USER FORM – REGULAR USERS

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| PART 1 | INTRODUCTION |
| This document is required to set-up Users on the Banking Circle Platform. This document is a power of attorney allowing the Users to act on behalf of the company. The User roles regulate the access and privileges for electronic banking transactions.**Note**: Your Admin Users can also create, edit and delete users within your company group. If none of your users are Admins, you can ask our Client Service team for a different User Form to set up your first Admin User. |

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| PART 2 | EXPLANATION OF ROLES |
| **Payments related roles*** **View payments:** Allows Users to view all transaction records and the status of the associated transaction.
* **Initiate payments with Approval:** Allows Users to initiate transactions, which will require approval from another User.
* **Initiate payments without Approval:** Allows Users to initiate payments with no further action required
* **Approve payments:** Allows Users to approve transactions from Users with the role Initiate with Approval.

**Bank account related roles*** **View accounts and bookings:** Allows Users to view bank accounts, balances and bookings.
* **Edit account names:** Allows Users to edit the descriptions of bank accounts.

**Beneficiary related roles*** **View pre-defined beneficiaries:** Allows Users to view list of saved beneficiaries.
* **Create beneficiaries with approval:** Allows Users to create and save beneficiaries, which will require approval from another User.
* **Create beneficiaries without approval:** Allows Users to create and save beneficiaries with no further action required.
* **Approve beneficiaries:** Allows Users to approve beneficiaries from Users with the role Create Beneficiary with Approval.

**Reporting related roles*** **Download reports:** Allows Users to generate and download reports such as Reconciliation Report and Balance Report.

**FX related roles*** **View FX:** Allows Users to view the FX Screen incl. executed trades.
* **Initiate FX trades:** Allows Users to execute FX trades between own bank accounts.

**Virtual Account related roles*** **View Virtual Accounts:** Allows Users to view Virtual Accounts.
* **Manage Virtual Accounts:** Allows Users to order, update and alike Virtual Accounts.

**Money market funds related roles*** **View MMF:** Allows Users to view the MMF Screen incl. holdings and previous trades.
* **Initiate MMF trades:** Allows Users to execute MMF trades.
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| PART 3 – USER 1 | DETAILS |
| Name: |  |
| Phone no. (incl. country code):Phone no. is used for authentication and must be unique and belong to the user |  |
| E-mail: |  |
| Company: |  |
| Position: |  |
| Action: | New user | Delete user | Modify user |
| Platform: | Banking Circle Web | Real-Time FX Full Access | Real-Time FX Back Office |
| Access:List company(ies) or bank account(s) that the User should get access to: |
| Role(s):Read part 2 before filling out this part. Role(s) attached to User in Banking Circle Web (Only for Banking Circle Web):

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| ROLES | Set X if Role should be assigned to the User |
| Payments related roles |
| View payments |  |
| Initiate payments with Approval |  |
| Initiate payments without Approval |  |
| Approve payments |  |
| Bank account related roles |
| View accounts and bookings: |  |
| Edit account names: |  |
| Beneficiary related roles |
| View pre-defined beneficiaries |  |
| Create beneficiaries with approval |  |
| Create beneficiaries without approval |  |
| Approve beneficiaries |  |
| Reporting related roles |
| Download reports |  |
| FX related roles |
| View FX |  |
| Initiate FX trades |  |
| Virtual Account related roles |
| View virtual accounts |  |
| Manage virtual accounts |  |
| Money market funds related roles |
| View MMF |  |
| Initiate MMF trades |  |

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| PART 4 | SPECIAL INSTRUCTIONS (optional) |
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By signing this form, I/we hereby certify that the person(s) mentioned above has/have duly been elected to act as Users on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This User Form must be signed in accordance with the binding powers defined in the authorised signatories form provided to Banking Circle. If the authorised signatories form permit one person to sign then the request shall be signed accordingly. If the authorised signatories form requires two persons to sign, then two persons must sign.

**Authorised signatory 1**

Name:

Date:

Signature:

**Authorised signatory 2**

Name:

Date:

Signature: