

User Manual

for filling-in the form to
Change of Information
for SCB Business Net

Application for the Use of Services /
Change of Information for SCB
Business Net and Cash Management
Lite Services





With 4 Manuals as;

1. User Manual for filling-in the form to **Add User** for SCB Business Net
2. User Manual for filling-in the form to **Change of User Role Information** for SCB Business Net
3. User Manual for filling-in the form to **Change of User Phone No. Information** for SCB Business Net
4. User Manual for filling-in the form to **Change of User Email Information** for SCB Business Net

Document can be downloaded at <https://info.scb.co.th/cbs/businessnet/download.html>
or <https://www.scbbusinessnet.com/> and select menu "Download"


1. User Manual for filling-in the form to Add User for SCB Business Net



Please select requisition type by marking in the box on document header on page 1

- Please mark in 'Change of Information' box, specify Corp ID and fill-in the date

This Application is supported Acrobat Reader version 8 or up. Now you are using Reset Form >

SCB  Application for the Use of Services / Change of Information for SCB Business Net and Cash Management Lite Services เลขที่เอกสาร

Please mark in the Box
 Apply for the Use of Services Change of Information : Please specify Corporate ID **XXXXXXXXXX** Date **01/04/2021**

Part 1 : General Information

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

Part 1: General Information Juristic Person Natural Person Package : Business Banking Package

Name of the Applicant **Xxxxx Saving Association**

Juristic person registration no./ Commercial registration no. Registration letter no. **123/xxxx**
 Identification no./Passport no. Tax Identification no.

Contact address **22 Jatujak Jatujak Bangkok 10900**

Part 2 Contact Information

- Please specify Name Last Name, Email, Contact phone no., and fax no.

Part 2: Contact Information of the Applicant *(Please specify e-mail address to receive notification from the Bank)

Name/Last Name **Mr. Thanom Rakarnkai** *E-mail **thanom@gmail.com** Phone no. **0998888989** Fax no.

1. User Manual for filling-in the form to Add User for SCB Business Net



Part 5 : Approval Condition and Transaction Limit

- Select Approval Condition
- In case of changing transaction limit or condition, please specify the new limit or new condition
- Please specify the number of user that wishes to change information

In case of adding user, please specify following information

- Mark in 'Add new user(s)' box
- Name – Surname of user
- User ID with letters and numbers from 7 – 12 characters
- Mark in 'User's Roles' box to define user's role
- Email address
- Mobile no.

Part 5: Approval Condition and Transaction Limit *If not specified, it shall be deemed that the Applicant requests for unlimited of transaction amount.

Approval Condition (Please specify only one) - if you don't specify approval condition, it shall be deemed that Bank will default at "Approve transaction by 1 Maker + 1 signer":

- Approved transaction by Maker only
- Approved transaction by 1 Maker + 1 Signer. The Bank shall prescribe the use of SMS OTP to support the approval of transaction, unless otherwise agreed by the Applicant and the Bank.

Total of maximum transaction limit _____ Baht per transaction and _____ Baht per day (for all types of transfer/payment)

When apply : The Bank shall assign the first User as the Administrator for using SCB Business Net.

The Applicant wishes to add/change/cancel user(s) in total **3** user(s) as follows:

No.	Add new user(s) <input type="checkbox"/>	Change information(s) <input type="checkbox"/>	Cancel user(s) <input type="checkbox"/>	Name – Surname of User	User ID (User self-defined) (English, From 7-12 characters) Do not leave blank	User's Roles			Must specify E-mail address and mobile phone number <small>The Bank shall send Corp. ID via SMS as well as Password of each User ID via email</small>	
						Viewer <input type="checkbox"/>	Maker <input type="checkbox"/>	Signer <input type="checkbox"/>	E-mail address (1 E-mail per user)	Mobile No. (1 number per user)
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mr. Somsri Rakarnkai	somsri001	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	somsri@gmail.com	0998888989
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mr. Somchai Rakarnkai	somchai002	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	somchai@gmail.com	0998888989
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mr. Thanom Rakarnkai	thanom002	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	thanom@gmail.com	0998888977

The Bank shall prescribe role of each user for SCB Business Net, SCB Business Pay and Local Collect services. In case the Applicant wishes to change user's role for some services, please specify the user ID, user's role and service in the Special Instructions.


