

**Application for USER GROUP Creation/Maintenance**

Date

|                 |  |
|-----------------|--|
| Subscriber ID   |  |
| Subscriber Name |  |

|            |     |        |        |  |
|------------|-----|--------|--------|--|
| User Group | Add | Delete | Modify |  |
|------------|-----|--------|--------|--|

(Please provide updated details for modification)

|                 |  |
|-----------------|--|
| User Group Name |  |
| Notes           |  |

Please tick only one Group Type and one Group Role per Group

|                 |             |          |      |
|-----------------|-------------|----------|------|
| User Group Role | Transaction | Register | Both |
|-----------------|-------------|----------|------|

|                 |                 |       |         |            |
|-----------------|-----------------|-------|---------|------------|
| User Group Type | MakerAuthorizer | Maker | Checker | Authorizer |
|-----------------|-----------------|-------|---------|------------|

|  |
|--|
| Accounts permitted for Reports/MIS   |
| (Please provide list of 13 digit Account Numbers that can be accessed for reports) |

|  |
|--|
| Accounts permitted for Transactions (Applicable for Transaction and Both MakerAuthorizer)          |
| (Please provide list of 13 digit Account Numbers that can be accessed for initiating transactions) |

|  |                         |   |  |
|--|-------------------------|---|--|
| Please tick the functions below, which can be accessed now by the users under this user group. |                         |   |  |
| Transaction and Both   |                         | Register and MakerAuthorizer and Authorizer |  |
| MakerAuthorizer  |                         | Register                                    |  |
| Payments   | Remittance              | Register                                    |  |
| Credit Card  | Telegraphic Transfer    | Beneficiary                                 |  |
| Salary   | Demand Draft            | Salary                                      |  |
| Beneficiary  | Managers cheque         | Credit Card                                 |  |
| Sadad  |                         | Sadad                                       |  |
| Transfer   | Requests                |   |  |
| Own Account  | Cheque Book             |   |  |
| Third Party  | Fixed Deposit New       |   |  |
|  | Fixed Deposit Amendment |   |  |
|  | Balance Confirmation    |   |  |

|   |                               |             |  |
|---|-------------------------------|-------------|--|
| Reports / MIS For all Group Types & Roles |                               |             |  |
| REPORTS                                   |                               | MIS         |  |
| Accounts                                  | Administration                | Register    |  |
| Account Summary                           | Master                        | Master      |  |
| Account Statements                        | Department                    | Beneficiary |  |
| Account Details                           | Daily Limit                   | Employee    |  |
| Deal Details                              | User Groups                   | Credit Card |  |
| Group Summary                             | User                          | Sadad       |  |
| Account Mapping                           | Signature Set                 |             |  |
| IBAN Mapping                              | Payment Rule                  |             |  |
| Rates                                     | Activity                      | Activity    |  |
| Exchange Rates                            | Group                         | CreditCard  |  |
| Fixed Deposit Rates                       | Users                         | Beneficiary |  |
| PLAN Rates                                | SignatureSet                  | Employee    |  |
|   | PaymentRule                   | Sadad       |  |
|   | SystemAccess                  |             |  |
|   | User Password                 |             |  |
|   | Deleted Dependencies          |             |  |
| Calculator                                | Transaction                   |             |  |
| Exchange Rate Calculator                  | Activity                      |             |  |
| Fixed Deposit Calculator                  | Beneficiary Payment History   |             |  |
|   | Future Dated Report           |             |  |
|   | Salary Payment History Report |             |  |

Note: Transaction Checker/Authorizer role will inherit access rights to accounts and transactions through Payment Rules

We hereby authorize you to effect the administration set up on our smartBUSINESS subscription as above.  
We hereby agree to abide by the smartBUSINESS agreement.

Authorized Signatures & Seal

|                   |         |            |
|-------------------|---------|------------|
| For Bank Use only |         |            |
| Input             | Checked | Authorized |

**Application for USER PROFILE Creation/Maintenance**

Date

|                 |  |
|-----------------|--|
| Subscriber ID   |  |
| Subscriber Name |  |

| User | Add    | Delete  | Modify                            |  |  |
|------|--------|---------|-----------------------------------|--|--|
|      | Enable | Disable | Reset Password, Unlock & Activate |  |  |

|                             |                 |                          |                   |  |             |                          |                          |
|-----------------------------|-----------------|--------------------------|-------------------|--|-------------|--------------------------|--------------------------|
| User ID                     |                 |                          |                   |  |             |                          |                          |
| User Name                   |                 |                          |                   |  |             |                          |                          |
| User Description            |                 |                          |                   |  |             |                          |                          |
| Email ID                    |                 |                          |                   |  |             |                          |                          |
| Telephone No                |                 |                          |                   |  |             |                          |                          |
| Mobile No                   |                 |                          |                   |  |             |                          |                          |
| Document ID                 | 1) National ID  | <input type="checkbox"/> | ID / Passport No. |  | Expiry Date | <input type="checkbox"/> | <input type="checkbox"/> |
|                             | 2) GCC Passport | <input type="checkbox"/> | ID / Passport No. |  | Expiry Date | <input type="checkbox"/> | <input type="checkbox"/> |
|                             | 3) Iqama ID     | <input type="checkbox"/> | ID / Passport No. |  | Expiry Date | <input type="checkbox"/> | <input type="checkbox"/> |
| Employee ID (if applicable) |                 |                          |                   |  |             |                          |                          |
| Department (if applicable)  |                 |                          |                   |  |             |                          |                          |

Please tick only one user type and one user role per user

|           |                                      |                          |                                   |                               |
|-----------|--------------------------------------|--------------------------|-----------------------------------|-------------------------------|
| User Type | <input type="checkbox"/> Transaction | <input type="checkbox"/> | <input type="checkbox"/> Register | <input type="checkbox"/> Both |
|-----------|--------------------------------------|--------------------------|-----------------------------------|-------------------------------|

|           |  |                                     |
|-----------|--|-------------------------------------|
| User Role | <input type="checkbox"/> Maker           | <input type="checkbox"/> Checker    |
|           | <input type="checkbox"/> MakerAuthorizer | <input type="checkbox"/> Authorizer |

|                        |                              |                             |
|------------------------|------------------------------|-----------------------------|
| Transaction Controller | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------|------------------------------|-----------------------------|

(Can be assigned to user under Group Role Transaction and Both)

Please provide list of User Groups under the selected Group Type & Role, which are required to be assigned to this user.

**Accounts permitted for Transaction Controller**

Please provide a list of 13 digit Account Numbers from which this user can release transactions to the Bank

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**Authorized Signatures & Seal**

|                   |       |         |            |
|-------------------|-------|---------|------------|
| For Bank Use only | Input | Checked | Authorized |
|-------------------|-------|---------|------------|

Application for SIGNATURE SET and PAYMENT RULE Creation/Maintenance

Date

|                 |  |
|-----------------|--|
| Subscriber ID   |  |
| Subscriber Name |  |

|                    |  |     |  |        |  |        |
|--------------------|--|-----|--|--------|--|--------|
| Signature Set      |  | Add |  | Modify |  | Delete |
| Signature Set Name |  |     |  |        |  |        |

Notes:

|  |
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|  |
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|                     |  |   |
|---------------------|--|---|
| Limit Band Currency |  | For list of currencies, please contact the Bank |
|---------------------|--|---|

|                   |      |  |    |  |
|-------------------|------|--|----|--|
| Limit Band Amount | From |  | To |  |
|-------------------|------|--|----|--|

|                     |  |        |  |          |  |
|---------------------|--|--------|--|----------|--|
| Workflow in the Set |  | Random |  | Sequence | (Workflow across the authorizer group) |
|---------------------|--|--------|--|----------|--|

| S.No. | Authorizer Group | No. of Signatories |
|-------|------------------|--------------------|
| 1     |                  |                    |
| 2     |                  |                    |
| 3     |                  |                    |
| 4     |                  |                    |
| 5     |                  |                    |

|              |  |        |  |         |  |        |
|--------------|--|--------|--|---------|--|--------|
| Payment Rule |  | Add    |  | Delete  |  | Modify |
|              |  | Enable |  | Disable |  |        |

|                   |  |           |  |               |  |
|-------------------|--|-----------|--|---------------|--|
| Payment Rule Name |  |           |  |               |  |
| Payment Type      |  | Financial |  | Non-Financial |  |
| Checker Required  |  | Yes       |  | No            |  |
| Checker Group     |  |           |  |               |  |

Notes:

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|--|
|  |
|--|

|                     |  |   |
|---------------------|--|---|
| Limit Band Currency |  | For list of currencies, please contact the Bank |
|---------------------|--|---|

|                   |      |  |    |  |
|-------------------|------|--|----|--|
| Limit Band Amount | From |  | To |  |
|-------------------|------|--|----|--|

Please tick against the products, which are included under this Payment Rule.

| Financial                                    |   | Non-Financial                                 |  |
|--|---|---|--|
| Payments                                     | Remittance                                    | Requests                                      |  |
| <input type="checkbox"/> Credit Card         | <input type="checkbox"/> Telegraphic Transfer | <input type="checkbox"/> Cheque Book          |  |
| <input type="checkbox"/> Salary              | <input type="checkbox"/> Demand Draft         | <input type="checkbox"/> Balance Confirmation |  |
| <input type="checkbox"/> Beneficiary         | <input type="checkbox"/> Managers cheque      |   |  |
| <input type="checkbox"/> Sadad               |   |   |  |
|  | Requests                                      |   |  |
|  | <input type="checkbox"/> New Fixed Deposit    |   |  |
|  | <input type="checkbox"/> Modify Fixed Deposit |   |  |
| Transfer                                     |   |   |  |
| <input type="checkbox"/> Own Account         |   |   |  |
| <input type="checkbox"/> Third Party Account |   |   |  |
|  |   |   |  |
|  |   |   |  |

Please provide list of all Account Numbers to which this Payment Rule is applicable.

|  |
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|  |
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|                    |  |
|--------------------|--|
| Signature Set Name |  |
|--------------------|--|

Note: Limit Band of selected Signature Set should be greater than the limit band of this Payment Rule.

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|   |
|---|
| <p>Authorized Signatures &amp; Seal</p> |
|---|

|              |       |         |            |
|--------------|-------|---------|------------|
| For Bank Use | Input | Checked | Authorized |
|--------------|-------|---------|------------|