



ONLINE BUSINESS BANKING

Application/Amendment

BSP Online

Request type (place an 'X' in the appropriate check box) ☐ New ☐ Amend ☐ Cancel

Purpose of this Form: This Form is to be used by Businesses, Companies or Government Organisations who intend to register for BSP Online Business Banking. It will allow input for the initial set up for Internet Banking. It is also for use by those who already have access to BSP Online Business Banking and wish to make amendments to their access.

GENERAL INFORMATION IN COMPLETING THIS FORM

- › If you require assistance in completing this Form, please contact your BSP Relationship Manager or call the BSP Client Service Centre on 180 1100
- › Once you have completed the relevant sections on this form please submit the original completed Form to your local branch or Relationship Manager
- › To cancel your BSP Online Business Banking access please place a tick in the "Cancel" tick box (found at the top of this form) and complete Section K of this form including details of all required signatories

CATEGORY OF USERS:

There are two categories of Users available on Online Business Banking

Master User:

- › This is the highest level of access available on BSP Online Business Banking
- › Master Users have the authority to create, amend and delete Delegated User(s)
- › Master Users have access to funds within all transacted accounts linked to BSP Online Business Banking
- › Master User authorisation levels can not be amended by any other User, except by BSP
- › Master Users must be an authorised signatory for all accounts linked to BSP Online Business Banking, and must already be identified and verified by BSP in accordance with BSP's customer identification requirements
- › At least one Master User must be nominated in Section B
- › Multiple Master Users can be nominated
- › Master Users are able to add/remove accounts from the list of nominated accounts (see Section D)

Delegated User(s):

- › Delegated Users are restricted to performing tasks and transactions within the limits and amounts defined by the Master User(s)

MANAGING USERS AND ACCESS LEVELS:

- › Upon Online Business Banking registration, the Master User(s) can add Delegated Users and define authorisation levels of users through the 'Delegated User' feature within BSP Online Business Banking
- › Delegated Users can not be added using this form. This must be managed by Master User(s) through the 'Delegated User' feature
- › All access level changes must be managed within the Online Business Banking site via the 'Delegated User' feature

SECURITY TOKENS:

- › Secure ID tokens are required by any Users authorised to initiate and/or approve transactions. This includes all Master Users, and those Delegated Users with authorisation to initiate and/or approve transactions
- › Secure ID tokens will be issued to the Master User(s) included in this form. If additional tokens are required for additional Master Users or Delegated Users with authority to initiate transactions, please contact your local branch or Relationship Manager to arrange token issuance. Additional information on token pricing and security levels can be obtained by visiting your local branch, contacting your Relationship Manager, by logging on to www.bsp.com.pg, or calling the BSP Client Service Centre on 180 1100

TERMS AND CONDITIONS

- › Please obtain a copy of BSP Online Business Banking Terms and Conditions and Electronic Banking Terms and Conditions by logging on to www.bsp.com.pg

Please:

- Place an 'X' in the appropriate check box
- Print in BLOCK CAPITALS in a blue or black ball point pen

SECTION A: DETAILS OF CLIENT

Registered name of the business or company (Entity):

Trading name (if applicable):

Business or Company Registration Number: Investment Promotion Authority (IPA) Number (if applicable):

SECTION B: MASTER USER(S)

Please enter at least one Master User. The Master User(s) will be set up with an Online Business Banking profile as defined at the start of this form. Please refer to the Terms and Conditions for details.

Master User 1: ☐ Add ☐ Remove

Title: ☐ Mr ☐ Ms ☐ Miss ☐ Mrs Other (please specify)

Surname: Given name(s):

Date of Birth: Position:

Business address:

Email:(compulsory)

Preferred Contact Number (This is the number you will be contacted on when your Password and Secure ID Token is ready for collection)

Do you have an existing personal account with BSP? ☐ Yes ☐ No Have you provided your identification details to BSP previously? ☐ Yes ☐ No
If you have not provided your identification details to BSP previously, please provide copies of your passport, birth certificate and a passport sized photo.