Special Instructions _____

Sign the form and prepare documents

Signed the form by authorized person / attorney and submit to

branch Sale or RM with required documents below;

- Company certificate (no longer than 6 months)
- Copy of authorized person identification card
- Juristic person's seal affixed (if any)

For Bank only		For Customer (Authorized Person of the Applicant)	
OC Code ลูกค้า	Opportunity ID	Please further read the Bank's Privacy Notice carefully to understand how the Bank collects, uses and discloses your personal data and your rights posted on the Bank's website www.scb.co.th	
ชื่อ-นามสกุลของผู้ประสานงานธนาคาร	เบอร์โทรศัพท์	Signed  Signed _____	
ตำแหน่ง/หน่วยงาน		(Mr. Thanom Rakarnkai)	
For Bank only		Name in printed letter <small>Xxxxx Saving Association</small> Name in printed letter	
เลขที่บัตร	เลขที่บัตร	Juristic person's seal affixed	
ผู้จัดการเขต หรือ ผู้ร่วมผู้จัดการสาขาอื่นไป หรือ ผู้บริการลูกค้าของหน่วยงานหรือผู้ได้รับมอบหมาย (ประทับตราสาขา)	หัวหน้าบัญชี / ผู้จัดการ หรือ ผู้ที่ได้รับมอบหมาย (ประทับตราสาขา)		



2. User Manual for filling-in the form to Change of User Role Information for SCB Business Net



Please select requisition type by marking in the box on document header on page 1

- Please mark in 'Change of Information' box, specify Corp ID and fill-in the date


Part 1 : General Information

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

Part 2 Contact Information

- Please specify Name Last Name, Email, Contact phone no., and fax no.

This Application is supported Acrobat Reader version 8 or up. Now you are using Reset Form >

SCB  Application for the Use of Services / Change of Information for SCB Business Net and Cash Management Lite Services เลขที่เอกสาร

Please mark in the Box
 Apply for the Use of Services Change of Information : Please specify Corporate ID **xxxxxxxx** Date **01/04/2021**

Part 1: General Information Juristic Person Natural Person Package : Business Banking Package

Name of the Applicant **Xxxxx Saving Association**

Juristic person registration no./ Commercial registration no. Registration letter no. **123/xxxx**
 Identification no./Passport no. Tax Identification no.

Contact address **22 Jatujak Jatujak Bangkok 10900**

Part 2: Contact Information of the Applicant *(Please specify e-mail address to receive notification from the Bank)

Name/Last Name **Mr. Thanom Rakarnkai***E-mail **thanom@gmail.com** Phone no. **0998888989** Fax no.

2. User Manual for filling-in the form to Change of User Role Information for SCB Business Net



Part 5 : Approval Condition and Transaction Limit

- Select Approval Condition
- In case of changing transaction limit or condition, please specify the new limit or new condition
- Please specify the number of user that wishes to change information

In case of changing user's role, please specify following information

- Mark in 'Change information(s)' box
- Original user's name surname
- Original User ID with letters and numbers from 7-12 characters
- Mark in 'User's Roles' box to change user's role
- Original e mail address
- Original mobile no.
- Special instruction i.e. 'Change user's role information'

Sign the form and prepare documents

Signed the form by authorized person / attorney and submit to branch Sale or RM with required documents below;

- Company certificate (no longer than 6 months)
- Copy of authorized person identification card
- Juristic person's seal affixed (if any)

Part 5: Approval Condition and Transaction Limit *if not specified, it shall be deemed that the Applicant requests for unlimited of transaction amount.

Approval Condition (Please specify only one) - if you don't specify approval condition, it shall be deemed that Bank will default at "Approve transaction by 1 Maker + 1 signer".

- Approved transaction by Maker only
- Approved transaction by 1 Maker + 1 Signer. The Bank shall prescribe the use of SMS OTP to support the approval of transaction, unless otherwise agreed by the Applicant and the Bank.

