



# Add/Amend a Local Administrator or Payment Authoriser to iBusiness Banking (iBB)

Please note: Users who require view and/or create privileges must be added by the Local Administrator.

## How to complete the form

1 Please use a BLACK pen

2 Mark boxes like this  If you make a mistake, do this

3 Please use BLOCK CAPITAL LETTERS and leave one space between each word A 2

Entity Name

An Existing User ID

USER 1	USER 2	USER 3
First Name <input type="text"/>	First Name <input type="text"/>	First Name <input type="text"/>
Surname <input type="text"/>	Surname <input type="text"/>	Surname <input type="text"/>
UK Residential Address <input type="text"/>	UK Residential Address <input type="text"/>	UK Residential Address <input type="text"/>
Postcode <input type="text"/>	Postcode <input type="text"/>	Postcode <input type="text"/>
Date of Birth <input type="text"/>	Date of Birth <input type="text"/>	Date of Birth <input type="text"/>
Business Email Address <input type="text"/>	Business Email Address <input type="text"/>	Business Email Address <input type="text"/>
User ID (existing users only) <input type="text"/>	User ID (existing users only) <input type="text"/>	User ID (existing users only) <input type="text"/>

## Assign the access privileges that you want each User to have, by marking the boxes below

### 1.1 Select the User(s) you want to have Local Administration access

USER 1 <input type="checkbox"/>	USER 2 <input type="checkbox"/>	USER 3 <input type="checkbox"/>
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### 1.2 Select the User(s) you want to be able to Authorise ALL Payments (including Bulk payments)

USER 1 <input type="checkbox"/>	USER 2 <input type="checkbox"/>	USER 3 <input type="checkbox"/>
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### 1.3 Enter the Payment Limits for each Payment Authoriser

USER 1	USER 2	USER 3
Daily Limit £ <input type="text"/>	Daily Limit £ <input type="text"/>	Daily Limit £ <input type="text"/>
Transaction Limit £ <input type="text"/>	Transaction Limit £ <input type="text"/>	Transaction Limit £ <input type="text"/>

Daily Limit - the total value of payments a user can make in one day.

Transaction Limit - the maximum value of any individual payment a user can make.

### 1.4 Select the User(s) you want to Create ALL Payments (including Bulk payments)

USER 1 <input type="checkbox"/>	USER 2 <input type="checkbox"/>	USER 3 <input type="checkbox"/>
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### 1.5 Select the User(s) you want to be able to View ALL Accounts

USER 1 <input type="checkbox"/>	USER 2 <input type="checkbox"/>	USER 3 <input type="checkbox"/>
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Bulk payments are available through the iBulk Payments module.

Access to account information can be restricted by the Local Administrator on a per User basis.

Please note, new user details will be provided if a user is appointed as a Local Administrator for the first time.

### For Bank Use Only

PAC <input type="text"/>	PAC <input type="text"/>	PAC <input type="text"/>
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If existing User ID has been provided, please check if a PAC has been previously issued. If not, please assign a PAC letter for Local Administrators.

## Client Contact Details

If your Client Contact has changed, please update the details below

FIRST NAME <input type="text"/>	SURNAME <input type="text"/>
BUSINESS EMAIL ADDRESS <input type="text"/>	TELEPHONE NUMBER <input type="text"/>

## Authorisation

We, the Customer, wish to amend the details of our previously signed Application for iBB. We acknowledge that this document is subject to the Terms and Conditions of the iBB Agreement.

Signed on behalf of the Entity noted above in accordance with our existing mandate for iBB.

AUTHORISED SIGNATORY 1 <input type="text"/> Date <input type="text"/> / <input type="text"/> / <input type="text"/>	AUTHORISED SIGNATORY 2 <input type="text"/> Date <input type="text"/> / <input type="text"/> / <input type="text"/>
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Once completed, please forward this Amendment request to your Business Centre as we will be unable to process your request unless it is signed.

