

# Bank of Ireland UK FXPay amendment form



Please fill out the sections relevant to the changes you require

- 1: Changes to Customer Details
2. Changes to Customer Account Details
3. Changes to Existing Users
4. Addition of New Users

**Section 5 must be completed.**

Please post the signed amendment form to:  
 Bank of Ireland  
 Global Markets  
 1 Donegall Square South  
 Belfast  
 BT1 5LR

**1. CUSTOMER DETAILS**

|                                    |  |
|------------------------------------|--|
| Customer name: (the 'Customer')    |  |
| Address:                           |  |
|                                    |  |
| Business Online profile ID number: |  |
| Customer Reg No: (if applicable)   |  |

**2. CUSTOMER UK ACCOUNT DETAILS**

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

| CUSTOMER BANK ACCOUNT DETAILS |                        |          |  |                             |      |             |                |
|-------------------------------|------------------------|----------|--|-----------------------------|------|-------------|----------------|
|                               | Account Reference Name | Currency | Default Account for Currency?<br><small>Where more than one account is specified for a currency, please indicate which account is the default account from which money is to be withdrawn.</small> |                             | 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"/> |      |             |                |

**NOTES**

All authorised users on BOI UK FXPay have the basic ability to:

- View Deals
- Add Payment Details
- Add Payee Details

**OPTIONAL AUTHORISED USER PERMISSIONS:**

**FX Dealing:**

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

- Spot- A deal booked for use in making a payment within the next two days
- Forward- A deal booked for use in making a payment in more than two days' time.

**Payments Permissions:**

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

**Payee Permissions:**

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

**Administrator:**

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

### 3. EXISTING AUTHORISED USER AMENDS

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

| AUTHORISED USER PERMISSIONS (PLEASE TICK AS APPROPRIATE) |   |                                     |          |                       |                                     |
|--|---|-------------------------------------|----------|-----------------------|-------------------------------------|
|  | ADDING PAYMENT DETAILS                            | <input checked="" type="checkbox"/> |          | ADDING PAYEE DETAILS  | <input checked="" type="checkbox"/> |
| FX Dealing   | Spot  | <input type="checkbox"/>            | And / or | Forward               | <input type="checkbox"/>            |
| Payment Authorisation                                    | Full Authorisation                                | <input type="checkbox"/>            | or       | Limited Authorisation | <input type="checkbox"/>            |
| Payee Authorisation                                      | Full Authorisation                                | <input type="checkbox"/>            | or       | Limited Authorisation | <input type="checkbox"/>            |
| Administration   | Ability to Enable /Disable Authorised User Access | <input type="checkbox"/>            |          |                       |                                     |
| Remove User  |   |                                     |          |                       |                                     |

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

| AUTHORISED USER PERMISSIONS (PLEASE TICK AS APPROPRIATE) |   |                                     |          |                       |                                     |
|--|---|-------------------------------------|----------|-----------------------|-------------------------------------|
|  | ADDING PAYMENT DETAILS                            | <input checked="" type="checkbox"/> |          | ADDING PAYEE DETAILS  | <input checked="" type="checkbox"/> |
| FX Dealing   | Spot  | <input type="checkbox"/>            | And / or | Forward               | <input type="checkbox"/>            |
| Payment Authorisation                                    | Full Authorisation                                | <input type="checkbox"/>            | or       | Limited Authorisation | <input type="checkbox"/>            |
| Payee Authorisation                                      | Full Authorisation                                | <input type="checkbox"/>            | or       | Limited Authorisation | <input type="checkbox"/>            |
| Administration   | Ability to Enable /Disable Authorised User Access | <input type="checkbox"/>            |          |                       |                                     |
| Remove User  |   |                                     |          |                       |                                     |

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

| AUTHORISED 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  | <input type="checkbox"/>            | And / or | Forward               | <input type="checkbox"/>            |
| Payment Authorisation                                    | Full Authorisation                                | <input type="checkbox"/>            | or       | Limited Authorisation | <input type="checkbox"/>            |
| Payee Authorisation                                      | Full Authorisation                                | <input type="checkbox"/>            | or       | Limited Authorisation | <input type="checkbox"/>            |
| Administration   | Ability to Enable /Disable Authorised User Access | <input type="checkbox"/>            |          |                       |                                     |
| Remove User  |   |                                     |          |                       |                                     |

4. NEW USER ADDITIONS\* (MUST BE AUTHORISED SIGNATORY ON EXISTING BANK OF IRELAND UK MANDATE)

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

| AUTHORISED USER PERMISSIONS (PLEASE TICK AS APPROPRIATE) |   |                                     |          |                       |                                     |
|--|---|-------------------------------------|----------|-----------------------|-------------------------------------|
|  | ADDING PAYMENT DETAILS                            | <input checked="" type="checkbox"/> |          | ADDING PAYEE DETAILS  | <input checked="" type="checkbox"/> |
| FX Dealing   | Spot  | <input type="checkbox"/>            | And / or | Forward               | <input type="checkbox"/>            |
| Payment Authorisation                                    | Full Authorisation                                | <input type="checkbox"/>            | or       | Limited Authorisation | <input type="checkbox"/>            |
| Payee Authorisation                                      | Full Authorisation                                | <input type="checkbox"/>            | or       | Limited Authorisation | <input type="checkbox"/>            |
| Administration   | Ability to Enable /Disable Authorised User Access | <input type="checkbox"/>            |          |                       | <input type="checkbox"/>            |

