



SCB Business Net Form-Filling Guide to:

- 1. Add Users
- 2. Change User Role
- 3. Change Contact Information
- 4. Switch to SMS OTP
- 5. Change Address for Document Delivery
- 6. Cancel Services

Document can be downloaded at https://commercialproduct.scb.co.th/th/branch-ssme-onboarding-and-service/scb-business-net Or https://www.scbbusinessnet.com and select menu "Download"



1. SCB Business Net Form-Filling Guide to: Add Users

Document Header (Page 1)

• Specify Corporate ID and Date

Part 1: General Information

- Select the Legal person type
- Specify applicant's name, select registration type and fill-in ID

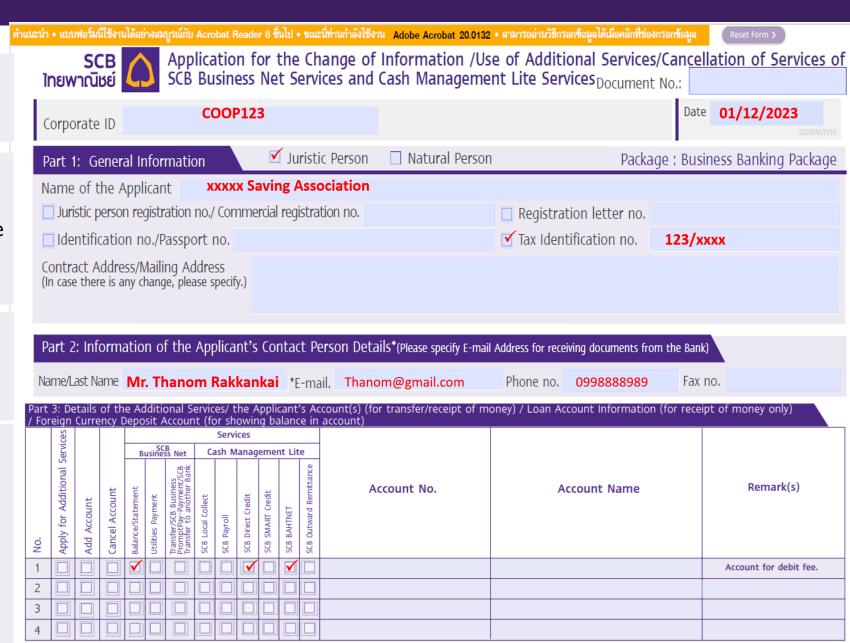
Part 2: Information of Applicant's Contact person

• Specify first and last name, E-mail, Telephone number, and fax number

Part 3: Details of the Additional Services/the Applicant's Account(s)

- Select the services
- No need to enter the Account no. and Account name

Remark: In case of the new user needs to use role same as the existing user. Do not specify in this section. Please go to Part 5.



1. SCB Business Net Form-Filling Guide to: Add Users

Part 5: Approval Condition and Transaction Limit

- Approval Conditions: Specify any changes, if applicable.
- Transaction Limit: If there are changes or new conditions, please provide details
- Specify the number of users to correspond with the added names

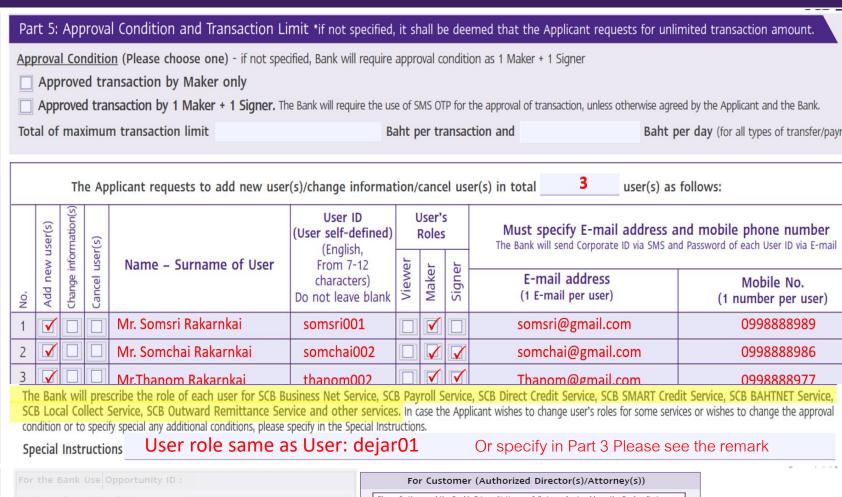
In case of adding new user please provide the following information

- Mark in "Add new user (s)"
- Enter the username in English
- User ID: 7-12 characters comprising numbers and English letters
- Choose the desired User Role
- E-mail Address (one per user)
- Mobile Phone Number (one per user)

Remark: In case of the new user needs to use role same as the existing user, please specify the existing user id in special instruction. No need to specify in Part 3.

Sign the from and prepare documents (Page 2,4,5) Signed by authorized person / attorney and submit to branch Sale or Relationship Manager (RM) with required document below:

- Company certificate (no longer than 6 months)
- Copy of ID card of the authorized signatory
- Juristic person's seal affixed (if applicable)

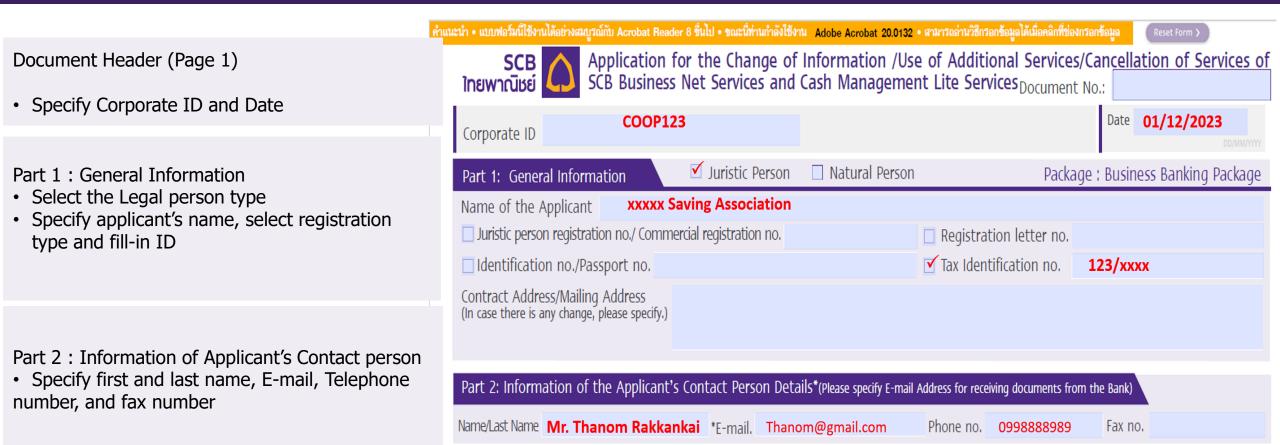








2. SCB Business Net Form-Filling Guide to: Change User Role





2. SCB Business Net Form-Filling Guide to: Change User Role

Part 5: Approval Condition and Transaction Limit

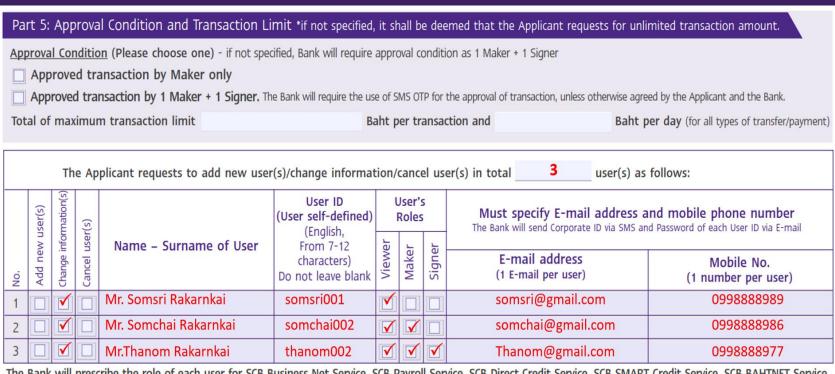
- Approval Conditions: Specify any changes, if applicable
- Transaction Limit: If there are changes or new conditions, please provide details
- Specify the number of users to correspond with the added names

