



Payment Files - Credit Transfers

Application or Amendment

How to complete the form

1 Please use a **BLACK pen**



2 Mark boxes **like this**
 If you make a mistake, **do this**

3 Please use **BLOCK CAPITAL** **A** **2**
 LETTERS and leave **one space between each word**

The Payment Files service on iBusiness Banking can be used by customers who wish to upload files of payments to AIB for processing.

User Access to create / authorise payment files must be granted by your company's local administrator. Please view the Local Admin user guide available at www.aib.ie/ibbuserguide for further information.

1. Select to Apply or Amend Credit Transfers

I want to apply for a new OIN

I want to amend an existing OIN

2. Application Details

Company Name

An Existing iBB User ID

Existing OIN (Originator Identification Number)*

* Amendments only. If you wish to amend the details of more than one OIN, please complete an additional form for each OIN you wish to amend.

3. Originator Identification Number (OIN)

Each payment file must contain an Originator Identification Number (OIN) which will be provided by AIB to you. The OIN is a unique alphanumeric identifier which identifies you as the customer and the type of payment files that you are submitting to the bank for processing.

To set up your unique OIN, you will need to specify the type of payment files that you wish to submit via iBB i.e. SCT or MCY.

For customers who make EURO payments within the SEPA Zone, the SCT (SEPA Credit Transfer) option is recommended. Customers who wish to upload payment files containing euro and other currency payments should select the MCY (Multi-Currency) option.

Please note that by choosing an MCY option you agree to an additional quarterly operation fee. Payment charges for non-SCT payments and the MCY option quarterly charge will be collected separately.

Note: If you require more than one OIN, then additional forms should be completed in order to specify user authorisation rights for each OIN.

3.1 OIN Type Please mark the box for the OIN type that you wish to set up.

SCT (SEPA Credit Transfer)

MCY (Multi-Currency)

3.2 OIN Name

You can specify an OIN Name to help you clearly identify the nature of the payments submitted under this OIN. Example: 'Creditor Payments' or 'Salary Payments'.

The OIN and the OIN Name will be displayed to all users who have access to this OIN in the Payment Files module of iBB.

OIN (Max. 18 characters)

4. Select how you want to AUTHORISE Payment Files

User Access to create / authorise payment files must be granted by your company's local administrator. Please view the Local Admin user guide available at www.aib.ie/ibbuserguide for further information.

Please indicate how many people you need to authorise Payment Files. (Mark one box only)

- A Only ONE User is required to authorise any Payment Files under this OIN.
- B Two Users are required to authorise ALL Payment Files under this OIN. AIB recommends that dual authorisation is selected.
- C Only ONE User is required to authorise any Payment Files under this OIN less than or equal to

€ (euro equivalent). For larger amounts TWO Users will be required.

For Option B or C, please ensure a minimum of two Users are set up by the Local Administrator to authorise Payment Files.

Note: Users who CREATE payment files under a Multi-Currency (MCY) OIN will be prevented from authorising the same file that they have uploaded. Please ensure that there is another user with AUTHORISE Payment Files access.

5. Debit Account Details

Please list your company accounts from which you wish to make payments using the Payment Files service on iBB. All of your company accounts listed below will be linked to the OIN. Print and complete as many copies of this section as you need.

Payment charges for Euro payments to the SEPA zone will be debited from the first account listed below. This account must be a EUR branch current account.

Account Name

IBAN

Account CCY

Account Name

IBAN

Account CCY

Account Name

IBAN

Account CCY

Account Name

IBAN

Account CCY

Account Name

IBAN

Account CCY

Account Name

IBAN

Account CCY

Account Name

IBAN

Account CCY

Account Name

IBAN

Account CCY

Account Name

IBAN

Account CCY

6. Amendment to Billing Account Details

Please complete this section if you wish to change the billing account from which payment charges for **euro payments to the SEPA zone only** are debited. The account must be a EUR branch current account.

Account Name

IBAN

Account CCY

7. Verification of Payee portal to check payees in payment files - SEPA credit transfers

Register or amend Admin user details (optional)

1. Select to Register or Amend Admin User Details

I want to register for the first time to the Verification of Payee portal

I want to amend my Admin user details on the portal

2. Application Details

Company name (trading as)

Email address

We collect your email address solely to register you for the Verification of Payee (VoP) portal, provided by SurePay on our behalf. For more details on SurePay and the VoP portal for payment files, please visit our website at www.aib.ie/business/vop. To meet regulatory requirements, we offer the option of the VoP service to our customers who use payment files.

Agreement to Terms

The Customer hereby agrees that the terms and conditions upon which the Payment File services requested in this application and other related services provided shall be governed by the Terms and Conditions of iBusiness Banking which are available on www.aib.ie and the Customer hereby agrees to be bound by the Terms and Conditions of iBusiness Banking.

To avail of the iBB Payment Files Credit Transfer service, the nominated debit account(s) in the uploaded Payment File must be sufficiently funded prior to the processing of the payment instructions by AIB on the requested debit date. If the nominated debit account is not sufficiently funded, the payment instruction will be rejected.

Where the Customer has indicated that they wish to operate iBB on the basis of Single User Authorisation of payments or payment files and/or Single User Authorisation of administrative changes, the Customer hereby confirms that they are aware of the reduced security associated with this arrangement and accepts full responsibility for any loss which they may suffer as a result.

For charges relating to Payment Files Origination, please refer to the relevant pricing schedules which are available at your local AIB branch or online at www.business.aib.ie/business-fees-and-charges

Who needs to sign this form?

- Sole Trader: The Sole Trader
Partnership: The requisite number of partners
Club/Association: The requisite number of individuals authorised to act on behalf of the Club/Association
Company: The persons authorised by the iBusiness Banking Company Resolution

Signed on behalf of the Customer named above in Section 2 in accordance with the terms of its resolution for iBusiness Banking.

Authorised Signatory Name
Signature Date / /

Additional Signatories (If Required)

Note: These are individuals required to sign on behalf of the Customer, and are not necessarily Users of iBB.

Authorised Signatory Name
Signature Date / /

Authorised Signatory Name
Signature Date / /

Authorised Signatory Name
Signature Date / /

Once completed please forward this form as follows:

SCT OIN Form – Send to your branch or Relationship Manager.

MCY OIN Form – Send to AIB Corporate Cash Management, Allied Irish Banks, First Floor, 10 Molesworth Street, Dublin 2, D02 R126.

Your client contact will receive a letter once the form has been processed. Your Local Administrator can monitor iBB to verify that the form has been processed also.

If you wish to query the status of your request you can contact the iBB Customer Support Team on 0818 72 00 00 or +353 1 641 4889 (outside of RoI) Monday - Friday 08:30 - 17:30

FOR BANK USE ONLY

ATTENTION! The ORIGINAL form must be kept in branch and a COPY should be sent via BMP Portal to the iBusiness Banking Set-up and Amendments Team for processing.

Set-up and Amendments will be unable to process this request unless it is signed by the Branch/Relationship Manager.

OIN Limit Frequency: Daily

I confirm that the Customer signature(s) have been verified and the appropriate CARA Approval is in place (see infobank for details).

Branch/Business Centre Name

Authorised Signatory at Branch and signing number

Print Name

Signature

Date / /

Contact Number

Signing Number