Master User 2: ☐ Add ☐ Remove

Title: ☐ Mr ☐ Ms ☐ Miss ☐ Mrs Other (please specify)

Surname: Given name(s):

Date of Birth: Position:

Business address:

Email:(compulsory)

Preferred Contact Number (This is the number you will be contacted on when your Password and Secure ID Token is ready for collection)

Do you have an existing personal account with BSP? ☐ Yes ☐ No Have you provided your identification details to BSP previously? ☐ Yes ☐ No
If you have not provided your identification details to BSP previously, please provide copies of your passport, birth certificate and a passport sized photo.

Master User 3: ☐ Add ☐ Remove

Title: ☐ Mr ☐ Ms ☐ Miss ☐ Mrs Other (please specify)

Surname: Given name(s):

Date of Birth: Position:

Business address:

Email:(compulsory)

Preferred Contact Number (This is the number you will be contacted on when your Password and Secure ID Token is ready for collection)

Do you have an existing personal account with BSP? ☐ Yes ☐ No Have you provided your identification details to BSP previously? ☐ Yes ☐ No
If you have not provided your identification details to BSP previously, please provide copies of your passport, birth certificate and a passport sized photo.

Master User 4: ☐ Add ☐ Remove

Title: ☐ Mr ☐ Ms ☐ Miss ☐ Mrs Other (please specify)

Surname: Given name(s):

Date of Birth: Position:

Business address:

Email:(compulsory)

Preferred Contact Number (This is the number you will be contacted on when your Password and Secure ID Token is ready for collection)

Do you have an existing personal account with BSP? ☐ Yes ☐ No Have you provided your identification details to BSP previously? ☐ Yes ☐ No
If you have not provided your identification details to BSP previously, please provide copies of your passport, birth certificate and a passport sized photo.

Note: If you need to include more Master Users, please copy or reprint this section as required and attach the page/s to this Form.

SECTION C: TOKEN COLLECTION

Secure ID tokens are required by any Users authorised to initiate and/or approve payments. This includes Master Users, and those Delegated Users with authorisation to initiate and/or approve payments. Please specify how you would like to collect your token.

> From a branch (please specify)

> From your Relationship Manager (please specify)

SECTION D: NOMINATED ACCOUNTS

This section requires you to list the BSP Accounts you would like to link to BSP Online Business Banking.

Please note that the Master User(s) under Section B should be signatories to this section.

For the purposes of BSP Online Business Banking, the first account listed will be taken to be the Primary Account which will be used to confirm your registration and any future changes you may request to your Online Banking Access.

I/We hereby request that the following listed account/s be linked to BSP Online Business Banking:

	Add	Remove	ACCOUNT NAME	ACCOUNT NUMBER	Number of signatories required to approve a transaction
1	<input type="checkbox"/>	<input type="checkbox"/>			
2	<input type="checkbox"/>	<input type="checkbox"/>			
3	<input type="checkbox"/>	<input type="checkbox"/>			
4	<input type="checkbox"/>	<input type="checkbox"/>			
5	<input type="checkbox"/>	<input type="checkbox"/>			
6	<input type="checkbox"/>	<input type="checkbox"/>			
7	<input type="checkbox"/>	<input type="checkbox"/>			

OR

☐ Please tick here if you wish to link all of your available accounts to BSP Online Business Banking. Please also specify the number of signatories required to approve transactions on each linked account:

(If you wish to have a different number of approvals on each account you must list above all your accounts to be linked and specify the number of approvals required against each)

Note:

- > If there are additional accounts you would like to link for BSP Online Business Banking, please copy or reprint this section as required and attach the page/s to this Form.
- > Number of signatories required as per your account operating authority will not automatically be reflected online. Requirements should be specified in the above table. If no number is input the default will be set to one. Changes to this can be requested at a later date. Please talk to your Relationship Manager or visit your local branch for further details.

Master Users are able to add/remove nominated accounts after the initial set up. Please contact your Relationship Manager or visit your local branch for further details.

SECTION E: FEE ACCOUNT NOMINATION

Please nominate an account for Online Business Banking fees. It is recommended that you specify an overdraft account to avoid overdrawn penalty fees.

