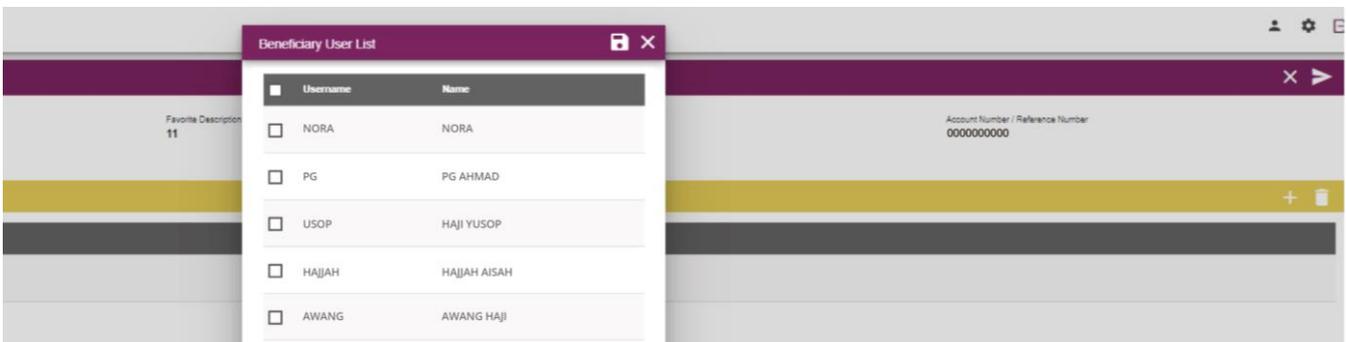
← Corporate Beneficiary Access Maintenance

CORPORATE BENEFICIARY ACCESS MAINTENANCE

Favourite Type: [Dropdown] Favorite Description: [Text] Name/Payee: [Text]

| Favourite Type | Description | Name/Payee | Account Number | User |
|--|-------------|-----------------|----------------|------|
| <input type="checkbox"/> Bill Payment | 00 | AAA AAA SDN BHD | | |
| <input type="checkbox"/> Interbank Fund Transfer | 00 | AAA AAA SDN BHD | | |
| <input type="checkbox"/> Bill Payment | 00 | AAA AAA SDN BHD | | |
| <input type="checkbox"/> Telegraphic Transfer | 00 | AAA AAA SDN BHD | | |
| <input type="checkbox"/> Telegraphic Transfer | 00 | AAA AAA SDN BHD | | |
| <input type="checkbox"/> Payroll | 00 | AAA AAA SDN BHD | | |

- b) Example: To grant user(s) access a template, select one and click the ‘+’ icon. You will see list of users not yet granted access, select those you wish to grant access and click the save icon (📁). Then, click the send icon (➡)



- c) During your initial BizNet Application, if your company opted for ‘Dual Administration Control’, your request will require another administrator to approve.

BENEFICIARY

Your transaction has been process successfully.
Reference Number : 6007090148306056

Favourite Type: Telegraphic Transfer Favorite Description: XXX XXX SDN BHD Name/Payee: XXX XXX SDN BHD Account Number / Reference Number: 0000000000

Beneficiary User List

| Username | Name | Action |
|----------|------|--------|
| | | New |
| | | New |

- d) Sample section of BizNet application form. Should you need to change company setting, please submit a BizNet addendum/change request form.

4. ARAHAN KHAS | SPECIAL INSTRUCTION

| | | |
|--|-----------------------------------|-------------------------------------|
| (i) Kawalan Pentadbir Syarikat : Semua kawalan pentadbir hendaklah diluluskan oleh pentadbir kedua Company Administration Control : All administration control must be approved by second administrator | <input type="checkbox"/> Ya Yes | <input type="checkbox"/> Tidak No |
|--|-----------------------------------|-------------------------------------|

2) Corporate Profile (View only)

- a) This allows administrator(s) to view or print the Corporate profile if needed. It contains your company's:
- i. **Customer Information (CIF)** - Customer Identity. This is a unique number created for each company.
 - ii. **Company Name** - Registered record with the bank.
 - iii. **Corporate ID** - This is the BizNet Corporate ID. This is required as part of login process.
 - iv. **Business Registration No** - Company's business registration number.
 - v. **Primary Address/Postcode/Country** - Company's address.
 - vi. **Is txn Sole Control** - Setup as per initial BizNet application.
 - 'YES' means the same approver can approve own transaction created.
 - 'NO' means transactions will need other approver(s) to approve, which can also depend on company signatory matrix. Some company matrix can have complex like 2 or 3 to sign.

| CORPORATE PROFILE ✎ 🖨 ✕ | | |
|--|---|--|
| Corporate Name XXX XXX SDN BHD | Corporate ID XXX XXX SDN BHD | CIF 00000000 |
| Business Registration No AGOVRC/XXX | | |
| Address BANDAR SERI BEGAWAN | KIARONG COMPLEX | |
| Post Code BA 0000 | City NEGARA BRUNEI DARUSSALAM BE1318 | Country BN |
| Contact Person AMIRA | Contact No 123 4567 | Contact Email XXX_XXX_SDN_BHD@GMAIL.COM |
| Is Approver Sequence (IS TXN SOLE CONTROL) YES | Is Admin Dual Control NO | |

To print, click the  icon



CIF
: 00000000

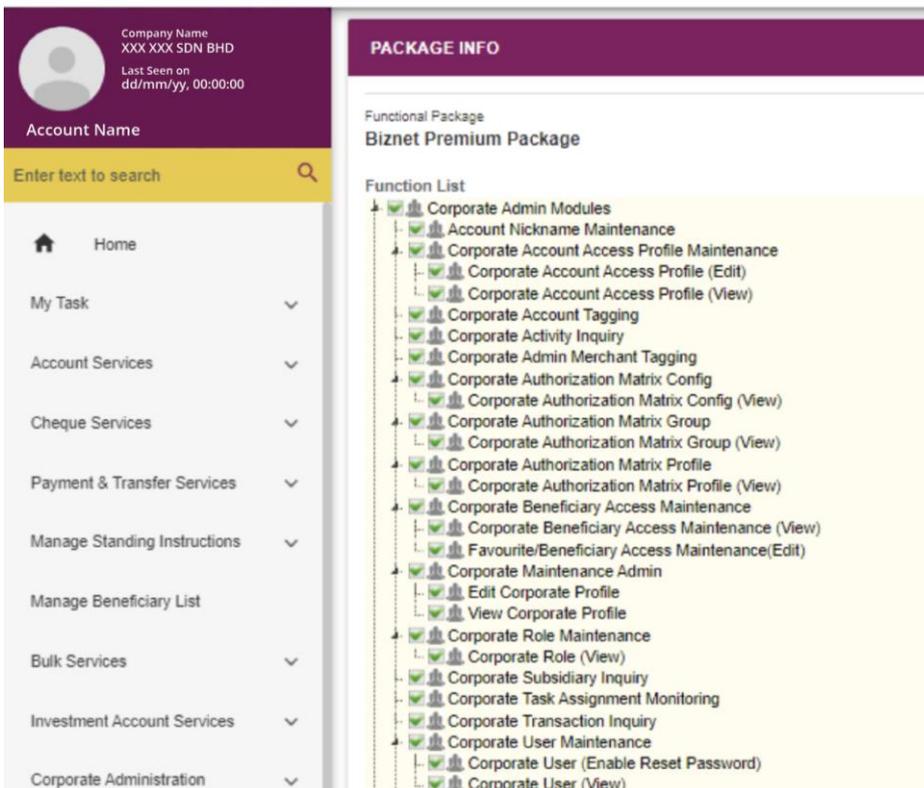
Country
BN

Contact Email
XXX_XXX_SDN_BHD@GMAIL.COM

3) View Subscribed Package (View only)

- a) It shows which package your company has subscribed to. There are four (4) packages: Account Inquiry, Basic, Standard and Premium. To change package, please submit a BizNet Addendum request form. Below is a sample view of Premium package and list of enabled services.