In case of **changing the user role**, please provide the following information

- Mark in "Change Information(s)"
- Enter the username in English
- User ID
- Choose the desired User Role
- Email Address (if applicable)
- Mobile Phone Number (if applicable)

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The Bank will prescribe the role of each user for SCB Business Net Service, SCB Payroll Service, SCB Direct Credit Service, SCB SMART Credit Service, SCB BAHTNET Service, SCB Local Collect Service, SCB Outward Remittance Service and other services. In case the Applicant wishes to change user's roles for some services or wishes to change the approval condition or to specify special any additional conditions, please specify in the Special Instructions.

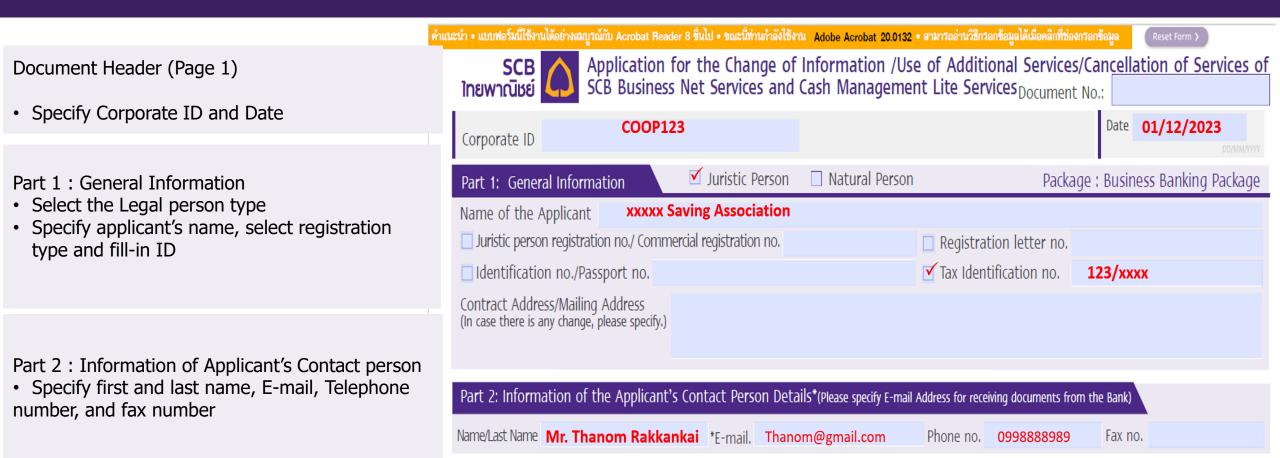
Special Instructions Change user's role information



and discloses your personal data and you In addition, in the event that you have g	tice carefully to understand how the Bank collects, uses ur rights posted on the Bank's website www.scb.co.th jiven any personal data of any other person, you shall y to the collection, use and disclosure of personal data
igned O	Signed
(Mr. Thanom Rakkankai) (



3. SCB Business Net Form-Filling Guide to: Change Contact Information





3. SCB Business Net Form-Filling Guide to: Change Contact Information

Part 5: Approval Condition and Transaction Limit

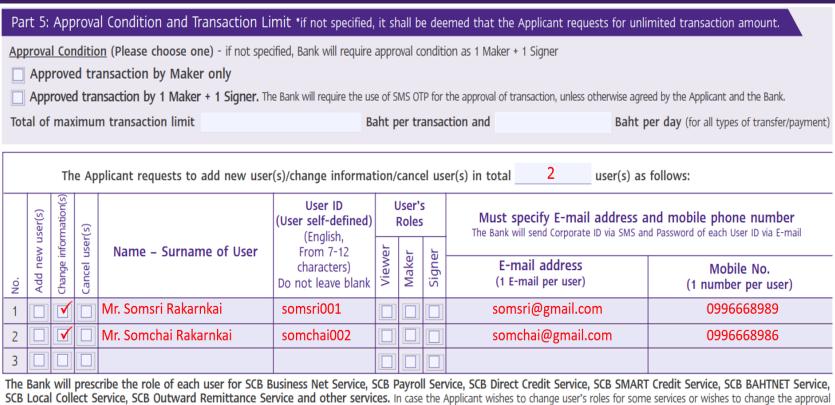
- Approval Conditions: Specify any changes, if applicable
- Transaction Limit: If there are changes or new conditions, please provide details
- Specify the number of users to correspond with the added names

