

Registration/change for e-finance users*

* Term "user" to be used throughout

1. Details of the customer relationship/customer

Company/Name _____

Street _____ No. _____

Postcode _____ Location _____

2. What would you like to do? (Please mark all applicable)

- ☐ Register for new e-finance subscription (Subscription and first login of user) ☐ Edit existing e-finance subscription (add/change user) ☐ Cancel existing e-finance subscription (incl. user)

3. E-finance user

☐ Ms ☐ Mr E-finance number _____ (9 digits)

Last name _____

First name _____

Date of birth _____

Nationality _____

Country of domicile _____

Function _____

eBill for users¹ ☐ yes ☐ no

User ID² _____

Change of employee?

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

Please remove the following user:

Last name _____

First name _____

Date of birth _____

¹ First-time eBill registration for a user is also possible in e-finance. eBill registrations for other users should be requested using this form.

² Freely definable for new users to be opened, at least 4 characters (a–z, 0–9). If blank, the user ID will be assigned by PostFinance.

Language ☐ German ☐ French ☐ Italian ☐ English

4. Authorization profiles for accounts/custody accounts/contracts

See information sheet under section "Authorization profiles and additional rights for accounts/custody accounts/contracts" for an explanation of the authorization profiles

Authorization profile applies to all accounts/custody accounts/contracts including future products and services under this customer relationship (excluding credit card, property and asset insurance)

or

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

	Read	Enter	Approve (I=Individual C=Collective A=Collective group A B=Collective group B)	Salary without details (I=Individual C=Collective A=Collective group A B=Collective group B)	Salary with details (I=Individual C=Collective A=Collective group A B=Collective group B)	View enquiry	Approval of foreign exchange trading orders (requires as a minimum authorization profile "Approve" with Collective type of signature)
_____	☐	☐	_____	_____	_____	☐	☐
_____	☐	☐	_____	_____	_____	☐	☐
_____	☐	☐	_____	_____	_____	☐	☐
_____	☐	☐	_____	_____	_____	☐	☐
_____	☐	☐	_____	_____	_____	☐	☐
_____	☐	☐	_____	_____	_____	☐	☐
_____	☐	☐	_____	_____	_____	☐	☐

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



Additional right to e-finance subscription level:

☐ Deletion of individual payments from collective orders

5. Comments

6. 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.
If requested by PostFinance, you must provide proof that these persons consent to the disclosure of their data and to the further processing of said data, and that they have been informed in advance of the "PostFinance Ltd General Privacy Policy" (postfinance.ch/dps).

7. Signatures

The signature of an authorized signatory for the accounts/custody accounts/contracts listed above is required here.
Two signatures are required for collective signatures.

Location

Date



Signature

Last name

First name

Location

Date



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



Factsheet

Registration/change for e-finance user*



* Term "user" to be used throughout

This factsheet is designed to be an aid for filling out the form "Registration/change for e-finance users" and also contains provisions on the scope of rights of the authorization profiles. You can find details about e-finance at postfinance.ch/e-finance. One separate form must be completed per user.

The following points refer to the corresponding sections in the form.

E-finance user

The information must be recorded accordingly. If the Customer's registered office/domicile address, in particular for the delivery of the means of identification, does not correspond to the address of the user, a different address can be noted in the "Comments" section (section 5). If the removal of a user is requested in section 3 of the form, all rights of the specified user will be removed from all accounts/custody accounts/contracts in the customer relationship. The "eBill for user" field can be ticked if the user is to be authorized to receive and pay invoices electronically.

Authorization profiles and additional rights for accounts/custody accounts/contracts

Under section 4 on the form, please indicate the accounts, custody accounts and/or contracts to which access is granted via e-finance. You can choose whether the authorization profile should be granted for all accounts, custody accounts and contracts (excluding credit cards and property and asset insurance) or only for individual accounts, custody accounts or contracts. However, no more than one authorization profile may be assigned per account/custody account/contract.