← View Subscribed Package



4) Corporate Users & Enable Reset Password

- a) This shows the full list of BizNet user(s) of your company and its details. To add/edit/remove user, please fill in the BizNet Addendum form.

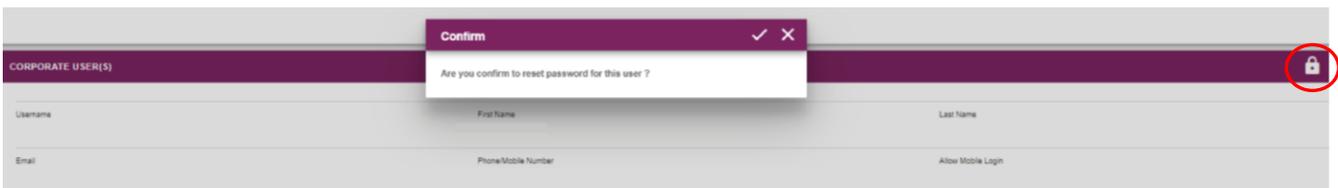
| CORPORATE USER(S) | | |
|-------------------|------|-------------|
| Username | Name | Status Code |
| FAZURA | | ACTIVE |
| SYURA | | ACTIVE |
| AHMAD | | ACTIVE |
| NORA | | ACTIVE |
| DANI | | ACTIVE |
| EMMA | | ACTIVE |
| FAZURA | | ACTIVE |
| FAZURA | | ACTIVE |
| FAZURA | | ACTIVE |

Example: User assigned with both ‘Approver’ and ‘Admin’ role.

| CORPORATE USER(S) | | |
|--|-----------------------------|---------------------------------|
| Username | First Name | Last Name |
| Email | Phone/Mobile Number | Allow Mobile Login |
| ID Type | ID Number | Email Notification For Approver |
| Enable Password Flag | Enable Password Expiry Date | Last Login Datetime |
| Role <ul style="list-style-type: none"> • Admin • Approver • User | | |

- b) Enable Reset Password
- i) Only an administrator can perform ‘reset password ‘for another corporate user(s), by clicking the reset password icon .

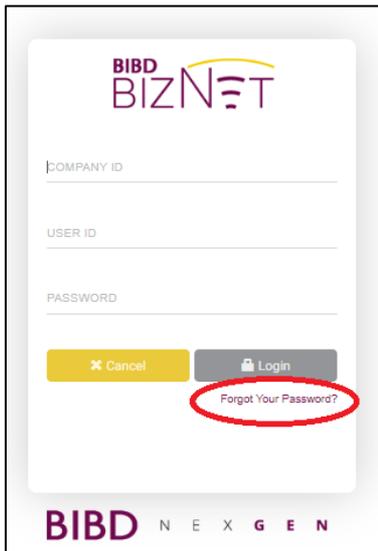
(Note: Administrator can only enable reset password for other maker or approver roles, self-reset password is not allowed. Please reach out to your Relationship Manager or BIBD Contact Centre at 2238181 to reset password for admin.)



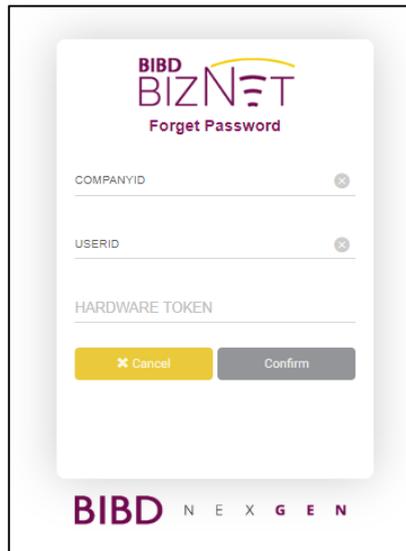
- ii) The ‘Enable Password Expiry Date’ will be shown on the acknowledgement page. Please perform “Forgot Your Password” step before the expiry date.

