

1 Customer details		
Customer name		
Address		
City		
Country	Postal code	
Contact person		
email		
Telephone	Fax	
Company registration number		
Company VAT number	Company TAX number	
Number of users	Number of PC's	
Bank		
Relationship manager		
Currency		
Support department		
Parent customer name		
2 Electronic banking users		
1 User name		
User ID	Contact number	
Alternative number	Email	
Start date (YYYY-MM-DD)	End date (YYYY-MM-DD)	
Date of birth (YYYY-MM-DD)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
State		
Country		
Identification number	Mobile number	Fax number
Address 1		
Address 2		
Is this a designated person? <input type="checkbox"/> Yes <input type="checkbox"/> No	User validated for KYC? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2 User name		
User ID	Contact number	
Alternative number	Email	
Start date (YYYY-MM-DD)	End date (YYYY-MM-DD)	
Date of birth (YYYY-MM-DD)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
State		
Country		
Identification number	Mobile number	Fax number
Address 1		
Address 2		
Is this a designated person? <input type="checkbox"/> Yes <input type="checkbox"/> No	User validated for KYC? <input type="checkbox"/> Yes <input type="checkbox"/> No	

2 Electronic banking users (continued)

3 User name

User ID	Contact number
Alternative number	Email
Start date (YYYY-MM-DD)	End date (YYYY-MM-DD)
Date of birth (YYYY-MM-DD)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
State	
Country	
Identification number	Mobile number Fax number
Address 1	
Address 2	
Is this a designated person? <input type="checkbox"/> Yes <input type="checkbox"/> No	User validated for KYC? <input type="checkbox"/> Yes <input type="checkbox"/> No

4 User name

User ID	Contact number
Alternative number	Email
Start date (YYYY-MM-DD)	End date (YYYY-MM-DD)
Date of birth (YYYY-MM-DD)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
State	
Country	
Identification number	Mobile number Fax number
Address 1	
Address 2	
Is this a designated person? <input type="checkbox"/> Yes <input type="checkbox"/> No	User validated for KYC? <input type="checkbox"/> Yes <input type="checkbox"/> No

5 User name

User ID	Contact number
Alternative number	Email
Start date (YYYY-MM-DD)	End date (YYYY-MM-DD)
Date of birth (YYYY-MM-DD)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
State	
Country	
Identification number	Mobile number Fax number
Address 1	
Address 2	
Is this a designated person? <input type="checkbox"/> Yes <input type="checkbox"/> No	User validated for KYC? <input type="checkbox"/> Yes <input type="checkbox"/> No

6 User name

User ID	Contact number
Alternative number	Email
Start date (YYYY-MM-DD)	End date (YYYY-MM-DD)
Date of birth (YYYY-MM-DD)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
State	
Country	
Identification number	Mobile number Fax number

2 Electronic banking users (continued)

Address 1

Address 2

Is this a designated person? Yes No

User validated for KYC? Yes No

7 User name

User ID

Contact number

Alternative number

Email

Start date (YYYY-MM-DD)

End date (YYYY-MM-DD)

Date of birth (YYYY-MM-DD)

Gender Male Female

State

Country

Identification number

Mobile number

Fax number

Address 1

Address 2

Is this a designated person? Yes No

User validated for KYC? Yes No

3 Customer accounts

1 Account name

Account type

Account number

Currency

Debit

Credit

Both

Bic code

Branch sort code

Account nick name

IBAN

Country

Bank name

Account owner

2 Account name

Account type

Account number

Currency

Debit

Credit

Both

Bic code

Branch sort code

Account nick name

IBAN

Country

Bank name

Account owner

3 Account name

Account type

Account number

Currency

Debit

Credit

Both

Bic code

Branch sort code

Account nick name

IBAN

Country

Bank name

Account owner

4 Account name

Account type

Account number

Currency

3 Customer accounts (continued)

<input type="checkbox"/> Debit	<input type="checkbox"/> Credit	<input type="checkbox"/> Both	Bic code
Branch sort code		Account nick name	
IBAN			
Country			
Bank name			
Account owner			

5 Account name

Account number		Account type	
Currency			
<input type="checkbox"/> Debit	<input type="checkbox"/> Credit	<input type="checkbox"/> Both	Bic code
Branch sort code		Account nick name	
IBAN			
Country			
Bank name			
Account owner			

6 Account name

Account number		Account type	
Currency			
<input type="checkbox"/> Debit	<input type="checkbox"/> Credit	<input type="checkbox"/> Both	Bic code
Branch sort code		Account nick name	
IBAN			
Country			
Bank name			
Account owner			

7 Account name

Account number		Account type	
Currency			
<input type="checkbox"/> Debit	<input type="checkbox"/> Credit	<input type="checkbox"/> Both	Bic code
Branch sort code		Account nick name	
IBAN			
Country			
Bank name			
Account owner			

4 Balance and statements

Job title

User name

What function(s) would you like these users to perform

Functions

<input type="checkbox"/> View statements	<input type="checkbox"/> View account balances	<input type="checkbox"/> View consolidated balances
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What accounts would you like these functions to be performed on?

Account number

Comments

5 Authorisers and authorisation rules

Who are the authorisers and what signatory type should be allocated to them?

User name	Signatory types

What function would you like these users to perform?

- Authorise/decline payments
 Approve limit exceeds
 Stop unprocessed payments
 Delete payments
 Interim audit
 Authorise and/or decline own transfers
 Delete own transfers
 Stop own transfers not yet processed
 Approve own transfer limit exceed

Define the payment rules?

Authorisation rule set	Rule	Currency	Limits (from)	Limits (to)
Rule set 1				

Does this rule set apply to transfer's or payments's or both

Authorisation rule set	Rule	Currency	Limits (from)	Limits (to)
Rule set 2				

6 Payments and transfers

Job title

Who are your capturers?

User name

Own transfers

What would you like these capturers to do?

Own transfer

Local

Foreign

Stop

Delete

Interim audit

What name do you want to give this transfer type?

Own transfer accounts

What accounts would you like these functions to be performed on?

Accounts

Please select you rule set

Authorisation rule set

Rule set 1

Rule set 2

What would you like these capturers to do?

Third party payments

Local

Foreign

Urgent

Stop

Delete

Interim audit

Comments

Third party payments

What name do you want to give this transfer type?

Third party payment account

What accounts would you like these functions to be performed on?

Accounts

What accounts would you like these functions to be performed on? (continued)

Please select you rule set

Authorisation rule set

Rule set 1 Rule set 2

Other

Bulk payments Pre-defined beneficiaries Create once off beneficiaries

Comments

7 Self service

Note

The company will take full responsibility and risk/liability associated with the self service functionality.
Endorsement functionality is recommended when you select the authorisation profile functionality

What function would you like these users to perform?

Predefined beneficiary

Create Delete Update

Limits/TPP

Create TPP Delete TPP Update TPP

Define own/TPP

Create TPP Delete TPP Update TPP

Endorsements

Do you require an endorsement? Yes No

Customer account group

Create Delete Update

User account group

Create Delete Update

Audit log

View

Authorisation profile

Create Update

Payment type

Create Delete Update

Transfer type

Create Delete Update

Signatures

Signature _____ Date (YYYY-MM-DD)

Signature _____ Date (YYYY-MM-DD)

Signature _____ Date (YYYY-MM-DD)

Signature _____ Date (YYYY-MM-DD)

For office use only

Full name

Personnel number _____ Date (YYYY-MM-DD)

Signature _____

Comments