

**STEP 1 - ACCOUNT INFORMATION**

 Type of Business:     Corporation     Limited Liability Company / Partnership     Other     Personal

Name of Company

**AUTHORIZED AGENT** (person to be granted online access to account)

Name

Passport No.

Expiry Date

Email Address

**STEP 2 - ENTER A USERNAME FOR AUTHORIZED AGENT TO ACCESS BRITISH CARIBBEAN BANK'S ONLINE SERVICE**

Username

Alternate Username

(in case above username is already in use)

**STEP 3 - PROVIDE THE FOLLOWING MEMORABLE WORD & HINT**

\*The memorable word you specify will be requested when your first log on, to authenticate your identity. Your memorable word will also be requested should you forget your password any time and need to reset it. Your hint will be provided to you if you ever forget your memorable word. Note: Answers must be between 8 and 20 characters

Memorable word

Hint

(should relate to memorable word)

**STEP 4 - LIST ALL ACCOUNTS YOUR COMPANY WOULD LIKE AVAILABLE ONLINE TO AUTHORIZED AGENT**

Account 1		Account 2	
<b>*SECURITY LEVEL:</b>	<input type="checkbox"/> Operator <input type="checkbox"/> Verifier <input type="checkbox"/> Authorizer	<b>*SECURITY LEVEL:</b>	<input type="checkbox"/> Operator <input type="checkbox"/> Verifier <input type="checkbox"/> Authorizer
Account Type	<input type="checkbox"/> Current <input type="checkbox"/> Term Deposit <input type="checkbox"/> Loan <input type="checkbox"/> Credit Card	Account Type	<input type="checkbox"/> Current <input type="checkbox"/> Term Deposit <input type="checkbox"/> Loan <input type="checkbox"/> Credit Card
Account Number		Account Number	
Account Name		Account Name	

\* The **SECURITY LEVEL** defines the Authorized Agent's position with each specific account, so that only permitted functions are available to them, depending on their level.

**OPERATOR:** An Operator is restricted to only enter (not post) transactions, which must be authorized according to terms and conditions of the account. Operators can view transaction history but are prohibited to view any balances.

**VERIFIER:** A Verifier controls the accuracy of the transaction (which must be authorized according to terms and conditions of the account). Includes the functionality of the Operator .

**AUTHORIZER:** A poster has full authorization to operate the account. Includes functionality of both Operator and Verifier. PLEASE NOTE: If the Authorizer is not an authorized signatory on the account, due diligence must be performed.

**STEP 5 - CERTIFICATION OF RESOLUTION**

I/We, on behalf of the above-named Company, hereby certify that at a meeting of the Board of Directors of the above-named Company, held on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, having reviewed British Caribbean Bank Limited Online Banking Access Agreement, it was resolved that the above mentioned Authorized Agent shall be granted online access to the accounts at the Security Levels indicated in Step 4 above.

Chairman:

X

Print

Signature

Date (dd/mm/yy)

Director/Secretary:

X

Print

Signature

Date (dd/mm/yy)

NOTE: Authorized Agent will receive email notification of their username and password when the specified account(s) has/have been registered in our system, so please confirm the correct email address in Step 1. Once your Authorized Agent receives this notification, they simply log on with their Username and Password to British Caribbean Bank Limited Online at [www.britishcaribbeanbank.com](http://www.britishcaribbeanbank.com). For additional security, the next screen, after they log on for the first time, will ask them to change their password, provide their memorable Word (Step 3 above) and their ID number (Step 1 above).

For Official Use Only

Approved By:

X

Date