

# **BSP INTERNET BANKING** FOR BUSINESS

## Application / Amendment Form

## **GENERAL INFORMATION**

- Please read the BSP Internet Banking Terms and Conditions by logging on to 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 roles can perform enquiries on accounts but cannot initiate or authorise transactions.
- Maker Users with Maker roles can initiate financial transactions and other requests.
- Checker Users with Checker roles can authorise transactions. This role is assigned to account signatories only.
- **Corporate Admin Maker** Initiates admin changes. Onboard new Maker and Viewer users or amend existing user profiles.
- Corporate Admin Checker Approves admin changes initiated by Corporate Admin Maker.

#### **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 Cick relevant check box

CLIENT DETAILS										
							ſ		Bank Use Only	
Registered Name:								Customer N	Number:	
Trading Name:						Busir	ness/Compar	iy/IPA Regi	stration Numl	per:
Account Signing Autho	ority:					Main	Account Nur	nber:		
Cumulative Daily Limit:	:									
Choose your limit package, tick only			/=							
CORP001 K500,000			K5,000,000		RP003				4 K500,000,00	
Provide justification if	you choose	а іітіт раск	age higher th	an K500,000.	. This is	subje	ct to BSP ma	nagement a	authorisation.	]
Payroll Supplier	Payments	🔄 Plant & Ed	quipment Purch	nases 🛄 Loa	in Repay	ments	☐ Foreign E	xchange 🗋	] Other – Spec	ify below:
USER DETAILS										
								Bank Use Only		
Request type: Cre	eate 🗌 Ame	end 🗌 De	lete		Us	ernam		,	CIF:	
Title: Name:									Date of Birth:	
Mr., Ms., Miss, Mrs.	First	Name	I.	Middle Name			Last Name			DD / MM / YY
Occupation:		Work N	o:	Email	Addres		il address will be use			r will be used for OTP
Section & Lot, Street, Vil	llage, Building	g Name, Su	burb:							
City, Town, District:			Province/Stat	e:			Country:		Zip Co	ode:
Role(s):  Maker  Cł	necker 🗌 Vie	ewer 🗌 Adı	min Maker 🗌	Admin Chec	ker					
Authentication type: $\Box$	One Time Pa	ssword 🗌	Soft Token 🛛	] Security Qu	uestions	6				
Account Access: Enter a	ccount numb	ers and sele	ct transaction	s by ticking Y	or N.					
Cheque Account	All	Self	Internal	Domestic	BillP	ay	File	User	Stop	Statements
-	Inquiries	Transfers		Transfers		N	Upload	Reports	Cheque           ↓         □         Y         □         N	
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Note: Self transfers are transfe										
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			•				Y	□ N		
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Identification										
Existing BSP customer?										
☐ Yes – Provide your a					5	_				
🗌 No – You must fill in	the Custom	er Informat	ion Form and	provide two	valid for	rms of	identification	ı.		

Request type: 🗌 Cre	eate 🗌 Ame	end 🗌 Delet	e		Username		Bank Use Only	CIF:	
Title: Name:							C	ate of Birth:	
Mr., Ms., Miss, Mrs. Occupation:	First	Work No:		Middle Name	ddress:	Last Name	N	Achila No:	DD / MM / YY
						l address will be use		Nobile No:	will be used for OTP
Section & Lot, Street, Vi	lage, Building	Name, Subu	rb:						
City, Town, District:		Pro	ovince/State	e:		Country:		Zip Co	de:
Role(s):  Maker  Cl Authentication type:									
Account Access: Enter a	ccount numbe	ers and select	transactions	by ticking Y o	or N.				
Cheque Account	All Inquiries	Self Transfers	Internal Transfers	Domestic Transfers	BillPay	File Upload	User Reports	Stop Cheque	Statements
		□ Y □ N	□ Y □ N			□ Y □ N	□ Y □ N	□ Y □ N	
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Identification Existing BSP customer	2								
☐ Yes – Provide your		ber 🗌			Signature:				
🔲 No – You must fill ir	n the Custome	er Informatior	Form and p	provide two va	alid forms of	identificatior	۱.		
USER DETAILS									
Request type:  Cre	eate 🗌 Ame	end 🗌 Delet	e		Username		Bank Use Only	CIF:	
Title: Name:								ate of Birth:	
									DD / MM / YY
Mr., Ms., Miss, Mrs.	First			Middle Name		Last Name			
		Work No:	[		ddress:	Last Name I address will be use		Nobile No:	will be used for OTP
Mr., Ms., Miss, Mrs. Occupation:		Work No:	[	Email A					
Mr., Ms., Miss, Mrs. Occupation: Section & Lot, Street, Vil	lage, Building	Work No: Name, Subu	rb:	Email A	Emain	l address will be use		Mobile number	
Mr., Ms., Miss, Mrs. Occupation: Section & Lot, Street, Vil City, Town, District:	lage, Building necker □ Vie	Work No: Name, Subu Pro wer 🗆 Admi	rb: ovince/State n Maker	Email A	Emain	l address will be use		Mobile number	
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□ No – You must fill in the Customer Information Form and provide two valid forms of identification.

### 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 attac The common seal of: was hereunto affixed by the undersigned proper officers of the whom and in whose presence the seal of the Company shall be	said company, by	
Director		
Full Name:	Signature:	Date:
Director / Secretary		
Full Name:	Signature:	Date:
Director / Secretary		
Full Name:	Signature:	Date: