

Registration/change e-finance for users

1. Information on the business relationship

Company/Name _____
 Street _____ No. _____
 Postcode _____ Location _____

2. What would you like to do? (Please select all options that apply)

Register for new e-finance subscription (e-user subscription and first-time registration)
 Edit existing e-finance subscription (add/change e-user)
 Cancel existing e-finance subscription (including e-user)

Ms Mr E-finance number _____ (9 digits)

Last name _____
 First name _____
 Date of birth _____
 Nationality _____
 Country of domicile _____
 Function _____
 eBill for users yes no

User identification¹ _____

Language German French Italian English

Change of employee?
 Define an authorization profile for the new employee and enter the employee whose electronic rights are to be removed here.

Please delete the following user:

Last name _____
 First name _____
 Date of birth _____

¹ Can be freely defined for newly subscribed e-users, at least 4 characters (a-z, 0-9). If blank, the user identification will be assigned by PostFinance.

3. Authorization profiles for accounts/custody accounts/service contracts

See information sheet "Authorization profiles for accounts/custody accounts/service contracts" for an explanation of the authorization profiles

Authorization profile applies to all accounts/custody accounts/service contracts in this business relationship (see 1)

or

Authorization profile applies to the following account numbers (IBAN)/custody account number/service contract number

Authorization profile (only 1 selectable per line, profile includes all rights for all profiles on the left)					Additional rights (only required in specific cases)	
Read	Enter	Approve (requires specification of type of signature)	Salary without details (requires specification of type of signature)	Salary with details (requires specification of type of signature)	View enquiry	Approval of foreign exchange trading orders (requires minimum authorization profile "Approve")
<input type="checkbox"/>	<input type="checkbox"/>	___	___	___	<input type="checkbox"/>	<input type="checkbox"/>

_____	<input type="checkbox"/>	<input type="checkbox"/>	___	___	___	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	___	___	___	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	___	___	___	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	___	___	___	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	___	___	___	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	___	___	___	<input type="checkbox"/>	<input type="checkbox"/>

Types of signature: I=Individual, C=Collective, A=Collective group A, B=Collective group B

Additional right to e-finance subscription level:

Deletion of payments in payment orders



4. Comments

5. What you have to do when sending us personal data about other people

By sending us data about other people, you confirm that you are authorized to do so and that the data is correct. Before you send the data to us, please ensure that the relevant third parties have been informed that we will process their data and forward them a copy of the enclosed "Information on data protection" document or our Privacy Policy, which you can find at postfinance.ch/dps.

6. Signature(s)

The signature of an authorized signatory for the above accounts/services is required. For collective signatures, two signatures are required. By signing this form, you accept the "Subscriber Conditions – Digital services".

Indemnity statement: if the customer signs this form, they agree to the following: they undertake to indemnify PostFinance against any third-party legal claims that may arise from the assignment of rights.

Location _____



Date _____



Signature _____

Last name _____

First name _____

Signature _____

Last name _____

First name _____

Please send to: PostFinance Ltd, Scan Center, 3002 Bern

To be completed by PostFinance

Partner number _____

Locality code _____

Staff number _____

Document amended manually

Yes



Information sheet registration/change e-finance for users

This information sheet is designed to help you fill out the form. You will find details about e-finance at www.postfinance.ch/e-finance. A separate form must be completed for each (e-finance) user.

1. E-finance user

Details of the person's position in the company/association, date of birth, nationality and country of residence are mandatory. If the subscriber address is not the same as the user address, an individual address can be entered in section 4, "Comments". In section 2, it is possible to order the removal of a user (e-rights of the user are removed from all accounts/custody accounts/service contracts of the business relationship currently focused on). The "eBill for users" field can be ticked if the user should be able to receive and pay invoices electronically.

2. Authorization profiles and additional rights for accounts/custody accounts/service contracts

In section 3, please list the accounts, custody accounts and/or service contracts for which access via e-finance applies. Authorization profiles can be assigned per account/custody account/service contract. However, no more than one authorization profile may be assigned per account/custody account/service contract.

- If data is to be changed, the authorization profiles and additional rights that are to apply following the change must be indicated. Information must only be entered for the account/custody account/service contract affected by the change. In assigning an authorization profile, the previous e-rights situation will be adapted to reflect the new authorization profile.
- Only one account/custody account/service contract can be entered per line. If there is not sufficient space on the lines, an additional, fully completed "Registration/change e-finance for User" form must be submitted.
- For the CH-DD Direct Debit and pooling services, the authorization profiles "Read", "Enter" or "Approve" can be selected, for all other service contracts (OSR subscriber number, QR-bill virtual account, EFT/POS, etc.), only the "Read" authorization profile is possible.
- If a user is only assigned rights for CH-DD Direct Debits, only these service elements will be displayed in e-finance, without any account-related information.
- If authorization profiles have been selected that are not permitted for a specific contract/service, the next possible, but always lower authorization profile (in the order shown, ascending from left to right) is assigned without consultation.
- If one of the authorization profiles is assigned to an e-user who belongs to a creditor user group, the restricted view on the order notification will be removed. As a result, the e-user will be able to download the processing information for all payment orders on this account.

2.1 Authorization profiles per account/custody account/service contract.

Per entered account/custody account/service contract, the following authorization profiles can be assigned:

- **Read:** Depending on the type of contract, the user can query the current account or custody account balance, view transactions, payments and see CH-DD direct debit orders on the contract. Furthermore, depending on the type of contract, the user can view and download electronic account and custody account statements, interest statements, confirmations and notifications.
- **Enter:** The user can also enter payments/orders/salary orders, and is authorized to change and cancel them.
- **Approve:** The user can also approve payments/orders. (→ 2.2 Types of signature)
- **Salary without details:** The user can also search for and approve salary orders that have already been entered. (→ 2.2 Types of signature)
- **Salary with details:** The user can also view the detailed information for salary payments. (→ 2.2 Types of signature)

2.2 Types of signature

When issuing certain authorization profiles, you must choose between the following types of signature:

- **Individual:** This approval right enables the user to approve orders/salary payments independently.
- **Collective:** Approval right for orders/salary payments with another "collective" user or with a user from "collective group A" or "collective group B".
- **Collective A/B:** "Collective group A" approval right for orders/salary payments together with a "collective" or "collective group B" user. "Collective group B" approval right for orders/salary payments together with a "collective" or "collective group A" user.

If the authorization profiles "salary without details" and "salary with details" have been selected, the type of signature to be entered is also used to approve other orders in addition to salary orders.

2.3 Additional rights per account/custody account/service contract

The following additional rights can be assigned to the user per account/custody account/service contract:

- **View enquiries:** This authorization entitles the user to request confirmation of payment and to submit enquiries.
- **Approval of foreign exchange trading orders:** Individual approval of foreign exchange trading orders. This authorization must be granted to e-users with collective approval rights if they want to carry out spot foreign currency transactions on an account.
- **Deletion of payments in payment orders:** The right to delete individual payments from collective orders that have been delivered but not yet processed. This right can only be granted at e-finance subscription level. For the CH-DD Direct Debit service, this feature is automatically included from the "Enter" authorization profile and above.



3. Comments

The indemnity statement ensures that PostFinance is indemnified in the event of a claim or disputes between the customer and a third party.

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