



Bacstel-IP

Direct User Application Form

How to complete the form

1 Please use a **BLACK** pen

2 Mark boxes like this -
If you make a mistake, do this and mark the correct box

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

This Application Form relates to the provision of access to the Bacstel-IP service and establishes the Customer Profile for the service. AIB (NI) is responsible for your sponsorship into the Bacstel-IP service. Components of the service are provided by Bacs Payment Schemes Limited (Bacs) and the Royal Bank of Scotland Group. The Royal Bank of Scotland Group will issue Smartcards and PIN numbers required to enhance the security of the service.

By signing this form you will be agreeing to the Customer Agreement for the Bacstel-IP Direct Service and the Business Customer Agreement for the TrustAssured Service.

Please complete all sections in black ink and BLOCK CAPITALS. New Application Transfer of Sponsorship from

New Application Transfer of Sponsorship from Bank

1. Customer details

Bacs Service User name (Name used to identify the Service User – maximum 33 characters.)

Trading name (if applicable)

Bacs Service User Number

Unique number used to identify the Service User. Existing Bacs Users should complete with their current Bacs User Number. For new Users, this number will be allocated by the Bank and should therefore be left blank. Email address (Notifications and information will be sent to this electronic mail address.)*

*AIB Group (UK) p.l.c. will use this email address to contact you once the set up process is complete. You will be asked to confirm that all users are aware of their obligations to comply with the relevant Bacs scheme rules before being able to access the service.

Contact address for Service User. This address will be used to contact the Primary Security Contacts (PSC) defined in Section 8 and for the dispatch of Smartcards and PINs.

Address

City and county

Postcode

2. Organisation details

Each Service User must be associated with an organisation, and an organisation may have many Service Users associated with it. If this Service User is to be associated with an organisation already set up, complete the name and the ID (if known) of that organisation. If not, complete the required name below. This can be the same as the Service User name. Bacs will generate an organisation ID. If left blank, the organisation name will default to the name of the Service User.

Organisation ID

If known (generated by Bacs). For companies registering for Bacstel-IP for the first time, this ID will have not been allocated.

3. Application type

Select the types of Transaction that you will be using with this Service User. Tick all that apply.

Payments (Direct Credit) Direct Debit

AUDDIS Paperless Direct Debiting under the AUDDIS rules

Additional documents must be completed to support AUDDIS and Paperless Direct Debiting - please refer to your Relationship Manager.

4. Submission channel

Is the Service User to whom this application relates undertaking:

Direct Submissions only Both Direct and Indirect

5. Bank Account details

Specify the sterling Bank Accounts to be used by this Service User and any limits and the limit period (frequency) for crediting facilities.

1. Branch NSC	<input type="text"/>	Account number	<input type="text"/>	Transaction types (tick)	
Account name	<input type="text"/>			Payments (Credits)	<input type="checkbox"/>
Limit £	<input type="text"/>	Frequency	<input type="text"/>	Direct Debits	<input type="checkbox"/>
2. Branch NSC	<input type="text"/>	Account number	<input type="text"/>	Transaction types (tick)	
Account name	<input type="text"/>			Payments (Credits)	<input type="checkbox"/>
Limit £	<input type="text"/>	Frequency	<input type="text"/>	Direct Debits	<input type="checkbox"/>
3. Branch NSC	<input type="text"/>	Account number	<input type="text"/>	Transaction types (tick)	
Account name	<input type="text"/>			Payments (Credits)	<input type="checkbox"/>
Limit £	<input type="text"/>	Frequency	<input type="text"/>	Direct Debits	<input type="checkbox"/>
4. Branch NSC	<input type="text"/>	Account number	<input type="text"/>	Transaction types (tick)	
Account name	<input type="text"/>			Payments (Credits)	<input type="checkbox"/>
Limit £	<input type="text"/>	Frequency	<input type="text"/>	Direct Debits	<input type="checkbox"/>
5. Branch NSC	<input type="text"/>	Account number	<input type="text"/>	Transaction types (tick)	
Account name	<input type="text"/>			Payments (Credits)	<input type="checkbox"/>
Limit £	<input type="text"/>	Frequency	<input type="text"/>	Direct Debits	<input type="checkbox"/>
6. Branch NSC	<input type="text"/>	Account number	<input type="text"/>	Transaction types (tick)	
Account name	<input type="text"/>			Payments (Credits)	<input type="checkbox"/>
Limit £	<input type="text"/>	Frequency	<input type="text"/>	Direct Debits	<input type="checkbox"/>

If further AIB (NI) Accounts are required to be linked to this User, please complete the separate Additional Accounts Form.

6. Software package name(s)

List the Bacs approved software product names and version numbers of all Bacs software packages that are used by this service user (these are provided by the software supplier).

1.	<input type="text"/>
2.	<input type="text"/>
3.	<input type="text"/>

7. Bacs Approved Bureau for contingency purposes or Indirect Submissions

For direct submitters it is recommended for contingency purposes that all Service Users have a relationship set up with a Bacs Approved Bureau. If you have such a relationship, enter the Bureau name and the Bureau Service User number (if known) below.

Bureau name

(Name used to identify Bureau.)

Bureau Service User number B

Please tick to confirm that the appointed Bureau has been approved by Bacs

Where a Bureau is appointed, Bacs is authorised to act on all instructions received.

8. Mandatory - New Primary Security Contact details

Two Primary Security Contacts (PSC) must be set up as a minimum with Smartcards. A PSC is the main contact for the Service User.

PSCs can act on their own in amending the Customer Profile, appointing Additional Contacts and in all other respects in connection with Bacstel-IP. PSCs cannot add privileges to their own profile or assign signing and submitting privileges to contacts. You should refer to the Bacstel-IP Service User Guide for more information on Primary Security Contacts, Additional Contacts and privileges.

1) The TrustAssured Service Business Customer Application has been completed and is attached.

2) The TrustAssured Service Business Customer Authorised Security Contact Application Form has been completed and is attached.

The first two PSCs listed will be required to complete a short, online Bacs training module and test before the Service User can be activated. Instructions on how to complete this training will follow once your application has been processed.

3) PSCs/ACs are aware of their obligations to comply with the relevant Bacs scheme rules

9. Optional - Additional Contact details

For a new Primary Security Contact (PSC) or Additional Contact (AC) requiring a PKI Smartcard (for submission and signing privileges), please also complete the TrustAssured Service Business Customer Authorised Security Contact Application Form.

Contact details 1

Please link to SUN

Contact type (tick one)

Primary Security Contact (PSC) Additional Contact (AC)

Security method

PKI Smartcard (Submission and signing privileges) Alternative Security Method (ASM) (User ID/ Password)(For report access privileges only)

Title Mr/Mrs/Miss/Ms/Other – please specify

Contact name

(First name and surname.)

Security questions
Contact's date of birth Day / Month / Year

Contact's mother's maiden name

(This will be used for identification purposes when contacting AIB (NI).)

Contact email address

Business phone number

Out of hours phone number

(Please include area code. Only supply a phone number if the contact is willing to accept calls out of normal hours.)

PSC/AC is aware of their obligations to comply with the relevant Bacs scheme rules.

Contact details 2

Please link to SUN

Contact type (tick one)

Primary Security Contact (PSC)

Additional Contact (AC)

Security method

PKI Smartcard
(Submission and signing privileges)

Alternative Security Method (ASM) (User ID/Password)
(For report access privileges only)

Title Mr/Mrs/Miss/Ms/Other – please specify

Contact name

(First name and surname.)

Security questions
Contact's date of birth / /

Contact's mother's maiden name

(This will be used for identification purposes when contacting AIB (NI).)

Contact email address

Business phone number

Out of hours phone number

(Please include area code. Only supply a phone number if the contact is willing to accept calls out of normal hours.)

PSC/AC is aware of their obligations to comply with the relevant Bacs scheme rules.

Contact details 3

Please link to SUN

Contact type (tick one)

Primary Security Contact (PSC)

Additional Contact (AC)

Security method

PKI Smartcard
(Submission and signing privileges)

Alternative Security Method (ASM) (User ID/Password)
(For report access privileges only)

Title Mr/Mrs/Miss/Ms/Other – please specify

Contact name

(First name and surname.)

Security questions
Contact's date of birth / /

Contact's mother's maiden name

(This will be used for identification purposes when contacting AIB (NI).)

Contact email address

Business phone number

Out of hours phone number

(Please include area code. Only supply a phone number if the contact is willing to accept calls out of normal hours.)

PSC/AC is aware of their obligations to comply with the relevant Bacs scheme rules.

10. Declaration

We apply to use the Bacstel-IP service as detailed within this Application Form and agree to be bound by the Terms & Conditions of the service contained in the Customer Agreement for the Bacstel-IP Direct Service.

