

# CORPORATE ONLINE BANKING LIMIT AND USER MAINTENANCE FORM

This form is required for maintenance of limits and user details to your Corporate Online Banking access.

Please tick the appropriate box  Amend  Cancel

## SECTION 1 CUSTOMER DETAILS

Name of Entity:

Trading Name (If Applicable)

Business/Company Registration Number:

## SECTION 2 USER DETAILS

Online Banking User	Details
<input type="checkbox"/> Add <input type="checkbox"/> Update Details <input type="checkbox"/> Remove  User ID <input type="text"/>	Title: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss. <input type="checkbox"/> Other First Name (s): <input type="text"/> Surname: <input type="text"/> Date of Birth: <input type="text"/> ID Number: <input type="text"/> Mobile Number: <input type="text"/> Email Address: <input type="text"/> Daily Transaction Limit <input type="text"/> USER ROLE <input type="checkbox"/> Maker <input type="checkbox"/> Checker <input type="checkbox"/> Corp Admin <input type="checkbox"/> Both <input type="checkbox"/> STP <input type="checkbox"/> View Only
<input type="checkbox"/> Add <input type="checkbox"/> Update Details <input type="checkbox"/> Remove  User ID <input type="text"/>	Title: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss. <input type="checkbox"/> Other First Name (s): <input type="text"/> Surname: <input type="text"/> Date of Birth: <input type="text"/> ID Number: <input type="text"/> Mobile Number: <input type="text"/> Email Address: <input type="text"/> Daily Transaction Limit <input type="text"/> USER ROLE <input type="checkbox"/> Maker <input type="checkbox"/> Checker <input type="checkbox"/> Corp Admin <input type="checkbox"/> Both <input type="checkbox"/> STP <input type="checkbox"/> View Only

**Maker** – Corp User that Initiates transactions

**Checker** – Corp User that Approves transactions

**Corp Admin** – Has only administrative functions to set-up the Corp Users

**Both** – Corp User that can be both Maker & Checker, but cannot approve their own transactions

**STP** – Straight Through Processing, typically only for Sole Traders / Sole Proprietors (Single business Owner SME)

**View Only** – Corp User that can only view accounts and access statements but cannot transact

**Transaction limit** – any limit higher than limit set on initial setup requires justification and is subject to Bank approval.

If more than two users are to be stated, please complete section 2 again.

**SECTION 3 AMENDING YOUR LINKED KINA BANK ACCOUNTS TO COPORATE ONLINE BANKING**

Changed Required	Details
<input type="checkbox"/> Add <input type="checkbox"/> Update Details <input type="checkbox"/> Remove	Account Name <input type="text"/> Account Number <input type="text"/>
<input type="checkbox"/> Add <input type="checkbox"/> Update Details <input type="checkbox"/> Remove	Account Name <input type="text"/> Account Number <input type="text"/>

If there are more than two accounts linked, please complete section 3 again

Customer Instruction:

**COMPANY SEAL**



Date:

## SECTION 4 PRIVACY AND CONFIDENTIAL INFORMATION

By applying for Kina Bank Internet and Mobile Banking, you acknowledge that Kina Bank is likely to collect and use some of your information including details about your transactions, your financial conditions, your account relationship with Kina Bank and/or your account(s) (collectively referred to as "Information").

The collection and use of this Information by Kina Bank is explained in the statements below.

### Collection of your Information by Kina Bank

Kina Bank may collect your Information: to assist in providing information about a product or service; to consider your request for a product or service; to allow Kina Bank to provide a product or service; to inform you about other products or services that may be of interest to you; to assist in arrangements with other organisations (such as subsidiary companies) in relation to the promotion and provision of a product or service; to perform other administrative and operational tasks (including risk management, systems development and testing, credit scoring, staff training, and market or customer satisfaction research); to prevent or investigate any fraud or crime (or suspected fraud or crime); and as required by relevant laws, regulations, codes and external payment systems inside and outside of Papua New Guinea.

### Absence of relevant personal information

If you do not provide some or all of the Information requested, Kina Bank may be unable to provide you with a product or service.

### Consent to Disclosure by Kina Bank

By applying for Kina Bank Internet Banking and Mobile Banking, you give consent to Kina Bank to collect your information to allow it to provide the service or product applied for and to disclose your information to any service provider Kina Bank engages to carry out or assist its functions and activities; any third party providing you with a product or service in relation to your account; Credit reporting or debt collecting agencies, and any credit provider to help you avoid a default on your obligations, or to inform them of your default to participants in the payments system (including financial institutions and payments organisations); any of its branches, subsidiaries, affiliates or agents of Kina Bank, including its employees, auditors, and legal advisors; other parties which Kina Bank is authorised, required by law or compelled by court order to disclose information to; your authorised agents or executor, administrator, or legal representative; any person where in Kina Bank's view the disclosures are necessary or desirable for the purpose of allowing Kina Bank to perform its duties and exercise its powers and rights under the Terms and Conditions.

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## SECTION 5 SIGNATURES AND DECLARATION

I/We hereby:

- Declare that the information provided herein is true and correct.
- Acknowledge having received and read the Terms and Conditions governing the conduct of Bank Accounts in my/our name(s).
- Acknowledge having received and read the Terms and Conditions governing the use of Internet and Mobile Banking. [www.kinabank.com.pg/terms-and-conditions](http://www.kinabank.com.pg/terms-and-conditions)
- Agree to be bound by the provisions of the Terms and Conditions and any amendments to the same for any account(s) opened with the Bank now and hereafter.
- Declare that I/we have not committed any act of bankruptcy at the time the account(s) was/were opened.
- Agree to examine and notify the Bank of any errors, irregularities or discrepancies in the statement of account sent to me/us and notify the Bank if I/we fail to receive such monthly statement.
- I/We have a board of resolution in place that captures the list of appointed users apart from the Directors and Signatories that will be using corporate on line banking access for value and non- value transactions.

Signed for and on behalf of (Organisation name):

Full Name

Position

Signature

Full Name

Position

Signature

Full Name

Position

Signature

Full Name

Position

Signature

**FOR BRANCH USE**

Account Number:

CIF Number:

I.D. Number:

I certify that the above details have been checked.

Customer signature and ID provided is verified with what is held relating to customer account.

Date verified:

Signature:

Updated on: eICBA

Updated on: eService

Date:

Date:

Updated by:

Updated by:

Signature:

Signature:

Checked by:

Checked by:

Signature:

Signature: