

**Straight2Bank User Amendment Form**

Instruction to Customer: This form is required to be filled in as per customer requirement & to be submitted to the RM or branch

Instruction to RM/Branch: This customer form on receipt needs to be annotated with signature verification & then submitted to the Regional Solution Delivery resource for implementing the S2B amendm

**Section A : COMPANY PROFILE**

Company Name		Existing Group ID (mandatory):	
Company Address			
Mailing Address (if different from above)			
Contact Persons			
Name of Primary Contact		Name of Secondary Contact	
Phone Number/Designation		Phone Number/Designation	
Email Address		Email Address	

**Section B : CASH SERVICES**

**Modules :**

1. Cash Reporting – Accounts statement (Intra-Day and Prior Day)

2. Payment Initiation

# ACH (NEFT) \_\_\_\_\_ # PAY (Payroll) \_\_\_\_\_ # TT (Telegraphic Transfer) \_\_\_\_\_ # IBC (Int'l Bank Cheque) \_\_\_\_\_

# BT (Book Transfer) \_\_\_\_\_ # RTGS (Local Bank Transfer) \_\_\_\_\_ # LBC (Local Bank Cheque) \_\_\_\_\_ # CC (Corporate Cheque) \_\_\_\_\_

3. Collection – Collection reporting / Direct Debit Initiation

4. Online Treasury – Foreign Exchange (e.g. SPOT, Forward etc.)

**Base Currency:** \_\_\_\_\_ (mandatory if module 2 is selected)

No	Specify Action Required (Add/Delete/Amend)	Account Number	Account Name	Currency	Country of Location	Modules *specify the required module 1 to 4	Signing Matrix - applicable for payment initiation only (e.g. A+A = unlimited, A+B = INR50K, C+C = INR10K)
1							
2							
3							
4							
5							

Please tick  if you required these accounts :  Fixed Deposits  FX Contracts  Loans

**Section C : TRADE SERVICES**

**\*\*Modules :**

1. Trade Reporting

2. Trade Initiation

**#Trade Products :**

1. LC Issuance 4. Export Bills Under LC 8. Export Advising

2. Shipping Guarantee 5. Export Direct Collections 9. All Services (1 to 8)

3. Guarantee Issuance 6. Guarantee Import Collection

**Base Currency:** \_\_\_\_\_ (mandatory if module 2 selected)

No	Specify Action Required (Add/Delete/Amend)	Company Name	Country	Modules **specify the required module 1 and/or 2	#Trade Products	Signing Matrix - applicable for trade initiation only (e.g. A+A = unlimited, A+B = INR50K, C+C = INR10K)
1						
2						
3						

**Section D : USER MAINTENANCE (Operator & Viewer)**

\* Reporting accounts-- refer to section B or C  Remote Authorization  Mobile Authorization

\*\* Payment Access-- ACH/ BT/ Payroll/ RTGS/ TT/ LBC/ IBC/ CC

1. ACH (Media Clearing) 3. PAY (Payroll) 5. TT (Telegraphic Transfer) 7. IBC (Int'l Bank Cheque)

2. BT (Book Transfer) 4. RTGS (Local Bank Transfer) 6. LBC (Local Bank Cheque) 8. CC (Corporate Cheque)

\*\*\* Payment A/C-- refer to section B or C

No	Specify Action Required (Add/Delete/Amend/Reset/Reactivate)	User Name	User ID (max 10 chars)	User Email	User Base Country	*Reporting Accounts (refer to section B or C) e.g. A/C 1,2,3,4, or ALL	**Payment Access ==> e.g. ACH, TT, BT or ALL	***Payment A/C no. (refer to section B) ==> e.g. AC 1,2,3,4, or ALL
1								
2								
3								
4								

**Section E : AUTHORIZER MAINTENANCE**

No	Specify Action Required (Add/Delete/Amend/Reset/Reactivate)	Authorizer Name	User ID (max 10 chars)	User Email	User Country	Signing Group e.g. A, B or C	Mobile No.	**Payment Access & A/C no. (refer to section B) e.g. ACH, TT, BT & A/C 1,2, or ALL
1								
2								
3								
4								

**Section F : AUTHORISED SIGNATORIES**

I/We acknowledge that my/our use of the Straight2Bank Bank service(s) will be governed by the terms and conditions of the Master Services Agreement and other related documentation ("Master Services Agreement"). I/We confirm that we have read, understood and agree to be bound by the Master Services Agreement including, without limitation, the various indemnities provided there under.

	First Authoriser	Second Authoriser
Name of Authoriser		
Signature		
Date		

ent

Yes/No

[Redacted]

[Redacted]

[Redacted]

Modules

[Redacted]

Modules

[Redacted]



**Instructions for Completing the Internet Banking Maintenance Setup Form for Straight2Bank Service Straight2Bank**

Dear Customer,

Please complete the relevant section of the Maintenance Form and return the form duly signed by the authorised signatories as stipulated in the Company Board Resolution or Bank Account Mandate. Company Board Resolution and Bank Account Mandate

**Section A: Company Profile**

1. Fill in the legal entity name of the company and address. Company name is restricted to a maximum of 35 characters.
2. Designate maximum of two contact persons whom the bank can liaise with on matters related to Straight2Bank services.

**Section B: Cash Services**

1. Complete only if your company is subscribing for Cash Services.
2. **Column 1** - Specify the action needed.
3. **Column 2 to 5** - Specify your company's SCB accounts numbers, accounts name, accounts currency and the location of the accounts to be made available for Straight2Bank access.
4. **Column 6** - Specify the type of Cash Module to be available in Straight2Bank.
5. **Column 7** - Applicable if module 2 (Payment Initiation) is selected. Specify the various signing combination & limits for each account. Please provide currency with the limit amount. You may make reference to your Company Board Resolution on the signing authority.

E.g. A+A = Unlimited Amount (meaning any 2 of the group A signer to sign for unlimited amount OR A+B < THB50K (meaning any group A and B signer to sign up to 50K)

**Section C: Trade Services**

1. Complete only if your company is subscribing for Trade Services.
2. **Column 1** - Specify the action needed.
3. **Column 2 & 3** - Specify your company name and country of location.
4. **Column 4** - Specify the type of Trade Module to be available in Straight2Bank.
5. **Column 5** - Specify type of Trade Products to be made available in Straight2Bank.
6. **Column 6** - Applicable if module 2 (Trade Initiation) is selected. Specify the signing matrix for each company. Please provide currency with the limit amount. The signing combination can be different from the Cash signing matrix.

E.g. A+A = Unlimited Amount (meaning any 2 of the group A signer to sign for unlimited amount OR A+B < THB50K (meaning any group A and B signer to sign up to 50K)

**Section D: User Details**

1. Specify the list of users to have access to Straight2Bank.
2. **Column 1** - Specify the action needed.
3. **Column 2 & 3** - Specify the user name and preferred login user id. (Maximum 10 characters)
4. **Column 4 & 5** - Specify user email address and his/her residing country
5. **Column 6** - Specify the user access for **Cash Reporting Account** - Data Access Profiles (DAP)
6. **Column 7** - Specify the user function to Payment e.g. ACH/ BT/ Payroll/ RTGS/ TT/ LBC/ IBC/ CC
7. **Column 8** - Specify the user access for **Payment Account** - Data Access Profiles (DAP)

**Section E: Authorizer Details**

1. **Column 1-5** - same as user details
2. **Column 6** - Applicable if the module 2 is selected in Section B and/or C. Applicable if the user is an authoriser. Specify the signing group, e.g. Group A or B signer.
3. **Column 7** - Specify the authorizer's mobile number in case Mobile Authorization is required.
4. **Column 8** - Specify the user function to Payment & user access for **Payment Account** - Data Access Profiles (DAP)
5. **Each new authorizer should complete a PIP (Personal Identification Phrase/Shared Secret) form. This is required to activate the user vasco token at firsttime login.**

**Description of User Roles**

**Authoriser :** This person authorizes instructions prepared by the operator in Straight2Bank-web. Each transaction must be fully authorized, either singly or jointly.

**Operator :** This person prepares the company banking instructions and is not permitted to authorize instructions.

**Viewer :** Allows viewing, exporting and printing of bank account balances and statements.

**Remarks :** Please indicate if you are attaching addendum to the form and specify the number of pages attached.