We agree:

- We will ensure that all **Primary Security Contacts and Additional Contacts are made aware of their obligations to comply with the relevant Bacs scheme rules** and will take care of all security procedures supplied to them for Bacstel-IP as described in the Customer Agreement and User Guide. Any reference to giving the Bank instructions in the Customer Agreement shall also apply to any instructions which appear to come from us, or third parties we have appointed as detailed on the Customer Profile for Bacstel-IP and given to Bacs in accordance with the security procedures and the Customer Agreement.
- That each Primary Security Contact acting alone has authority to appoint Additional Contacts, to amend the approval processes for all instructions and to amend the Customer Profile. When providing us with any information (including personal data) relating to identifiable living individuals you will have ensured that those individuals have consented, to the extent that it is required, to providing us with their information or that another lawful basis for the processing of their information has been established and that those individuals are aware of our identity and of our data protection notice.
- To the Bacstel-IP Customer Profile which has been detailed in this form and understand that detailed instructions and conditions relating to the use of Bacstel-IP are contained in the online Help Texts and User Guides.
- That the Primary Security Contact authority contained in this Application Form (Customer Profile) may differ from any other Mandates and authorities you hold relating to the applicable Accounts with you.
- That if the authority of a Primary Security Contact or an Additional Contact is removed we will inform AIB Group (UK) p.l.c. Bacs Customer Service.
- That, by signing this form, we are authorising and requesting that you, the Bank, accept debits to the Account(s) referred to in section 5 above in respect of the total value of all payments contained in each and every submission made or purporting to be made on our behalf (including by any Bacs Approved Bureau notified by us to you, the bank) to Bacs and processed by Bacs, provided such payments are within the current limit agreed between you and us, the Customer. You agree that any such submission to Bacs may be made using any PKI service or such other submission method as may be agreed from time to time.
- We will take appropriate steps to secure our information using anti-virus/anti-malware software as per section 7.1 of the Customer Agreement for the Bacstel-IP Direct Service.
- To authorise AIB Group (UK) p.l.c. trading under licence as AIB (NI) to act in accordance with instructions issued by the Primary Security Contacts (PSCs) and/or Additional Contacts (ACs) nominated within 1) the TrustAssured Service Business Customer Authorised Security Contact Application Form and/or 2) the Bacstel-IP Direct User Application Form.

For and on behalf of (Company name)

Partnership/Limited Company/PLC*

Authorised signature**

Date Day / Month / Year

Name

Position

For and on behalf of (Company name)

Partnership/Limited Company/PLC*

Authorised signature**

Date Day / Month / Year

Name

Position

* Delete as appropriate.

** For customers who have agreed to the Customer Agreement, and for all Partnerships and Sole Traders, this Declaration to be signed by authorised person(s) in accordance with the Mandate.

For branch use only

I confirm that:

- Company representatives are fully aware of their obligations to comply with the relevant Bacs scheme rules.
- The Customer Account details quoted are correct.
- Section 10 of the application form has been signed by an authorised person(s) in accordance with the Mandate.
- The Customer has authority to debit the Bank Accounts in Section 5 (crediting only) and that the Accounts in Section 5 are in the name of the same legal entity that has been approved as a Direct Debit Originator (debiting only).
- The application is (please tick one box only);

New Facility;

Transfer in from another bank;

Bank name:

Branch NSC

- Payment limit(s) defined above have been authorised and a copy of Branch/Head office sanction is attached.
- A specific contingent liability Account has been opened.
- The Customer Direct Debit Indemnity enclosed and completed as per agreed procedure (new facility only).
- Corporate & Commercial approval enclosed (Direct Debiting new facility).
- Customer Bacs database contact details (DDO) enclosed (Direct Debiting).
- (AUDDIS / Paperless only) Completed Application to be an Originator of Direct Debit Instructions under the Yes No AUDDIS Rules and/or Application to be a Paperless Originator of Direct Debit Instructions under the AUDDIS Rules forms authorised and attached. Yes No
- (AUDDIS / Paperless only) Completed Automated Direct Debit Instruction Service (AUDDIS) and Paperless Direct Debit (PDD) verification of Originator's Vetting Criteria is attached and countersigned by the sanctioning Yes No area confirming the verification measures the Customer has in place to identify and validate their payers are appropriate. Yes No
- Proof of identity and address has been obtained for all contacts with signing and submitting privileges.
- The Customer Agreement for the Bacstel-IP Direct Service and the TrustAssured Service Business Customer Agreement have been issued to the customer.
- The TrustAssured Service Business Customer Application and TrustAssured Service Business Customer Authorised Security Contact Application have been completed.

Relationship Manager's name

Contact telephone number

Credit Operations Sanction Approved Yes No Number

Bacs Customer Service contact details

Address: AIB, BACS Customer Service, 92 Ann Street, Belfast, BT1 3HH.
Telephone: (01604) 235515
Email address: bacssupport@aib.ie

If you need this brochure in Braille, in large print or on audio, ring 0345 600 5925[†] or ask your relationship manager. Customers with hearing difficulties can use our Text Relay Service by dialling 18001 0345 6005 925[†].

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