



Alliance BizSmart Foreign Worker Employee Account Opening Guide V1.0

TABLE OF CONTENTS

No.	Description	Page
1.0	Introduction	3
2.0	Foreign Worker Employee Account Opening File Upload & Approval	3 - 12
3.0	Check Foreign Worker Employee Account Opening Status	13 - 15

1.0 Introduction

The Foreign Worker Employee Account Opening file process will take approximately 7 working days. Upon successful processing of the account opening, you will be contacted by the Bank to arrange for onsite account activation at your premises.

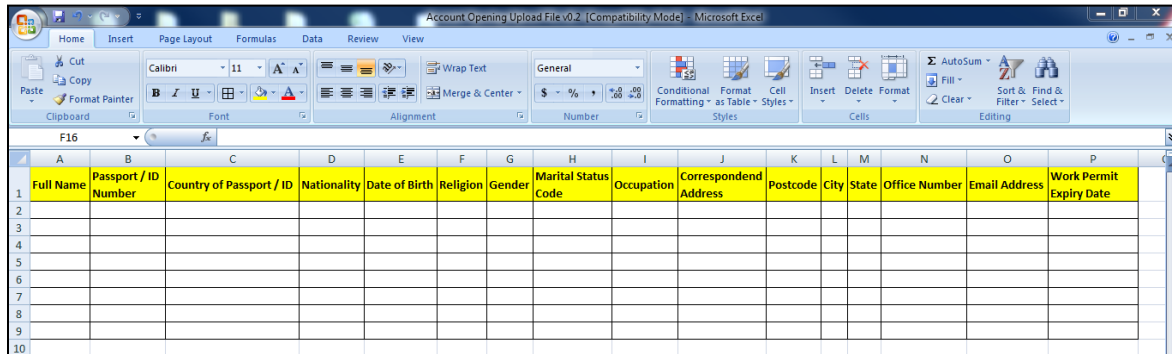
Note: On site activation will only be conducted at your premises with a minimum of 5 foreign worker employees at any one time.

Customer is to upload the specified file format in Microsoft Excel.

2.0 Foreign Worker Employee Account Opening File Upload & Approval

2.1 Foreign Worker Employee Account Opening File Preparation

2.1.1 Download the Foreign Worker Employee Account Opening File template in Excel [.xls] as shown below:



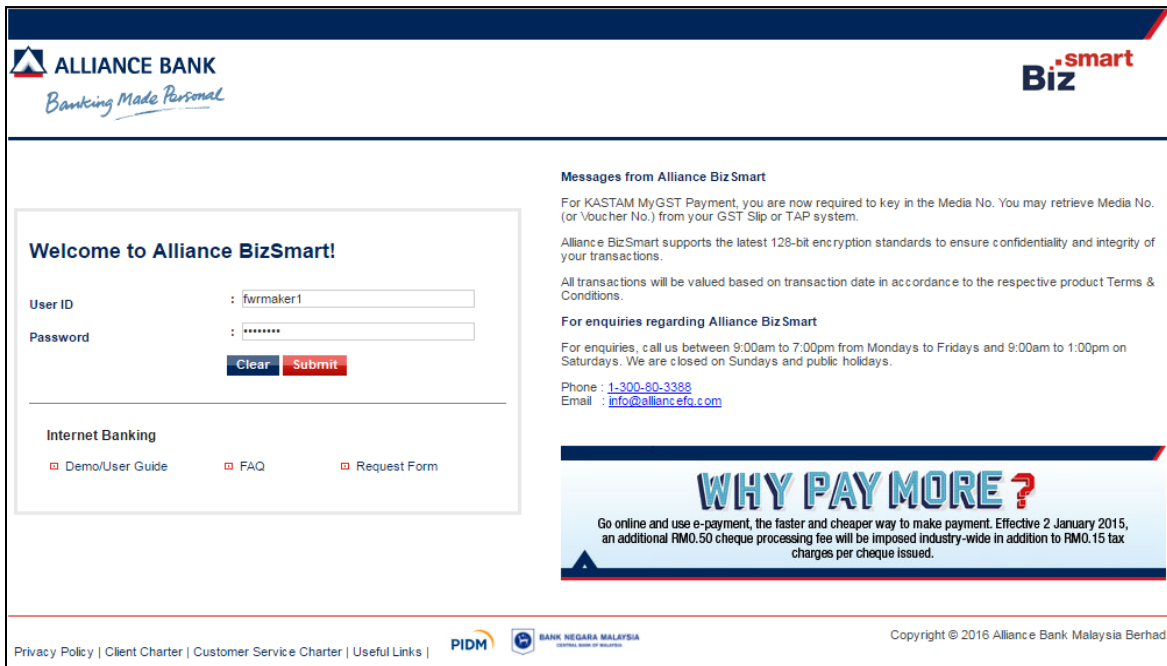
2.1.2 Key in Employee's information for account opening in given fields. Mandatory fields must not be left blank.

Field name	Data type	Mandatory (Y/N)
Full Name	Alphanumeric	Y
Passport/ID number	Alphanumeric	Y
Country of Passport	Alphabet (Code)	Y
Nationality	Alphabet (Code)	Y
Date of Birth	Numeric (ddmmyyyy)	Y
Religion	Alphabet (Code)	Y
Gender	M/F (Dropdown list)	Y
Marital Status Code	Alphabet (Code)	Y
Occupation	Alphanumeric (Code)	Y
Corresponded Address	Alphanumeric	Y
Postcode	Alphanumeric	Y
City	Alphanumeric	Y
State	Alphabet (Code)	Y
Office number	Numeric	Y
Email Address	Alphanumeric (xxx@domain.com)	N
Work Permit Expiry Date	Numeric (ddmmyyyy)	Y

Note: Fields that should enter Code (in capital letters) must use Code provided in the Reference Documentation. File Upload will fail to upload if invalid codes are used. Date fields must be in ddmmyyyy format.

2.2 Foreign Worker Employee Account Opening File Preparation and File Upload

2.2.1 Login to Alliance BizSmart as a 'Maker'.



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Banking Made Personal

Biz^{smart}

Welcome to Alliance BizSmart!

