

Business Internet Banking Application Form

COMMERCIAL BANKING



Company Name : _____

Customer Number *

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* first nine digits of the account number

I / We currently use Business Internet Banking (BIB) Service offered by HSBC Bank Middle East Limited (“the Bank”). In order to ensure adequate use of the BIB Service, the following changes are required.

I / We request the Bank to add the following accounts of the Company to BIB ID as provided above, to enable Primary Users to operate the accounts on the Internet.

Principal Account Number :

Account Number(s) to be added :

1 Account Number	2 Account Number	3 Account Number
4 Account Number	5 Account Number	6 Account Number
7 Account Number	8 Account Number	9 Account Number

I / We request the Bank to delete the following accounts (including trade Import and Export accounts, if any) of the Company from the BIB ID as provided above to ensure users cannot operate the accounts on the Internet.

Account Number(s) to be deleted :

1 Account Number	2 Account Number	3 Account Number
4 Account Number	5 Account Number	6 Account Number
7 Account Number	8 Account Number	9 Account Number

Daily Maximum Corporate Transaction Limits (Strike off if not applicable)

I / We request the Bank that the following Daily Maximum Corporate Transaction Limits be set up for transactions on BIB overriding the existing limits

Transaction Type	Maximum Daily Corporate Limits (OMR)
Third Party Payment	
Inter Account Transfer	
Bill Payment	

* The maximum limit for Third Party Transfer is (Maximum OMR 50,000)

The maximum limit for transfers between accounts under the same customer number is (Maximum OMR 50,000)

The maximum limit for Utility Bill Payments is (Maximum OMR 25,000)

I / We request the Bank that the following Daily Primary User Transaction Limits* be set up, for Primary Users as mentioned below, in BIB in place of the existing limits

	Transaction Type	Primary User 1	Primary User 2	Primary User 3
A	Third Party Transfer			
B	Inter Account Transfer			
C	Bill Payment			

* The maximum limit for Third Party Transfer is OMR 50,000

The maximum limit for transfers between accounts under the same customer number is OMR 50,000

The maximum limit for Utility Bill Payments is OMR 25,000

I / We request the Bank that the following Secondary User(s) be converted to Primary User(s)

Secondary User's Name	BIB User Name	User Signature

I / We request the Bank that the following Delegate(s) be deleted

Delegate Name	BIB User Name	User Signature

The following office-bearer(s) are authorised to perform the functions of 'Primary Users' as detailed in the applicable BIB Terms and the BIB Customer Guide, for operations of the BIB Service on behalf of the Firm, with the indicated authorisation limits:

	User details	Primary User 1	Primary User 2	Primary User 3
1	Name of Primary User			
	(a) First Name			
	(b) Middle Name			
	(c) Last Name			
2	Designation			
3	Passport Number / ID No (Omanis)			
4	Office Address*			
5	Contact Details :			
	(a) Office Telephone No :			
	(b) Fax No :			
	(c) Mobile No :			
	(d) E-mail Address :			
6	Daily Transaction Limits (OMR)			
	(a) Third Party Transfers :			
	(b) Inter Account Transfers :			
	(c) Bill Payment :			
7	Signature			

* All communication will be sent to the address mentioned in our records for the Customer Number.

I / We understand that once nominated, the primary user(s) will have access to all accounts under the above mentioned customer number unless the access is specifically restricted.

Primary Users duly appointed by me / us, are hereby authorised to appoint Secondary User(s) in accordance with the BIB Terms and Conditions and to signify the Company's acceptance of the BIB Terms and Conditions, as amended from time to time, by performing the required actions on BIB, as well as by signing any declarations, agreements or any other documents as may be required.

I / We request the Bank to hand over related BIB ID(s), Password(s) and Security Device(s) to such duly authorised Primary Users.

I / We have been appraised of the security and transaction authorisation procedures on BIB.

