

## Application / Amendment Form

### GENERAL INFORMATION

- Please read the BSP Internet Banking Terms and Conditions by logging on to [www.bsp.com.pg](http://www.bsp.com.pg).
- Registration is subject to BSP's customer identification and due diligence requirements.

### USER ACCESS

Users can be assigned one or more of the following roles.

- Viewer – Users with Viewer role can perform enquiries on accounts but cannot initiate or authorise transactions. This role should be assigned to senior management users only as it provides a consolidated view of your business.
- Maker – Users with Maker role can initiate transactions.
- Checker – Users with Checker role can authorise transactions. This role must be assigned to account signatories only.

### IDENTIFICATION

Users who are existing BSP customers must provide their bank account number and signature for verification. We will require Users who are not BSP customers to fill a Customer Information Form and provide two forms of valid identification.

Note: New Users will receive their username through email and password through SMS.

### TRANSACTION SECURITY

BSP applies Two Factor Authentication as an added layer of security to validate financial transactions. We offer three types of authentication methods:

- One Time Passcode or OTP – This method involves delivering a unique time bound passcode to the user's registered email address and phone number.
- Soft Token – This method requires the user to install BSP's PaySecure App on their mobile device through which the user will obtain a one-time passcode.
- Security Questions – This method requires the user to set up security questions which will be used to authenticate transactions.

Note: Only local phone numbers can be registered. We recommend offshore customers use the PaySecure App.

### LINKED ACCOUNTS AND APPROVALS

BSP will link your available accounts and give transaction access to Users as indicated on this form. We will also apply any other system configurations to facilitate transaction initiation and approval.

### TRANSACTION LIMITS

Transaction limits are determined by your selected Cumulative Daily Limit. Any request for a limit higher than K500,000 requires justification and is subject to approval by BSP Management.

Subject to account balances, BSP internet banking applies the following limits on financial transactions; (a) Transaction limit, the maximum amount permitted for a particular transaction, (b) Daily limit, the maximum amount permitted within a 24 hour period for a particular transaction, (c) Cumulative daily limit, the maximum amount permitted within a 24 hour period for all transaction types combined (excluding transfers between one's own accounts).

The cumulative daily limit is utilized as financial transactions are approved and it cannot be exceeded each day. Transaction daily limits and number of transactions allowed is checked and updated against the cumulative daily limit.

### INTERNATIONAL PAYMENTS

BSP may allow international payments to be processed online using a FX deal number provided by BSP Treasury Department. Talk to your branch or relationship manager for guidance on your foreign exchange requirements.

**Request type:**  New  Amend  Cancel  
*Tick relevant check box*

**CLIENT DETAILS**

Registered Name:  Bank Use Only  
Customer Number:   
 Trading Name:  Business/Company/IPA Registration Number:   
 Account Signing Authority:  Main Account Number:

**Cumulative Daily Limit:**

*Choose your limit package, tick only one.*

- CORP001 K500,000       CORP002 K5,000,000       CORP003 K50,000,000       CORP004 K500,000,000

Provide justification if you choose a limit package higher than K500,000. This is subject to BSP management authorisation.

- Payroll    Supplier Payments    Plant & Equipment Purchases    Loan Repayments    Foreign Exchange    Other – Specify below:

**USER DETAILS**

**Request type:**  Create  Amend  Delete

Username:  Bank Use Only  
CIF:  Bank Use Only

**Personal Information & Contact Details**

Title:  Name:    Date of Birth:   
Mr., Ms., Miss, Mrs.      First Name      Middle Name      Last Name      DD / MM / YY

Occupation:  Work No:  Email Address:  Mobile No:   
Email address will be used for OTP      Mobile number will be used for OTP

Section & Lot, Street, Village, Building Name, Suburb:

City, Town, District:  Province/State:  Country:  Zip Code:

**Role(s):**  Maker  Checker  Viewer      **Authentication type:**  One Time Password  Soft Token  Security Questions

**Account Access:** *Enter account numbers and select transactions by ticking Y or N.*

Cheque Account	All Inquiries	Self Transfers	Internal Transfers	Domestic Transfers	BillPay	File Upload	User reports	Stop Cheque	Statements
	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
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Note: Self transfers are transfers between your own accounts. Internal transfers are transfers to other BSP accounts. Domestic transfers are transfers to other local banks.

Loan Account	Inquiries	Term Deposit Account	Inquiries	Statements
	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N

**Identification**

Existing BSP customer?

- Yes – Provide your account number  Signature: \_\_\_\_\_  
 No – You must fill in the Customer Information Form and provide two valid forms of identification.

**USER DETAILS**Request type:  Create  Amend  DeleteUsername:  CIF:   
*Bank Use Only* *Bank Use Only***Personal Information & Contact Details**Title:  Name:    Date of Birth:   
*Mr., Ms., Miss, Mrs.* *First Name* *Middle Name* *Last Name* *DD / MM / YY*Occupation:  Work No:  Email Address:  Mobile No:   
*Email address will be used for OTP* *Mobile number will be used for OTP*Section & Lot, Street, Village, Building Name, Suburb: City, Town, District:  Province/State:  Country:  Zip Code: Role(s):  Maker  Checker  Viewer Authentication type:  One Time Password  Soft Token  Security Questions**Account Access:** Enter account numbers and select transactions by ticking Y or N.

Cheque Account	All Inquiries	Self Transfers	Internal Transfers	Domestic Transfers	BillPay	File Upload	User reports	Stop Cheque	Statements
	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
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*Bank Use Only* *Bank Use Only***Personal Information & Contact Details**Title:  Name:    Date of Birth:   
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*Email address will be used for OTP* *Mobile number will be used for OTP*Section & Lot, Street, Village, Building Name, Suburb: City, Town, District:  Province/State:  Country:  Zip Code: Role(s):  Maker  Checker  Viewer Authentication type:  One Time Password  Soft Token  Security Questions**Account Access:** Enter account numbers and select transactions by ticking Y or N.

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	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
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Reprint or make a copy of this page if there are more users to be added

**SECTION C: CUSTOMER DECLARATION**

I/We and my/our user(s) acknowledge that I/we have read and agree to be bound by the BSP Internet Banking Terms & Conditions.

I/We as the entity named on this form agree to be liable for my/our use of BSP Internet Banking and that I/We accept responsibility for ensuring my/our user(s) comply with all obligations imposed on me/us.

I/We also acknowledge that the service provided by BSP in respect of the accounts nominated in this application form are subject to the terms and conditions governing those accounts.

I/We warrant that:

- a) in the case that the Entity is a company or an incorporated body, a resolution was passed in accordance with the Entity's Constitution or Memorandum of Association for this application to be made;
- b) I/We are duly authorised to make this application for the use of the BSP Internet Banking and the supporting documentation provided together with this form evidences the matters stated in this clause.

I/We acknowledge that our user(s) are to be provided full authority to operate on nominated accounts where they are permitted to withdraw daily in total an amount not exceeding the approved Cumulative Daily Limit subject to available funds.

I/We acknowledge that amendments or cancellation of any other authority on the nominated accounts now or in the future will not affect this authority, which is to continue in full force and effect until the bank receives notice of amendment or cancellation in writing.

I/We agree that the contents of this application and the supporting documentation provided together with this form are true and correct and that my/ our signature(s) below indicate my/our understanding of and consent to all matters set out in this application form.

**Signatory 1**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Position: \_\_\_\_\_ Signature: \_\_\_\_\_

**Signatory 2**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Position: \_\_\_\_\_ Signature: \_\_\_\_\_

**Signatory 3**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Position: \_\_\_\_\_ Signature: \_\_\_\_\_

*Note: If there are more signatories to add, please copy or reprint this section and attach the page(s) to this form.*

The common seal of: \_\_\_\_\_  
was hereunto affixed by the undersigned proper officers of the said company, by whom and in whose presence the seal of the Company shall be affixed.



**Director**

Full Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Director / Secretary**

Full Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Director / Secretary**

Full Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_