User ID :

Password :

Internet Banking

Messages from Alliance Biz Smart

For KASTAM MyGST Payment, you are now required to key in the Media No. You may retrieve Media No. (or Voucher No.) from your GST Slip or TAP system.

Alliance BizSmart supports the latest 128-bit encryption standards to ensure confidentiality and integrity of your transactions.

All transactions will be valued based on transaction date in accordance to the respective product Terms & Conditions.



For enquiries regarding Alliance Biz Smart

For enquiries, call us between 9:00am to 7:00pm from Mondays to Fridays and 9:00am to 1:00pm on Saturdays. We are closed on Sundays and public holidays.

Phone : [1-300-80-3388](tel:1-300-80-3388)
Email : info@alliancefb.com


WHY PAY MORE?

Go online and use e-payment, the faster and cheaper way to make payment. Effective 2 January 2015, an additional RM0.50 cheque processing fee will be imposed industry-wide in addition to RM0.15 tax charges per cheque issued.

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2.2.2 Select Company of choice (*Applicable to only Users who are assigned to more than ONE (1) company account).



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Biz^{smart}


Company :

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2.2.3 Select Employee Account Opening > Employee Account Opening File Upload.


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Mar 09, 2017 10:06:54 AM

[Home](#)
[Account Management](#)
[Corporate Payment Services](#)
[Transaction Status & Authorisation](#)
[Reports](#)
[Employee Account Opening](#)
[File Converter](#)

[Employee Account Opening File Upload](#)
[Employee Account Opening Status](#)

Company FWR Company 1
>> Log Off

Welcome, FWR Maker 1

Employee Account Opening File Upload

Service Type

: Employee Account Opening

File Upload *

Choose File

No file chosen

View Template

File Batch Ref No *

Servicing Branch *

Please Select

Note: Employee Account Opening File Upload approved after 8pm will be processed on the next business day.
The Account(s) of the Employee (s) in the File Upload will be assigned the selected 'Servicing Branch' which provides the following branch services:
1) Over-the-counter transactions
2) ATM Card replacement

* indicates compulsory fields.

Terms and Conditions



I hereby declare that the employee(s) whose particulars are state in the account opening document is/are true & accurate, and is/are working with the Company attached to this Alliance BizSmart Customer credential (hereby referred as "Company") for the purpose below:
- Opening of Alliance My E-Savings-i/Alliance My E-Savings as salary account for employee(s).

☐ I / We hereby confirm that I/We have read, understood and agreed to the Terms and Conditions and agree irrevocably and unconditionally to be bound by such Terms and Conditions.

I / We further understand that the Anti Money Laundering Act (AMLA) prohibits the Bank to engage directly or indirectly in transactions which involve proceeds of an unlawful activity to be channelled through my / our clients accounts / facilities with the Bank. I / We agree to notify the Bank immediately if, during the course of dealing with my / our clients if I / We suspect that the proceeds are from unlawful activities.


Confirm


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2.2.4 At File Upload, click 'Browse'. Select the Excel sheet with all mandatory data inputted for Foreign Worker Employee Account Opening.


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Mar 09, 2017 10:06:54 AM

[Home](#)
[Account Management](#)
[Corporate Payment Services](#)
[Transaction Status & Authorisation](#)
[Reports](#)
[Employee Account Opening](#)
[File Converter](#)

[Employee Account Opening File Upload](#)
[Employee Account Opening Status](#)

Company FWR Company 1 [Log Off](#)

Welcome, FWR Maker 1

Employee Account Opening File Upload

Service Type : Employee Account Opening

File Upload * : [Choose File](#) 20170222 FX ...alysis.xlsx [View Template](#)

File Batch Ref No * :

Servicing Branch * : [Please Select](#)

Note: Employee Account Opening File Upload approved after 8pm will be processed on the next business day.
The Account(s) of the Employee (s) in the File Upload will be assigned the selected 'Servicing Branch' which provides the following branch services:
1) Over-the-counter transactions
2) ATM Card replacement

* indicates compulsory fields.



Terms and Conditions

I hereby declare that the employee(s) whose particulars are state in the account opening document is/are true & accurate, and is/are working with the Company attached to this Alliance BizSmart Customer credential (hereby referred as "Company") for the purpose below:
- Opening of Alliance My E-Savings-i/Alliance My E-Savings as salary account for employee(s).

☐ I / We hereby confirm that I/We have read, understood and agreed to the Terms and Conditions and agree irrevocably and unconditionally to be bound by such Terms and Conditions.


I / We further understand that the Anti Money Laundering Act (AMLA) prohibits the Bank to engage directly or indirectly in transactions which involve proceeds of an unlawful activity to be channeled through my / our clients accounts / facilities with the Bank. I / We agree to notify the Bank immediately if, during the course of dealing with my / our clients if I / We suspect that the proceeds are from unlawful activities.


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2.2.5 Enter Batch ID (textbox) for reference purposes, and choose a Servicing Branch (dropdown list).


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Mar 09, 2017 10:06:54 AM

[Home](#)
[Account Management](#)
[Corporate Payment Services](#)
[Transaction Status & Authorisation](#)
[Reports](#)
[Employee Account Opening](#)
[File Converter](#)

[Employee Account Opening File Upload](#)
[Employee Account Opening Status](#)

Company FWR Company 1 [Log Off](#)

Welcome, FWR Maker 1

Employee Account Opening File Upload

Service Type : Employee Account Opening

File Upload *

[Choose File](#)
20170222 FX ... alysis.xlsx
[View Template](#)

File Batch Ref No * : File01

Servicing Branch *

Please Select

Please Select
ALLIANCE INVESTMENT BANK BERHAD
ALOR SETAR
AMAN SURIA
AMPANG POINT
BALAKONG
BANDAR BARU AIR ITAM
BANDAR BUKIT TINGGI
BANDAR KIM FUNG
BANDAR PUTERI PUCHONG
BANGSAR
BATU PAHAT
BEACH STREET
BEAUFORT
BINTULU
BUKIT BAKRI
BUKIT MERTAJAM
BUTTERWORTH
CAPITAL SQUARE
CP TOWER, SECTION 16

Note: Employee Account Opening File Upload approved after 8pm will be processed on the next business day.

The Account(s) of the Employee (s) in the File Upload will be assigned to the following branch services:

1) Over-the-counter transactions

2) ATM Card replacement

* indicates compulsory fields.