Account number:

SECTION F: FX PAYMENTS (INTERNATIONAL TRANSFERS)

I/We request BSP to ☐ Enable ☐ Disable FX payments for BSP Online Business Banking.

Please Note:

- > Not all payments can be processed online. Please contact your Relationship Manager or visit your local branch for further details.
- > The Master User(s) will be able to request BSP to enable/disable FX payment functionality if you would like to change your selection after initial set up.

SECTION G: DAILY GLOBAL LIMIT

This determines the total amount external payments allowed to be made each day from your linked accounts. This includes 3rd party transfers and FX payments (if enabled) but does not include transfers between your linked accounts, detailed in section D.

The default Daily Global Limit for accumulative external payments is K500,000 as detailed in the BSP Online Business Banking terms & conditions. If you would like to apply for an alternate Daily Global Limit please enter the amount here: K

Please note that the Master User(s) have the authority to request a change to the Daily Global Limit. To do so please contact your Relationship Manager, visit your local branch or call the BSP Client Service Centre on 180 1100. Requests of limits above K500,000 are subject to BSP approval.

SECTION H: MASTER USER TRANSACTION LIMITS

Please indicate any transaction limits you would like on the Master users

TRANSACTION TYPE	TRANSACTION LIMIT	DAILY LIMIT
Internal Transfers	K	K
External Transfers	K	K
BillPay	K	K
Batch Payment	K	K
FX Payments	K	K

Refer Daily Rate Sheet.

Note:

- **Transaction Limit** is the maximum allowable value that can be sent in a single transfer for that transaction type.
- **Daily Limit** is the maximum accumulated value for that transaction type that can be sent within a 24 hour period, and should be greater than or equal to the “transactional limit”
- **Transaction & Daily Limit defaults**
 - › Internal Transfers: Unlimited
 - › External, Billpay & Batch Payment: K500,000.00
 - › FX : Refer Daily Rate Sheet

SECTION I: DELGATE USER CREATION APPROVALS

Please indicate in this section the number of approvals that are required for a Delegate User to be created. Only Master Users can create or approve a Delegated User, so the number of approvals cannot exceed the number of Master Users that you have.

Number of approvals required for the Delegated User Creation:

Examples:

1 approval: Master User will be able to create a Delegated User without the approval of another Master User.

3 approvals: On creation of a Delegated User by a Master User two other Master User(s) will be required to give approval before the user will be created.

Note: Default number of approvals will be 1.

SECTION J: PRIVACY AND CONSENT

Privacy

When you apply for BSP Online Business Banking, you acknowledge that BSP is likely to collect and use some of your information including details about your transactions, your financial conditions, your account relationship with BSP and/or your account(s) (collectively referred to as “Information”).

The collection and use of this Information by BSP is explained below.

Collection of your Information by BSP

BSP may collect your Information:

- To assist in providing information about a product or service;
- To consider your request for a product or service;
- To enable BSP to provide a product or service;
- To tell you about other products or services that may be of interest to you;
- To assist in arrangements with other organisations (such as subsidiary companies) in relation to the promotion and provision of a product or service;
- To perform other administrative and operational tasks (including risk management, systems development and testing, credit scoring, staff training, and market or customer satisfaction research);
- To prevent or investigate any fraud or crime (or a suspected fraud or crime); and
- As required by relevant laws, regulations, codes and external payment systems inside and outside Papua New Guinea.

Absence of relevant personal information

If you do not provide some or all of the Information requested, BSP may be unable to provide you with a product or service including access to BSP’s Online Business Banking.

Consent to Disclosure by BSP of your Information

When you applied for BSP Online Business Banking, you consented to:

- BSP collecting your information to enable it to provide the service or product applied for;
- BSP Disclosing your information to:
 - (i) Any service provider BSP engages to carry out or assist its functions and activities;
 - (ii) Any third party providing you with a product or service in relation to your account;
 - (iii) Credit reporting or debt collecting agencies, and any credit provider to help you avoid a default on your obligations, or to inform them of your default to participants in the payments system (including financial institutions, merchants and payments organisations);
 - (iv) Any of its branch, subsidiary, affiliate or agent of BSP, including its employees, auditors and legal advisors;
 - (v) Other parties which BSP is authorised, required by law or compelled by court order to disclose information to
 - (vi) Your authorised agents or executor, administrator or legal representative;
 - (vii) Any person where in BSP’s view the disclosures are necessary or desirable for the purpose of allowing BSP to perform its duties and exercise its powers and rights under the Terms and Conditions.

