



iBusiness Banking (iBB) Application Form

Group ☐ **Single** ☐

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

1. Terms of the application

By submitting this Application Form to us, you certify that the information provided is accurate and complete in all respects and acknowledges that we will be relying on this information in processing the application. You should nominate and authorise the Users to have access to iBB under the terms of the iBB Terms and Conditions.

Words, terms and expressions defined in the iBB Terms and Conditions (save where otherwise defined herein) have, when used in this Application Form, the same meaning as they have in the iBB Terms and Conditions.

I/We have received and accept the iBB Terms and Conditions

Y

I/We have completed, signed and attached the iBB Resolution(s) / Authorisation(s)

Y ☐ N ☐

(iBB resolutions are not required for Single Entity Sole Traders or Partnerships)

1.1 Business Details

Enter the details of the business:

BUSINESS NAME:

BUSINESS ADDRESS:

[illegible]

2. What modules / Accounts do you want to access?

2.1 iBB Modules

The Customer authorises the Bank to debit the quarterly Fees and Charges for the Services to the nominated Current Account as listed below. Please refer to our iBB Fees and Charges brochure for module fees. **Each Entity within a Group will receive all modules selected.**

a) Payments

Inter Account Transfers, Single Payments, CHAPS and Currency Payments

b) iBulk Payments

Bulk Payments (e.g. salary files)

Please note, options a & b include view account information

c) View only (Free of charge)

View account information only (where no payment modules have been selected)

Need assistance? Phone our customer service team on 0370 243 0331 Mon-Fri 09:00 - 17:00 (excluding Bank Holidays)
Call charges may vary, please refer to your service provider.

Lead Entity ☐ Single Entity ☐

List your accounts which you want to see on iBB - only your BUSINESS bank accounts (no personal accounts) can be shown, and indicate those to be used for settlement purposes (Dr for Direct Debiting or Cr for Crediting for Bulk Payments).

Your Local Administrator will be able to add/delete accounts including your Business Credit Cards when logged into iBB. Access to these accounts can be restricted to certain individuals by your Local Administrator when you start using iBB.

2.2 Business Accounts

PLEASE NOTE: the first Account listed below will be used for the deduction of iBB quarterly Fees and Service Charges as appropriate.

Account Name	NSC	Account Number	Bulk Settlement	
			DR	CR

2.3 Currency Accounts (Non Sterling Accounts)

Account Name	NSC	Account Number	Currency

OR

BIC	IBAN

2.4 Business Credit Card Accounts (View only)

Cardholder Name	Credit Card Number

2.5 Your Group Entity Business Accounts

Account Name	NSC	Account Number	Bulk Settlement	
			DR	CR

2.6 Group Currency Accounts (Non Sterling Accounts)

Account Name	NSC	Account Number	Currency

OR

BIC	IBAN

2.7 Group Business Credit Card Accounts (View only)

Cardholder Name	Credit Card Number

3. Who do you want to use iBB?

3.1 iBB Users

(BRANCH USE ONLY)
PAC NUMBER

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Section 1 – User

	USER 1 LOCAL ADMINISTRATOR	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"/>
(UK Residential Address to be completed for Local Administrators and Payment Authorisers)			
UK Residential Address	<input type="text"/>	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>
Business Email Address	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 2 – Local Administrators

Local Administrators can set up new Users for viewing and creating payments as well as modify details and functionality for existing users themselves. At least one of the Users must have this functionality marked.

By Default USER 1 is selected as a Local Administrator. If you select option A in 3.2 below you MUST select at least TWO users here.

Local Administrator

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Section 3 – Authorise all Payments

Users can authorise payments on iBB subject to the authorisation requirements. This does not allow a user to create payments. As part of our regulatory requirements we may be required to verify the identification of each Payment Authoriser or Local Administrator.

If you select payment authorisation options A or B in 3.3 below you MUST select at least TWO users here.

Authorise all payments

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Payment Limits

Enter the Payment Limits for each Payment Authoriser

Daily Limit

£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
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Transaction Limit

£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
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The daily limit is the total amount an authoriser can use in any one day and the transaction limit is the total amount a user can use in any one payment

Section 4 – View and Create Payments

View – allows the user to view balances, statements, interest, search for cheques and export transaction information.

Create payments – Allows the User to create payments and import files for authorisation. This function does not allow the user to authorise payments.

Create Payments

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

View Account information

3.2 Local Administrator

Select how you want to manage SECURITY, USER and BENEFICIARY changes on iBB.

Select how you want to control and verify security and administration changes on iBB by marking ONE box below.

A ☐ TWO Local Administrators are required to authorise setup modifications (Recommended) (more secure in a multi-user environment).

(MARK ONE BOX ONLY) OR

B ☐ Only ONE Local Administrator is required to authorise setup modifications.

At least one of the Users must have this functionality marked.

3.3 Payment Authoriser

Select how many people you need to AUTHORISE payments

A ☐ TWO Users are required to authorise ALL payments (Recommended) (More secure in a multi-user environment).

OR

(MARK ONE BOX ONLY) B ☐ Only ONE User is required to authorise any payment less than or equal to £
(maximum value £20 million). For larger amounts TWO Users will be required.

OR

C ☐ Only ONE User is required to authorise any payment.

Before you submit your application, please read through the following list to check that you have completed the form correctly. This will help speed up your application.

- ☐ You have completed the Single or Lead Entity iBB Resolution/Authorisation
- ☐ You have completed the Group Entity Resolution/Authorisation for each Entity joining the Group (for Group Entities only)
- ☐ Ensure that USER 1 details are complete in Section 3.1
- ☐ All users have been granted at least ONE User access role in section 3.1
- ☐ There must be at least one 'AUTHORISE PAYMENTS' User in section 3.1 if a Payment module is required
- ☐ There must be at least one 'CREATE PAYMENTS' User in section 3.1 if a Payment module is required
- ☐ There must be at least one 'VIEW ACCOUNTS' User in section 3.1
- ☐ Ensure that UK Residential Address details have been completed for all Local Administrators and Payment Authorisers
- ☐ Principal account details have been listed in section 2.2
- ☐ The form is signed by those authorised to act on behalf of the business (NOTE: these are not necessarily Users of iBB)

Limited Company: The same individuals listed in the iBB Company Resolution.

DATE: Day Month Year

Day / Month / Year

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FOR BANK USE ONLY

ATTENTION! The ORIGINAL form must be kept in the customer file and a COPY should be scanned

Section 1 – Entity details

Single Entity ☐ Group Entity ☐

Company Name

New Business Start Up Y ☐ N ☐

Single Entity Resolution Y ☐ N/A ☐

Lead Entity Resolution Y ☐ Group Entity Resolution(s) Y ☐

Section 2 – Limits

Single Entity or Total Group

Cash Management limit: £ Daily

Forward Value Credit limit: £ Daily/Weekly/Monthly

Forward Value Debit limit: £ Daily/Weekly/Monthly

Lead Entity Name

Cash Management limit: £ Daily

Forward Value Credit limit: £ Daily/Weekly/Monthly

Forward Value Debit limit: £ Daily/Weekly/Monthly

Group Entity Name

Cash Management limit: £ Daily

Forward Value Credit limit: £ Daily/Weekly/Monthly

Forward Value Debit limit: £ Daily/Weekly/Monthly

Group Entity Name

Cash Management limit: £ Daily

Forward Value Credit limit: £ Daily/Weekly/Monthly

Forward Value Debit limit: £ Daily/Weekly/Monthly

Group Entity Name

Cash Management limit: £ Daily

Forward Value Credit limit: £ Daily/Weekly/Monthly

Forward Value Debit limit: £ Daily/Weekly/Monthly

Section 3 – Set Up

iBP transaction fee: £ Day 1 ☐ Day 3 ☐

Available or ledger: A ☐ L ☐ If Day 3 or DD iBB Bacstel-IP form must be completed and forwarded to creditopsuk@aib.ie Y ☐

Account details verified: Y ☐ Contingent Liability account opened: Y ☐ N ☐

Letter of Confirmation Issued to Customer Y ☐ Automatic CHAPS charge: Y ☐ N ☐

AML Review/Remarks held/updated ☐

Business centre email address:

CUSTOMER OWNER: PRINT NAME

SIGNATURE:

CONTACT NUMBER

DATE: / /

Sanction approved (Day 3 Only) Y ☐

CREDIT OPERATIONS: PRINT NAME

SIGNATURE:

STAFF NUMBER

DATE: / /

For assistance or queries please contact iBB Set up and Amends Mon - Fri 09:00 - 17:00 (excluding Bank Holidays)
email: ibusinessbanking@aib.ie

What Happens Next?



Please return your application form and iBB Resolution(s)/Authorisation(s) (where applicable) to your Business Centre.



The Primary Contact will receive all log in details and digipasses by post.



Users and Local Administrators will receive letters instructing them how to proceed. Local Administrator(s) should contact their Business Centre to advise if the PAC (Personal Access Code) will be collected or posted.



Once all Users have received their Digipasses & are validated by the Local Administrator(s) you're ready to go. For detailed information on getting started, first time log in and all aspects of iBB, please visit our **Help Centre** after you log into iBB.



Security Tips

Your online security is important to us, here are some top tips to keep you safe

- X** Never make a payment on foot of an email request without contacting the Sender, using the existing agreed phone number or email address to verify the request – do not use any of the information in the email to make contact. Be particularly wary when you are asked to change existing payment details.
- X** NEVER input codes displayed on your PC screen into your Digipass for any reason.
- X** Never respond to pop-up messages looking for logon information or checking your security settings.
- X** Even though iBB presents error messages in pop-up windows, **we will NEVER** ask you to input your login credentials or OTC/TDS codes into a pop-up window.
- ✓** We recommend that you make it mandatory that at least two iBB Users are involved in the creation and authorisation of payments as this is the most effective control against the external fraudster.
- ✓** Be Fraud Aware - See our **Security Centre** for information on alerts / scams.
- ✓** Install and regularly update firewall software.

If in doubt please contact us on the number below.

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