



iBusiness Banking

Single Entity Application Form

How to complete the form

1 Please use a **BLACK** pen

2 Mark boxes like this
If you make a mistake, do this and mark the correct box

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

1. Terms of the application

By submitting this Application Form to the Bank, the Customer certifies that the information provided is accurate and complete in all respects and acknowledges that the Bank will be relying on this information in processing the application. The Customer nominates and authorises the Users to have access to iBusiness Banking on the terms of the iBB Terms and Conditions.

Words, terms and expressions defined in the iBusiness Banking Terms & Conditions (save where otherwise defined herein) have, when used in this Application Form, the same meaning as they have in the iBusiness Banking Terms & Conditions.

I/We have received and accept the iBB Terms and Conditions

I/We have completed and signed the iBB Resolution Y N/A (for example Sole Trader)

1.1 Business Details

Enter the details of the business:

BUSINESS NAME:

CORRESPONDENCE ADDRESS:

POSTCODE: PHONE:

2. What modules / Accounts do you want to access?

2.1 iBB Modules

The Customer authorises the Bank to debit the quarterly Fees and Charges for the Services to the nominated Current Account as listed below.

Please refer to our iBB Fees and Charges brochure for module fees

- | | | |
|-------------------------------|--|--------------------------|
| a) Domestic Payments | Inter Account Transfers, Single Payments & CHAPS | <input type="checkbox"/> |
| b) iBulk Payments | Bulk Payments (e.g. salary files) | <input type="checkbox"/> |
| c) International Payments | Currency Payments | <input type="checkbox"/> |
| d) View only (Free of charge) | View account information only | <input type="checkbox"/> |

List your accounts which you want to see on iBusiness Banking - only your BUSINESS bank accounts can be shown, and indicate those to be used for *settlement purposes (Dr for Direct Debiting or Cr for Crediting for Bulk Payments).

Your Local Administrator will be able to add/delete accounts including your Business Credit Cards when logged into iBusiness Banking. Access to these accounts can be restricted to certain individuals by your Local Administrator when you start using iBusiness Banking.

Please note, the International Payments module is required for foreign currency account transfers.



Need assistance? Phone our customer service team on 0370 243 0331* Mon-Fri 8:30AM - 5:30PM

2.2 Your Accounts (Business Accounts Only)

PLEASE NOTE: the first Account listed below will be used for the deduction of iBB quarterly Fees and Service Charges as appropriate.

Account Name	NSC	Account Number	Bulk Settlement	
			DR	CR*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.3 Currency Accounts (Non Sterling Account)

Account Name	NSC	Account Number	Currency
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Account Name	BIC
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

IBAN	Currency
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

2.4 Business Credit Card Accounts (View only)

Cardholder Name	Credit Card Number
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

3. Who do you want to use iBusiness Banking?

3.1 iBusiness Banking Users

(BRANCH USE ONLY)
PAC NUMBER

<input type="text"/>	<input type="text"/>	<input type="text"/>
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	USER 1 LOCAL ADMINISTRATOR	USER 2	USER 3
First Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	<input type="text"/>	<input type="text"/>
UK Resident (Y / N)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

By Default USER 1 is selected as a Local Administrator. If you select option A in 3.2 below you MUST select at least TWO users here.

Local Administrator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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If you select payment authorisation options A or B in 3.3 below you MUST select at least TWO users here.

Authorise all payments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Payment Limits Enter the Payment Limits for each Payment Authoriser

Daily Limit	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
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Transaction Limit	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
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Create payments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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View Account information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Create payments

Allows the User to create payments and import files for authorisation. This function does not allow the user to authorise payments.

View Account information

Allows the User to view balances, statements, interest, search for cheques and export Transaction information.



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3.2 Local Administrator

Select how you want to manage SECURITY, USER and BENEFICIARY changes on iBusiness Banking.

Select how you want to control and verify security and administration changes on your iBusiness Banking by ticking ONE box below.