| CORPORATE USER(S) | | |
|--|--|---|
|  Your transaction has been process successfully. Reference Number : 6007090148320262 | | |
| Username | First Name | Last Name |
| Email | Phone/Mobile Number | Allow Mobile Login |
| ID Type | ID Number | Email Notification For Approver |
| Enable Password Flag YES | <div style="border: 1px solid red; border-radius: 10px; padding: 2px;"> Enable Password Expiry Date 12 Jul 2020 </div> | Last Login Datetime 26-06-2020 10:28:56 AM |

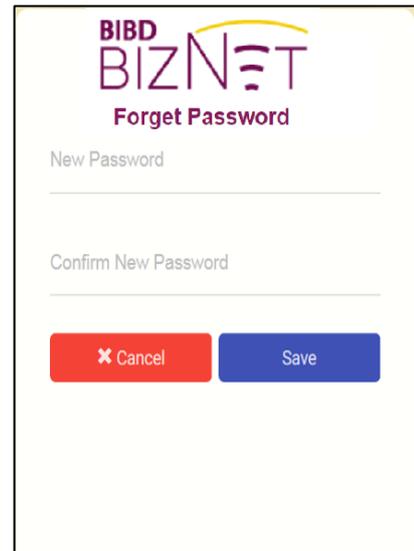
- iii) From BizNet main login page, user to click on the “Forgot Your password “and follow instructions on screen.



BIBD BIZNET
 COMPANY ID
 USER ID
 PASSWORD
 [Cancel] [Login]
Forgot Your Password?

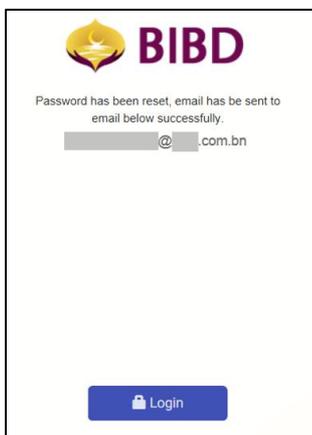


BIBD BIZNET
Forget Password
 COMPANY ID
 USER ID
 HARDWARE TOKEN
 [Cancel] [Confirm]



BIBD BIZNET
Forget Password
 New Password
 Confirm New Password
 [Cancel] [Save]

- iv) After a successful password reset, a confirmation email will be sent to your registered email address.




 Password has been reset, email has be sent to email below successfully.
 [Redacted]@.com.bn
 [Login]

5) Corporate Roles (View only)

- a) This allows administrator(s) to view all available type of roles assigned to each user in the company.

| CORPORATE ROLE(S) | |
|-------------------|--------|
| Name | Status |
| Admin | Active |
| Approver | Active |
| User | Active |
| User - No Payroll | Active |
| TT only X payroll | Active |

| CORPORATE ROLE(S) | |
|---|-----------------|
| Name | Role Type |
| DEFAULT SIGN | APPROVER |
| Function List <ul style="list-style-type: none"> Corporate User/Signatory Modules <ul style="list-style-type: none"> Account Services <ul style="list-style-type: none"> Account Summary E-Statement View File Repository Activity Inquiry Bill Payment Services Bulk Services - Direct Debit Bulk Services - Mix Payment Bulk Services - Payroll Cheque Services Fund Transfer Services Interbank Fund Transfer Services Investment Account Services Merchant Inquiry Services Remittance Services Top Up Services Transaction Inquiry | |

| CORPORATE ROLE(S) | |
|--|--------------|
| Name | Role Type |
| DEFAULT ADMIN | ADMIN |
| Function List <ul style="list-style-type: none"> Corporate Admin Modules <ul style="list-style-type: none"> Account Nickname Maintenance Corporate Account Access Profile Maintenance Corporate Account Tagging Corporate Activity Inquiry Corporate Admin Merchant Tagging Corporate Authorization Matrix Corporate Beneficiary Access Maintenance Corporate Maintenance Admin Corporate Role Maintenance Corporate Subsidiary Inquiry Corporate Task Assignment Monitoring Corporate Transaction Inquiry Corporate User Maintenance <ul style="list-style-type: none"> Corporate User (Edit) Corporate User (Enable Reset Password) Corporate User (View) E-Statement Maintenance E-Statement Enrollment Merchant Services | |

6) Corporate Account Access Profile (View only)

- a) Corporate Account Access profile is the function to allow administrator(s) to have an overview of the linkage and access granted to specific users. Example as shown below.

| CORPORATE ACCOUNT ACCESS PROFILE | | | | |
|----------------------------------|----------------|-------------|--------|---|
| Profile Name | | | | |
| Profile Code | Profile Name | Description | Status | User |
| AAP | AAP | AAP | ACTIVE |  |
| ACCT | ACCT INFO ONLY | | ACTIVE |  |

CORPORATE ACCOUNT ACCESS PROFILE

| | | |
|---|--------------|---------------------|
| Profile Name | Profile Code | Profile Description |
| Status Active | User | |
| Corporate Subsidiary Name SYARIKAT CORP TEST 3 | | |

Account List

| Account Number | Account Currency | Account Type | Transact | View |
|----------------|------------------|--------------|----------|------|
| | | | ✓ | ✓ |
| | | | ✓ | ✓ |

7) Corporate Authorisation Matrix Group (View only)

- a) The Authorisation Matrix Group is to define group of roles or signatories involved in the approval process. After a transaction or task is submitted, it will get routed to the specific approval group(s) or approver(s) based on Authorisation matrix settings of the company.
- b) There are 3 types of group matrix:
 - i. **Monetary Group** - For requests such as Telegraphic Transfers, Payroll, Bill Payments and other monetary transactions. For simple MSME setup, there would only be one default monetary group. For large companies, there can be multiple signature group such as Group A, Group B and Group C. Each group can have one or more approvers.
 - ii. **Non-monetary Group** - For requests such as Stop Cheque, Cheque Inquiry, Request Cheque Book and Changing Investment Account Principal & Profile Disposition.
 - iii. **Admin Group** - For request on corporate administration tasks such as changes to “Corporate Beneficiary Access Maintenance”, “Account Nickname Maintenance” and ‘Enable Reset Password’.

AUTHORIZATION MATRIX GROUP

Authorization Group

| Authorization Matrix Group Code | Authorization Group |
|---------------------------------|---------------------|
| AUTHGROUP00001 | Admin |
| AUTHGROUP00002 | Monetary |
| AUTHGROUP00003 | Non Monetary |
| AUTHGROUP00004 | A |
| AUTHGROUP07727 | B |

Showing 1 to 5 of 5 entries

CORPORATE AUTHORIZATION MATRIX
Structure

| Code | Name | Configuration Type |
|----------------|----------|----------------------|
| AUTHGROUP00002 | Monetary | Monetary Transaction |

Structure Group

| Company Code | User Role | User |
|--------------|-----------|------|
| | | |

8) Corporate Authorisation Matrix Profile (View Only)

- a) Authorisation Matrix Profile controls the relationships between approval sequence, conditions, and approval groups. A more complex example as below, having 4 signature group.

AUTHORIZATION MATRIX GROUP

 Authorization Group

| Authorization Matrix Group Code | Authorization Group |
|---------------------------------|---------------------|
| AUTHGROUP00001 | Admin |
| AUTHGROUP00002 | Monetary |
| AUTHGROUP00003 | Non Monetary |
| AUTHGROUP00004 | A |

In this complex example, monetary approving conditions are:

- I. Amount up to and equal B\$50,000 requires 2 approvers
 - (1 from Group D & 1 from Group A), or
 - (1 from Group C & 1 from Group B), or
 - (1 from Group C & 1 from Group A)
- II. Above B\$50,000 and up to B\$999M requires 2 approvers
 - (1 from Group A & 1 from Group B)

CORPORATE AUTHORIZATION MATRIX
Authorization Criteria Maintenance Detail

| Profile Name | Description | Configuration Type |
|--------------|-------------|----------------------|
| Monetary | Monetary | Monetary Transaction |

Profile Code

Criteria

| Sequence Number | Criteria Name |
|-----------------|---------------|
| 1 | 1sign |

| Criteria |
|---------------|
| amount <= 300 |

| Approver Group Name | Approver Group | No of Approver |
|---------------------|----------------|----------------|
| 1 | Monetary | 1 |

9) Corporate Authorisation Matrix Configuration (View only)

- a) Able to configure each matrix group to have specific function or limit account access.

| AUTHORIZATION MATRIX CONFIGURATION + X | | |
|---|--------------|--------|
| Code | Name | Status |
| AUTHCONFIG00210 | Admin | ACTIVE |
| AUTHCONFIG00211 | Monetary | ACTIVE |
| AUTHCONFIG00213 | Non-Monetary | ACTIVE |

Showing 1 to 3 of 3 entries << < 1 > >>

CORPORATE AUTHORIZATION MATRIX

Authorization Matrix Configuration - View

| | |
|--|---|
| Code | Name Monetary |
| Profile Name | Configuration Type Monetary Transaction |
| Account No. | Module |
| <ul style="list-style-type: none"> • BND • BND • EUR • BND • USD • BND • USD • GBP | <ul style="list-style-type: none"> • Fund Transfer Maintenance (Edit) • Bill Payment Maintenance (Edit) • Bill Payment Maintenance (Delete) • Fund Transfer Maintenance (Delete) • Telegraphic Transfer Maintenance (Edit) • Telegraphic Transfer Maintenance (Delete) • Interbank Transfer Maintenance (Edit) • Interbank Transfer Maintenance (Delete) • Telegraphic Transfer • Fund Transfer • Bill Payment • Investment Account Withdrawal • Investment Account Placement • Interbank Fund Transfer • Top Up • Payroll (File Upload) • Direct Debit (File Upload) • Payroll (Delete) • Direct Debit (Delete) • Bill Presentment and Payment |

10) Corporate Account Tagging

- a) To check which accounts have been tagged to BizNet and can be viewed online. If an account is not tagged, you would not be able to view nor perform transaction online. Please submit a BizNet Addendum form request should you need to link or unlink account to your company BizNet profile.

| CORPORATE ACCOUNT TAGGING | | | |
|---------------------------|----------------|--------------------------|----------|
| ✓ | Account Number | Account Type | Currency |
| ✓ | | Current Account | BND |
| ✓ | | Current Account | USD |
| ✓ | | Investment Account Group | BND |
| ✓ | | Investment Account Group | USD |
| ✓ | | Investment Account Group | GBP |
| ✓ | | Investment Account Group | EUR |

11) Merchant Tagging

- a) To view Merchant ID tagged to your BizNet profile, if any. If your company has subscribed as a BIBD QuickPay merchant, you may request to link up to BizNet so that you will be able to view Quickpay transaction information.

| MERCHANT TAGGING | | | |
|--------------------------|-------------|---------------|-------------|
| <input type="checkbox"/> | Merchant Id | Merchant Name | Status Code |
| <input type="checkbox"/> | | | ACTIVE |

Showing 1 to 5 of 5 entries

12) Account Nickname Maintenance

- a) Nickname can be created for each account for ease of reference. Nickname will be shown when you perform payments.

| ACCOUNT NICKNAME MAINTENANCE | | |
|---------------------------------|--------------------------|----------------------|
| Current Account | | |
| Debit Account Number | Account Type | New Account Nickname |
| | Current Account | BND Nickname 1 |
| | Current Account | USD Nickname 2 |
| Investment Group Account | | |
| Debit Account Number | Account Type | New Account Nickname |
| | Investment Account Group | |
| | Investment Account Group | |

Note:

Forms can be downloaded from www.bibd.com.bn/resource-centre/forms/

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