

GUIDELINES TO FILL UP IBANKING APPLICATION FORM

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Corporate Details

- New For new iBANKING customers only
- Existing For modification of existing iBANKING profile, including services and user profile change
- Corporate ID For Existing customers, please provide your existing Corporate ID used to login to iBANKING.

For new iBANKING client, please provide your preferred Corporate ID to be used for iBANKING login.

A. Daily Online Limit

- Tick one of the boxes of your choice of the daily corporate limit for your online transactions.
- You can select 'Other Amount' to specify your own limit.

B. Designated Account/Card Number for access

- Please provide the NBAD account or credit card number and Account Name or credit card holder name respectively to add it in iBANKING.
- For new customers, please provide the Account Name and leave the Account Number/Credit Card Number blank. This information will be filled up by NBAD officer when the new account number is generated.
- All current accounts, savings accounts, deposit accounts and loan accounts can be added in iBANKING.

C. Designated External Bank Accounts for Access

 Provide your other bank account details if you wish to see their Balance & Statement in iBANKING.

D. Corporate Module Access

- Please select iBANKING Modules which you wish to use.
 - Account Services To view Account details.
 - Payments To make different payments & transfers.
 - Bulk Payments To do bulk payments through file upload.
 - o Salary Payments To do Salary payments through file upload.

E. Corporate User Details

- For new user, please provide your preferred User ID & other information to register it for iBANKING Usage.
- User Role Define which role the user will be assigned to.
 - Inquiry View only access to inquire about account and transactions, as well as to view and download report.
 - $\circ~$ Maker - User who will create/initiate transactions.
 - Self-Authorizer Transactions created / initiated by this User does not require authorization (Single Control).
 - o **Approver** User who will approve/authorize transactions.
 - o Releaser User who will release the transactions.
- Account and Module Access Define which service & accounts/cards the user is to be entitled to access in the iBANKING.

D. Transaction Authorization Matrix

- Transaction Authorization Workflow Select your preferred choice of workflow how the transaction should be approved.
 - Sequential Approval means Group A must approve the transaction before Group B.
 - Parallel Approval means either group A or B can approve the transaction at any time.

E. Special Instruction

Any further instruction(s) can be provided here.

H. Authorization

To be filled up and signed by authorized signatories.