Terms and Conditions

I hereby declare that the employee(s) whose details are accurate, and is/are working with the Company as "Company") for the purpose below:
- Opening of Alliance My E-Savings-i/Alliance

☐ I / We hereby confirm that I/We have read, understood and agree to the Terms and Conditions of the Employee Account Opening document is/are true & correct. I / We further understand that the Anti Money Laundering Act (AMLA) channeled through my / our clients accounts / facilities with the Bank proceeds are from unlawful activities.


Confirm


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- 2.2.6 Check on the checkbox to indicate that all Terms & Conditions for this product and services are read and accepted. Click 'Confirm' to proceed to Employee Account Opening File Upload – Preview.


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Mar 09, 2017 10:06:54 AM

Home
Account Management
Corporate Payment Services
Transaction Status & Authorisation
Reports
Employee Account Opening
File Converter

Employee Account Opening File Upload
Employee Account Opening Status

Company FWR Company 1
Log Off

Welcome, FWR Maker 1

Employee Account Opening File Upload

Service Type : Employee Account Opening

File Upload * : Choose File 20170222 FX ...alysis.xlsx View Template

File Batch Ref No * : File01

Serving Branch * : CAPITAL SQUARE

Note: Employee Account Opening File Upload approved after 8pm will be processed on the next business day.
The Account(s) of the Employee (s) in the File Upload will be assigned the selected 'Serving Branch' which provides the following branch services:
1) Over-the-counter transactions
2) ATM Card replacement

* indicates compulsory fields.



Terms and Conditions

I hereby declare that the employee(s) whose particulars are state in the account opening document is/are true & accurate, and is/are working with the Company attached to this Alliance BizSmart Customer credential (hereby referred as "Company") for the purpose below:
- Opening of Alliance My E-Savings-i/Alliance My E-Savings as salary account for employee(s).

☒ I / We hereby confirm that I/We have read, understood and agreed to the Terms and Conditions and agree irrevocably and unconditionally to be bound by such Terms and Conditions.
I / We further understand that the Anti Money Laundering Act (AMLA) prohibits the Bank to engage directly or indirectly in transactions which involve proceeds of an unlawful activity to be channelled through my / our clients accounts / facilities with the Bank. I / We agree to notify the Bank immediately if, during the course of dealing with my / our clients if I / We suspect that the proceeds are from unlawful activities.

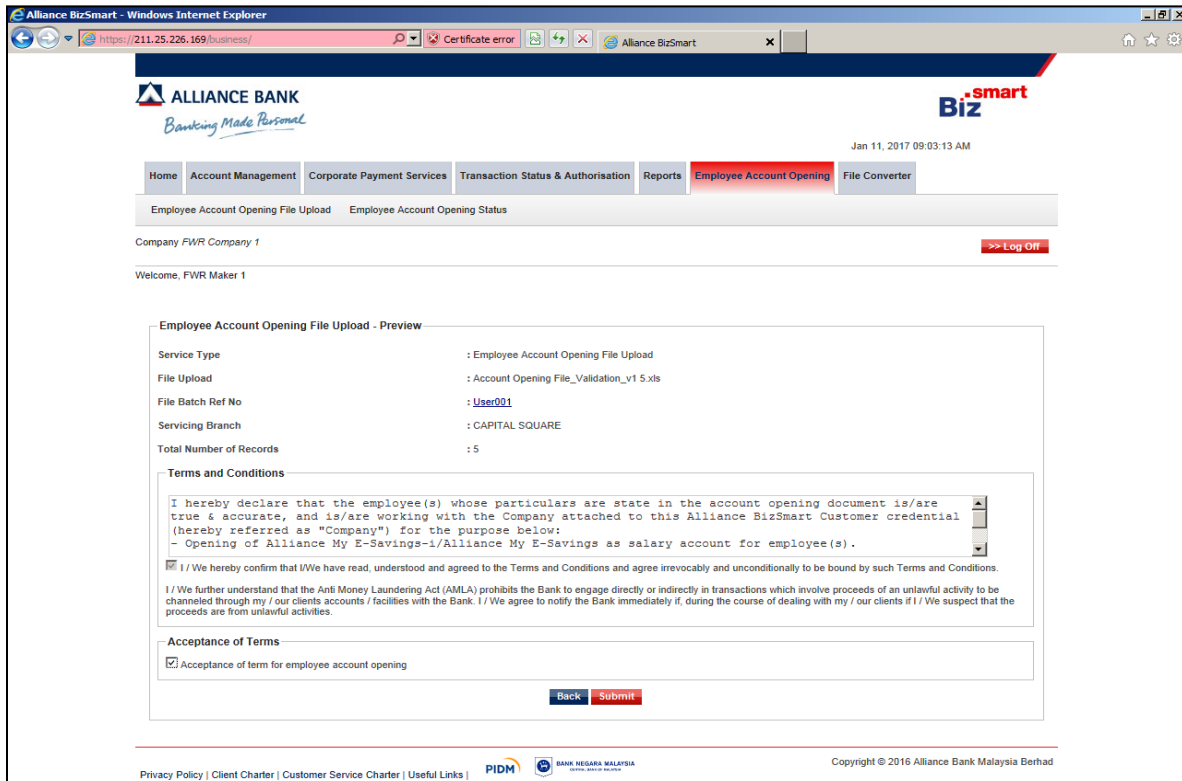
Confirm

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2.2.7 Tick on checkbox to indicate that all Terms & Conditions for this product and services are read and accepted. Click 'Submit' to upload the file for processing.



Employee Account Opening File Upload - Preview

Service Type : Employee Account Opening File Upload

File Upload : Account Opening File_Validation_v1.5.xls

File Batch Ref No : User001

Servicing Branch : CAPITAL SQUARE

Total Number of Records : 5

Terms and Conditions

I hereby declare that the employee(s) whose particulars are state in the account opening document is/are true & accurate, and is/are working with the Company attached to this Alliance BizSmart Customer credential (hereby referred as "Company") for the purpose below:
 - Opening of Alliance My E-Savings-i/Alliance My E-Savings as salary account for employee(s).

☒ I / We hereby confirm that I/We have read, understood and agreed to the Terms and Conditions and agree irrevocably and unconditionally to be bound by such Terms and Conditions.

I / We further understand that the Anti Money Laundering Act (AMLA) prohibits the Bank to engage directly or indirectly in transactions which involve proceeds of an unlawful activity to be channeled through my / our clients accounts / facilities with the Bank. I / We agree to notify the Bank immediately if, during the course of dealing with my / our clients if I / We suspect that the proceeds are from unlawful activities.

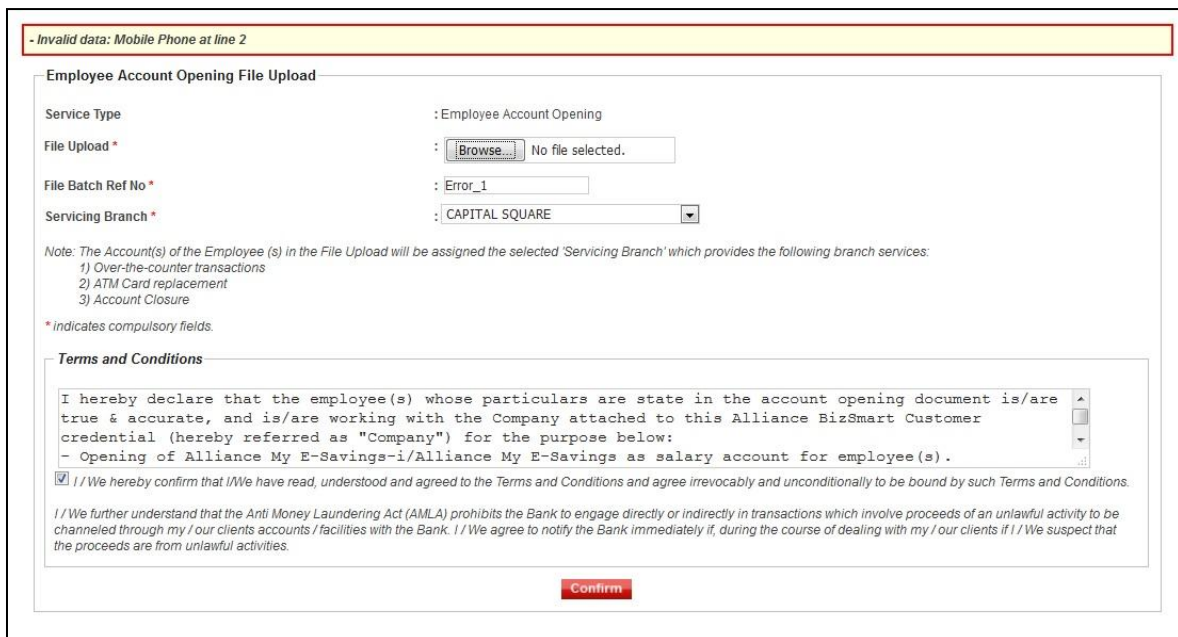
Acceptance of Terms

☒ Acceptance of term for employee account opening

[Back](#) [Submit](#)

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2.2.8 **ATTENTION!** If there's a data error detected in the file during uploading, the screen will prompt an error message which points to the field where the error is.



- Invalid data: Mobile Phone at line 2

Employee Account Opening File Upload

Service Type : Employee Account Opening

File Upload * : [Browse...](#) No file selected.

File Batch Ref No * : Error_1

Servicing Branch * : CAPITAL SQUARE

Note: The Account(s) of the Employee (s) in the File Upload will be assigned the selected 'Servicing Branch' which provides the following branch services:
 1) Over-the-counter transactions
 2) ATM Card replacement
 3) Account Closure

* indicates compulsory fields.

Terms and Conditions

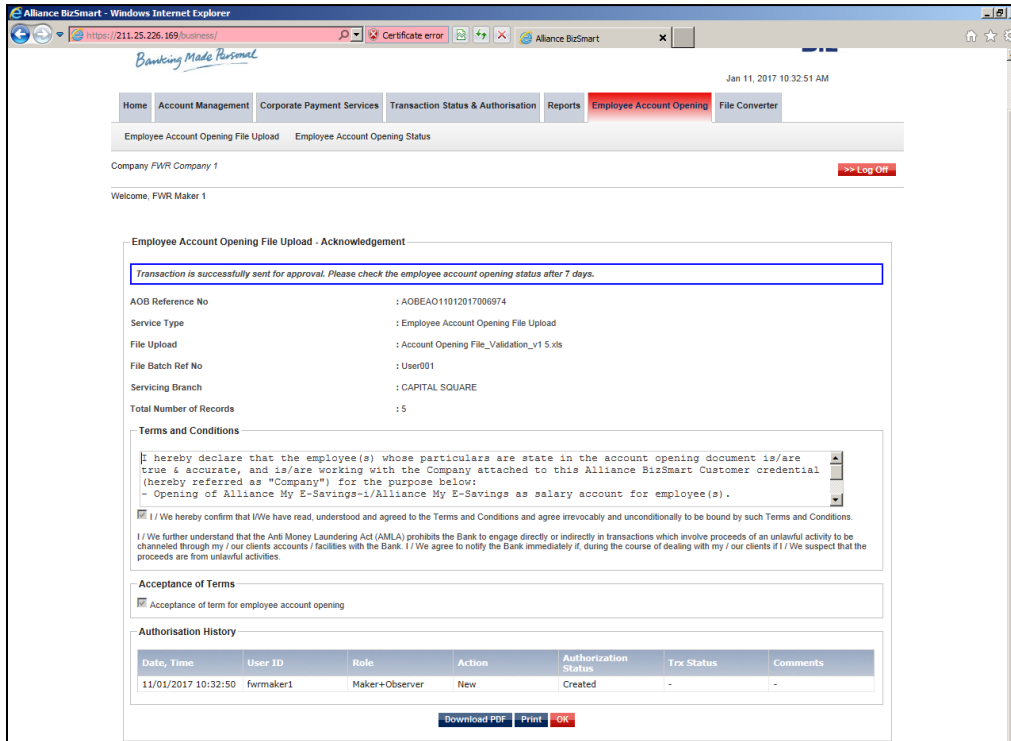
I hereby declare that the employee(s) whose particulars are state in the account opening document is/are true & accurate, and is/are working with the Company attached to this Alliance BizSmart Customer credential (hereby referred as "Company") for the purpose below:
 - Opening of Alliance My E-Savings-i/Alliance My E-Savings as salary account for employee(s).

