

CitiDirect® BE - Activation / Configuration of electronic banking settings

The configuration form allows to add and configure entitlements for electronic banking Users. More information about system functionality and User guides you can find at: www.citidirect.pl

Validate

Clear

1. Account Holder Data

Account Holder's Name

Client's Profile Name in CitiDirect

(Profile where the requested changes will be made - name of the Profile displays at the top of the screen after login to the system)

Account Holder's correspondence address
(for SafeWord cards and PIN codes delivery)

2. Contact person²

Full Name

Telephone number

Email

3. Way of defining entitlements in the form

02 32 02 0KŠ yŠEú aŠ0ú2y' 2f 0KŠ f2WY 1ā yŠ0ŠāāI-11ē 02 aŠfŠ0ú 2yŠ 2f 0KŠ f2ff2 01y3 2L0ú2yāY

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Copy entitlements from model User to the User

(Applies to the existing in system Users or new. Please fill in **section 4** and **columns 1 and 2** in **table 7a**)

☐

Copy the entitlements from a model Account to new Accounts

(Please fill in **section 5** and **column 1** in **table 6**)

☐

Configuration rights by defining individual settings for the Users and Accounts

(Please fill in **sections 6, 7a** and **7b, 7c** in case of downloading/uploading files)

Make your selection in Section 3 to fill in the Form

Make your selection in Section 3 to fill in the Form



Signature(s) of authorized persons, in accordance with the Account Holder's representation / power of attorney ³

6. Authorization scheme

Make your selection in Section 3 to fill in the Form



Signature(s) of authorized persons, in accordance with the Account Holer's representation / power of attorney ³

Make your selection in Section 3 to fill in the Form



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7b. Downloading files

Clear

Make your selection in Section 3 to fill in the Form



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8. Additional information

1. The method of operation and usage of the Network variants are described in detail in user manuals made available to the Account Holder by the Bank (User Manual) (point 7.14 of the General Terms and Conditions). The Account Holder hereby declares that it has examined the content of the User Manual available under Manuals section on the Bank's website: www.citidirect.pl and that it approves its content and undertakes to get Users acquainted with the provisions of the User Manual. All changes made to the User Manual shall be published by the Bank on the website mentioned above and the Account Holder shall be notified of that fact by means of a message sent via the Network or a message sent to the User's email address.
2. Contact person who the Bank will contact, also via telephone, in case of doubts regarding the correctness of the completion of the hereby form. The Account holder grants the above-mentioned person the power of attorney to introduce essential changes necessary for its implementation, provided that the changes in question do not alter its content in a significant way.
3. The Client signs each page, unless both pages of the configuration form have been printed on the same sheet of paper - in this case it is sufficient if the Client places his signature/s on the last page of the form. Both pages of the configuration form must be delivered to the Bank.
4. Every new User receives mobile access and tablet access. Mobile access and tablet access do not guarantee full functionality of the electronic banking system. Details of available functionality are described in User Manuals available at www.citidirect.pl in the Manuals section.
5. The Users with Authorization entitlements (on one level or on two levels) or Release entitlement (when no Authorization option has been selected in Table 6 or Table 7a) need to deliver the completed 'Personal data of persons making transactions / statements of will in the name of the Account Holder' form to the Bank. In case of no data Users will no have rights to authorize payments. At the same time, we declare we take all responsibility for the correctness and completeness of above details and that we will remedy any damage incurred by Bank Handlowy S.A. in connection with untrue or incomplete details provided above.
6. The Account Holder undertakes to deliver to the Users intact envelopes containing SafeWord cards and envelopes with 'PIN' numbers (Personal Identification Numbers) assigned to them, received from the Bank, and acknowledges that it becomes liable for the usage of SafeWord cards and 'PIN' numbers from the moment of opening such envelopes.

In order to maintain access to the CitiDirect system on a given SafeWord card, we advice to log into the system at least once every 3 months. In order to ensure the security of your funds, the SafeWord card and the User will be automatically blocked after 7 unsuccessful attempts to log in and/or after 12 months since:

- a) the last login date – concerns users who have logged into the system or
- b) the date of creating the user in the system – concerns users who have never logged into the system.

