

COMSUITE

User Maintenance Form Guide

Applicant Information

I Applicant Information	
Customer Name	<input type="text"/>
COMSUITE Customer ID	<input type="text"/>
Address	<input type="text"/>
Contact Person	<input type="text"/>
	Email <input type="text"/>
	Contact No <input type="text"/>

To: MUFG Bank, Ltd., Singapore Branch (the "Bank")
I/We, the undersigned as Customer, hereby request your Bank to register the following information in relation to the products selected below ("Products") to be provided by your Bank in accordance with the relevant basic agreements entered into between us and your Bank, and any terms and conditions and all other agreements and documents relating thereto. I/We acknowledge that this application is for use of multiple Products, including the Products used by us or a third party. I/We further acknowledge that this application shall be deemed an application for the addition and/or the deletion of the Products and/or the Users, and also for single sign on ("SSO") to be utilized by a single authentication user, unless otherwise agreed.

- 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 [Page 6](#) (←click here)
(or Reissue OTP Token)

User Information — Add User

II User Information										
Category + <input checked="" type="checkbox"/> Add User (fill A to E and G) <input type="checkbox"/> Change Name/Email/Mobile/Admin Rights (fill A and B,C,E and/or G) <input type="checkbox"/> Link Product (fill A and G)										
<input type="checkbox"/> Delete User F (fill A,F and G) <input type="checkbox"/> Other Request (fill A and H) <input type="checkbox"/> Add/Delete Product (fill A, B, C & G) <input type="checkbox"/> Unlink Product (fill A, F and G)										
<input type="checkbox"/> Add CMS Linkage with FOREX User (fill A, C and G) <input type="checkbox"/> Delete CMS Linkage with FOREX User (fill A, C and G)										
1	A	COMSUITE User ID (Case sensitive.(Min 4 - Max 16 alphanumeric chars only))				D	Existing COMSUITE User?	Y / N	<input type="checkbox"/> Password Reset <input type="checkbox"/> Reissue OTP Token <input type="checkbox"/> Activate Token <input type="checkbox"/> Reactivate ID	
	B	User Name (max 40 characters, reserved!@;:,)* accepted)				E	COMSUITE Admin?	Y / N	H	
	C	Email			*Mobile			F		
	CMS Reg.		PRODUCT	PROD ID	USER ID (Case sensitive.(Min 4 - Max 16 alphanumeric chars only))	Admin	+Single Access	Branch (Default= SG)		
	Add					Y / N	N			
Add / Delete					Y / N	N				
Add / Delete					Y / N	N				
Add / Delete					Y / N	N				

● – required | ● – optional

+ Select Add User on Category

COMSUITE Section (A – E)

- A** Fill-in COMSUITE User ID (case sensitive | min 4 – max 16 alphanumeric only)
- B** Fill-in User Name (max 40 characters)
- C** Fill-in Email Address & Mobile No. **M**
- D** Select 'N' on Existing COMSUITE User
- E** Select 'Y' or 'N' on COMSUITE Admin (Y – allow user to approve password reset request in COMSUITE)

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

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** → **5** on the next row
 - See **Page 7** (←click here) for Authorised Signature section



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

II User Information										
Category: <input type="checkbox"/> Add User (fill A to E and G) <input checked="" type="checkbox"/> Change Name/Email/Mobile/Admin Rights (fill A and B,C,E and/or G) <input type="checkbox"/> Link Product (fill A and G) <input type="checkbox"/> Delete User (fill A,F and G) <input type="checkbox"/> Other Request (fill A and H) <input type="checkbox"/> Add/Delete Product (fill A, B, C & G) <input type="checkbox"/> Unlink Product (fill A, F and G) <input type="checkbox"/> Add CMS Linkage with FOREX User (fill A, C and G) <input type="checkbox"/> Delete CMS Linkage with FOREX User (fill A, C and G)										
1	A	COMSUITE User ID (Case sensitive, Min 4 - Max 16 alphanumeric chars only)			D	Existing COMSUITE User?	Y / N	H	Password Reset	
	B	User Name (max 40 characters, space and !@, * accepted)			E	COMSUITE Admin?	Y / N	H	<input type="checkbox"/> Reissue OTP Token <input type="checkbox"/> Activate Token <input type="checkbox"/> Reactivate ID	
	C	Email			F	Delete COMSUITE User ID?	Y / N			
	*Mobile									
	M									
G		CMS Reg.	PRODUCT	PROD ID	USER ID (Case sensitive, Min 4 - Max 16 alphanumeric chars only)	Admin	+Single Access	Branch (Default= SG)		
		Add / Delete				Y / N	4			
		Add / Delete				Y / N	N			
		Add / Delete				Y / N	N			
		Add / Delete				Y / N	N			

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	4	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. **M**

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

User Information — Delete User

II User Information										
Category: <input checked="" type="checkbox"/> Add User (fill A to E and G) <input type="checkbox"/> Change Name/Email/Mobile/Admin Rights (fill A and B,C,E and/or G) <input type="checkbox"/> Link Product (fill A and G) <input checked="" type="checkbox"/> Delete User (fill A,F and G) <input type="checkbox"/> Other Request (fill A and H) <input type="checkbox"/> Add/Delete Product (fill A, B, C & G) <input type="checkbox"/> Unlink Product (fill A, F and G) <input type="checkbox"/> Add CMS Linkage with FOREX User (fill A, C and G) <input type="checkbox"/> Delete CMS Linkage with FOREX User (fill A, C and G)										
1	A	COMSUITE User ID (Case sensitive.(Min 4 - Max 16 alphanumeric chars only))				D	Existing COMSUITE User?	Y / N	<input type="checkbox"/> Password Reset <input type="checkbox"/> Reissue OTP Token <input type="checkbox"/> Activate Token <input type="checkbox"/> Reactivate ID	
	B	User Name (max 40 character, lower and / (?), * accepted)				E	COMSUITE Admin?	Y / N	H	
	C	Email	*Mobile		F	Delete COMSUITE User ID	Y			
	CMS Reg.		PRODUCT	PROD ID	USER ID (Case sensitive.(Min 4 - Max 16 alphanumeric chars only))	Admin	+Single Access	Branch (Default= SG)		
Delete					Y / N	N				
Add / Delete					Y / N	N				
Add / Delete					Y / N	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** → **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**)

To Delete the User in a specific Product only

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

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

● See [Page 7](#) (←click here) for Authorised Signature section

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

II User Information											
Category : <input type="checkbox"/> Add User (fill A to E and G) <input checked="" type="checkbox"/> Other Request (fill A and H) <input type="checkbox"/> Change Name/Email/Mobile/Admin Rights (fill A and B,C,E and/or G) <input type="checkbox"/> Add/Delete Product (fill A, B, C & G) <input type="checkbox"/> Link Product (fill A and G) <input type="checkbox"/> Delete User (fill A,F and G) <input type="checkbox"/> Add CMS Linkage with FOREX User (fill A, C and G) <input type="checkbox"/> Delete CMS Linkage with FOREX User (fill A, C and G) <input type="checkbox"/> Unlink Product (fill A, F and G)											
1	A	COMSUITE User ID <small>(Case sensitive.(Min 4 - Max 16 alphanumeric chars only))</small>			D	Existing COMSUITE User?	Y / N	<input type="checkbox"/>	Password Reset		
	B	User Name <small>(max 40 characters, special and / (?), * (accepte d))</small>			E	COMSUITE Admin?	Y / N	<input checked="" type="checkbox"/>	Reissue OTP Token		
	C	Email	*Mobile		F	Delete COMSUITE User ID ?	Y / N	<input type="checkbox"/>	Activate Token		
	G		CMS Reg.	PRODUCT	PROD ID	USER ID <small>(Case sensitive.(Min 4 - Max 16 alphanumeric chars only))</small>	Admin	+Single Access	Branch (Default= SG)		
			Add / Delete				Y / N	N			
		Add / Delete				Y / N	N				
		Add / Delete				Y / N	N				
		Add / Delete				Y / N	N				

+ Select Other Request on Category

COMSUITE Section (A & H)

A Fill-in COMSUITE User ID

H Tick on Password Reset and / or Reissue OTP Token

- See **Page 7** (←click here) for Authorised Signature section

Authorised Signature(s) & Submission

ACKNOWLEDGEMENT BY APPLICANT

(Authorised Signature (s) and Company Stamp)

Name:

Designation:

Date:

- Once the form has been filled-out, please get your Authorised Signatory(ies) to sign on the form & affix Company Stamp (if applicable)
- Once the form has been signed, please send the original signed copy to the following for processing:

Japanese Customers:

BSD Team
JCBD SG – CBD
7 Straits View 23-01 Marina One East Tower Singapore 018936

Non-Japanese Customers:

CS Team
AIBD – CSAD – CS
7 Straits View 21-01 Marina One East Tower Singapore 018936

Request Type	Processing (upon receipt of the application form)
Add User	7 – 10 business days
Change / Delete / Password Reset / etc.	1 – 2 business days