



Change Client Set up and Processing Details on iBusiness Banking (iBB)

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** **A** **2**
LETTERS and leave one space between each word

Entity Name
An Existing User ID

Section 1: Change iBB Set up

From: Single Entity To: Group Entity
'Add a new Group Entity' form completed and held on customer file
OR
From: Group Entity To: Single Entity
Single Entity iBB Resolution completed and held on customer file

Section 2: Change of Lead Entity

Name of New Lead Entity
Relevant iBB Resolutions completed and held on customer file

Section 3: Amend Client Processing Balance

Please amend the Client Processing Balance as detailed below:

From: Available To: Ledger
(Credit Operations sign-off)
OR
From: Ledger To: Available

Section 4: Change of Debiting Day

Please amend the Customer Debiting Day as detailed below:

From: Day 1

To: Day 3 (Credit Operations sign-off)

Bacsel IP Form completed and forwarded to Credit Operations

Contingent Liability Account Opened

OR

From: Day 3

To: Day 1 (Customer Owner sign off)

Contingent Liability Account Closed Y N

Two months notice given to client: Yes (copy two months notice attached) /
No (if no - copy of customer request attached)

Local Admin Replacement
PAC details User ID

Local Admin Replacement
PAC details User ID

PAC Letter

PAC Letter

Local Admin Replacement
PAC details User ID

Local Admin Replacement
PAC details User ID

PAC Letter

PAC Letter

FOR BANK USE ONLY

ATTENTION! The ORIGINAL form must be kept in the customer file and a COPY should be scanned.

Customer Owner

PRINT NAME

SIGNATURE

DATE

Day / Month / Year
 / /

Credit Operations (if applicable)

PRINT NAME

SIGNATURE

STAFF NUMBER

DATE

Day / Month / Year
 / /



Information correct as at November 2019

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