



AIB Phone & Internet Banking Amendment of Nominated User

For Companies

Who can use this form

This form is for companies registered for AIB Phone & Internet Banking who wish to amend their existing Nominated User for the Service.

Amending the Nominated User

- The company must nominate a single person (the new 'Nominated User') who will replace the existing Nominated User as the only person entitled to use the Service on behalf of the Company.
- The new Nominated User must be an authorised signatory on all of the Company's Current & Deposit accounts opened at the time this form is submitted.
- The new Nominated User must hold a valid mobile phone number in order to receive SMS notifications to activate the Service.
- The new Nominated User must receive the new Registration Number and activate the new PAC before being able to access the Service.
- The existing Nominated User will continue to have access to the Service until this form is processed by AIB.
- If you wish to cancel the existing Nominated User's AIB Business Debit Card please call us on **(01) 2695022**.

When using AIB Phone & Internet Banking

- The Company must have a signing instruction of 'any one to sign' on each account, before any type of payment can be made from that account using the Service.
- The Company must have an AIB Business Debit Card in the name of the new Nominated User and AIB Card Reader to fully avail of the features of the Service, including certain payment related services.
- The new Nominated User with an AIB Business Debit Card will be able to access and transact on other Company accounts. (Note: An AIB Business Debit Card can be used to complete purchases or cash withdrawals on the account linked to that AIB Business Debit Card only.)
- The new Nominated User is the only person in the Company who can access internet banking or authorise payments through the Service.
- Payment templates to pay up to ten payees in one process can be created (Note: AIB Phone & Internet Banking does not have payments files functionality.)
- Certain Company accounts may be view-only.

Four easy steps to amend your Nominated User for AIB Phone & Internet Banking

- 1 Complete this form online in full.
- 2 Print this form and sign appropriately.
- 3 Return this completed form to the account holding branch.
- 4 Upon receipt of your form we will register the Company for the Service and text an activation request to your Nominated User within 3-5 working days so they can complete the activation process over the phone.

Amendment of Nominated User Helpline

Call us at **0818 724 020**. We are available to discuss any amendment of Nominated User queries you may have.

In the case that the Company requires immediate suspension of a Nominated User's access to the Service, call the above helpline.

Signing this form

Please use a **BLACK** pen to sign this form.



www.aib.ie/business

Allied Irish Banks, p.l.c. is regulated by the Central Bank of Ireland.



Data Protection Notice

For information in relation to how we collect personal information about you, how we use it and how you can interact with us about it, see our Data Protection Notice in branches and online at <https://aib.ie/dataprotection>. It may change from time to time.

Company Details

Company Name	<input type="text"/>
IBAN	<input type="text"/>
Existing Nominated User Name	<input type="text"/>

Please provide details of one account the Company holds.

Amendment of Nominated User

By signing this form, the Company authorises the following person (who is a signatory on all current and deposit accounts of the Company) to be its new Nominated User and to access, and where appropriate, to execute transactions on accounts on behalf of the Company in accordance with the Terms and Conditions for AIB Phone & Internet Banking (the 'Conditions'). The Company also confirms that:

- i an activation request in relation to the Company's AIB Phone & Internet Banking profile should be issued directly to this Nominated User via the mobile phone number set out below;
- ii in order to complete the Amendment of Nominated User process and activate the Company's AIB Phone & Internet Banking profile, the new Nominated User will have to create a Personal Access Code ('PAC') using AIB's PAC activation service; and
- iii the new Nominated User will replace the existing Nominated User as the only person entitled to use the Service on behalf of the Company.

The fields below are mandatory. Please use block capitals to complete.

New Nominated User Name	<input type="text"/>
Mobile	<input type="text"/>
Email	<input type="text"/>

Your existing Nominated User may have added Payees to the Company's AIB Phone & Internet Banking profile, including Credit Card and/or Bill Payments. Please note that future payments to these saved Payees don't require further authentication using an AIB Business Debit Card in the name of the new Nominated User, and AIB Card Reader.

Would you like the Payees to remain saved for the new Nominated User? Yes No

AIB foreign currency accounts held by the Company can be added manually by the new Nominated User. However transactions are not available to foreign currency accounts via AIB Phone & Internet Banking.

New Nominated User's Signature

Date / /

This page must be completed and signed if the Company is applying for an AIB Business Debit Card for the new Nominated User.

If not and you would like your Nominated User to have an AIB Business Debit Card, you can apply below.

If you do not want your Nominated User to have an AIB Business Debit Card, you can also skip the AIB Business Debit Card Application section below and move onto the Confirmation and Declaration section (page 6), but please be aware that to fully avail of the features of AIB Phone & Internet Banking, including certain payment related services, the Company must have an AIB Business Debit Card in the name of the new Nominated User and an AIB Card Reader.

This must be completed by the person the Company is authorising to be the Authorised User of an AIB Business Debit Card.

[illegible]

Each Authorised User must be an authorised signatory on the Account and must be permitted to effect transactions on the account linked to the AIB Business Debit Card without needing a second person's authority, **this means that the mandate on the Account must be 'any one to sign'.**

The Authorised User will only be able to complete purchases or cash withdrawals using the card on the account linked to the AIB Business Debit Card. However he/she, as Nominated User, may be able to access and transact on other accounts using AIB Phone & Internet Banking.

[illegible][illegible]

This is the bank account that you would like the AIB Business Debit Card to be issued on (the 'Account'). This must be a current account.

I agree that I will use the AIB Business Debit Card solely for the business purposes of the Company and I confirm that I have received, read and understood the AIB Debit Card Terms and Conditions of Use.

 _____

Date / /

If you wish to cancel the existing Nominated User's AIB Business Debit Card, please call us on **(01) 2695022**.

Please note that if the AIB Business Debit Card is cancelled before this form is processed by AIB, the existing Nominated User will continue to have access to AIB Phone & Internet Banking, but may not be able to fully avail of the features of the Service, including certain payment related services.

If the existing Nominated User does have an AIB Business Debit Card, and you chose not to cancel the card, the Company is aware that the Authorised User will continue to be able to complete purchases or cash withdrawals using the card on the account linked to the AIB Business Debit Card.

We certify that the following is a true extract of a meeting of the Board of Directors of

[illegible]Held on / /

- | | |
|---|--|
| <p>1 The Chairperson reported to the meeting that the Company is applying to amend its Nominated User for AIB Phone & Internet Banking and that it was proposed that the Company apply for an AIB Business Debit Card for the new Nominated User.</p> <p>2 A copy of the AIB Amendment of Nominated User form was produced at the meeting, examined and discussed. Those present at the meeting, after careful consideration, agreed that applying for an AIB Business Debit Card for the new Nominated User would be for the benefit of Company. Therefore, IT WAS RESOLVED that:</p> <p>(i) the Company will apply for an AIB Business Debit Card to be issued in the name of the person listed as Authorised User in the AIB Business Debit Application section of the AIB Phone & Internet Banking Amendment of Nominated User Form (who must also be the Company's new</p> | <p>Nominated User for AIB Phone & Internet Banking) in accordance with the AIB Debit Card Terms and Conditions of Use, a copy of which was presented to the meeting;</p> <p>(ii) any two directors or a director and the company secretary are authorised to complete and submit the registration form and any documentation relating to the application for an AIB Business Debit Card;</p> <p>(iii) the AIB Business Debit Card shall remain in place unless and until it is terminated by either the Company or by AIB in accordance with the AIB Debit Card Terms and Conditions of Use.</p> |
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This must be signed by the chairperson of the meeting (this person must be a director of the Company) and also signed by another director or the company secretary. The individuals who sign this certification must also sign the Confirmation and Declaration below.

Name of Director	<input type="text"/>						
Signature	<input type="text"/>						
Name of Director or Company Secretary	<input type="text"/>						
Signature	<input type="text"/>						
Date	<table><tr><td>Day</td><td>Month</td><td>Year</td></tr><tr><td><input type="text"/><input type="text"/></td><td>/ <input type="text"/><input type="text"/></td><td>/ <input type="text"/><input type="text"/></td></tr></table>	Day	Month	Year	<input type="text"/> <input type="text"/>	/ <input type="text"/> <input type="text"/>	/ <input type="text"/> <input type="text"/>
Day	Month	Year					
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Confirmation and Declaration

Please read the following statements and sign below to indicate acceptance.

We also recommend you read the AIB Terms of Business which are available at www.aib.ie

The Company:

- a) applies to amend the Nominated User of the Service;
- b) agrees and acknowledges that this form, once successfully completed and processed by AIB, will be supplemental and additional to the original AIB Phone & Internet Banking Registration form completed by the Account Holder (the "Registration Form") and any resolution provided by the Company in connection with that form;
- c) in accordance with the resolution provided in the Registration Form, confirms that the Nominated User for the Service should be amended to the person set out in this form;
- d) agrees and acknowledges that submitting this form will only amend the Nominated User provided in the Registration Form and that all other confirmations, declarations and resolutions provided by the Company in or in connection with the Registration Form will remain unchanged;
- e) agrees that if it is suspicious of any fraudulent or unauthorised use of the Service, a director of the Company will contact AIB immediately using the contact details provided in the Conditions and on our website. In such circumstances, AIB may suspend the Service until the Nominated User has been changed;
- f) confirms that all information provided in this application form is accurate and complete and acknowledges that AIB will be relying on that information in processing the application and that any errors or mistakes may cause unnecessary delays; and
- g) agrees and acknowledges that this form is subject to the Terms and Conditions for AIB Phone & Internet Banking.

Where the Company is applying for an AIB Business Debit Card, and has filled in the AIB Business Debit Card Application section and the Resolution and Certification section, the Company also:

- g) applies to AIB to issue an AIB Business Debit Card in the name of the person listed as Authorised User in the AIB Business Debit Card Application section of this form (who must also be the Company's new Nominated User for AIB Phone & Internet Banking) in accordance with the AIB Debit Card Terms and Conditions of Use;
- h) confirms that the AIB Debit Card Terms and Conditions of Use have been received, read, and are understood by the Company;
- i) requests AIB to issue a Personal Identification Number ('PIN') for the AIB Business Debit Card to the Authorised User;
- j) confirms that the Authorised User is also an authorised signatory on the account listed in the AIB Business Debit Card Application section of this registration form and is permitted to effect transactions on that account alone;
- k) permits AIB to cancel the AIB Business Debit Card if the mandate on the account listed in the AIB Business Debit Card Application section of the AIB Phone & Internet Banking Amendment of Nominated User Form ceases to be 'any one to sign';
- l) understands that the Company is liable for the payment of all transactions carried out by the Authorised User as if the transactions had been carried out by the Company;
- m) understands that if the Authorised User ceases to be an authorised signatory on the Account that the AIB Business Debit Card will remain in existence until cancelled by the Company.

Signed for and on behalf of the Company

This must be signed by two directors or a director and the company secretary.

Name of Director	<input type="text"/>						
Signature	<input type="text"/>						
Name of Director or Company Secretary	<input type="text"/>						
Signature	<input type="text"/>						
Date	<table><tr><td>Day</td><td>Month</td><td>Year</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table>	Day	Month	Year	<input type="text"/>	<input type="text"/>	<input type="text"/>
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