



Add Local Administrator on iBusiness Banking

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 LETTERS** and leave one space between each word

Company Name

An Existing User ID

1. To add Local Administrator User(s), complete the User information below.

	USER 1	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"/>

2.1 To assign access privileges to the Local Administrator(s), tick the relevant box below:

This section should only be completed if you have selected to set a Local Administrator up to Authorise all Payments.

	USER 1	USER 2	USER 3
Authorise All Payments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create All Payments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View All Accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.2 Enter the Payment Limits for each of the Local Administrators below:

This section should only be completed if you have selected to set a Local Administrator up to Authorise all Payments.

	Daily Limit*	Transaction Limit**
Local Administrator User 1	€ <input type="text"/>	€ <input type="text"/>
Local Administrator User 2	€ <input type="text"/>	€ <input type="text"/>
Local Administrator User 3	€ <input type="text"/>	€ <input type="text"/>

*Daily Limit is the total value of payments, up to which a User can make payments in any one business day, providing that each payment is within the transactional limit.

**Transaction Limit is the maximum amount that a User can authorise in any one transaction e.g. a limit set of EUR 2000 will mean that the User will only be able to authorise individual transactions up to a maximum of EUR 2000, or equivalent, if the payment is in a different currency.

Authorisation

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

Signed on behalf of the Company noted above in accordance with our existing resolution for iBusiness Banking.

AUTHORISED SIGNATORY 1	AUTHORISED SIGNATORY 2
<input type="text"/>	<input type="text"/>
Date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	Date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>

Checklist

- Please ensure that the correct signatories have signed this Amendment Request
- Once completed please forward this Amendment Request to your branch/Relationship Manager

What Happens Next?

- Your Local Administrator can monitor iBB to verify that the amendment has been processed
- If you wish to query the status of your request you can contact the iBusiness Banking Operations Team on 0818 72 00 00 or +353 1 641 4889 (Outside Rol) Monday - Friday 08:30 - 17:30

We will be unable to process your request unless it is branded and signed by your branch/Relationship Manager

FOR BANK USE ONLY

ATTENTION! The ORIGINAL form must be kept in branch and a COPY should be sent via the BPM Portal to the iBusiness Banking Set-up and Amendments Team for processing.

Set-up and Amendments will be unable to process this request unless it is signed by the Branch/Relationship Manager.

PAC	USER 1*	USER 2*	USER 3*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

I confirm that the customer signature(s) have been verified

Authorised Signatory at Branch	SIGNATURE
PRINT NAME <input type="text"/>	<input type="text"/>
SIGNING NUMBER <input type="text"/>	DATE Day <input type="text"/> <input type="text"/> / Month <input type="text"/> <input type="text"/> / Year <input type="text"/> <input type="text"/>
CONTACT NUMBER <input type="text"/>	*Mandatory Input Required



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