

Authorisation – Live Rate

To approve transactions and all pending tasks created by the Maker, before the instructions get sent to CIMB Bank.

Step 1
Click **My Task > Pending Task** from the left navigation panel.

Step 2 (Optional)
Search the live rate payment you want to approve.

Step 3
Click the **'Reference No.'** for individual payment details.

Step 4
Check on the Live Rate displayed.

Step 5
Scroll to bottom of the approving screen.

IMPORTANT!
Approver will be given 60 seconds to accept the rate and complete the transaction signing process.

Optional: Click **'Refresh'** to obtain a new rate.

Step 6
Transaction Signing Process

- What's needed:**
Your security device
- Select the 'TS' by pressing **3**.
 - When prompted 1, key in the 8 numeric digits on screen and press **OK**.
 - When prompted 2, key in the code number and press **OK**.
 - A 7-digit response number will appear on the token.
 - Key in the response into the **'Response Number'** on screen.

Step 7
Click **'Approve'** and **'OK'** to proceed.

Step 8
A confirmation status will appear upon successful approval.

IMPORTANT: Cancellation/amendment is not allowed after acceptance of the FX Contract. Please ensure that FX Contract is utilized after approving the transaction. Contact CIMB at +65 6428 7888 if you require any assistance.

NEXT STEP

If your transaction requires more than one **Authoriser**, the next **Authoriser(s)** will need to repeat the steps described above. Only after the transaction is approved by all the relevant **Authoriser(s)**, the instruction will then be sent to CIMB Bank for processing.