In case of adding or changing E-mail and user Mobile phone number, please provide the following information:

- Mark in "Change Information(s)"
- Enter the username in English
- User ID
- User Role does not need to be specified
- E-mail address you wish to change (one per user)
- Mobile phone number you wish to change (one per user)

Sign the from and prepare documents (Page 2,4,5) Signed by authorized person / attorney and submit to branch Sale or Relationship Manager (RM) with required document below:

- Company certificate (no longer than 6 months)
- Copy of ID card of the authorized signatory
- Juristic person's seal affixed (if applicable)



condition or to specify special any additional conditions, please specify in the Special Instructions.

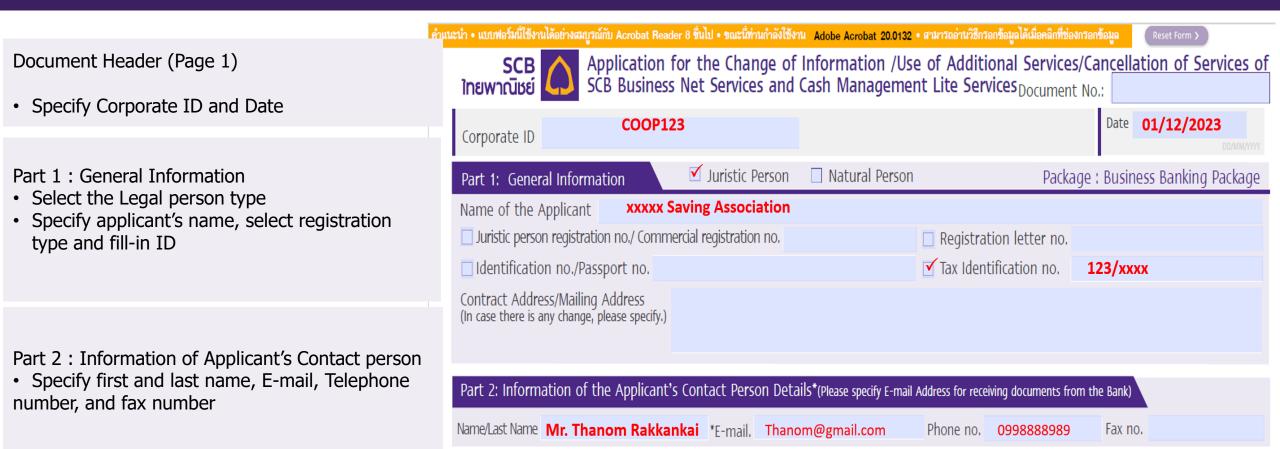
Special Instructions

For the Bank U		

Please further read the Bank's Privacy Not and discloses your personal data and you In addition, in the event that you have g notify such person of the details relating and rights under such Privacy Notice	ur rights posted on t given any personal da	ita of any other person, you shall
igned	Signed	
(Mr. Thanom Rakkankai) (



4. SCB Business Net Form-Filling Guide to: Switch to SMS OTP





4. SCB Business Net Form-Filling Guide to: Switch to SMS OTP

Part 5: Approval Condition and Transaction Limit

- Approval Conditions: Specify any changes, if applicable
- Transaction Limit: If there are changes or new conditions, please provide details
- Specify the number of users to correspond with the added names

In case of changing the approval mode to SMS OTP, please provide the following information:

- Mark in "Change Information(s)"
- Enter the username in English
- User ID
- User Role does not need to be specified
- E-mail address (one per user)
- Mobile phone number (one per user)
- Special conditions: Request to use SMS OTP for approval

Sign the from and prepare documents (Page 2,4,5) Signed by authorized person / attorney and submit to branch Sale or Relationship Manager (RM) with required document below:

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- · Copy of ID card of the authorized signatory
- Juristic person's seal affixed (if applicable)

Pa	Part 5: Approval Condition and Transaction Limit *if not specified, it shall be deemed that the Applicant requests for unlimited transaction amount.					mited transaction amount.				
Ap	Approval Condition (Please choose one) - if not specified, Bank will require approval condition as 1 Maker + 1 Signer									
	App	rove	d tr	ansaction by Maker only						
	Approved transaction by 1 Maker + 1 Signer. The Bank will require the use of SMS OTP for the approval of transaction, unless otherwise agreed by the Applicant and the Bank.									
Tot	Total of maximum transaction limit Baht per transaction and Baht per day (for all types of transfer/payr					per day (for all types of transfer/payment)				
	The Applicant requests to add new user(s)/change information/cancel user(s) in total user(s) as follows:									
	user(s)	information(s)	user(s)		User ID (User self-defined (English,			i	Must specify E-mail address and mobile phone number The Bank will send Corporate ID via SMS and Password of each User ID via E-mail	
No.	Add new	Change in	Cancel us	Name – Surname of User	From 7-12 characters) Do not leave blank	Viewer	Maker	Signer	E-mail address (1 E-mail per user)	Mobile No. (1 number per user)
1		✓		Mr.Thanom Rakarnkai	thanom002				Thanom@gmail.com	0998888977
2										
3										
The	Bank	will	pres	cribe the role of each user for SCB E	Business Net Service,	SCB P	ayro	ll Ser	vice, SCB Direct Credit Service, SCB SMART	Credit Service, SCB BAHTNET Service,

The Bank will prescribe the role of each user for SCB Business Net Service, SCB Payroll Service, SCB Direct Credit Service, SCB SMART Credit Service, SCB BAHTNET Service SCB Local Collect Service, SCB Outward Remittance Service and other services. In case the Applicant wishes to change user's roles for some services or wishes to change the approvacion condition or to specify special any additional conditions, please specify in the Special Instructions.

Special Instructions Request to use SMS OTP for approval.

For the Bank U	se Opportu	nity ID :	

and discloses your personal data and you In addition, in the event that you have g	tice carefully to understand how the Bank collects, uses ur rights posted on the Bank's website www.scb.co.th jiven any personal data of any other person, you shall y to the collection, use and disclosure of personal data
igned O	Signed
(Mr. Thanom Rakkankai) (



5. SCB Business Net Form-Filling Guide to: Change Address for Document Delivery

Document Header (Page 1)

• Specify Corporate ID and Date

Part 1: General Information

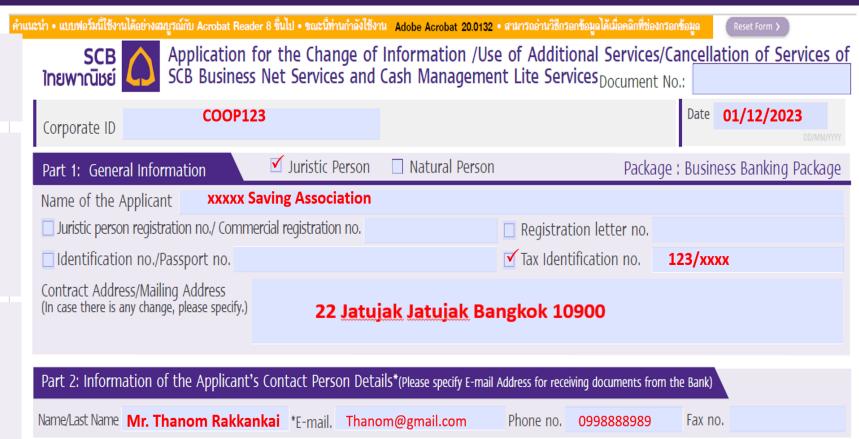
- Select the Legal person type
- Specify applicant's name, select registration type and fill-in ID
- In case of changing contract address please specify a contact address you wish to update

Part 2 : Information of Applicant's Contact person

• Specify first and last name, E-mail, Telephone number, and fax number.

Sign the from and prepare documents (Page 2,4,5) Signed by authorized person / attorney and submit to branch Sale or Relationship Manager (RM) with required document below:

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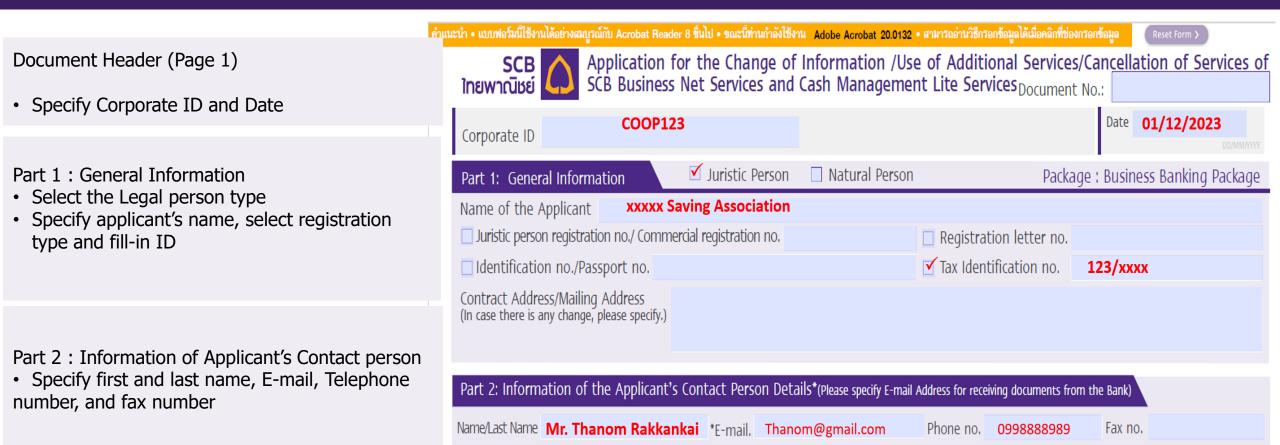








6. SCB Business Net Form-Filling Guide to: Cancel Services



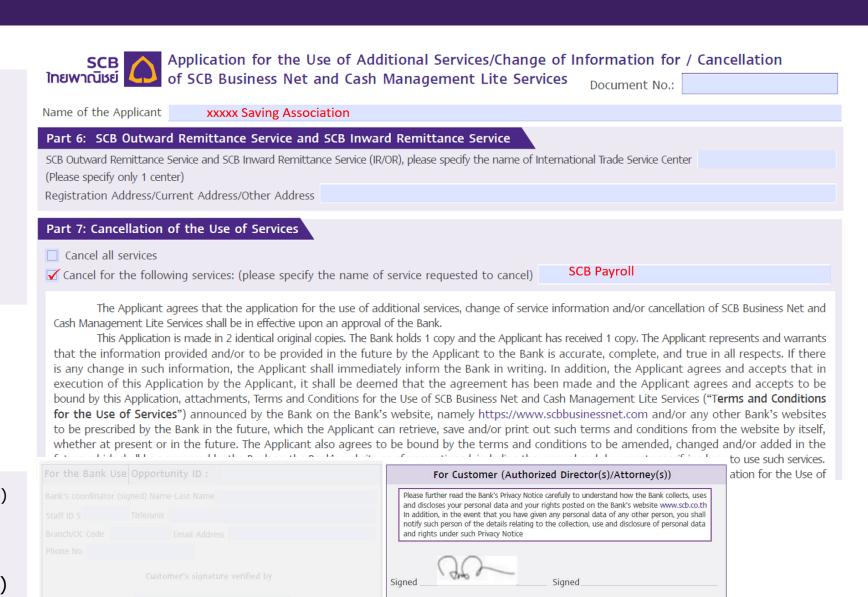


6. SCB Business Net Form-Filling Guide to: Cancel Services

- Part 7: Cancellation of the Use of Services Select Cancellation Type
- Cancel All Services or
- Cancel Only Specific Services, specifying the type of service you want to cancel

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- · Copy of ID card of the authorized signatory
- Juristic person's seal affixed (if applicable)



Mr. Thanom Rakkankai

Name in printed letter



ne in printed letter

xxxxx Saving Associa

