

All sections of this form are **mandatory** for releasing operators. Section 4 is not required for non-releasing operators

Section 1 - Profile details				
Company name				
User ID		Telephone number		
Section 2 - Options				
<input type="checkbox"/> Add <input type="checkbox"/> Amend <input type="checkbox"/> Delete				
Section 3 - Operator details				
Operator name				
Operator ID				
Operator Identity number				
Cell number		email address		
Contact number 1		Contact number 2		
Physical address				Postal code
Section 4 - Releasing details				
Is the operator a releasing operator? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If <b>yes</b> , please complete the following section				
Transaction type	Limit	Release Severally/Jointly		
Same Day Soonest Value service (SSVS)				
Own transfers				
Electronic Funds Transfer EFTS (2-5 day Service)				
Same Day Payment service (SDPS)				
Section 5 - Complete only if Operator account access is "Yes"				
Operator Account Access Details (enter account number(s) and select relevant options.)				
	Account 1	Account 2	Account 3	Account 4
Account Number				
Balances and Statements				
Payments (SSVS)				
Own Transfers				

Designated person/s initial \_\_\_\_\_

## Section 6 - Operator access paths

Operator name \_\_\_\_\_

If amending existing operator's access paths please tick:

Additional access paths     Replacement access paths

Account management						
Functionality	Current accounts	Savings account	Notice deposits	Call deposits	Fixed deposits	Business card
Balances						
Statements						
Stop payments						
Add						
Cancel						
Stop order - enquiry						
Add						
Amend						
Cancel						
Stop order - status						
Add						
Release						
Transaction details						
Give notice						
Cancel notice						
Notice actions						
Notice deposit status						
Notice given - Enquiry						

Please note: please do not complete the shaded out blocks' as this functionality is not available on our systems.

Designated person/s initial \_\_\_\_\_

**Section 6 - Operator access paths (continued)**

Operator name _____							
<b>Funds transfer</b>							
	Credit details	Debtor details	CDI details	Own transfers	Collections	Payments	Returned/Redirected transactions
Import							
Export							
Add							
Modify							
Display							
Copy							
Delete							
Audit report							
Verify							
Authorise change							
Release							
History							
EFTS Report							
Electronic unpaids							
ACB unpaids							

Please note: please do not complete the shaded blocks' as this functionality is not available on our systems.

Designated person/s initial \_\_\_\_\_

## Section 6 - Operator access paths (continued)

Operator name

### Administration

- Administration
- Re-instate operator password
- Operator maintenance
- Account access
- Access paths
- General daily limits
- Release limits

### Maintenance

- Reports/enquiries
- Billing
- Limit hierarchy - Print
- Log usage
- User portfolio
- Statement code download

### Cash Management

- Cash management
- Reports

## Section 7 - Authorisation

**We understand the risks/implications of allocating these access paths to the operator**

Designated person's name

Signature

Date (YYYY-MM-DD)

Designated person's name

Signature

Date (YYYY-MM-DD)

**Please complete , fax and post to your nearest/relevant Business Online Admin Office.** (please refer to contact us, admin contact details found on the business online home page).