

## Online Banking application form for business customers

In this form 'you/your' means the customer/account holder/user. 'We/our/us' means Cynergy Bank Limited.

If you are already a Cynergy Bank Online Banking user to access further accounts, please complete form 'Request to add business account(s) to Online Banking' or 'Request to add personal account(s) to Online Banking'. If you wish to change your Online Banking access level, please complete form 'Request to change Online Banking business user access level'. For copies of these forms, or if you require further information or assistance, please contact us on 0345 850 5555, or +44 20 3375 6422 if calling from abroad.

### Privacy Statement

We are committed to protecting your privacy and handling your data in an open and transparent manner. For the purposes of this Privacy Statement, the following definitions apply:

"Cynergy Bank Group" means Cynergy Bank Limited and its group entities;

"Bank of Cyprus Group" means Bank of Cyprus Public Company Limited and its group entities.

Please read the statement below to understand how we collect, process and store your personal information:

- We collect the information within this form for the purpose of processing your application
- We collect information from all applicants in the case of joint or business applications
- We carry out credit checks and identity checks when you apply for services for you or your business and we will share your personal information with Credit Reference Agencies to help us with this
- We will continue to share your personal data with Credit Reference Agencies as long as you are a customer
- When we ask Credit Reference Agencies about you or your business, they will note it on your file
- You can find out more about Credit Reference Agencies on their website as listed in our Privacy Policy
- We will share your personal information with Fraud Prevention Agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found in our Privacy Policy
- We process personal data in order to perform banking transactions and offer financial services based on contracts with our customer but also to complete our acceptance procedure so as to enter into a contract with prospective customers
- We process personal data to comply with our legal obligations and statutory requirements
- We process personal data so as to safeguard the legitimate interests pursued by us or a third party.
- We process personal data if you have given us your specific consent for processing (for instance, consent to be contacted for marketing or promotional activity)
- In the course of performing our obligations your personal data may be provided to various departments within the Bank but also within the Cynergy Bank Group; and the Bank of Cyprus Group where we have a contractual requirement to do so following our separation from the Bank of Cyprus Group. We may also share your data with various other recipients so that we may perform our obligations, including service providers, suppliers, regulatory and public authorities. More information can be found in our Privacy Policy
- We will keep your personal data for as long as we have a business relationship with you as an individual. Once this relationship has ended we generally keep your data for up to ten (10) years but please see our Privacy Policy for more details. We keep prospective customer data for twelve (12) months from the date of notification of rejection
- You have a number of rights including, the right to receive access, the right to request correction, the right to request erasure and the right to object to processing of your personal data

The Privacy Policy is available on our website at <http://www.cynergybank.co.uk/privacy-policy/> and we will provide you with a full copy in response to your application for products and services.

Please tick this box to confirm all applicants have read the Cynergy Bank privacy statement above.

## 1. User details

<b>Title</b>	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other _____
Forename(s)*	_____				Work telephone no. <input type="text"/>
Surname*	_____				Mobile telephone no.* <input type="text"/>
Business name*	_____				Email address* _____
Position in business	_____				Date of birth (dd/mm/yyyy) <input type="text" value="/"/> / <input type="text" value="/"/>
Residential address*	_____				Mother's maiden name* _____
	_____				
Post Code*	_____				
Country*	_____				

### Data Protection

By signing below, you, the user, confirm that you have read condition 16 in the current version of the Business Current Account Conditions and consent to us using Your Data in the way described.

X	_____	<input type="text" value="/"/> / <input type="text" value="/"/> (dd/mm/yyyy)
Signature	Print name	Date

## 2. Accounts

Please list on page 3 each account separately with the full account number (as displayed on your statement or cheque book).

The user named in section 1 may also add their personal Cynergy Bank account(s) to this list and sign under **Personal accounts** in the Declaration.

**Only the user's own account(s) can be listed on this form. If the user requires access to a third party account they should complete the 'Request to add personal account(s) to Online Banking' form.**

### Overall default daily limit for payments and transfers

The overall default daily limit for payments and transfers is set at £250k for each business Online Banking user.

Accounts that require more than one signature for payments will also require each of the signatories to be given online access for payments to be made via Online Banking. This means each signatory should complete an application form.

