

# SME Cash Management & Trade Setup Form

Group Setup     CID Setup

New     Update

Date:   -   -

Application Reference No.: **Bank Use Only**  
CID / Group ID: **Bank Use Only**  
LID (transaction group setup only): **Bank Use**

## SECTION 1: BUSINESS INFORMATION

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

## SECTION 2: SETUP PARAMETERS

Authorization Matrix<sup>1</sup>     Sequential     Parallel    Use Send to Bank<sup>2</sup>     Yes     No  
Login Device<sup>3</sup>     Hard Token     Soft Token

## SECTION 3: USER SETUP

Sr. No.	User Name	User ID (Bank Use Only)	Profile										User Signature (Mandatory*)		
			CID User					Group User							
			Viewer	Maker	Verifier	Authorizer	Super User	Send to Bank	Viewer	Maker	Verifier	Authorizer		Super User	Send to Bank
1	Full Name:..... Email: ..... Mobile: ..... Alert <sup>4</sup> : <input type="checkbox"/> Email <input type="checkbox"/> SMS    Contact <sup>5</sup> : <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> ProTrade <sup>6</sup> : <input type="checkbox"/> Yes <input type="checkbox"/> No    Login <sup>7</sup> : <input type="checkbox"/> 3FA <input type="checkbox"/> 2FA														
2	Full Name:..... Email: ..... Mobile: ..... Alert <sup>4</sup> : <input type="checkbox"/> Email <input type="checkbox"/> SMS    Contact <sup>5</sup> : <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> ProTrade <sup>6</sup> : <input type="checkbox"/> Yes <input type="checkbox"/> No    Login <sup>7</sup> : <input type="checkbox"/> 3FA <input type="checkbox"/> 2FA														
3	Full Name:..... Email: ..... Mobile: ..... Alert <sup>4</sup> : <input type="checkbox"/> Email <input type="checkbox"/> SMS    Contact <sup>5</sup> : <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> ProTrade <sup>6</sup> : <input type="checkbox"/> Yes <input type="checkbox"/> No    Login <sup>7</sup> : <input type="checkbox"/> 3FA <input type="checkbox"/> 2FA														
4	Full Name:..... Email: ..... Mobile: ..... Alert <sup>4</sup> : <input type="checkbox"/> Email <input type="checkbox"/> SMS    Contact <sup>5</sup> : <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> ProTrade <sup>6</sup> : <input type="checkbox"/> Yes <input type="checkbox"/> No    Login <sup>7</sup> : <input type="checkbox"/> 3FA <input type="checkbox"/> 2FA														
5	Full Name:..... Email: ..... Mobile: ..... Alert <sup>4</sup> : <input type="checkbox"/> Email <input type="checkbox"/> SMS    Contact <sup>5</sup> : <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> ProTrade <sup>6</sup> : <input type="checkbox"/> Yes <input type="checkbox"/> No    Login <sup>7</sup> : <input type="checkbox"/> 3FA <input type="checkbox"/> 2FA														

\* If you need to input more users' information please contact your Cash Sales or Relationship Manager.

\* The Authorization Limit will be as per the company operating mandate maintained at ADCB. Any deviation will have to be supported by duly signed document.

#### SECTION 4: Operating Instructions For Trade Services


#### SECTION 5: AUTO REPORTING

Report Name	Delivery Channel <sup>8</sup>	Report Recipient (User Nos. from Section 3)	Charges
Payments Report <sup>9</sup>	<input type="checkbox"/> Online <input type="checkbox"/> E-Mail		
PDC Report <sup>10</sup>	<input type="checkbox"/> Online <input type="checkbox"/> E-Mail		

#### SECTION 6: FUNCTIONAL ACCESS & SUBSCRIPTION SETUP

User Nos. (Please use from Section 3)	Account Number Or Applicable to  <input type="checkbox"/> All Accounts under the CID <input type="checkbox"/> Custom	View						Payments & Trade												
		View Only	Fixed Deposit(s)	Loan Accounts	Bill Payment	Cheque Services	Trade	Single Instruction					Bulk							
								Own Accounts*	Within ADCB	Domestic (AED)	Int'l Transfer	Fixed Deposit	Trade	Within ADCB	Domestic (AED)	Int'l Transfer	Salary Transfer	WPS		
		<input type="checkbox"/>																		
		<input type="checkbox"/>																		
		<input type="checkbox"/>																		
		<input type="checkbox"/>																		
		<input type="checkbox"/>																		

\* Own Accounts – Means user will be able to transfer funds between OWN Company accounts within ADCB.

\* If you need to input more information (i.e. Accounts/ User IDs, etc., please contact your Cash Sales / Trade Sales or Relationship Manager.

#### SECTION 7: WPS SETUP

MOL ID	Debit Account	Charge Account	Charges
			File & Per Record
			File & Per Record
			File & Per Record
			File & Per Record
			File & Per Record

#### SECTION 8: IB BILLING INFORMATION

Internet Banking Setup Fee AED	Debit Account No.	Monthly Maintenance Fee AED	Debit Account No.
Additional Token <sup>11</sup> Fees AED	Debit Account No.	Setup fee for Additional Accounts AED	Debit Account No.

I / We understand, agree and undertake that:

- Users will be responsible for the authenticity, integrity and safety of the data.
- Users will be responsible for backing up their data regularly as Bank will bear no responsibility for safety of data in case of its loss and Users will abstain from loading illegal material or data on the server. Bank will bear no responsibility for legality or authenticity of the data residing on the server.

I / We confirm that, I / we have read, understood and agreed that the statements / advices / data received through the server are for information purposes and are sent as per the bank records as of date and that the official statements / advices relied on by the Bank are the original statement / advice which is sent by mail to the customer's registered address with the Bank. Furthermore, I / we acknowledge that the statement / advices are sent by the Bank at my / our request and I / we understand that the use of this service is at my / our sole risk and I / we take full responsibility for using this Service. I/We hereby certify that the information provided in this form is true and correct. I/We will send the Bank a written notice of any changes as and when it occurs to keep the bank records current and updated. I/We acknowledge that my/our use of the service(s) indicated above will be governed only by the relevant terms and conditions in the Corporate Internet Banking Services Agreement which this form is part of.

I/We confirm that I have read and agree to the T&C's found on ADCB online 'www.adcb.com/images/tbtandc.pdf'

-----  
Authorised Signature, Company Stamp and Date

-----  
Authorised Signature, Company Stamp and Date

Name and Title -----

Name and Title -----

**For Bank Use Only**

I hereby confirm that the ProCash & ProTrade set-up for the above request was completed. Customer ID: \_\_\_\_\_

Processed by \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorised by \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Relationship Manager:** \_\_\_\_\_ **Profit Center Code:** \_\_\_\_\_

## Form Input Guidelines

**Section 1:** Please provide the Company Registered name, mailing address.

### Section 2:

- \* **1** Authorization Matrix:
  - o Sequential – this option is used if transaction authorization is required sequentially by the approvers. i.e. transaction will flow in to Approver 1 queue once Approver 2 authorize it.
  - o Parallel – this option is used if transaction authorization does not require any sequential authorization. i.e. any approver can authorize at any point of time based on the authorization matrix defined.
- \* **2** Send to Bank: Works as an instruction to release payments which are already authorized. It is not a part of Authorization Process. This option can be given to any user. If “YES” is selected, then please mark user(s) (Refer section 3) for the option to be given.
- \* **3** Login Device:
  - o Hard Token – Login to the ProCash system using the hard token device.
  - o Soft Token – Login to the ProCash system using the soft token device. In this case user will receive the authentication code (i.e. Login / Transaction Authorization, etc.) through SMS. A valid mobile number is a must for this service.

### Section 3:

- \* **4** Alert:
 

User can receive alerts like; pending authorization, file upload, setup changes, etc. Please note, credit transaction alert service is not available.
- \* **5** Contact:
 

Please mention who is the 1<sup>st</sup> or 2<sup>nd</sup> contact person to contact the company for Cash Management related notifications or information by ADCB.
- \* **6** ProTrade:
 

Allows user to access ProTrade application for trade service related activities. Please use ‘Section 6’ to specify the read only or transaction initiation access against user and accounts.
- \* **7** Login procedure:
 

Please select login procedure. If you select 3FA (three factor authentication) ADCB will add more security measure to access the system. As a user you will have to register the computer device and provide validity days to access the same device. You will be able to use:

  - o Web Token: A virtual token which will eliminate the use of hard token device. Web token needs to be registered for each new computer device separately and Hard Token is required to register the token for the first time only.
  - o Mobile Token: User will be able to access the system by using smart phone (i.e. iPhone, Androids, Blackberry only) application. Please download the application from the respective App-store. To activate mobile token user need a hard token device. Once registered and activated mobile token can be used as a replacement for hard token device.

**Section 4:** Please provide operating instruction for Trade service functions.

### Section 5:

- \* **8** Delivery Channel: Available for Auto Report Mailer subscription only. Please select how you want to receive the report from ADCB:
  - o Online: You will be able to download the report from online front end as and when the report generates and pushed by ADCB to you.
  - o Email: ADCB also can send the report to the email address(es) mentioned against user names in Section 3. Multiple email addresses can be used.
- 9** Payments Report: Report related to payment transactions will be provided. This report can be customized (limited to main report).
- 10** PDC Report: this will send the ‘Post Dated Cheque’ report.
- \* **11** Delivery Channel: Available for Auto Report Mailer subscription only. Please select how you want to receive the report from ADCB:

**Section 6:** Please fill in the account numbers with ADCB and select the services which you would like to subscribe to.

Functional Access & Subscription Setup – This allows customized access for different accounts, user access for accounts and payment and trade services. Only users mentioned in column 1 will have access to the services selected for particular accounts mentioned in column 2. For User Nos. please input 1, 2, 3 etc. based on the inputs from section 3 serials.

**Section 7:** Please provide your MOL ID(s), Debit Account Number and Charge Debit Account Number.

**Section 8:** This section covers your billing. Please contact your Relationship Manager for details and billing information based on your subscription.