USER FORM - ADMIN USERS

|  |  |
| --- | --- |
| PART 1 | INTRODUCTION |
| This document is required to set-up 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.  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.  **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. Types include:   + **Dual approvals for all payments:** Every payment requires two approvals before processing.   + **Single approval for all payments:** Every payment requires one approval before processing.   + **Single approval for external payments only:** Payments to third parties require one approval, but payments to accounts within the same company group do not require an approval. * **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. * **Initiate recalls:** Allows Users to initiate a payment recall (this action does not require 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. | |
|  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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: | | | New user | | Delete user | Modify user |
| Admin role: | | | With approval | | Without approval |  |
| Additional role(s):  Optional. Only fill out if the Admin User should get access to roles next to his/her User management privileges   |  |  | | --- | --- | | ROLES | Set X if Role should be assigned to the User | | Payments related roles | | | View payments |  | | Initiate payments with Dual Approval Required |  | | Initiate payments with Single Approval Required |  | | Initiate payments with Single Approval Required for External Payments |  | | Initiate payments without Approval |  | | Approve payments |  | | Initiate recalls |  | | 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 |  | | | | | | | |
| PART 5 | | SPECIAL INSTRUCTIONS (optional) | | | | | |
|  | | | | | | | |

Please provide a copy of the Admin Users passports. By providing this passport you also adhere to the following wording:“*I confirm the copy of the passport is a true reflection of the individual and that the firm have applied due diligence measures to verify the identity of the individual and conduct regular checks against all required sanctioned lists***.**”

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 if 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 signatory 1**

Name:

Date:

Signature:

**Authorised signatory 2**

Name:

Date:

Signature: