



USER FORM – ADMIN USERS

PART 1 - INTRODUCTION

This document is required to set-up or amend Admin Users on the Banking Circle Platform. This document is a power of attorney allowing the Admin Users to view, edit and delete users on behalf of the company. The Admin User role regulates the access and privileges of all users under your company group.

Next to an Admin User's user management privileges, it is also an option to grant access to additional roles such as initiating and approving payments (see Part 3). We recommend not allowing Admin Users to initiate and approve payments to minimize risk of collusion.

PART 2 - EXPLANATION OF ADMIN ROLE

An Admin User will have the ability to create and update users within the company group. An Admin User can assign roles to users and manage which bank accounts users have access to. Admin Users cannot create or update other Admin Users. Any amends to an Admin User's access requires this form to be completed.

The Admin User can operate with and without approval from another Admin User. We recommend having an approval step for user administration actions.

With Approval

The Admin User can create/moderate/delete users with the need for approval of another Admin User. The Admin User has rights to create and approve users. At least two Admin Users are required for this setup to work.

Without Approval

The Admin User can create/moderate/delete users without the need for approval of another Admin User. There are no approvals required in this setup and users are created directly. One Admin User is required for this setup to work.

Note: Admin Users will get access to all accounts within the company group.

PART 3 - EXPLANATION OF ADDITIONAL ROLES

Besides the User management privileges that comes with an Admin role, an Admin User can also gain access to the remaining roles. We recommend not allowing Admin Users to initiate and approve payments to minimize risk of collusion.

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.

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 additional approval from another User.
 - 8 Dual approvals for all payments: Each payment instructed will require two additional user approvals before processing.
 - 8 Single approval for all payments: Each payment instructed will require one additional user approval before processing.
 - 8 Single approval for external payments only: Any payment instructed to third parties will require one additional user approval, but payments to accounts within the same company group do not require any approval.
- **Initiate payments without Approval:** Any payment instructed will require no approval.
- **Approve payments:** Allows the user to approve payments instructed by Users with the role.
- **Only Initiate Payments to Saved Beneficiaries:** The user can only instruct payments to saved beneficiaries.

- **Initiate recalls and traces:** Allows users to initiate a payment recall or trace (this action does not require approval).
- **Allow FX held rates:** Allows users to request FX quotes valid for extended periods. Choose from 1 minute up to a maximum of 24 hours.

COMPANY ROLES

- **Approval groups and limits:** Approval Groups are collections of users who have permission to initiate and/or approve payments. These groups streamline the approval process and ensure compliance with your organisation's governance and risk policies.

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.

REPORTING RELATED ROLES

- **Create and 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 section and FX Trade board incl. executed trades.
- **Initiate FX trades:** Allows users to execute FX trades between own bank 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.

VIRTUAL ACCOUNT RELATED ROLES

- **View Virtual Accounts:** Allows users to view Virtual Accounts.
- **Order and Manage POBO/COBO:** Allows users to order and modify POBO and COBO Virtual Accounts.
- **Order and Manage COBO only:** Allows users to order and modify COBO Virtual Accounts.
- **Order and Manage Recon:** Allows users to order and modify Recon Virtual Accounts.

CORRESPONDENT AND AGENCY BANKING

- **Create correspondent and agency banking payments:** Allows users to initiate payments on behalf of their clients.

ACCOUNT VERIFICATION

- **View and request account verification:** Allows users to access Confirmation of Payee (CoP) and Verification of Payee (VoP) service when creating/modifying beneficiaries or initiating payments to new beneficiaries.

CASE MANAGEMENT

- Allows users to view and respond to Requests for Information RFIs.
- Allows users to view and respond to external banks incoming recall requests.

PART 4 - 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 required (select only one):

Admin role (select only one):

Additional role(s):
Optional. Only fill out the below if the Admin User should get access to roles next to their User management privileges.

ROLES **SELECT IF ROLE SHOULD BE ASSIGNED TO THE USER**

BANK ACCOUNT RELATED ROLES

View accounts and bookings
Edit account names

PAYMENTS RELATED ROLES

View payments
Initiate payments (please select one option)
Initiate recalls and traces
Only Initiate Payments to Saved Beneficiaries
Approve payments
Allow FX Held rates

COMPANY RELATED ROLES

Approval groups and limits

BENEFICIARY RELATED ROLES

View pre-defined beneficiaries
Create beneficiaries (please select one option)
Approve beneficiaries

REPORTING RELATED ROLES

Create and Download reports

FX RELATED ROLES

View FX
Initiate FX trades

MONEY MARKET FUNDS RELATED ROLES

View MMF holdings and trades
Initiate MMF trades

VIRTUAL ACCOUNT RELATED ROLES

View virtual accounts
Order and manage POBO/COBO virtual accounts
Order and manage COBO virtual accounts
Order and manage Recon virtual accounts

CORRESPONDENT AND AGENCY BANKING

Create correspondent and agency banking payments

ACCOUNT HOLDER VERIFICATION COP AND VOP ROLE

Account holder verification

CASE MANAGEMENT

Manage recall cases
Manage RFI Cases

PART 5 - SPECIAL INSTRUCTIONS (OPTIONAL)

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

- the Company is aware of its responsibility to train Admin Users to security awareness measures and will ensure that they receive sufficient security trainings in order to use the Banking Circle Platform in accordance with Banking Circle General Business Terms;
- the Admin Users will take all necessary measures to ensure that the technical characteristics of any device used to access the Banking Circle Platform, any authentication device or software, Internet access and telecommunications means are up to date for obtaining information and for access to the transactions and services offered by this platform;
- the Admin Users are responsible for keeping such devices and/or software up to date and installing all manufacturer provided updates and security fixes when available;
- the Company will manage properly the security of such devices through installing and updating security components (antivirus, firewalls, security patches); and
- the Admin Users have been informed of Banking Circle's processing of their personal data as described in Banking Circle's privacy notice available on <https://www.bankingcircle.com/privacy-notice>.

This Admin 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 SIGNATURES

Authorised signatory 1

Signature:

Name:

Date:

Authorised signatory 2

Signature:

Name:

Date: