COMSUITE

User Maintenance Form Guide







Applicant Information

I Applicant Informat	ion				
Customer Name					
COMSUITE Customer ID	(2)		\sim		
Address			(4)		
Contact Person	(3)	Email	(5)	Contact No	(6)
To: MUFG Bank, Ltd., Singapore Branch (the "Ba We, the undersigned as Customer, hereby requi agreements entered into between us and your B Products used by us or a third party. We further ac by a single authentication user, unless otherwise a	ik") st your Bank to register the following ini ank, and any terms and conditions and al knowledge that this application shall be de greed.	iformation in relation to the pr ill other agreements and docum eemed an application for the add	oducts selected below ("Products") t tents relating thereto. We acknowledg lition and/or the deletion of the Produc	to be provided by your Bank in acco te that this application is for use of m ats and/or the Users, and also for singl	rdance with the relevant basic nultiple Products, including the e sign on ("SSO") to be utilized

- 1 Fill-in your Company Name
- 2 Fill-in your COMSUITE Customer ID
- 3 Fill-in your Registered Mailing Address
- 4 Fill-in Contact Person
- 5 Fill-in Contact Person's Email Address
- 6 Fill-in Contact Person's Contact No.
- 7 Click on the Page buttons below to show the instructions on how to fill-out the form:
 - Add User
 Page 3 (←click here)
 Change User
 Page 4 (←click here)
 Delete User
 Page 5 (←click here)
 Password Reset (or Reissue OTP Token)



Us	User Information — Add User									- required • - optional			
			Change Name	/Fmail/Mobi	le/Admin Rights (9)	A and P.C.F. and/or G)		link	Product	(GIL & and G)	Ð	Select Add User on Category	
Ca	iteg	Add Oser (mix de and g) Delete User (mix de and g) Add CMS Linkage wit COMSUITE User ID	Other Request Other Kanne Other Request h FOREX User (fill A, C and	(fill A and H) G)	Add/Delete	Product (#IIA, B, C & G) Linkage with FORE	(User (fi	Unlin Unlin	nk Produ	ICt (fill A, F and G)	c	DMSUITE Section (A – E)	
		A (Carsonitive. (Min 4 - Max 16 alphanumoric charsonly) B USET NAME (max 40 charactors, rpacor and 1-?(), '4: accepted)				D Existing COMSUITE U	E E	Y / N Y / N		Password Reset Reissue OTP Token Activate Token	Α	Fill-in COMSUITE User ID (case sensitive min 4 – max 16 alphanumeric only)	
	1 '	C Email CMS Reg. PRODUC		*Mobile USER ID	(Case sensitive.(Min 4 - M chars only)	ax 16 alphanumeric	Admin	+Single	Bran	Reactivate ID	в	Fill-in User Name (max 40 characters)	
		Add 1 G Add / Delete	(2) (3		(4)		Y / N	5)₁ ℕ			С	Fill-in Email Address & Mobile No. M	
		Add / Delete Add / Delete					Y / N Y / N	N N			D	Select 'N' on Existing COMSUITE User	

For Additional Product

CMS Reg.	PRODUCT	PROD ID	USER ID (Case sensitive.(Min 4 - Max 16 alphanumeric chars only)	Admin	+Single Access	
Add				Y / N	N	
Add 1	2	3	(4)	5) / N	N	
Add / Delete				Y / N	N	
Add / Delete				Y/N	N	

E Select 'Y' or 'N' on COMSUITE Admin (Y – allow user to approve password reset request in COMSUITE)

Product Section (G)

- 1 Select 'Add' on CMS Reg.
- 2 Select PRODUCT
- 3 Fill-in PROD ID
- 4 Fill-in USER ID (same as COMSUITE User ID (A))
- 5 Select 'Y' or 'N' on Product Admin (Y allow user to set up / approve access rights in CMS Singapore)
- To add the user into another Product (if applicable), please complete $(1 \rightarrow 5)$ on the next row
- See Page 7 (←click here) for Authorised Signature section



User Information — Change Name / Email / Mobile / Admin Rights

Ш	Us	er Informa	ation								
Catego	ory :	Add User (Delete Use Add CMS	fill A to E and G) (fill A,F and G) Linkage with FC	Change Name/I Other Request (REX User (fill A, C and G	E mail/Mobil ill A and H) i)	e/Admin Rights (@IA) Add/Delete Pi Delete CMS L	and B rodu inka	C,Eand/orG) ⊔Ct(fill A, B, C & G) agewith FOREX	User (f] Link] Unlin ill A, C and	Product (fill A and G) Ik Product (fill A, F and G) G)
	Α	COMSUITE User (Carezonzitive. (Min 4 - Me charzonly)	ID 1×16 alphanumeric	A			D	Existing COMSUITE Us	ser?	Y/N	Password Reset
	В	User Name (max4 spaces and t-?(),,'+: accept	0 charactors, :od)	В			Ε	COMSUITE Admin?	(E	Y / N	H Activate Token
	С	Email			*Mobile	M	F	Delete COMSUITE Use	er ID ?	Y/N	Reactivate ID
1		CMS Reg.	PRODUCT	PROD ID	USER ID	(Case sensitive.(Min 4 - Max chars only)	16 alp	ohanumeric	Admin	+Single Access	Branch (Default= SG)
		Add / Delete	(1) (2)	(3)			Y/N	4)	
	G	Add / Delete							Y / N	N	
		Add / Delete							Y/N	Ν	
		Add / Delete							Y/N	Ν	

To Change the User to Administrator in another Product

CMS Reg.	PRODUCT	PROD ID	USER ID (Case sensitive.(Min 4 - Max 16 alphanumeric chars only)	Admin	+Single Access
Add / Delete				Y / N	N
Add / Delete	1	2	3	1 / N	N
Add / Delete				Y/N	N
Add / Delete				Y/N	N

required | - optional

+ Select Change Name / Email / Mobile / Admin Rights on Category

COMSUITE Section (A – E)

- A Fill-in existing COMSUITE User ID
- B Fill-in existing or new User Name (max 40 characters)
- C Fill-in existing or new Email Address & Mobile No.
- E Select 'Y' or 'N' on COMSUITE Admin (Y allow user to approve password reset request in COMSUITE)
- H Tick on Password Reset

(if your request is to replace the existing user w/ another user so this will allow the new user to register his / her new password)

Product Section (G)

(fill-in this section only if part of your request is to change the user to Product Administrator)

- 1 Select PRODUCT
- 2 Fill-in PROD ID
- 3 Fill-in USER ID (same as COMSUITE User ID (A))
- 4 Select 'Y' or 'N' on Product Admin (Y allow user to set up / approve access rights in CMS Singapore)
- To change the user to Administrator in another Product (if applicable), please complete
 (1) → (4) on the next row
- See Page 7 (←click here) for Authorised Signature section



	II	Us	er Information									
c	ateg	÷	Add User (#IIAtoEandG) Change Nam Delete User (#IIA,FandG) Other Reque Add CMS Linkage with FOREX User (#IIA,C4	ne/Email/Mobile st (fill A and H) and G)	e/Admin Rights (@Aa Add/Delete Pr Delete CMS L	nd E odi ink	3,C,E and/orG) uct (fill A, B, C & G) age with FORE)	User (fi] Link] Unlir ill A, C and	Pro nk P G)	duct rodu	(fill A and G) Ct (fill A, F and G)
		A	COMSUITE User ID (Carozonzitivo. (Min 4 - Max 16 alphanumoric charz anly)		D	Existing COMSUITE U	ser?	Y/N			Password Reset	
		В	User Name (max 40 charactorr, rpacer and H=?(),,'*: accepted)			Ε	COMSUITE Admin?	\sim	Y/N			Activate Token
		С	Email	*Mobile		F	Delete COMSUITE Use	F)	Y			Reactivate ID
	1		CMS Reg. PRODUCT PROD ID	USER ID	(Case sensitive.(Min 4 - Max obars only)	l6 alp	phanumeric	Admin	+Single Access		Bran	ch (Default= SG)
			Delete 1 (2)	3) (4			Y / N	N			
		G	Add / Delete					Y / N	N			
			Add / Delete					Y / N	N			
			Add / Delete					Y/N	N			

To Delete the User in a specific Product only

User Information — Delete User

CMS Reg.	PRODUCT	PROD ID	USER ID (Case sensitive.(Min 4 - Max 16 alphanumeric chars only)	Admin
Delete				Y / N
Delet 1	(2)	3	(4)	Y / N
Add / Delete				Y / N
Add / Delete				Y / N

• - required | • - optional

+ Select Delete User on Category

COMSUITE Section (A & F)

- A Fill-in existing COMSUITE User ID
- F Select 'Y' or 'N' on Delete COMSUITE User ID
 - (Y user will be deleted in all Products & you may skip filling-in Product Section (G) $(1) \rightarrow (4)$

Product Section (G)

(fill-in this section only if your request is to delete the user in a specific Product only | Skip this section if 'Y' is selected on (F)

- 1 Select 'Delete' on CMS Reg.
- 2 Select PRODUCT
- 3 Fill-in PROD ID
- 4 Fill-in USER ID (same as COMSUITE User ID (A))
- To change the user to Administrator in another Product (if applicable), please complete
 (1) → (4) on the next row



User Information — Password Reset / Reissue OTP Token / etc.

Ш	Us	er Inform	ation											(+	Select Other Request on Category
C		Add User	(fill A to E and G) 👝	🗌 Change Name/	Email/Mobil	e/Admin Rights (All A	and E	3,C,E and/or G)		Link	Pro	duc	Ct (fill A and G)	\sim	
Lateg	Aregory: Delete User (mIA, F and G +) Other Request (mIA and H) Add/Delete Product (mIA, B, C & G) Unlink Product (mIA, F and G)														
		Add CMS	Linkage with FC	OREX User (fill A, C and C	i)	Delete CMS L	.ink	age with FOREX Use	er (fill	A, C and	GI			С	COMSUITE Section (A & H)
	Α	COMSUITE User (Care renritive. (Min 4 - M	• ID ax 16 alphanumoric	(A)			D	Existing COMSUITE User?		Y / N	H		Password Reset		
	в	charzanly) User Name (max4	10 characters,				E	COMSUITE Admin?		Y/N	Н		Reissue OTP Token	Δ	Fill-in COMSUITE User ID
	-	spaces and t-?(),.'+: accep	tod)				_		-			띧	Activate Token		
	С	Email			*Mobile		F	Delete COMSUITE User ID?		Y/N			Reactivate ID		
1		CMS Reg.	PRODUCT	PROD ID	USER ID	(Case sensitive.(Min 4 - Max chars only)	16 al	phanumeric Adm	nin	+Single Access		Bra	anch (Default= SG)	н	Tick on Password Reset and / or Reissue OTP Token
		Add / Delete						Y /	Ν	Ν					
	G	Add / Delete		Y / N				Ν	N				See Page 7 (<i>click here</i>) for Authorised Signature section		
		Add / Delete						Y /	Ν	N					
		Add / Delete						Y/	N	N					