☒ I / We hereby confirm that I/We have read, understood and agreed to the Terms and Conditions and agree irrevocably and unconditionally to be bound by such Terms and Conditions.

I / We further understand that the Anti Money Laundering Act (AMLA) prohibits the Bank to engage directly or indirectly in transactions which involve proceeds of an unlawful activity to be channeled through my / our clients accounts / facilities with the Bank. I / We agree to notify the Bank immediately if, during the course of dealing with my / our clients if I / We suspect that the proceeds are from unlawful activities.

[Confirm](#)

2.2.9 The screen will display a successful status if the file is successfully uploaded to BizSmart. AOB Reference Number will be generated for every successful file upload. The Authorization status will be updated to 'Created'.



Transaction is successfully sent for approval. Please check the employee account opening status after 7 days.

AOB Reference No : AOBEO11012017006974

Service Type : Employee Account Opening File Upload

File Upload : Account Opening File_Validation_v1.5.xls

File Batch Ref No : User001

Servicing Branch : CAPITAL SQUARE

Total Number of Records : 5

Terms and Conditions

I hereby declare that the employee(s) whose particulars are state in the account opening document is/are true & accurate, and is/are working with the Company attached to this Alliance BizSmart Customer credential (hereby referred as "Company") for the purpose below:

- Opening of Alliance My E-Savings-i/Alliance My E-Savings as salary account for employee(s).

☒ I / We hereby confirm that I/We have read, understood and agreed to the Terms and Conditions and agree irrevocably and unconditionally to be bound by such Terms and Conditions.

I / We further understand that the Anti Money Laundering Act (AMLA) prohibits the Bank to engage directly or indirectly in transactions which involve proceeds of an unlawful activity to be channelled through my / our clients accounts / facilities with the Bank. I / We agree to notify the Bank immediately if, during the course of dealing with my / our clients if I / We suspect that the proceeds are from unlawful activities.

Acceptance of Terms

☒ Acceptance of term for employee account opening

Authorisation History

Date, Time	User ID	Role	Action	Authorization Status	Trx Status	Comments
11/01/2017 10:32:50	fwrmaker1	Maker+Observer	New	Created	-	-

Download PDF Print OK

2.2.10 Click 'Download PDF' to download the batch details in PDF.

2.2.11 Click 'Print' to send the acknowledgement to browser printing function.

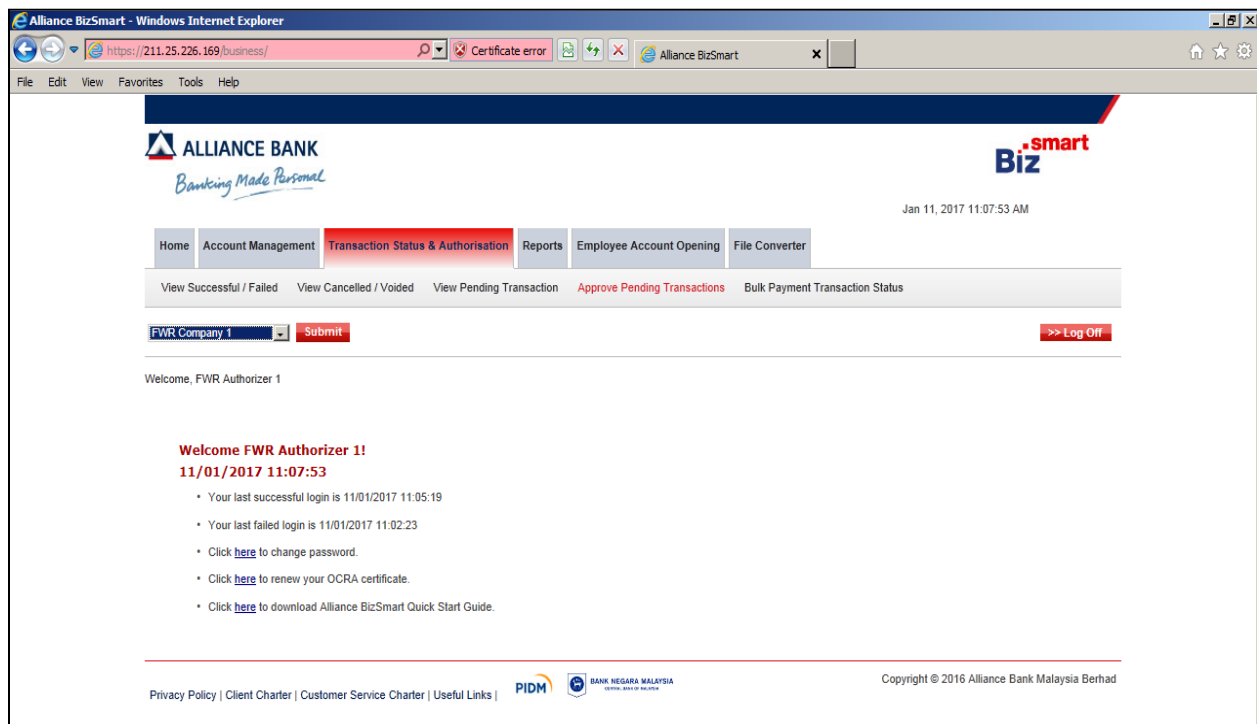
2.2.12 Click 'OK' to return to Employee Account Opening File Upload screen.