A TWO Local Administrators are required to authorise setup modifications (Recommended) (more secure in a multi-user environment).

(TICK ONE BOX ONLY) OR

B Only ONE Local Administrator is required to authorise setup modifications.

Local Administrators can set up new Users for viewing and creating payments as well as modify details and functionality for existing Users (including functionality they have themselves). At least one of the Users must have this functionality ticked.

3.3 Payment Authoriser

Select how many people you need to AUTHORISE payments

A TWO Users are required to authorise ALL payments (More secure in a multi-user environment) (Recommended).

OR

(TICK ONE BOX ONLY)

B Only ONE User is required to authorise any payment less than or equal to £ (maximum value £20 million). For larger amounts TWO Users will be required.

OR

C Only ONE User is required to authorise any payment.

This User can authorise payments on iBusiness Banking subject to the authorisation requirements indicated. This function does not allow a User to create payments. As part of our regulatory requirements we may be required to verify the identification of Local Administrators/payment authorisers, if same is not already held by your branch.

Check List

Before you submit your application, please read through the following list to check that you have completed the form correctly. This will help speed up your application.

All Applicants

- ✓ Ensure that USER 1 details are complete
- ✓ All users have been granted at least ONE User access role in section 3.1
- ✓ There must be at least one 'AUTHORISE PAYMENTS' User in section 3.1
- ✓ There must be at least one 'CREATE PAYMENTS' User in section 3.1
- ✓ There must be at least one 'VIEW ACCOUNTS' User in section 3.1
- ✓ Principal account details have been listed in section 2
- ✓ You have completed the iBB Resolution

The form is signed by those authorised to act on behalf of the business (NOTE: these are not necessarily Users of iBB)



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Who needs to sign this form?

Sole Trader: The Sole Trader should sign.

Partnership: The requisite number of partners in accordance with the Bank mandate should sign.

Club/Association: The requisite number of individuals authorised to act on behalf of the club/association in accordance with the Bank mandate should sign.

Limited Company: The same individuals listed in the original iBB Company Resolution should sign.

Data Protection Notice - How We Use Your Information

By signing this form, you consent to the use of your personal data as indicated in the 'Data Protection Notice - How We Use Your Information' within the iBusiness Banking Terms and Conditions.

Signed on behalf of the BUSINESS/ORGANISATION noted above in accordance with the iBusiness Banking Resolution.
PLEASE NOTE: The first signatory will be the principal client contact. The client contact is the sole contact for all iBB communications.

AUTHORISED SIGNATORY NAME: PRINT NAME OF CLIENT CONTACT SIGNATURE:

E-MAIL ADDRESS:

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PHONE: DATE: Day Month Year

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ADDITIONAL SIGNATORIES (IF REQUIRED)

AUTHORISED SIGNATORY NAME: PRINT NAME	SIGNATURE:	DATE:
		Day Month Year
		/ / /

AUTHORISED SIGNATORY NAME: PRINT NAME	SIGNATURE:	DATE:
		Day Month Year
		/ / /

AUTHORISED SIGNATORY NAME: PRINT NAME	SIGNATURE:	DATE:
		Day Month Year
		/ / /

Thank you for applying for iBusiness Banking

What Happens Next?

- Please return your application form and iBB Resolution (where applicable) to your Business Centre or Direct Banking.
- You will receive your digipass by post and your log on details will follow.
- Users and Local Administrators will receive letters instructing them how to proceed. Local Administrator(s) / Payment Authoriser(s) should contact their Business Centre or Direct Banking to advise if your PAC (Personal Access Code) will be collected or posted to you.
- Once all Users have received their Digipasses & are validated by the Local Administrator(s) you're ready to go. For detailed information on getting started, first time log in and all aspects of iBB, please visit our **Help Centre** after you log into iBB.



Security Tips

Your online security is important to us, here are some top tips to keep you safe

- X** Never make a payment on foot of an email request without contacting the Sender, using the existing agreed phone number or email address to verify the request – do not use any of the information in the email to make contact. Be particularly wary when you are asked to change existing payment details.
- X** NEVER input codes displayed on your PC screen into your Digipass for any reason.
- X** Never respond to pop-up messages looking for logon information or checking your security settings.
- X** Even though iBB presents error messages in pop-up windows, **we will NEVER** ask you to input your login credentials or OTC/TDS codes into a pop-up window.
- ✓** We recommend that you make it mandatory that at least two iBB Users are involved in the creation and authorisation of payments as this is the most effective control against the external fraudster.
- ✓** Be Fraud Aware - See our Security Centre for information on alerts / scams.

If in doubt please contact us on the number below.



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† Call charges may vary, please refer to your service provider.

FOR BANK USE ONLY

ATTENTION! The ORIGINAL form must be kept in branch and a COPY should be emailed or scanned using one of the following options (tick as appropriate)

Email ibb.after.sales@aib.ie Scan to Enterprise on Printer

Company Name	<input type="text"/>		
Direct Customer Confirmation email to echannels.gb@aib.ie	Y <input type="checkbox"/>	N <input type="checkbox"/>	View only Y <input type="checkbox"/> N <input type="checkbox"/>
iBB Resolution Attached	Y <input type="checkbox"/>	N/A <input type="checkbox"/>	Supplementary form completed Y <input type="checkbox"/> N/A <input type="checkbox"/>
Cash Management limit: £ <input type="text"/> Daily	Automatic CHAPS charge: Y <input type="checkbox"/> N <input type="checkbox"/>		
Forward Value Credit limit: Daily/Weekly/Monthly £ <input type="text"/>	Day 1 or 3: <input type="text"/>		
Forward Value Debit Limit: Daily/Weekly/Monthly £ <input type="text"/>	If Day 3 or DD iBB Bacstel-IP form must be completed and forwarded to bacssupport@aib.ie Y <input type="checkbox"/> N <input type="checkbox"/>		
Available or ledger: A <input type="checkbox"/> L <input type="checkbox"/>	iBP transaction fee: £ <input type="text"/>		
Account details verified: Y <input type="checkbox"/> N <input type="checkbox"/>	Contingent Liability account opened: Y <input type="checkbox"/> N <input type="checkbox"/>		
Letter of Confirmation Issued to Customer Y <input type="checkbox"/>			
Branch email address:	<input type="text"/>		

AUTHORISED SIGNATORY NAME: PRINT NAME <input type="text"/>	SIGNATURE: <input type="text"/>
SIGNING NUMBER <input type="text"/>	DATE: <input type="text"/> / <input type="text"/> / <input type="text"/>

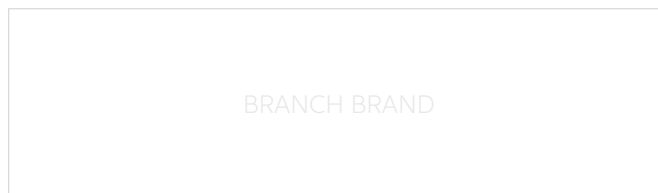
Regulatory checks completed Y N

REGULATORY LIASON OFFICER: PRINT NAME <input type="text"/>	SIGNATURE: <input type="text"/>
DATE: <input type="text"/> / <input type="text"/> / <input type="text"/>	

Sanction approved Y N

CREDIT CONTROLLER (Day 3 ONLY): PRINT NAME <input type="text"/>	SIGNATURE: <input type="text"/>
SIGNING NUMBER <input type="text"/>	DATE: <input type="text"/> / <input type="text"/> / <input type="text"/>

For assistance or queries please contact iBB Set up and Amends Mon - Fri 8:30 am - 5:30pm email: ibusinessbanking@aib.ie



Information correct as at January 2018

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