Following Admin Control and Authorisation Matrix shall be adopted for operations on BIB:

Admin Control

Dual Admin

Authorisation Matrix

Simple (A or B)

One Group (A or AA)

Two Groups (A or B or AB or AA or BB)

Token

Please provide a replacement security token for the following reason (s):

The Security token has been misplaced / lost

The Security token is broken

The battery is low

On / Off button is stuck

The Security token displays a row of zeros

Other reasons : _____

Name of Internet Banking User

Internet Banking User ID

Internet Banking Number

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Utility Bill Payments

- Please write the account number as it appears on the bill and provide copies of the utility bills.
- The bills of the following can be paid through this service :
 - OIFC
 - ONEC

No.	Utility Company	Account Number
1.		
2.		
3.		
4.		

Company Resolution

Company Resolution to be provided as follows if the authorised signatories have no power as specified in the Declaration above

At the meeting of the board of directors of _____ held in _____ on the _____ day of _____ with the required quorum being present, the following was resolved:

Name : _____

Name : _____

Name : _____

are empowered to handle singly / any two jointly / all jointly all banking matters of _____ including but not limited to opening, operating and closing bank accounts, delegating powers to any other person(s) to carry out day to day operations of the bank accounts through any of its distribution channels provided by the Bank, execution of binding agreements / indemnities required by the Bank, etc.

Name : _____

Name : _____

Name : _____

are authorised singly / any two jointly / all jointly to enter into and use any electronic distribution channel offered by the Bank from time to time and are empowered to sign relevant agreements / authorisation forms.

There being no further business the Chairman declared the meeting closed.

Signed with Company seal:

Name
(to be signed by Directors or the majority shareholders)

Signature

Co. Seal

Name
(to be signed by Directors or the majority shareholders)

Signature

Co. Seal

Users

There are 2 types of users in BIB — Primary User and Secondary User

- **Primary User** — has the highest authority among BIB users.
- **Secondary Users** — All users, other than Primary Users, of your BIB portfolio are Secondary Users.

There can be multiple Primary and Secondary users

The following table gives an overview of the differences between a Primary User and Secondary User:

Services	Primary User	Secondary User
Administrative Entitlements		
- Create /Authorise New User - (including defining transaction limits)	🕒	°
- Assign / modify / Authorise Account Control (including authorisation limits per signature group per account)	🕒	°
- Modify /Authorise modification of existing User profile (including modifying transaction limits)	🕒	°
- View Activity Log of all users	🕒	°
Non Administrative Entitlements		
- View Account Balance and transaction History	🕒	🕒
- Pay/Authorise Bill Payments	🕒	🕒
- Make / Authorise transfer transactions	🕒	🕒
- Rate enquiry	🕒	🕒
- Statement and Advice	🕒	🕒
- View Activity log (self)	🕒	🕒
- View profile (self including Transaction Limits, Signature Groups etc)	🕒	🕒

🕒 - Available, ° - Not Available, All services above are available to the user only if these services are applied for.

Dual or Single Admin Control

Admin Control is only applicable for Primary Users for managing all Administrative Entitlements. There can be 2 types of Admin Control:

- **Dual Admin Control** — 2 Primary Users are required to make a change in the administrative entitlements (as given above) available on BIB. For eg: One Primary User creates a new Secondary User, however the Secondary User is created in the system only after the second Primary User authorises the creation. Similarly, if the limit of an existing user is modified by one Primary User, the modified limit of the user will come into effect only after this change is authorised by a second Primary User.
- **Single Admin Control** — Only 1 Primary User is required to make a change in the administrative entitlements (as given above) available to the Primary users. For eg: One Primary User creates a new Secondary User, then this Secondary User is created in the system immediately without any need for a second Primary User to authorise the new user creation. Similarly, if the limit of an existing user is modified by one Primary User, the modified limit of the user will come into effect immediately without requiring any further authorisation by a second Primary User.

Authorisation Matrix

- **Simple Authorisation Matrix** - Any One User (from Group A or Group B) individually can authorise a financial transaction eg: A, B
- **Dual One Group Authorisation Matrix** : Users, either individually or jointly, from Group A only can authorise the transaction eg: A, A+A
- **Dual Two Group Authorisation Matrix** : Users, either individually or jointly, from Group A and / or Group B can authorise the transaction eg: A, B, A+A, B+B, A+B.

Primary Users can categorise all users online into the above groups,

Please note that Delegate Limits cannot be higher than the Corporate Limit.

