

How to Complete the smartBUSINESS Application Form

1. The application form can be edited on your computer using any recent version of Adobe Reader.
2. Please enter the details on your computer in CAPITAL LETTERS before printing for submission.
3. All **RED** fields are **MANDATORY**.
4. A tool tip will appear by placing the cursor above the field.

Subscriber Details Section

(MANDATORY)
Tick NEW for new applications

(MANDATORY)
Complete all fields. If no fax is available, please indicate 00000000

(MANDATORY)
Fill in the application date

(MANDATORY)
Indicate preferred subscription IDs. If option 1 is not available, option 2 will be used. NOTE: The subscription ID will be required during every log in for all users.

(MANDATORY)
Complete all fields. This is the person who will be the main contact point for any smartBUSINESS related communications – not necessarily an authoriser or approver.

Administration Section

Administrators are users with the ability to create new users, lock/unlock users, delete/amend users, grant different levels of access (i.e. viewing or transacting), and set signature and authorisation limits. Please select from:

Single Administration – one administrator is allowed to perform all the above functions without further approval. This is suitable for sole proprietorships or companies without joint signature requirements.

Dual Administration – the Admin Maker is tasked to perform all system maintenance which will only take effect upon approval of the Admin Authoriser. This provides additional level of security.

NOTE: The administrator is not required to be a signatory/authoriser. The administrator function does not have viewing or transacting capabilities. If the administrator requires viewing or transacting capabilities, a new user with such access must be created.

(MANDATORY)
Please select Single or Dual

(MANDATORY)
For **Single Administration**, please complete Administrator Maker – Authoriser column only.

(MANDATORY)
For **Dual Administration**, please complete Administrator Maker and Administrator Authoriser columns only.

Type of Administration / نوع الإدارة

Single / مفردة Multi-User / مشترك

- Please provide the below details and official e-mail ID's of staff who will be the Administrator for smartBUSINESS
- For single type of administration (Only Administrator Maker-Authoriser is required)
- For dual type of Administration (Both Administrator Maker and Administrator Authoriser are required)
- User ID should be between 3-15 characters with no special characters.
- In case Administrator does not have a valid UAE mobile number, kindly complete the token form.

| Administrator Role | Administrator Maker-Authoriser مدير إدخال البيانات – اعتماد البيانات | Administrator Maker مدير إدخال البيانات | Administrator Authoriser مدير اعتماد البيانات |
|---|---|--|--|
| Proposed Administrator ID رقم تعريف المدير المقترح | | | |
| Administrator Name اسم المدير | | | |
| E-mail ID علوان البريد الإلكتروني | | | |
| Mobile Number رقم الهاتف المحمول | | | |

Accounts and Products

(MANDATORY)

Please enter the Account Name and 10-digit basic account number.

Note: For any subsidiary or associate accounts, a separate authorization letter is required from the subsidiary or associate company.

(OPTIONAL)

Select "Allow Administrators to reset own password" and/or "Allow Users to reset own password"

Account(s) to be added on smartBUSINESS / إضافة الحسابات المطلوب إضافتها للحزمة smartBUSINESS برزيس

Please enter CIF Number of main applicant and any Subsidiary Companies.
Authorization Letter from Subsidiary Company required.

| | | | |
|---|--|---|--|
| 1 | Account Name / اسم الحساب CIF Number / رقم تعريف العميل | 4 | Account Name / اسم الحساب CIF Number / رقم تعريف العميل |
| 2 | Account Name / اسم الحساب CIF Number / رقم تعريف العميل | 5 | Account Name / اسم الحساب CIF Number / رقم تعريف العميل |
| 3 | Account Name / اسم الحساب CIF Number / رقم تعريف العميل | 6 | Account Name / اسم الحساب CIF Number / رقم تعريف العميل |

Products (Mark a tick against Check Boxes)

Payments / المدفوعات

Enquiry / الاستعلام

Any Other / أخرى

Enable One-Off Input / تفعيل إجراء عملية واحدة

Disable Transaction Controller / تعطيل خيار التحكم في المعاملات

Allow Administrators to reset own password / السماح للإداريين بإعادة ضبط كلمة السر

Allow Users to reset own password / السماح للمستخدمين بإعادة ضبط كلمة السر

Authorised Signatory(ies) / التوقيع / التوقيعات المعتمدة (أفراد)

Emirates Islamic is a registered brand name of Emirates Islamic Bank P.S.C.

المراتب التوقيع هي العلامة التجارية المسجلة للمصرف الإماراتي برزيس

(MANDATORY)

Select "Enquiry" for Account Viewing only or "Payments" for transactions.

(OPTIONAL)

Tick "Enable One-Off Input" and/or "Disable Transaction Controller" as required. See description below.

(MANDATORY)

Sign and stamp as per the Certified Board Resolution for smartBUSINESS

Description of Products and Services

| Product/Service | Description |
|--|--|
| Enquiry | Allows viewing and downloading of account balance and statements. |
| Payments | Allows access to different payment types such as transfers, telegraphic transfers, bill and utility payments, WPS and salary payments, and others. Payment instructions are subject to authorisation rules. |
| One-Off Input | Applicable for profiles with Payments only. This function is DISABLED by default. This allows users to adhoc or one-time payments without going through beneficiary registration. If disabled, users must create and authorise a beneficiary through the Beneficiary Registration menu before any payment can be made to that beneficiary. |
| Transaction Controller | Applicable for profiles with Payments only. This function is ENABLED by default. Transaction Controller is a function whereby a payment, after having been fully authorised in accordance with the authorisation workflow, will be placed on hold in the Transaction Control or Release queue. In order to be sent to the bank for processing, a user with Transaction Control access must release the payment from the queue. |
| Allow Administrators to Reset Own Password | This function is DISABLED by default. If enabled, will allow Administrators to self-reset their password in case forgotten or locked out. If disabled, an authorisation letter needs to be sent to the bank to reset the password. |
| Allow Users to Reset Own Password | This function is DISABLED by default. If enabled, will allow Users to self-reset their password in case forgotten or locked out. If disabled, the customer's designated Administrators must reset the User's password. |

Debit Account and Authorisation

(MANDATORY)

Please enter the desired debit account number and currency. This will be used to debit for any smartBUSINESS-related charges.

I/We have read and do hereby agree to abide by the smartBUSINESS Terms & Conditions which forms an integral part of the documentation for availing smartBUSINESS services. I/We undertake to provide any further information or documentation as requested by the Bank from time to time.

I/We hereby authorise the bank to recover all service charges pertaining to smartBUSINESS by deducting my Account number:

Please enter your 13-digit Company Account Number:

Currency:

Name and Designation of Authorised Signatory of the Company (As nominated in smartBUSINESS board resolution)
اسم ومناصب التوقيع والتمويل المعتمدة من الشركة
(كما تم تعيينه بموجب قرار مجلس الإدارة الصادر بخصوص smartBUSINESS برزيس)

Signature / التوقيع

(MANDATORY)

Sign and stamp as per the Certified Board Resolution for smartBUSINESS