2.3 Foreign Worker Employee Account Opening File Approval

2.3.1 Login to Alliance BizSmart as 'Authoriser'.

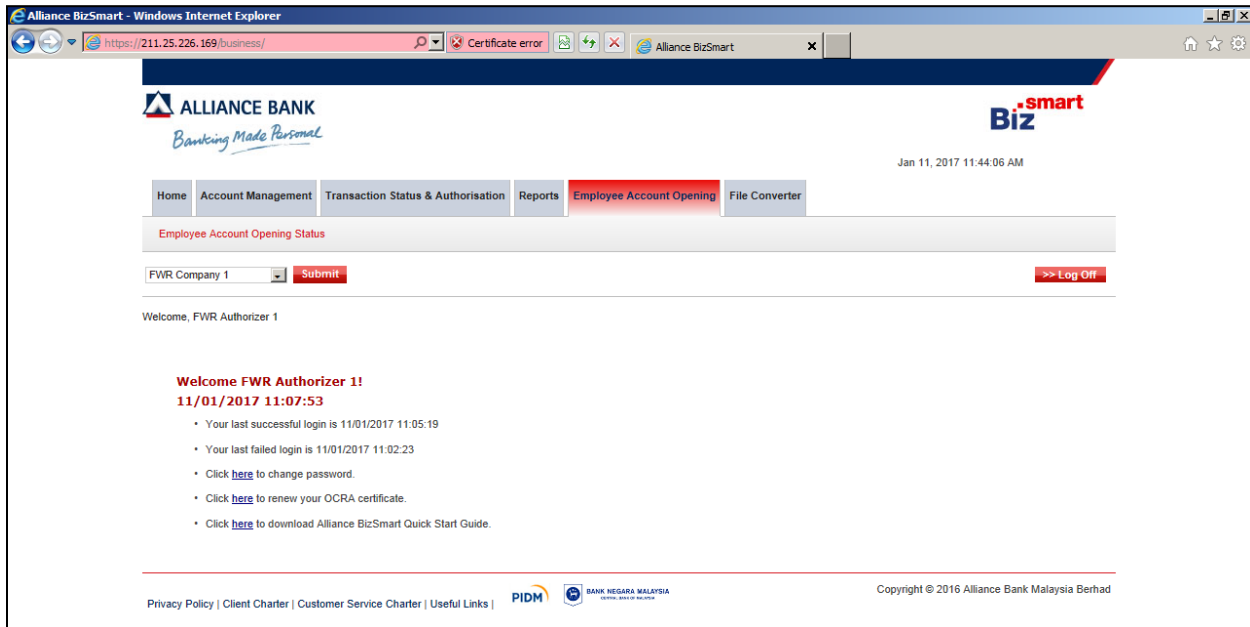
2.3.2 Select Company of choice (*applicable to Users who are assigned to MORE THAN ONE (1) company account only)

2.3.3 Transaction Status & Authorisation > View Pending Transaction > Proceed with the approval as usual.



3.0 Check Foreign Worker Employee Account Opening Status

3.1 Go to Employee Account Opening > Employee Account Status



The screenshot shows the Alliance BizSmart web application in Internet Explorer. The browser address bar displays <https://211.25.226.169/business/>. The page header includes the Alliance Bank logo, the tagline "Banking Made Personal", and the BizSmart logo. The date and time are shown as Jan 11, 2017 11:44:06 AM. The navigation menu includes Home, Account Management, Transaction Status & Authorisation, Reports, Employee Account Opening (highlighted), and File Converter. Below the menu, the "Employee Account Opening Status" section is active. It features a dropdown menu for "FWR Company 1" and a "Submit" button. A "Log Off" button is located in the top right corner. The main content area displays a welcome message for "FWR Authorizer 1" and a list of links for further actions.

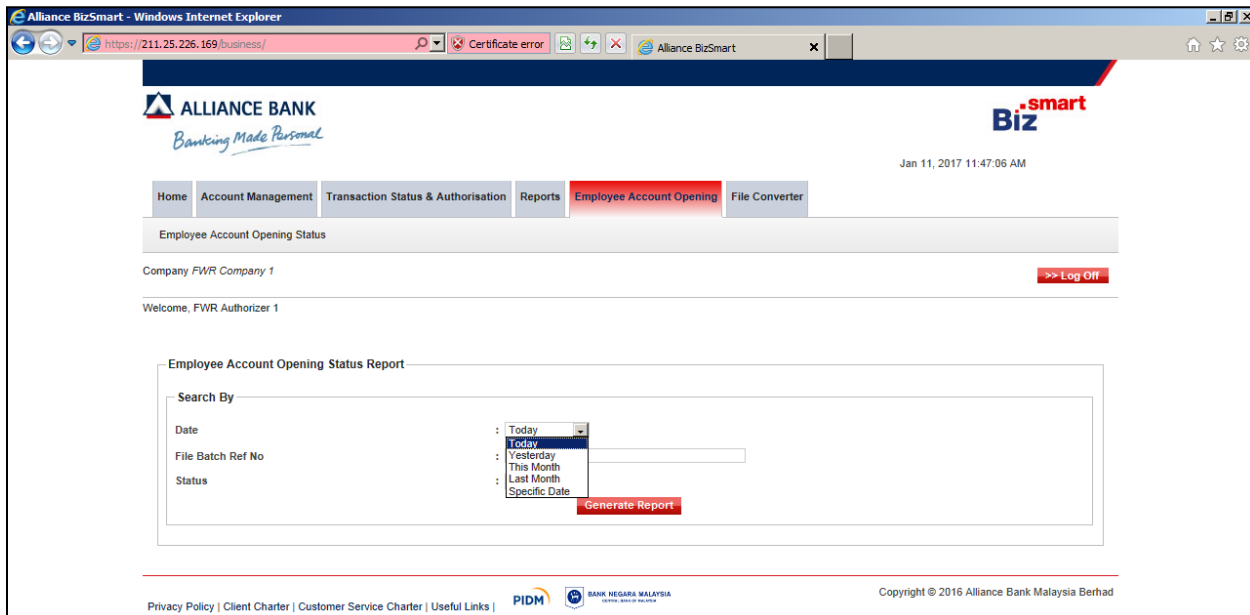
Welcome FWR Authorizer 1!
11/01/2017 11:07:53

- Your last successful login is 11/01/2017 11:05:19
- Your last failed login is 11/01/2017 11:02:23
- Click [here](#) to change password.
- Click [here](#) to renew your OCRA certificate.
- Click [here](#) to download Alliance BizSmart Quick Start Guide.

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3.2 Generate the intended batch report by keying in the relevant fields and click 'Generate Report' button.



