

# Bank of Ireland FXPay Amendment Form



Please fill out Section 1 and Section 4  
 You can then choose the sections relevant to the changes  
 you require

- 2. Adding Company Account Details
- 3. Amend, Delete or Create a User

**Section 4 must be completed.**

Please post the signed amendment form to:  
 Global Markets Documentation  
 Bank of Ireland  
 3rd Floor, Block C Baggot Plaza  
 27-33 Upper Baggot Street  
 Dublin 4, D04 VX58

1. COMPANY DETAILS

Customer name: (the 'Customer')	
Address:	
Business Online profile / ID number:	

2. COMPANY ACCOUNT DETAILS

(Please fill out this section if you want to add additional Company Accounts)

For Bank of Ireland Account holders only, you must nominate the Bank of Ireland accounts from which payments will be made that will be loaded onto Bank of Ireland FXPay:

COMPANY BANK ACCOUNT DETAILS						
	Currency	Default* Account for Currency?		IBAN	Add Account	Delete Account
1		Yes <input type="checkbox"/>	No <input type="checkbox"/>			
2		Yes <input type="checkbox"/>	No <input type="checkbox"/>			
3		Yes <input type="checkbox"/>	No <input type="checkbox"/>			
4		Yes <input type="checkbox"/>	No <input type="checkbox"/>			

\*eg two GBP accounts, please indicate which account is your default:

### 3. AMEND, DELETE OR CREATE A USER

Amend existing user <input type="checkbox"/> Delete existing user <input type="checkbox"/> Create new user <input type="checkbox"/>			
Name of Authorised Individual			
Existing User ID (if applicable)			
Telephone Number			
Email Address			
Job Title			
Book Spot/Forward FX Deals	Permitted <input type="checkbox"/>		
Payment Authorisation	Level 1 - Full Authorisation <input type="checkbox"/>	Level 2 - Partial Authorisation <input type="checkbox"/>	Not Permitted <input type="checkbox"/>
Payee Authorisation	Level 1 - Full Authorisation <input type="checkbox"/>	Level 2 - Partial Authorisation <input type="checkbox"/>	Not Permitted <input type="checkbox"/>
Bulk Payments	Permitted <input type="checkbox"/>	Not Permitted <input type="checkbox"/>	
Administration (disable users)	Permitted <input type="checkbox"/>	Not Permitted <input type="checkbox"/>	

#### USER DETAILS - SECURITY IDENTIFICATION FOR NEW USERS

Date of Birth (DD/MM/YYYY)	<input type="text"/>	Mothers Maiden Name	<input type="text"/>
Place of Birth	<input type="text"/>	Middle Name	<input type="text"/>

### AMEND, DELETE OR CREATE ANOTHER USER

Amend existing user <input type="checkbox"/> Delete existing user <input type="checkbox"/> Create new user <input type="checkbox"/>			
Name of Authorised Individual			
Existing User ID (if applicable)			
Telephone Number			
Email Address			
Job Title			
Book Spot/Forward FX Deals	Permitted <input type="checkbox"/>		
Payment Authorisation	Level 1 - Full Authorisation <input type="checkbox"/>	Level 2 - Partial Authorisation <input type="checkbox"/>	Not Permitted <input type="checkbox"/>
Payee Authorisation	Level 1 - Full Authorisation <input type="checkbox"/>	Level 2 - Partial Authorisation <input type="checkbox"/>	Not Permitted <input type="checkbox"/>
Bulk Payments	Permitted <input type="checkbox"/>	Not Permitted <input type="checkbox"/>	
Administration (disable users)	Permitted <input type="checkbox"/>	Not Permitted <input type="checkbox"/>	

#### USER DETAILS - SECURITY IDENTIFICATION FOR NEW USERS

Date of Birth (DD/MM/YYYY)	<input type="text"/>	Mothers Maiden Name	<input type="text"/>
Place of Birth	<input type="text"/>	Middle Name	<input type="text"/>

### AMEND, DELETE OR CREATE ANOTHER USER

Amend existing user <input type="checkbox"/> Delete existing user <input type="checkbox"/> Create new user <input type="checkbox"/>			
Name of Authorised Individual			
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Payment Authorisation	Level 1 - Full Authorisation <input type="checkbox"/>	Level 2 - Partial Authorisation <input type="checkbox"/>	Not Permitted <input type="checkbox"/>
Payee Authorisation	Level 1 - Full Authorisation <input type="checkbox"/>	Level 2 - Partial Authorisation <input type="checkbox"/>	Not Permitted <input type="checkbox"/>
Bulk Payments	Permitted <input type="checkbox"/>	Not Permitted <input type="checkbox"/>	
Administration (disable users)	Permitted <input type="checkbox"/>	Not Permitted <input type="checkbox"/>	

#### USER DETAILS - SECURITY IDENTIFICATION FOR NEW USERS

Date of Birth (DD/MM/YYYY)	<input type="text"/>	Mothers Maiden Name	<input type="text"/>
Place of Birth	<input type="text"/>	Middle Name	<input type="text"/>

# NOTES

All users on FXPay have the basic ability to View Deals.

## OPTIONAL USER PERMISSIONS:

### Book Spot/Forward FX Deals:

You can grant users permission to book the following types of deals:

- Spot - A deal booked to make a payment within the next two days.
- Forward - A deal booked to make a payment in more than two days' time.

### Bulk Payment

- Allows you to create one payment file containing multiple beneficiaries which can be paid from a single debit account.

### Making Payments:

- Level 1 Full Authorisation - This grants the user permission to Authorise Payments added by everyone, including their own. This is the highest level of Payments Permission.
- Level 2 Partial Authorisation - This grants the user permission to Authorise Payments added by other people in the company. They cannot Authorise Payments they have added.

Note: Level 1 & 2 permissions apply to standard and bulk payments

### Adding/Amending Payees:

- Level 1 Full Authorisation - This grants the user permission to authorise payee details added by everyone, including their own, on FXPay This is the highest level of Payee Permissions.
- Level 2 Partial Authorisation - This grants the user permission to only Authorise payee details added by other people in the company. They cannot Authorise Payments they have added.

### System Administrator:

- The Administrator permissions allow the user to enable/disable every other user from the system instantly, if the need be. It also grants the user permission to see everyone else in companies permissions on the FXPay System.

## 4. DECLARATIONS

By signing below you agree that:

- (1) I/We, the undersigned, hereby request the Bank to provide the following person(s) with access to FX PAY and authorise the Bank to provide such persons with the permissions set out above.
- (2) In addition to the Treasury Terms and Conditions, you have received and fully read, understood and agree to be bound by:
  - (i) the FX PAY Special Terms and Conditions and,
  - (ii) the FX PAY Manual.
- (3) This Form/Annex will form part of your existing Account Mandate as at the date of signing this Annex; and
- (4) The Declarations and Agreement under the Account Mandate are repeated as at the date of signing this Annex. In particular, the undersigned warrants that the owners of any personal data given to the Bank under this Agreement (i) have been advised of the purpose for which that data is to be provided and the use that the Bank will make of such data, and (ii) have given their prior consent to such disclosure and use.
- (5) In accordance with clause 19.11 of the Special Terms and Conditions, the Bank may take by telephone any Instructions provided by, or purported to be by, any Authorised Users or Administrator relating to any Transactions initiated through or in connection with FXPay.

Please tick this box if you consent to marketing. Note that this consent relates to the company only – this consent does not extend to Authorised User listed on the Annex. Yes

If you do **not** wish for Authorised Users to have the facility to receive passwords over the phone, tick here

SIGNATURE OF DIRECTOR	
Name	
Title	
Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>