

FXPAY AMENDMENT FORM

Please fill out Section 1 and Section 5

You can then choose the sections relevant to the changes you require

1. Change of Company Details (if applicable)
2. Adding Company Account Details
3. Changes to Existing Users
4. Addition of New Users

Section 5 must be completed.

Please return to:
Global Markets Documentation Team
Payments Operations
3rd Floor
Block B Baggot Plaza
27 – 33 Upper Baggot St
Dublin 4
D04 VX58

1. COMPANY DETAILS

Customer name: (the 'Customer')	
Address:	
Is this a change of address request?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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							
	Account Reference Name	Currency	Default* Account for Currency?		IBAN	Add Account	Delete Account
1			Yes <input type="checkbox"/>	No <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
2			Yes <input type="checkbox"/>	No <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
3			Yes <input type="checkbox"/>	No <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
4			Yes <input type="checkbox"/>	No <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

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

3. EXISTING USER AMENDS

(USER 1- AMENDMENT DETAILS)

(Please fill out this section, if you want to change an existing Users permissions)

Name of Authorised User:							
Telephone Number:							
USER PERMISSIONS (PLEASE TICK AS APPROPRIATE)							
ALL USERS	ADDING PAYMENT DETAILS	<input checked="" type="checkbox"/>	ADDING PAYEE DETAILS	<input checked="" type="checkbox"/>			
FX Dealing	Spot/ Forward FX Deals	<input type="checkbox"/>					
Payment Authorisation	Authorise All (Including Own)	<input type="checkbox"/>	Authorise Added by Others		No		
Payee Authorisation	Authorise All (Including Own)	<input type="checkbox"/>	Authorise Added by Others		No		
Administration Ability to Enable/Disable User Access	Yes	<input type="checkbox"/>			No		

(USER 2- AMENDMENT DETAILS)

Name of Authorised User:							
Telephone Number:							
USER PERMISSIONS (PLEASE TICK AS APPROPRIATE)							
ALL USERS	ADDING PAYMENT DETAILS	<input checked="" type="checkbox"/>	ADDING PAYEE DETAILS	<input checked="" type="checkbox"/>			
FX Dealing	Spot/ Forward FX Deals	<input type="checkbox"/>					
Payment Authorisation	Authorise All (Including Own)	<input type="checkbox"/>	Authorise Added by Others		No		
Payee Authorisation	Authorise All (Including Own)	<input type="checkbox"/>	Authorise Added by Others		No		
Administration Ability to Enable/Disable User Access	Yes	<input type="checkbox"/>			No		

(USER 3- AMENDMENT DETAILS)

Name of Authorised User:							
Telephone Number:							
USER PERMISSIONS (PLEASE TICK AS APPROPRIATE)							
ALL USERS	ADDING PAYMENT DETAILS	<input checked="" type="checkbox"/>	ADDING PAYEE DETAILS	<input checked="" type="checkbox"/>			
FX Dealing	Spot/ Forward FX Deals	<input type="checkbox"/>					
Payment Authorisation	Authorise All (Including Own)	<input type="checkbox"/>	Authorise Added by Others		No		
Payee Authorisation	Authorise All (Including Own)	<input type="checkbox"/>	Authorise Added by Others		No		
Administration Ability to Enable/Disable User Access	Yes	<input type="checkbox"/>			No		

4. NEW USER ADDITIONS

Please fill out this sections for new users you want to add to Bank of Ireland FXPay.

(USER 1- ADDITION DETAILS)

Name of Authorised User:		Job Title:	
Telephone Number:		Email:	

SECURITY IDENTIFICATION INFORMATION

The Bank may use the following information for identification purposes in dealing with this Authorised User (for example, in the event of loss of Security Instrument).

Date of Birth:		Mother's maiden name:	
Middle Name:		Place of birth:	

USER PERMISSIONS (PLEASE TICK AS APPROPRIATE)

ALL USERS	ADDING PAYMENT DETAILS	<input checked="" type="checkbox"/>	ADDING PAYEE DETAILS	<input checked="" type="checkbox"/>		
FX Dealing	Spot/Forward FX Deals	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payment Authorisation	Authorise All (Including Own)	<input type="checkbox"/>	Authorise Added by Others	<input type="checkbox"/>	No	<input type="checkbox"/>
Payee Authorisation	Authorise All (Including Own)	<input type="checkbox"/>	Authorise Added by Others	<input type="checkbox"/>	No	<input type="checkbox"/>
Administration Ability to Enable/Disable User Access	Yes	<input type="checkbox"/>		<input type="checkbox"/>	No	<input type="checkbox"/>

(USER 2- ADDITION DETAILS)

Name of Authorised User:		Job Title:	
Telephone Number:		Email:	

SECURITY IDENTIFICATION INFORMATION

The Bank may use the following information for identification purposes in dealing with this Authorised User (for example, in the event of loss of Security Instrument).

Date of Birth:		Mother's maiden name:	
Middle Name:		Place of birth:	

USER PERMISSIONS (PLEASE TICK AS APPROPRIATE)

ALL USERS	ADDING PAYMENT DETAILS	<input checked="" type="checkbox"/>	ADDING PAYEE DETAILS	<input checked="" type="checkbox"/>		
FX Dealing	Spot/ Forward FX Deals	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payment Authorisation	Authorise All (Including Own)	<input type="checkbox"/>	Authorise Added by Others	<input type="checkbox"/>	No	<input type="checkbox"/>
Payee Authorisation	Authorise All (Including Own)	<input type="checkbox"/>	Authorise Added by Others	<input type="checkbox"/>	No	<input type="checkbox"/>
Administration Ability to Enable/Disable User Access	Yes	<input type="checkbox"/>		<input type="checkbox"/>	No	<input type="checkbox"/>

NOTES

All users on FXPay have the basic ability to:

- View Deals
- Add Payment Details
- Add Payee Details

OPTIONAL USER PERMISSIONS:

FX Dealing:

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.

Making Payments:

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

Adding/Amending Payees:

- Limited 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.
- 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.

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.

5. 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.

Bank of Ireland will retain and process your personal data as set out in our Data Privacy Notice (www.bankofireland.com/privacy). As you are an existing Bank of Ireland customer (with a previous branch relationship) we will tell you about financial products and associated services only if you have previously given your consent for us to do so. You are free to withdraw your consent at any time. In order to do this simply contact us at GMUnsubscribe@boi.com.

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

SIGNATURE OF DIRECTOR/COMPANY SECRETARY

Name

Title

Date

Bank of Ireland is regulated by the Central Bank of Ireland. In the UK, Bank of Ireland is authorised by the Central Bank of Ireland and the Prudential Regulation Authority and subject to limited regulation by the Financial Conduct Authority and Prudential Regulation Authority. Details about the extent of our authorisation and regulation by the Prudential Regulation Authority and regulation by Financial Conduct Authority are available from us on request.

Bank of Ireland is incorporated in Ireland with limited liability.

Classification: Confidential