SECTION K: CUSTOMER DECLARATION

- I/We and my/our Master User(s) acknowledge that I/we have read and understand the BSP Electronic Banking and BSP Online Business Banking Terms & Conditions and by executing this document accept these documents and agree to be bound by them in my/our use of the BSP Online Business Banking Facility.
 - I/We (as the entity named on this Form) are liable for the use of BSP Online Business Banking by my/our Master User(s) and that I/We are responsible for ensuring that the Master User(s) comply with all obligations imposed on me/us and my/our Master User(s) under the BSP Electronic Banking and BSP Online Business Banking Terms & Conditions.
 - I/We also acknowledge that the service provided by BSP and my/our obligations under this Agreement, in respect of the accounts nominated in this Agreement, are subject to the terms and conditions governing those accounts.
 - I/We warrant that:
 - (a) in the case that the Entity is a company or an incorporated body, a resolution was passed in accordance with the Entity's Constitution or Memorandum of Association for an application to be made for;
 - (b) I/We are duly authorised to make an application for the use of the BSP Online Business Banking service subject to the BSP Electronic Banking and BSP Online Business Banking Terms and Conditions, and the supporting documentation provided together with this form evidences the matters stated in this clause.
- (Note: Please attach a copy of a power of attorney and/minutes of the Entity's resolution to certify the above).
- I/We acknowledge that the 'Master User(s)' are to be provided full authority to operate on those accounts listed in Section D and permitted to withdraw daily in total an amount not exceeding the approved Daily Global Limit where available funds permit.
 - I/We acknowledge that amendments or cancellation of any other authority on the accounts listed in Section D, now or in the future will not affect this authority, which is to continue in full force and effect until the bank receives notice of amendment or cancellation in writing.
 - I/We agree that the contents of this application and the supporting documentation provided together with this form are true and correct and that my/our signature below indicate my/our understanding of and consent to all matters set out in this application form, including the Privacy and Consent statement above.

Signatory 1:

Position (e.g. Director, Secretary):

Full Name:

Date:

/ /20

Signature:

Signatory 2:

Position (e.g. Director, Secretary):

Full Name:

Date:

/ /20

Signature:

Signatory 3:

Position (e.g. Director, Secretary):

Full Name:

Date:

/ /20

Signature:

Note: If there are more signatories to sign off, please copy or reprint this section and attach the page(s) to this form.

The common seal of:

(Client)

was hereunto affixed by the undersigned proper officers of the said company, by whom and in whose presence the seal of the Company shall be affixed.

AFFIX
CLIENT SEAL

Director

Full Name:

Signature:

Date :

/ /20

Director/Secretary

Full Name:

Signature:

Date :

/ /20

BANK USE ONLY**BRANCH SECTION**Is the form completed correctly? ☐ Yes ☐ No

Customer CIF

Are the signatures verified for all the accounts listed? ☐ Yes ☐ NoConfirmed all Account(s) are linked to customer's CIF/Z Card ☐ Sent to Channel Operations? ☐ Yes ☐ No

Data entry validated:

Registration Data Entry Completed: ☐Registration data entry verified: ☐

Branch Officer staff number:

Signature of Branch Officer:

Date :

/ /20

OBB MONTHLY CHARGE: ☐

Signature of Branch / Relationship Manager:

Date :

/ /20

Branch Processing Fee (KunduPei, ABA, csv)

Standard ☐Exemption ☐

Customised (Please specify)

TRANSACTION CHANNEL SUPPORT SECTIONFX data entry completed ☐Master User(s) registered on IB Manager ☐Welcome Letter(s)/ Password(s) generated for Master User(s) ☐Transaction limit data entry completed ☐Token(s) linked to Master User(s) ☐

User names created:

Date Completed:

/ /20

Input operator's signature:

Date :

/ /20

Checking Officer's signature:

Date :

/ /20