



Add/Amend a Local Administrator or Payment Authoriser to iBusiness Banking (iBB)

Please note: Users who require view and/or create privileges must be added by the Local Administrator.

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 A 2 LETTERS and leave one space between each word		
Entity Name				
An Existing User ID				
USER 1 First Name	USER 2 First Name	USER 3 First Name		
Surname	Surname	Surname		
UK Residential Address	UK Residential Address	UK Residential Address		
Postcode	Postcode	Postcode		
Date of Birth	Date of Birth	Date of Birth		
Business Email Address	Business Email Address	Business Email Address		
User ID (existing users only)	User ID (existing users only)	User ID (existing users only)		
Assign the access privileges that you want each User to have, by marking the boxes below				
1.1 Select the User(s) you want to have Local Administration access				
USER 1	USER 2	USER 3		

1.2 Select the User(s) you want to be able to Authorise ALL Payments (including Bulk payments)

USER 1 USER 2 USER 3

1.3 Enter the Payment Limits for each Payment Authoriser

USER 1	USER 2	USER 3		
Daily Limit	Daily Limit	Daily Limit		
£	£	£		
Transaction Limit	Transaction Limit	Transaction Limit		
£	£	£		
Daily Limit - the total value of payments a user can make in one day. Transaction Limit - the maximum value of any individual payment a user can make.				
1.4 Select the User(s) you want to Create ALI	Payments (including Bulk payments)			
USER 1	USER 2	USER 3		
1.5 Select the User(s) you want to be able to View ALL Accounts				
USER 1	USER 2	USER 3		
Bulk payments are available through the iBulk Payments module. Access to account information can be restricted by the Local Administrator on a per User basis. Please note, new user details will be provided if a user is appointed as a Local Administrator for the first time.				
For Bank Use Only				
PAC	PAC	PAC		
If existing User ID has been provided, please check if a PAC has been previously issued. If not, please assign a PAC letter for Local Administrators.				
Client Contact Details				

If your Client Contact has changed, please update the details below

FIRST NAME	SURNAME
BUSINESS EMAIL ADDRESS	TELEPHONE NUMBER

Authorisation

We, the Customer, wish to amend the details of our previously signed Application for iBB. We acknowledge that this document is subject to the Terms and Conditions of the iBB Agreement.

Signed on behalf of the Entity noted above in accordance with our existing mandate for iBB.

AUTHORISED SIGNATORY 1	AUTHORISED SIGNATORY 2
Day Month Year Date / / /	Day Month Year Date / /

Once completed, please forward this Amendment request to your Business Centre as we will be unable to process your request unless it is signed.

FOR BANK USE ONLY

ATTENTION! The ORIGINAL form must be kept in the customer file and a COPY should be scanned

Please ensure that the correct signatories have signed this Amendment Request

If you wish to query the status of your request you can contact the iBB Set up and Amends Team at ibusinessbanking@aib.ie

I confirm that the customer signature(s) have been verified				
AML Review/Remarks held/updated				
Customer Owner				
PRINT NAME	SIGNATURE			
	DATE			
	Day Month Year			



Information correct as at November 2019

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