**All statements can be viewed and printed from Online Banking.**

**By ticking this box you choose not to receive printed paper statements for all the accounts listed on page 3.**

### 3. Accounts

Account number

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Access level required

Account name

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Account number

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Access level required

Account name

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Account number

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Access level required

Account name

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Account number

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Access level required

Account name

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Account number

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Access level required

Account name

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Account number

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Access level required

Account name

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Account number

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Access level required

Account name

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Account number

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Access level required

Account name

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Account number

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Access level required

Account name

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#### 4. Declaration

**The signatures of two Directors or a Director and Company Secretary are required for Companies; two partners for Partnerships; the Chairman and Treasurer for Charities; the account holder(s) for any other business account. If a company has just one director and no secretary, the director should sign and the signature should be witnessed. In these cases the witness should write clearly "witnessed by" and then provide their name, signature and date in the space provided.**

By signing below you:

- i) confirm that all details you have supplied are true and complete;
- ii) authorise us to make enquiries about the individuals set out in Section 1, including enquiries at credit reference and fraud prevention agencies;
- iii) authorise us to disclose to credit reference and fraud prevention agencies details we hold about any individuals set out in Section 1. By signing below you acknowledge that credit reference agencies record searches and all information they record can be used by other lenders to assess applications from individuals and members of these individuals' households;
- iv) acknowledge that if false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering. Further details explaining how the information held by fraud prevention agencies may be used can be found on our website and in the enclosed conditions;
- v) authorise us to provide the user named in Section 1 with Online Banking services subject to the current version of the Business Current Account Conditions and you confirm having received a copy of those conditions;
- vi) confirm that you have read condition 16 in the current version of the Business Current Account Conditions and consent to us using Your Data in the way described;
- vii) acknowledge your responsibility for checking statements regularly to ensure that transactions are in order, and are in accordance with the mandate on the account.

1. For and on behalf of  
(Business name) \_\_\_\_\_

<u>X</u>	_____	<input type="text" value="/ /"/>	(dd/mm/yyyy)
Signature	Print name	Date	

<u>X</u>	_____	<input type="text" value="/ /"/>	(dd/mm/yyyy)
Signature	Print name	Date	

2. For and on behalf of  
(Business name) \_\_\_\_\_

<u>X</u>	_____	<input type="text" value="/ /"/>	(dd/mm/yyyy)
Signature	Print name	Date	

<u>X</u>	_____	<input type="text" value="/ /"/>	(dd/mm/yyyy)
Signature	Print name	Date	

3. For and on behalf of  
(Business name) \_\_\_\_\_

<u>X</u>	_____	<input type="text" value="/ /"/>	(dd/mm/yyyy)
Signature	Print name	Date	

<u>X</u>	_____	<input type="text" value="/ /"/>	(dd/mm/yyyy)
Signature	Print name	Date	

#### Personal accounts

If any of the accounts listed in section 3 are personal accounts, by signing below you:

- i) authorise us to provide you with Online Banking services subject to the current versions of the Personal Current Account Conditions and you confirm having received a copy of those conditions,
- ii) confirm that the details on this application form are full and correct and agree to tell us about any changes,
- iii) confirm that you have read condition 16 in the Personal Current Account Conditions and consent to us using Your Data in the way described.
- iv) acknowledge your responsibility for checking statements regularly to ensure that transactions are in order, and are in accordance with the mandate on the account.

<u>X</u>	_____	<input type="text" value="/ /"/>	(dd/mm/yyyy)
Signature	Print name	Date	

**Return your completed form to: Online Banking, Cynergy Bank, PO Box 80030, London EC4P 4NG**

**Access levels available**

Please specify in section 3 access level required for each business account.

Access level	1 Full access	2 No external payments	3 Approve payments only	4 Input payments only	5 View only
<b>Online Banking Services</b>					
<b>Accounts</b>					
Account summary	✓	✓	✓	✓	✓
Account details	✓	✓	✓	✓	✓
Savings and deposits summary	✓	✓	✓	✓	✓
View savings and deposits details	✓				
Provide or cancel notice to withdraw from your notice account	✓				
Rollover, mature or make a partial withdrawal from your Bond	✓				
Transaction history	✓	✓	✓	✓	✓
Online transaction status	✓	✓	✓	✓	✓
Cancel online transactions that have not yet completed	✓	✓		✓	
Account analysis	✓	✓	✓	✓	✓
Cash flow forecast	✓	✓	✓	✓	✓
<b>Payments</b>					
Input transfer between your Cynergy Bank accounts	✓	✓		✓	
Approve transfer between your Cynergy Bank accounts	✓	✓	✓		
Input a payment	✓			✓	
Approve a payment	✓		✓		
Import payments from your accounting package	✓			✓	
Approve payments imported from your accounting package	✓		✓		
View Direct Debits	✓	✓	✓	✓	✓
Cancel Direct Debits	✓	✓	✓	✓	
View standing orders	✓	✓	✓	✓	✓
Input new standing orders	✓			✓	
Approve new standing orders	✓		✓		
Edit standing orders	✓				
Cancel standing orders	✓	✓	✓	✓	
<b>Account Services</b>					
Activate debit card request	✓				
Request to stop a cheque	✓	✓	✓	✓	
Approve stop cheque request	✓	✓	✓		
Order cheque books and paying-in books	✓	✓	✓	✓	
Set up and amend text alerts	✓	✓	✓	✓	✓
View/print documents and statements	✓	✓	✓	✓	✓

**For office use only**

Signature(s) verified  Input by \_\_\_\_\_ Checked by \_\_\_\_\_

System updated  Date  Date