Total of maximum transaction limit _____ Baht per transaction and _____ Baht per day (for all types of transfer/payment)

When apply : The Bank shall assign the first User as the Administrator for using SCB Business Net.

The Applicant wishes to add/change/cancel user(s) in total 2 user(s) as follows:										
No.	Add new user(s) <input type="checkbox"/>	Change information(s) <input checked="" type="checkbox"/>	Cancel user(s) <input type="checkbox"/>	Name - Surname of User	User ID (User self-defined) (English, From 7-12 characters) Do not leave blank	User's Roles			Must specify E-mail address and mobile phone number <small>The Bank shall send Corp. ID via SMS as well as Password of each User ID via email</small>	
						Viewer <input checked="" type="checkbox"/>	Maker <input checked="" type="checkbox"/>	Signer <input type="checkbox"/>	E-mail address (1 E-mail per user)	Mobile No. (1 number per user)
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mr. Somsri Rakarnkai	somsri001	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	somsri@gmail.com	0998888989
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mr. Somchai Rakarnkai	somchai002	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	somchai@gmail.com	0998888989
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

The Bank shall prescribe the role of each user for SCB Business Net, SCB Business Pay and Local Collect services. In case the Applicant wishes to change user's roles for some services, please specify the User ID, user's role and service in the Special Instructions.

Special Instructions **Change user's role information**

For Bank only		For Customer (Authorized Person of the Applicant)	
OC Code ถูกคำ	Opportunity ID	Please further read the Bank's Privacy Notice carefully to understand how the Bank collects, uses and discloses your personal data and your rights posted on the Bank's website www.scb.co.th	
ชื่อ-นามสกุลของผู้ประสานงานธนาคาร	เบอร์โทรศัพท์	Signed	
ตำแหน่ง/หน่วยงาน		Signed _____	
ลงนาม/ผู้อนุมัติให้ใช้บริการ	ลงนามรับรองลายมือชื่อลูกค้า	Name in printed letter Mr. Thanom Rakarnkai Name in printed letter _____	
(For Bank only)		Juristic person's seal affixed	
เลขที่บัตร ผู้จัดการเขต หรือ ผู้ช่วยผู้จัดการสาขาขึ้นไป หรือ ผู้บริหารสูงสุดของหน่วยงานหรือผู้ได้รับมอบหมาย (ประทับตราสาขา)	เลขที่บัตร ผู้ควบคุมกิจ / ผู้จัดการ หรือ ผู้ที่ได้รับมอบหมาย (ประทับตราสาขา)		




3. User Manual for filling-in the form to Change of User Phone No. Information for SCB Business Net



Please select requisition type by marking in the box on document header on page 1

- Please mark in 'Change of Information' box, specify Corp ID and fill-in the date

This Application is supported Acrobat Reader version 8 or up. Now you are using Reset Form >

SCB  Application for the Use of Services / Change of Information for SCB Business Net and Cash Management Lite Services เลขที่เอกสาร

Please mark in the Box
 Apply for the Use of Services Change of Information : Please specify Corporate ID **XXXXXXXXXX** Date **01/04/2021**

Part 1 : General Information

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

Part 1: General Information Juristic Person Natural Person Package : Business Banking Package

Name of the Applicant **Xxxxx Saving Association**

Juristic person registration no./ Commercial registration no. Registration letter no. **123/xxxx**
 Identification no./Passport no. Tax Identification no.

Contact address **22 Jatujak Jatujak Bangkok 10900**

Part 2 Contact Information

- Please specify Name Last Name, Email, Contact phone no., and fax no.

Part 2: Contact Information of the Applicant *(Please specify e-mail address to receive notification from the Bank)

Name/Last Name **Mr. Thanom Rakarnkai** *E-mail **thanom@gmail.com** Phone no. **0998888989** Fax no.

3. User Manual for filling-in the form to Change of User Phone No. Information for SCB Business Net



Part 5 : Approval Condition and Transaction Limit

- Select Approval Condition
- In case of changing transaction limit or condition, please specify the new limit or new condition
- Please specify the number of user that wishes to change information

In case of changing mobile no, please specify following information

- Mark in Mark in 'Change information(s)' box
- Original user's name surname
- Original User ID with letters and numbers from 7-12 characters
- Original e mail address
- New mobile no.

Sign the form and prepare documents

Signed the form by authorized person / attorney and submit to

branch Sale or RM with required documents below;

- Company certificate (no longer than 6 months)
- Copy of authorized person identification card
- Juristic person's seal affixed (if any)

Part 5: Approval Condition and Transaction Limit *If not specified, it shall be deemed that the Applicant requests for unlimited of transaction amount.

Approval Condition (Please specify only one) - if you don't specify approval condition, it shall be deemed that Bank will default at "Approve transaction by 1 Maker + 1 signer"

Approved transaction by Maker only

Approved transaction by 1 Maker + 1 Signer. The Bank shall prescribe the use of SMS OTP to support the approval of transaction, unless otherwise agreed by the Applicant and the Bank.

Total of maximum transaction limit _____ Baht per transaction and _____ Baht per day (for all types of transfer/payment)

When apply : The Bank shall assign the first User as the Administrator for using SCB Business Net.

The Applicant wishes to add/change/cancel user(s) in total **2** user(s) as follows:

No.	Add new user(s) <input type="checkbox"/>	Change information(s) <input type="checkbox"/>	Cancel user(s) <input type="checkbox"/>	Name - Surname of User	User ID (User self-defined) (English, From 7-12 characters) Do not leave blank	User's Roles			Must specify E-mail address and mobile phone number <small>The Bank shall send Corp. ID via SMS as well as Password of each User ID via email</small>	
						Viewer <input type="checkbox"/>	Maker <input type="checkbox"/>	Signer <input type="checkbox"/>	E-mail address (1 E-mail per user)	Mobile No. (1 number per user)
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mr. Somsri Rakarnkai	somsri001	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	somsri@gmail.com	0998888989
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mr. Somchai Rakarnkai	somchai002	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	somchai@gmail.com	0998888989
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

The Bank shall prescribe the role of each user for SCB Business Net, SCB Business Pay and Local Collect services. In case the Applicant wishes to change user's roles for some services, please specify the User ID, user's role and service in the Special Instructions.

Special Instructions **Change user's role information**

For Bank only		For Customer (Authorized Person of the Applicant)	
OC Code ถูกคำ	Opportunity ID	Please further read the Bank's Privacy Notice carefully to understand how the Bank collects, uses and discloses your personal data and your rights posted on the Bank's website www.scb.co.th	
ชื่อ-นามสกุลของผู้ประสานงานธนาคาร	เบอร์โทรศัพท์	Signed	
ตำแหน่งหน่วยงาน		Signed	
For Bank only		Mr. Thanom Rakarnkai	
เลขที่บัตร ผู้จัดการเขต หรือ ผู้ช่วยผู้จัดการสาขาขึ้นไป หรือ ผู้บริหารสูงสุดของหน่วยงานราชการหรือผู้ได้รับมอบหมาย (ประทับตราสาขา)	เลขที่บัตร หัวหน้าคู่มือกิจ / คู่มือ หรือ ผู้ที่ได้รับมอบหมาย (ประทับตราสาขา)	Name in printed letter Name in printed letter Juristic person's seal affixed	



4. User Manual for filling-in the form to Change of User Email Information for SCB Business Net



Please select requisition type by marking in the box on document header on page 1

- Please mark in 'Change of Information' box, specify Corp ID and fill-in the date


Part 1 : General Information

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

Part 2 Contact Information

- Please specify Name Last Name, Email, Contact phone no., and fax no.

This Application is supported Acrobat Reader version 8 or up. Now you are using Reset Form >

SCB  Application for the Use of Services / Change of Information for SCB Business Net and Cash Management Lite Services เลขที่เอกสาร

Please mark in the Box
 Apply for the Use of Services Change of Information : Please specify Corporate ID **XXXXXXXXXX** Date **01/04/2021**

Part 1: General Information Juristic Person Natural Person Package : Business Banking Package

Name of the Applicant **Xxxxx Saving Association**

Juristic person registration no./ Commercial registration no. Registration letter no. **123/xxxx**
 Identification no./Passport no. Tax Identification no.

Contact address **22 Jatujak Jatujak Bangkok 10900**

Part 2: Contact Information of the Applicant *(Please specify e-mail address to receive notification from the Bank)

Name/Last Name **Mr. Thanom Rakarnkai***E-mail **thanom@gmail.com** Phone no. **0998888989** Fax no.

4. User Manual for filling-in the form to Change of User Email Information for SCB Business Net



Part 5 : Approval Condition and Transaction Limit

- Select Approval Condition
- In case of changing transaction limit or condition, please specify the new limit or new condition
- Please specify the number of user that wishes to change information

In case of changing email, please specify following information

- Mark in Mark in 'Change information(s)' box
- Original user's name surname
- Original User ID with letters and numbers from 7-12 characters
- New e mail address
- Original mobile no.

Sign the form and prepare documents

Signed the form by authorized person / attorney and submit to

branch Sale or RM with required documents below;

- Company certificate (no longer than 6 months)
- Copy of authorized person identification card
- Juristic person's seal affixed (if any)

Part 5: Approval Condition and Transaction Limit *If not specified, it shall be deemed that the Applicant requests for unlimited of transaction amount.

Approval Condition (Please specify only one) - if you don't specify approval condition, it shall be deemed that Bank will default at "Approve transaction by 1 Maker + 1 signer"

Approved transaction by Maker only

Approved transaction by 1 Maker + 1 Signer. The Bank shall prescribe the use of SMS OTP to support the approval of transaction, unless otherwise agreed by the Applicant and the Bank.

Total of maximum transaction limit _____ Baht per transaction and _____ Baht per day (for all types of transfer/payment)


When apply : The Bank shall assign the first User as the Administrator for using SCB Business Net.

The Applicant wishes to add/change/cancel user(s) in total **2** user(s) as follows:

No.	Add new user(s)	Change information(s)	Cancel user(s)	Name - Surname of User	User ID (User self-defined) (English, From 7-12 characters) Do not leave blank	User's Roles			Must specify E-mail address and mobile phone number <small>The Bank shall send Corp. ID via SMS as well as Password of each User ID via email</small>	
						Viewer	Maker	Signer	E-mail address (1 E-mail per user)	Mobile No. (1 number per user)
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mr. Somsri Rakarnkai	somsri001	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	somsri@gmail.com	0998888989
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mr. Somchai Rakarnkai	somchai002	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	somchai@gmail.com	0998888989
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

The Bank shall prescribe the role of each user for SCB Business Net, SCB Business Pay and Local Collect services. In case the Applicant wishes to change user's roles for some services, please specify the User ID, user's role and service in the Special Instructions.

Special Instructions **Change user's role information**

For Bank only		For Customer (Authorized Person of the Applicant)	
OC Code ถูกคำ	Opportunity ID	Please further read the Bank's Privacy Notice carefully to understand how the Bank collects, uses and discloses your personal data and your rights posted on the Bank's website www.scb.co.th	
ชื่อ-นามสกุลของผู้ประสานงาน	เบอร์โทรศัพท์	Signed 	
ตำแหน่ง/หน่วยงาน		Signed _____	
<p align="center">For Bank only</p> <p>ลงนาม/ผู้อนุมัติให้ใช้บริการ</p> <p>(_____)</p> <p>ลงนาม/รับรองลายมือชื่อลูกค้า</p> <p>(_____)</p>		<p align="center">Mr. Thanom Rakarnkai</p> <p>Name in printed letter XXXXX Saving Association Name in printed letter</p> <p align="center">Juristic person's seal affixed</p>	
<p>เลขที่บัตร</p> <p>ผู้จัดการเขต หรือ ผู้ช่วยผู้จัดการสาขาขึ้นไป หรือ ผู้บริหารสูงสุดของหน่วยงานหรือผู้ถือได้รับมอบหมาย (ประทับตราสาขา)</p>	<p>เลขที่บัตร</p> <p>หัวหน้างาน / ผู้จัดการ หรือ ผู้ได้รับมอบหมาย (ประทับตราสาขา)</p>		



THANK YOU