- In the event of changes, the authorization profiles (cf. authorization profiles for accounts/custody accounts/contracts) and additional rights (see additional rights for accounts/custody accounts/contracts) must be entered, which should be valid from the date of the change. Enter the account number (IBAN)/custody account number/contract number that is/are affected by the change. In assigning an authorization profile, the previous e-rights situation is adapted to the new authorization profile.
- Only one account number (IBAN)/custody account number/contract number can be entered per line. If there are not enough lines, an additional, fully completed form "Registration/change for e-finance user" 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 contracts (OSR subscriber number, QR-bill virtual account, EFT/POS, pricing contract etc.), only the "Read" authorization profile is possible.
- If a user is only assigned rights for the "CH-DD Direct Debit" services, only these service elements are displayed in e-finance, and not account-related information.
- If authorization profiles have been selected that are not permitted for a specific contract, the next possible, but always a lower authorization profile (ascending from left to right in the order shown) will be assigned without consulting the Customer.

- If one of the authorization profiles is assigned to a user who is part of an accounts payable user group, the restricted view on the order notification will be removed. As a result, the user can download the processing information for all payment orders that are placed via this account.

Authorization profiles for accounts/custody accounts/contracts

The following authorization profiles can be granted, which may include a possible period of time before this right is granted:

- **Read:** Depending on the customer's use of products, the user can check the current account balance or custody account balance, view credit and debit entries, view contract information and view CH-DD Direct Debit orders. The user can also view and download electronic documents such as account and custody account statements and interest statements.
- **Enter:** The user is assigned the "Read" right (see above) and can also enter orders on accounts/custody accounts/contracts and salary orders, and is authorized to change and cancel them.
- **Approve:** the user is assigned the "Read" and "Enter" rights (see above) and can also approve orders on accounts/custody accounts/contracts according to the type of signature. (→ see Types of signature)
- **Salary without details:** The user is assigned the "Read", "Enter" and "Approve" rights (see above) and can also search for salary orders previously entered and approve them according to the type of signature. (→ see Types of signature)
In addition to the date, only the amount and notification text are visible.
- **Salary with details:** The user is assigned the "Read", "Enter" and "Approve" rights (see above) and also has access to the details of all salary payments. In addition to the amount, other information such as recipient name and address and recipient account can be seen. (→ see Types of signature)

The authorization profiles do not expire upon the death, declaration of presumed death, loss of capacity to act or bankruptcy of the Customer (Art. 35 CO). They remain in force until they are revoked vis-à-vis PostFinance.

Types of signature

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

- **Individual:** With this approval right, the user is solely authorized to approve orders/salary payments independently.
- **Collective:** A user in the "Collective" category is authorized to approve orders/salary payments together with another user in the "Collective" category or with a user in the "Collective group A" or "Collective group B" categories. The user with the "Individual" signature type can approve orders jointly with a user with the "Collective B", "Collective A" or "Collective" signature type.
- **Collective A/B:** A user in the "Collective Group A" category is authorized to approve orders/salary payments together with a user in the "Collective" or "Collective group B" categories. A user in the "Collective group B" category is authorized to approve orders/salary payments together with a user in the "Collective" or "Collective group A" categories.

If the authorization profiles "Salary without details" or "Salary with details" have been selected, the type of signature to be entered is used not only for approving salary orders, but also for approving other orders. The user with the "Individual" signature type can approve orders jointly with a user with the "Collective B", "Collective A" or "Collective" signature type.

Additional rights for accounts/custody accounts/contract

The following additional rights can be granted, which may include a possible period of time before this right is granted:

- **Enquiry request:** This right authorizes the user to request payment confirmations and to order enquiries (information on the payment concerned) as well as cancellation orders for a credit or withdrawal of a debit.

More information can be found in the factsheet (Tile “Enquiries” for business customers) with details at the link:

https://www.postfinance.ch/content/dam/pfch/doc/460_479/460_243_de.pdf

and in the manual (tile “Enquiries” for business customers) with details at the link:

<https://www.postfinance.ch/en/support/documents/downloads-documents.html>

in the “Manuals” section.

- **Approval of foreign exchange trading orders:** Individual approval of foreign exchange trading orders. This right can only be granted to users with collective type of signature if they wish to carry out foreign exchange spot transactions on an account.
- **Deletion of payments in collective orders:** This right authorizes the user to delete individual payments from collective orders that have been submitted but not yet processed. This right can only be granted for all products included in the corresponding e-finance subscription and not for individual accounts. For the “CH-DD Direct Debit” service, the function is automatically included from the authorization profile or the “Enter” authorization level.

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