



AUTHORIZATION OF PERSON FOR INTERNET BANKING

- New user Additional authorizations

1)	Name of the Account Holder :	
----	------------------------------	--

Person authorized for Internet Banking

2)	Name and Surname :	
3)	Personal ID Number :	
4)	Private e-mail *:	Private phone/cell *

* the data are required in case of password reset for log in to e-banking

Authorizations for domestic payment operations преку Web апликација

5)	MKD Acc. Number :	
6)	Authorization :	<input type="checkbox"/> Reviewer <input type="checkbox"/> Data entry <input type="checkbox"/> Signatory <input type="checkbox"/> Sender
7)	Amount limitation per order :	<input type="checkbox"/> Maximum _____ ** MKD per order <input type="checkbox"/> Unlimited ** <input type="checkbox"/> Unlimited for PP53 form -salary
8)	Type of signatory :	<input type="checkbox"/> Signatory <input type="checkbox"/> Obligatory signatory
9)	<input type="checkbox"/> Ki-Pay payments ***	<input type="checkbox"/> Maximum _____ MKD per order through Ki -Pay

** this limit may not be higher than the defined limit per order form determined by the Bank for payments through this channel, and regulated by the General Conditions for use of the e-banking services for legal entities through the Internet Bank

*** for this type of payments, individual signing is defined, with possibility to define limits per payment order.

Authorizations for international payments operations преку Web апликација

10)	Foreign currency account No:	
11)	Authorization:	<input type="checkbox"/> Reviwer <input type="checkbox"/> Data entry <input type="checkbox"/> Signatory <input type="checkbox"/> Sender <input type="checkbox"/> FX trading against MKD
12)	Amount limitation per order :	<input type="checkbox"/> Maximum _____ (convertible currency) per order <input type="checkbox"/> Unlimited
13)	Type of signatory :	<input type="checkbox"/> Signatory <input type="checkbox"/> Obligatory signatory

Privileges for operation with Mobile Application – mBankaCo

I hereby require to: enable cancel

Up to MKD _____ per order form**** through mBankaCo for PP30 form

**** this limit refers for the selected channel only and may not be higher than the defined limit per order form determined by the Bank for payments through this channel, and is regulated by the General Conditions for use of the e-banking services for legal entities through the Internet Bank. If no limit is defined by the client, the limit defined by the Bank shall apply.

_____ 201__ година

од Банката

Потпис и печат од овластеното лице

Овластено службено лице

FORM INSTRUCTIONS

GENERAL NOTES:

Fill in the form in printed letters!
Mark the selection boxes with !

INSTRUCTIONS FOR FILLING THE FIELDS IN:

6), 11) You should select at least one type of authorization or any combination thereof.

Explanation to the types of authorizations:

Reviewer is the lowest type of authorization. The Reviewer is only allowed to have insight in the balance of the account, daily report on the realized orders, daily statements of the account etc. The Reviewer is not allowed to have an insight in the individual orders, prior to their realization, can not input any data thereon, nor sign any payment orders. If the person has only authorization to review, he shall have the access to the system only by username and password, and no digital certificate shall be required.

Data entry is an authorization which enables input of data for payment orders, correction of the payment orders data entry and sending for signing.

The persons that have this type of authorization shall access the system by their username, password and digital certificate. Each payment order entered into the system shall automatically be digitally signed by the person who made the data entry.

Signatory is an authorization which only enables signing of the payment orders. The list of payment orders for a certain signatory contains only the insufficiently signed payment orders with amounts lower or equal to the Limitation of the amount per order (10, 17) for the respective signatory. In case a *Collective signing* is selected in the form PE03, the payment order shall have a status *insufficiently signed* until it is signed by the respective number of signatories and until the Policy for signing payment orders is fulfilled.

The signatories of the payment orders shall access the system by their username, password and digital certificate. Upon the required signing, the payment order shall contain the digital signatures of all the signatories who have signed it.

Sender is an authorization, which provides only sending of the properly signed payment orders to the Bank for realization.

The senders of the payment orders shall access the system by their username, password and digital certificate. Each payment order sent to the Bank for realization shall also be automatically digitally signed by its sender.

Foreign exchange trading amongst Macedonian denars (MKD) – is an authorization that allows buying or selling foreign currency in direct on-line communication with Banks' dealers. Persons with this authorization are authorized with user name, password and digital certificate. Each intention to buy or sell FX currencies will be sent to the Bank for execution in real time and will be automatically digitally signed.

Ki-pay payments – refer to payments related to buying goods, services or any other payments via ecommerce, executed via Ki-pay service. For this type of payments, individual signing is defined, with possibility to set up limitation per payment.

The authorizations are combined depending on the number of employees in the company responsible for entry of payment orders, signing, reviewing the statements of the accounts, as well as depending on the organization and responsibilities assigned within the company.

If the whole process is performed by one person, this person must be authorized for all 4 types of authorization.

If there is strict segregation of duties in your company, the authorizations may be assigned to different persons or you may make a combination thereof, depending on your needs.

7), 13) You can select only one of the options.

It is recommended that at least one signatory has an authorization for *unlimited* signing, in order to avoid any situation of having a payment order that cannot be signed due to the limitations.

12) The control of the amount limitations per payment order is performed by conversion with medium exchange rate applied at the time of the payment order entry.

8), 13) The selection of *obligatory signatory* is an option which supports the policy for collective signing, where apart from the other signatures, the payment order should also be signed by the obligatory signatory.

4) the data refers to the person that is going to be authorized for internet banking. The same are needed in case of password reset via phone support or online password reset.