A blocked SafeWord card should be replaced with a new one if a user intends to use the CitiDirect system in the future; this intention should be expressed in a separate application. Access to the system CitiDirect associated with the SafeWord card will be automatically deleted after two years from the date of last login, this applies to Users who have ever logged into the system CitiDirect.

7. SafeWord Card Type – version of the tool autentykacyjnego protected by a PIN code, generating one-time passwords used to log on to the electronic banking system CitiDirect and to generate the password required to complete the transaction authorization by clients with additional authorization transaction using one-time passwords service. User may have entitlements to log on using a hardware token and the MobilePASS application at the same time and use them interchangeably.

8. Limit (denominated as equivalent amount in PLN) applied in case of setting a particular authorization scheme for individual instructions made from the Account. If a limit in a currency other than PLN is specified, the indicated amount will be converted into PLN using the average exchange rate of National Bank of Poland from the day the form is processed. The limit applies to individual payment instructions.

9. We hereby entitle the persons specified in section 7a of this document to act as CitiDirect system Security Manager that is to assign to Users entitlements to access the Account in the name and on behalf of the Account Holder, within the scope of Security Manager's entitlements, in particular in order to make payments, access information on the Account Holder's bank Accounts or actions carried out between the Account Holder and Bank Handlowy w Warszawie S.A. (referred to as "the Bank").

Security Manager entitlements include User creation and deletion under the CitiDirect Profile specified in section 1 of this document, defining the method of transaction authorization, assigning and modifying User entitlements, including with respect to the type of their access to the Accounts maintained for the Account Holder by the Bank and assigning Security Manager entitlements to Users.

At the same time the Account Holder acknowledges that pursuant to the assignment of the Security Manager entitlements all modifications regarding User creation and assignment of entitlements to Users or defining the authorization method shall be updated on a current basis directly in CitiDirect system and such changes shall not require sending separate set up requests to the Bank in this regard. Bank Handlowy shall not be held liable for the actions of the Security Manager nor the actions of the Account Holder concerning the assignment of entitlements to the Users and with regards to defining the authorization method. The Account Holder shall be held fully liable in this regard.

Furthermore, the Account Holder undertakes to deliver to the Bank the "Personal data of persons making transactions/statements of will in the name of the Account Holder/Client" form for all Users who shall be granted the authorization rights. Moreover, we undertake to deliver to the Bank the written request for issuing the SafeWord cards and PIN codes for the Users according to the "CitiDirect - Request for SafeWord cards (hardware token) and PIN issuance – Security Manager" application form, the form shall be signed pursuant to the representation on the Specimen Signatures Card.

The Account Holder undertakes to deliver to Users the intact envelopes containing SafeWord cards and respective envelopes with "PIN" codes (Personal Identification Number), received from the Bank, as well as undertakes to assign the SafeWord cards to Users according to the document "CitiDirect – SafeWord assignment to Users – Security Manager" received from the Bank (failure to inform the Bank about the change of the current User – SafeWord card assignment shall result in disabling the User). The activation of the SafeWord cards received from the Bank is performed by the Security Manager and shall have the meaning of the Account Holder confirmation that the envelopes containing SafeWord cards and "PIN" codes have been delivered intact to the relevant Users. In the event of the envelopes being opened by an unauthorized person the Account Holder holds the responsibility for the use of SafeWord cards and "PIN" codes. The method of operation and usage of the Network variants are described in detail in user manuals made available to the Account Holder by the Bank (User Manual) (point 7.14 of the General Terms and Conditions). The Account Holder hereby declares that it has examined the content of the User Manual available under Manuals section on the Bank's website: www.citidirect.pl and that it approves its content and undertakes to get Security Managers and Users acquainted with the provisions of the User Manual. All changes made to the User Manual shall be published by the Bank on the website mentioned above and the Account Holder shall be notified of the fact by means of a message sent via the Network or a message sent to the User's or Security Manager's email address.

Detailed guide how to fill in the activation/configuration form is available on the website at www.citihandlowy.pl/strefaklienta. Account Holder declares that he has read the instructions before completing the form.

Account Holder's Signature(s)

Date, stamp



Signature(s) of authorized persons, in accordance with the Account Holder's representation / power of attorney ³

The completed form should be sent at the following address: Strefa Dokumentacji Klienta, ul. Senatorska 16, 00-923 Warszawa