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

| AUTHORISED USER PERMISSIONS (PLEASE TICK AS APPROPRIATE) |   |                                     |          |                       |                                     |
|--|---|-------------------------------------|----------|-----------------------|-------------------------------------|
|  | ADDING PAYMENT DETAILS                            | <input checked="" type="checkbox"/> |          | ADDING PAYEE DETAILS  | <input checked="" type="checkbox"/> |
| FX Dealing   | Spot  | <input type="checkbox"/>            | And / or | Forward               | <input type="checkbox"/>            |
| Payment Authorisation                                    | Full Authorisation                                | <input type="checkbox"/>            | or       | Limited Authorisation | <input type="checkbox"/>            |
| Payee Authorisation                                      | Full Authorisation                                | <input type="checkbox"/>            | or       | Limited Authorisation | <input type="checkbox"/>            |
| Administration   | Ability to Enable /Disable Authorised User Access | <input type="checkbox"/>            |          |                       | <input type="checkbox"/>            |

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

| AUTHORISED 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  | <input type="checkbox"/>            | And / or | Forward               | <input type="checkbox"/>            |
| Payment Authorisation                                    | Full Authorisation                                | <input type="checkbox"/>            | or       | Limited Authorisation | <input type="checkbox"/>            |
| Payee Authorisation                                      | Full Authorisation                                | <input type="checkbox"/>            | or       | Limited Authorisation | <input type="checkbox"/>            |
| Administration   | Ability to Enable /Disable Authorised User Access | <input type="checkbox"/>            |          |                       | <input type="checkbox"/>            |

Please fill out this section for new users you want to add to Bank of Ireland UK FX Pay.  
 (IF YOU WANT TO ADD MORE THAN THREE USERS, PLEASE PHOTOCOPY THIS PAGE AND FILL OUT THE DETAILS REQUIRED)

## 5. DECLARATIONS

By signing below you agree that:

- (1) I/We, the undersigned, hereby request the Bank (a) to provide the person(s) listed in section 4 with access to Bank of Ireland UK FX PAY and authorise the Bank to provide such persons with the permissions set out above; and/or (b) to provide the person(s) listed in section 3 with such amended permissions as set out above; and/or (c) to remove access from the person(s) listed in section 3 as set out above;
- (2) This Bank of Ireland UK FX Pay Amendment Form will form part of your existing Application as at the date of signing;
- (3) The Declarations under the Application are repeated as at the date of signing;
- (4) The Declarations and Agreement under the Account Mandate are repeated as at the date of signing this Amendment Form. 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; and
- (5) In accordance with clause 19.10 of the BOI UK FXPay 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 Bank of Ireland UK FXPay.

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

### AUTHORISATION (TO BE SIGNED IN ACCORDANCE WITH CURRENT MANDATE)

|  |  |      |  |
|--|--|------|--|
| Name of Sole Trader/Partner 1 (BLOCK CAPITALS) |  | Date |  |
| Signature of Sole Trader/Partner 1             |  | Date |  |
| Name of Partner 2 (BLOCK CAPITALS)             |  | Date |  |
| Signature of Partner 2                         |  | Date |  |

### OR

|   |  |                 |
|---|--|-----------------|
| Accepted for and on behalf of (COMPANY OR LLP NAME) |  | LIMITED/LLP/PLC |
| Name of Director/Member (BLOCK CAPITALS)            |  | Date            |
| Signature of Director/Member                        |  | Date            |
| Name of Director/Secretary/Member (BLOCK CAPITALS)  |  | Date            |
| Signature of Director/Secretary/Member              |  | Date            |

### FOR GM OFFICE USE ONLY

|   |            |                           |  |
|---|------------|---------------------------|--|
| <b>RDC Code</b>   |            | <b>National Sort Code</b> |  |
| <b>GM Dealer/Owner</b>  |            | <b>Segment</b>            |  |
| <b>Firm Name</b>  |            | <b>Centre</b>             |  |
| <b>Sales Desk/Default Book</b>  |            | <b>Forward Customer</b>   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <b>Customer Type/Sector</b>   | <b>New</b> | <b>WB</b>                 | <b>Existing</b>  |
| <b>Ensure Authorised Users are authorised signatories on existing Bank of Ireland UK mandate</b> <input type="checkbox"/> |            |                           |  |
| <b>Signed in accordance with most recent business account mandate</b> <input type="checkbox"/>                            |            |                           |  |

THIS SECTION IS REQUIRED FOR NEW USERS ONLY

Please complete and return in a sealed envelope to:  
**Bank of Ireland, Global Markets, 1 Donegall Square South, Belfast, BT1 5LR.**

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).

|                          |  |
|--------------------------|--|
| Name of Authorised User: |  |
| Company Name:            |  |
| Date of Birth:           |  |
| Mother's maiden name:    |  |
| Middle Name:             |  |
| Place of birth:          |  |

SECURITY IDENTIFICATION INFORMATION

|                          |  |
|--------------------------|--|
| Name of Authorised User: |  |
| Company Name:            |  |
| Date of Birth:           |  |
| Mother's maiden name:    |  |
| Middle Name:             |  |
| Place of birth:          |  |

SECURITY IDENTIFICATION INFORMATION

|                          |  |
|--------------------------|--|
| Name of Authorised User: |  |
| Company Name:            |  |
| Date of Birth:           |  |
| Mother's maiden name:    |  |
| Middle Name:             |  |
| Place of birth:          |  |

## **Belfast**

Bank of Ireland  
Global Markets  
1 Donegall  
Square South  
Belfast BT1 5LR

**(0)289 032 2778**