The screenshot shows the Alliance BizSmart web application in Internet Explorer. The browser address bar displays <https://211.25.226.169/business/>. The page header includes the Alliance Bank logo, the tagline "Banking Made Personal", and the BizSmart logo. The date and time are shown as Jan 11, 2017 11:47:06 AM. The navigation menu includes Home, Account Management, Transaction Status & Authorisation, Reports, Employee Account Opening (highlighted), and File Converter. Below the menu, the "Employee Account Opening Status" section is active. It features a dropdown menu for "Company FWR Company 1" and a "Log Off" button. The main content area displays a "Welcome, FWR Authorizer 1" message. Below this, the "Employee Account Opening Status Report" section is active. It features a "Search By" section with a dropdown menu for "Date" (set to "Today") and a "Generate Report" button.

Employee Account Opening Status Report

Search By

Date : Today

File Batch Ref No :

Status :

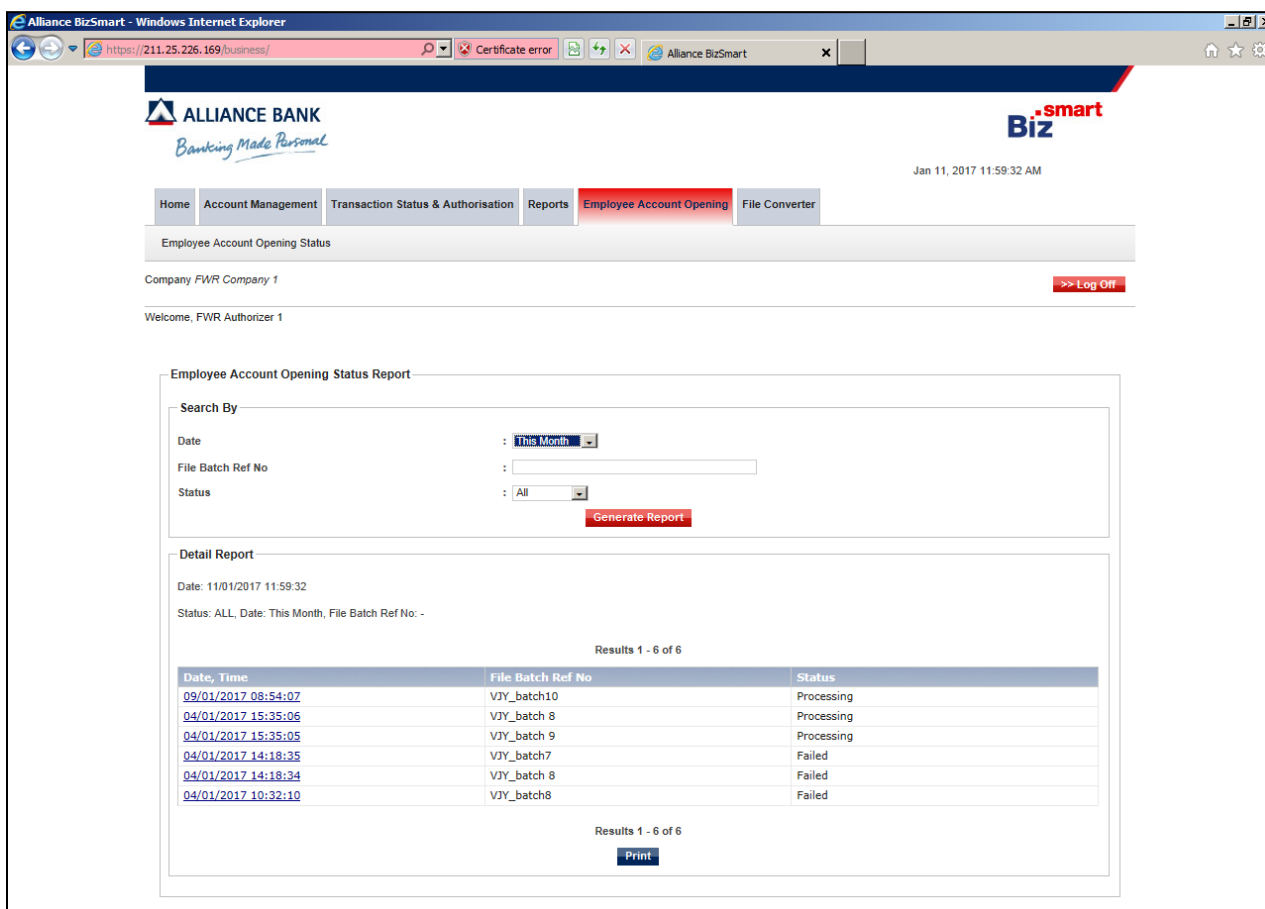
Generate Report

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3.3 Once the report is generated, the list of batches will be displayed according to the search criteria selected. Details of the batches can be viewed by clicking on the “Date, Time” hyperlink. Key information to take note of are as follows:

Information	Description
Status	<ul style="list-style-type: none"> Processing – The employee account opening batch is being processed by the Bank. Successful – The employee account opening batch has been successfully activated. Failed – Error Reason – The employee account opening batch failed to be activated.



The screenshot shows the Alliance BizSmart web application interface. The top navigation bar includes links for Home, Account Management, Transaction Status & Authorisation, Reports, Employee Account Opening (selected), and File Converter. The main content area displays the "Employee Account Opening Status Report".

Search By

Date:
File Batch Ref No:
Status:

Detail Report

Date: 11/01/2017 11:59:32
Status: ALL, Date: This Month, File Batch Ref No: -

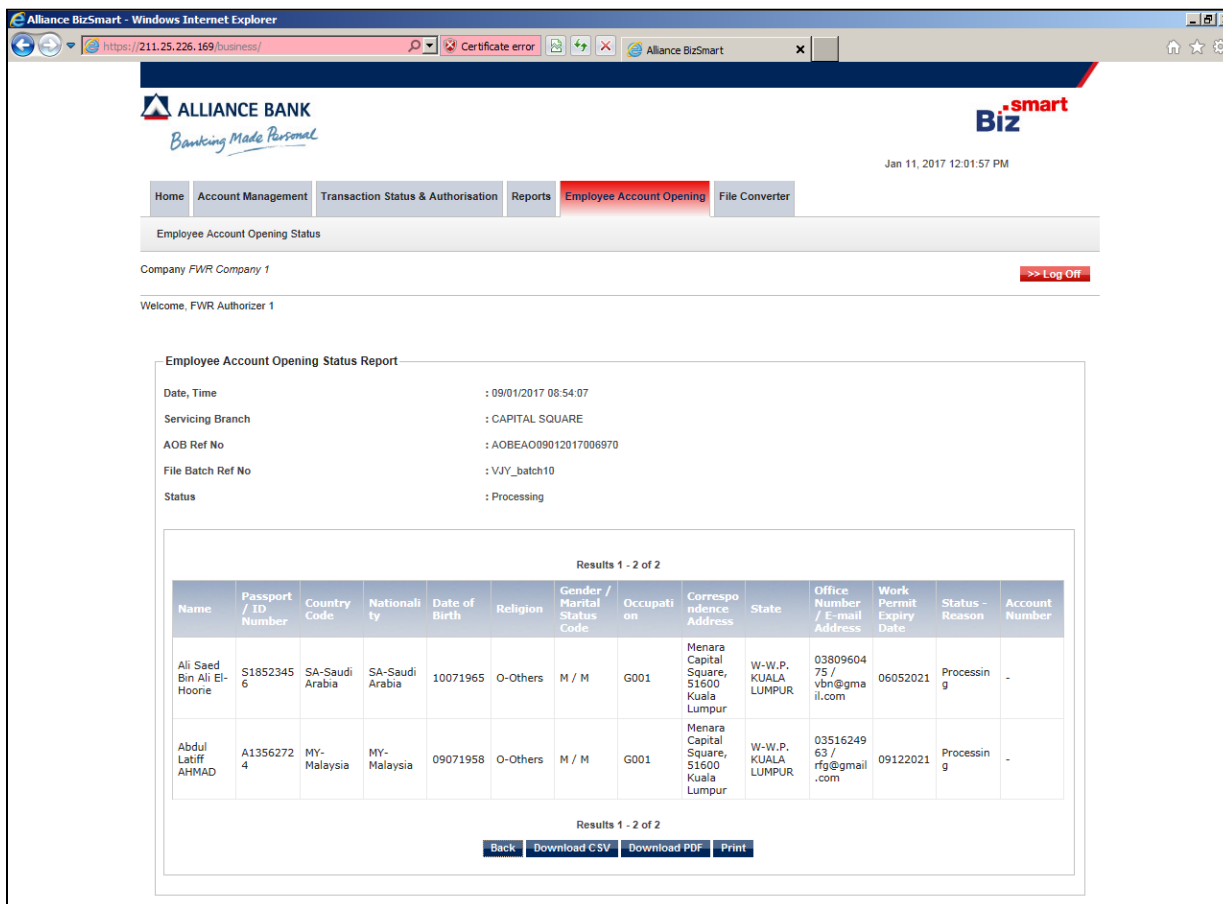
Results 1 - 6 of 6

Date, Time	File Batch Ref No	Status
09/01/2017 08:54:07	VJY_batch10	Processing
04/01/2017 15:35:06	VJY_batch 8	Processing
04/01/2017 15:35:05	VJY_batch 9	Processing
04/01/2017 14:18:35	VJY_batch7	Failed
04/01/2017 14:18:34	VJY_batch 8	Failed
04/01/2017 10:32:10	VJY_batch8	Failed

Results 1 - 6 of 6

3.4 Customer will be able to see all employees' information and status given the batch selected. Key information to take note of are as follows:

Information	Description
Status - Reason	<ul style="list-style-type: none"> Processing – The employee details are being processed by the Bank. Ready for Activation – The employee details have been processed and is ready for on-site activation. Successful – The employee account has been successfully activated. Failed – Error Reason – The employee account failed to be activated.



The screenshot shows the Alliance BizSmart web interface in a Windows Internet Explorer browser. The page title is "Alliance BizSmart - Windows Internet Explorer". The URL bar shows "https://211.25.226.169/business/". The page header includes the Alliance Bank logo and the tagline "Banking Made Personal". The date and time are "Jan 11, 2017 12:01:57 PM". The navigation menu includes "Home", "Account Management", "Transaction Status & Authorisation", "Reports", "Employee Account Opening" (highlighted), and "File Converter". The main content area is titled "Employee Account Opening Status". Below this, there is a section for "Company FWR Company 1" with a ">> Log Off" button. A "Welcome, FWR Authorizer 1" message is displayed. The main report is titled "Employee Account Opening Status Report". It shows the following details: Date, Time: 09/01/2017 08:54:07; Servicing Branch: CAPITAL SQUARE; AOB Ref No: AOBEO09012017006970; File Batch Ref No: VJV_batch10; Status: Processing. Below this, there is a table titled "Results 1 - 2 of 2" showing employee details. The table has columns: Name, Passport / ID Number, Country Code, Nationality, Date of Birth, Religion, Gender / Marital Status Code, Occupation, Correspondence Address, State, Office Number / E-mail Address, Work Permit Expiry Date, Status - Reason, and Account Number. The table contains two rows of data for Ali Saed Bin Ali El-Hoorie and Abdul Latiff AHMAD. At the bottom of the table, there are buttons for "Back", "Download CSV", "Download PDF", and "Print".

Name	Passport / ID Number	Country Code	Nationality	Date of Birth	Religion	Gender / Marital Status Code	Occupation	Correspondence Address	State	Office Number / E-mail Address	Work Permit Expiry Date	Status - Reason	Account Number
Ali Saed Bin Ali El-Hoorie	S18523456	SA-Saudi Arabia	SA-Saudi Arabia	10071965	O-Others	M / M	G001	Menara Capital Square, 51600 Kuala Lumpur	W-W.P. KUALA LUMPUR	0380960475 / vbn@gmail.com	06052021	Processing	-
Abdul Latiff AHMAD	A13562724	MY-Malaysia	MY-Malaysia	09071958	O-Others	M / M	G001	Menara Capital Square, 51600 Kuala Lumpur	W-W.P. KUALA LUMPUR	0351624963 / rfg@gmail.com	09122021	Processing	-

3.5 Click 'Back' to return to previous pages.

3.6 Click 'Download PDF' to download the batch details in PDF.

3.7 Click 'Download CSV' to download the batch details in CSV.

3.8 Click 'Print' to send the acknowledgement to browser printing function.