

Guide to completing the Straight2Bank Setup & Maintenance Form

This guide is to help us to set up and configure Straight2Bank as you want it to work for you. The various Services provides different options, let us know if you need any help to meet your requirement.

About this form

Please complete the first page with the information about your company, contact details and the Straight2Bank connectivity type, and any base information, as well as the Authorisation page to provide the approval for the setup on Straight2Bank.

The optional pages can be completed depending on the Services that you require for Cash, Trade and Securities, as well as for your users and authorisation matrix rules.

There may be additional setup form for some services that you select in Cash Services. Our team supporting you will provide you these forms separately.

General pointers

The form uses electronic PDF which allows you to key in the information and save it in the form. There are also drop down lists and other functions to help make your options clear.

Tool tips provide a short description of the field and will appear when your mouse pointer is moved over the field in the form.

Symbols

- Default service type provided. You can un-select if you do not wish to have the default service.
- Optional service type to be selected.
- One or multiple options to select within the service.



Click on this button to add duplicate page of the service.



Click on this button to remove the added page.



Click on the inverted triangle for options that are available to choose. Select the option that meets your requirement.



Fields wrapped in red on the cover page and authorisation (last) page are mandatory.

- * All fields marked with an “*” must be completed if that section is used.

Add / Delete / Amend on each page of the Form has the following meaning

- Add – To instruct us to create a new setup in Straight2Bank. This can be for any new setup or service such as cash account, payment types, trade banking company, trade services, trading partner, security account, user entitlements or authorisation rule.

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- Delete – To instruct us to remove any setup or service such as cash account, payment types, trade banking company, trade services, trading partner, security account, user entitlements or authorisation rule. We will delete the setup upon verification that there is no pending transaction or activity.
- Amend – To instruct us to replace or supersede the setup such as cash account, payment types, trade banking company, trade services, trading partner, security account, user entitlements or authorisation rule, with this new instruction. We will replace the setup with this latest instruction.

Reporting for Service you have selected will be included automatically. You may refer to the standard report sections of this guidance notes for a list of pre-defined reports for each of the Service, which may be updated from time to time.

Security best practice

We strongly recommend that you apply the following security features and best practices.

1. Enforce segregation of duties for initiation and approval of transactions.
2. Enforce minimum of two approvals for all financial transactions.
3. Implement daily transaction limits for users and accounts.
4. Enforce additional controls by payment type and/or beneficiary
5. Provide your correct email to receive security alerts and notification.
6. Configure alerts to notify you about payments from your account.
7. Follow security best practices posted on the login page of Straight2Bank from time to time.

Submission of form

Once you have completed the Straight2Bank Setup & Maintenance Form, please print it out for signature. You can complete it by hand if you prefer, but please ensure it is clear. It must be signed by one or two approving signatories. The approving signatory should be in accordance with the mandate or board resolution or power of attorney or similar documents, which you are providing to Standard Chartered at account opening.

Client's approving signatory is to initial and company stamp at bottom left corner of each page of the form. The primary signatory is to indicate the number of pages that make up this set of Straight2Bank setup instruction just below the signature box.

Approving signatory/signatories confirm that users have the authority to perform roles and functions designated in the setup form.	
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>
Primary Signatory The Straight2Bank Setup & Maintenance Form consists of <input style="width: 50px;" type="text"/> pages.	Secondary Signatory (if required)

Primary Signatory is to indicate the number of pages that come with this set of Straight2Bank instruction.

Additional documents

Upon reviewing your setup request, we may ask that you complete an additional Service Application Form and provide us the Mandate to appoint an agent, where applicable, in the following example circumstances.

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1. Adding account(s)[#] from another entity which is not using the same Group ID. This request by the new account entity to be added to the Group ID requires an appointment of an agent.
2. Adding new Cash[#] or Trade or Securities Services to the Group ID where these services were not already enabled.

In addition to the Service Application Form for new Cash or Trade or Securities Services, our team supporting you may provide you with additional Service Supplements, Standard Terms, Country Supplements, if not provided earlier and relevant setup form for the new service you wish to enable.

Alternatively, please let our team supporting you know of your required service so that they can advise you and provide the relevant documents and setup form required.

[#] refer to Straight2Bank Cash Services page

Notification upon setup

Once setup, you will receive an invitation from our supporting team for Straight2Bank training and on the use of Straight2Bank.

Each user of Straight2Bank will receive a security device to enable login to this electronic channel.

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Completing the first page

Please complete the first page of the Straight2Bank Setup & Maintenance Form when requesting a New setup of Straight2Bank or if you want to modify an existing setup.

Callout 1 (Left): Please complete these "Company Particulars" & "Primary Contact Details" sections each time you complete this Form.

Callout 2 (Left): Please select this option and provide the Group ID that you want to modify.

Callout 3 (Right): Company Particulars, Primary Contact Details, Straight2Bank Connectivity and General settings are required when you are requesting for a new Straight2Bank setup.

Callout 4 (Right): If you prefer to have a direct connection to us via your back-end system, Straight2Bank ACCESS is the non-internet based connectivity to select. Give us the name of your technical contact person and we will get in touch with him/her to get the connectivity details.

You can find text explanation on each field when you move your mouse (pointing device) over the fillable form fields on the Straight2Bank Setup & Maintenance Form on your computer.

The details is also available below for easier reference -

Full Company Name	<p>You will be required to provide the full legal name of the company or organisation that owns or will be the owner of the Straight2Bank group.</p> <p>If this is an Agent structure, where multiple companies assign authority to manage the system to an Agent, please provide the full name of the Agent.</p>
Mailing Address	<p>This is the address we will send any user tokens to. It should match our records for the company. Please also include the country of this address.</p>
New	<p>Select if this is a new Straight2Bank request. We will issue a Group ID for each successful setup. This is a unique identifier representing your Straight2Bank setup and is required to log in via our Straight2Bank portal.</p>
Update and apply the services requested to the following	<p>Select this if you require to modify an existing Straight2Bank setup.</p>
Existing Group ID	<p>Enter the Straight2Bank Group ID that you wish to modify the services or user entitlements. Leave this blank if it is a new set up request.</p>
Primary Contact Details	<p>The person that we will reach out to with any question on the request.</p>

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<p>Straight2Bank Connectivity</p>	<p>Straight2Bank Web via internet for comprehensive transaction and information needs across all accounts and geographies.</p> <p>Straight2Bank Access via back-end system integration for straight through processing of high volume transactions.</p>
<p>Straight2Bank ACCESS Connection Technical Contact Person</p>	<p>We will get in touch with this person for the technical details necessary for Straight2Bank ACCESS setup if you have chosen to connect to us via your back-end system.</p>
<p>Base Currency</p>	<p>Please enter the base currency which will be used for applying limits and will be the currency that consolidated reporting of all your accounts will be shown in. Use the ISO standard 3 character currency code. Example, USD, EUR, GBP, etc.</p>
<p>Email Domain</p>	<p>You may specify the email domains that we should allow emails from Straight2Bank to be sent to. This is recommended as an enhanced security to ensure emails are directed to the correct email domain address. Leaving it blank will mean that Straight2Bank will send report to any email domain. An email domain is the part of an email address after the '@' symbol, for example, 'sc.com'.</p>
<p>Allow Self-Signing of Transactions</p>	<p>This option allows single user to both initiate and approve the same transaction. We recommend segregating duties between two or more users with maker / checker control. You are strongly recommended not to allow this option.</p>
<p>Format for Reports by Email</p>	<p>Reports are by default compressed (zipped) and delivered to you password protected.</p>

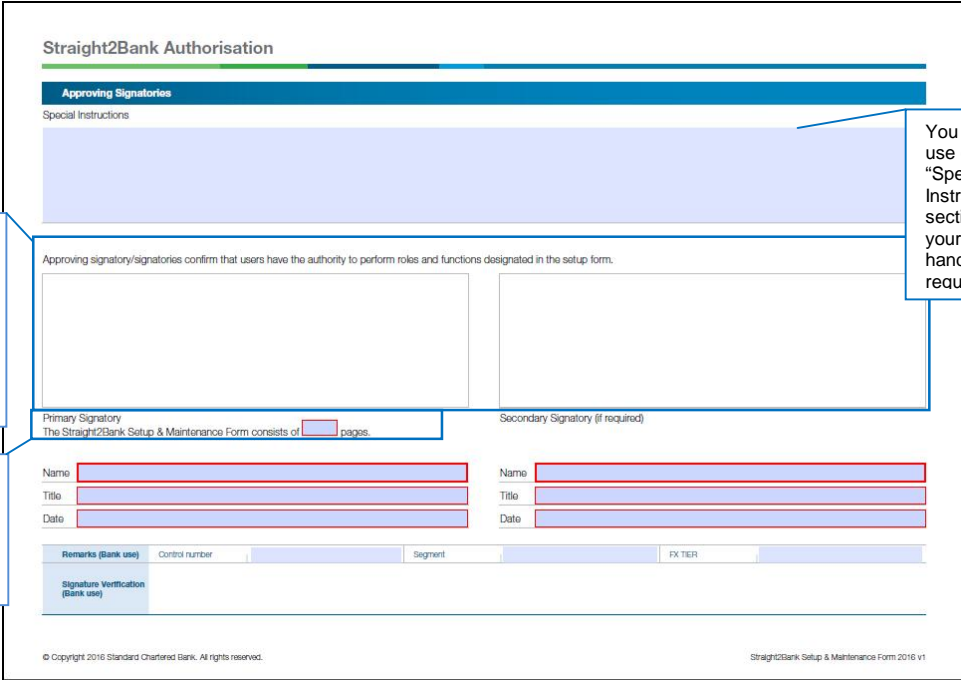
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Completing the Straight2Bank Authorisation page (last page)

Please give us your authority to proceed with the setup by completing the last page of the Straight2Bank Setup & Maintenance Form, when requesting a New setup of Straight2Bank or if you want to modify an existing setup.

We would require you to indicate the number of pages that you are provided with this submission to allow us to reconcile the pages when we received your completed Form. The total number of pages will include the cover page, the optional pages that you have completed for either User Maintenance, Authorisation Matrix, Cash Services, Trade Services or Securities Services and the Authorisation Page (last page).

The authorised person(s) will be any one person that is authorised to act on your behalf in accordance with a Mandate or otherwise provided to and agreed by us.



Straight2Bank Authorisation

Approving Signatories

Special Instructions

The authorised signatory(s) will sign within the box and provide his/her name, title and the date that this signature is provided.

You can make use of this "Special Instructions" section for your special handling requirements.

Approving signatory/signatories confirm that users have the authority to perform roles and functions designated in the setup form.

Primary Signatory
The Straight2Bank Setup & Maintenance Form consists of pages.

Secondary Signatory (if required)

Name Title
 Name Title
 Date Date

Remarks (Bank use) Control number Segment FX TIER

Signature Verification (Bank use)

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Completing the Straight2Bank Cash Services page

This Cash Services page is where you will let us know the cash accounts and Payment services that you want to setup for use in Straight2Bank. We have pre-selected () some domestic and cross-border payments types that are part of the standard offering on Cash Services.

FX Request for Quote is an enhanced FX payment capability providing upfront pricing visibility through booking of FX on-line.

E&I is an on-line payment investigations self service tool that allow inquiry on your incoming and out-going domestic and cross-border wire payments made from and to your bank accounts. This tool is currently available globally to clients that have opened accounts in these 7 countries - China, Germany, India, Japan, United Arab Emirates, United Kingdom & United States of America.

We will be able to provide reporting for the Fixed Deposits accounts that you have opened and/or the FX Contracts that you have booked with us.

Please give us the information regarding your cash accounts. This form allows 3 accounts to be setup. If you have more accounts, please click on the "Add Page" button for additional pages.

The default domestic payments types and cross-border payments types are pre-selected. Please tick to select any additional payment types or if un-select if you do not need the pre-selected ones or leave it blank.

Straight2Bank Cash Services

Cash Account

Standard payment services (pre-selected) will be enabled for each new account setup. You can select additional services or un-check the standard payment services per your requirements. Reporting on your accounts are provided by default for your accounts with Standard Chartered. You can add accounts held with other banks and report to Standard Chartered via SWIFT MT940 using this form.

FX Request for Quote
 Enquiry & Investigations (E&I)
 Link these accounts
 Fixed Deposits
 FX Contract

The selected payment type for each account will be validated against the enabled services at Company level.

Account Information *				Domestic Payments							Cross-border Payments				Others		
				Standard			Additional				Standard		Additional				
				RTGS	ACH BFT SW Pay	BT	IBC	RF	CC	TAP	MM*	TT	XET	XACH	EC	Collectors*	Liquidity Management*
Add Account Name * Account Currency * Delete Account Number * Account Location * Update				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If account is with another bank for SWIFT MT940 reporting, provide: Sending Bank SWIFT BIC Bank Account No.				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For Bank Use Only BackOffice ID SCL LE ID				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add Account Name * Account Currency * Delete Account Number * Account Location * Update				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If account is with another bank for SWIFT MT940 reporting, provide: Sending Bank SWIFT BIC Bank Account No.				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For Bank Use Only BackOffice ID SCL LE ID				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add Account Name * Account Currency * Delete Account Number * Account Location * Update				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If account is with another bank for SWIFT MT940 reporting, provide: Sending Bank SWIFT BIC Bank Account No.				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For Bank Use Only BackOffice ID SCL LE ID				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Client Initials Company Stamp

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You may wish to add on or remove any of the payment types available for the highlighted cash account. However, depending on the country's availability, some of these payment types may not be available. Please check with the Team supporting you to get the detailed information.

You may indicate your interest on our Collection and Liquidity Management services by ticking on the tick box beside these services. We will contact you with more details on your interest. Please note that there may be additional setup form and legal documents that need to be completed.

We will be able to provide a consolidated statement of your cash accounts with other banks. To allow us to provide this, you just need to provide us the SWIFT BIC and Bank Account Number of the bank that you have an account with and arrange for the other bank to send us the SWIFT MT940 statements, once this is setup.

We may ask that you complete an additional Service Application Form and provide us the Mandate to appoint an agent, where applicable, in the following example circumstances.

1. Adding account(s) from another entity which is not using the same Group ID. This request by the new account entity to be added to the Group ID requires an appointment of an agent.
2. Adding new Cash to the Group ID where these services were not already enabled.

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In addition to the Service Application Form for new Cash Services, our team supporting you may provide you with additional Service Supplements, Standard Terms, Country Supplements, if not provided earlier and relevant setup form for the new Cash service you wish to enable.

Alternatively, please let our team supporting you know of your required service so that they can advise you and provide the relevant documents and setup form required.

You can find text explanation on each field when you move your mouse (pointing device) over the fillable form fields on the Straight2Bank Setup & Maintenance Form on your computer.

The details is also available below for easier reference -

Account Name	Provide the full name of the cash account.
Account Number	Provide the cash account number.
Account Currency	Provide the 3 characters ISO currency code of this cash account.
Account Location	Provide the country where this cash account is opened.
FX Request for Quote	<p>FX Request for Quote is an enhanced FX payment capability providing upfront pricing visibility through booking of FX on-line via Straight2Bank.</p> <p>Straight2Bank provides standard FX for cross-border payments by default. This standard FX gives the indicative exchange rate at the point of transaction creation and which the rate may differ slightly when the payment is executed.</p>
Enquiry & Investigation (E&I)	<p>E&I is an on-line payment investigations self service tool in Straight2Bank that allow you to inquire on your incoming and outgoing domestic and cross-border wire payments made from and to your bank accounts.</p> <p>This tool is currently available globally to clients that have opened accounts in these 7 countries - China, Germany, India, Japan, United Arab Emirates, United Kingdom and United States of America.</p>
Fixed Deposits	Reporting on your Fixed Deposits accounts will be shown in Straight2Bank by selecting this option.
FX Contract	Reporting on your Foreign Exchange Contract that you have booked with us will be shown in Straight2Bank by selecting this option.
RTGS	Domestic Payment - Real time local bank transfer. This is given by default. Un-select if not required.
ACH / IBFT / BILL Pay	Domestic Payment - Automatic direct clearing; or IBFT – Internet Bank Fund Transfer is only available in Singapore (as FAST) and Nigeria; or Bill Pay – Bill payments. This is given by default depending what is the direct fund transfer payment available in each country. Un-select if not required.

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BT	Domestic Payment - Book Transfer. This is given by default. Un-select if not required.
LBC	Domestic Payment - Local Bank Cheque. This is given by default. Un-select if not required.
TT	Cross-border Payment – Telegraphic Transfer. This is given by default. Un-select if not required.
XBT	Cross-border Payment – Cross-border book transfer. This is given by default. Un-select if not required.
CC	Domestic Payment – Corporate Cheques. Select this if required.
TAX	Domestic Payment – Taxation Payment. Select this if required. This payment type is not available to all countries. There may be additional setup form to be completed for this payment type.
XACH	Cross-border Payment – Cross Border ACH. Select this if required.
IBC	Cross-border Payment – International Bank Cheque. Select this if required.
Collections	Our comprehensive suites of Collections services include Collection Reporting Services, Direct Debits Instruction, Virtual Accounts and Receivables Management.
Liquidity Management	Liquidity Management includes Liquidity Reporting and Management Services.
Sending Bank SWIFT BIC	This is necessary if consolidated bank statement is required. You need to provide us the sending bank SWIFT BIC code that you have an account with.
Bank Account Number	This is necessary if consolidated bank statement is required. You need to provide us the bank account number opened with the sending bank.

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Completing the Straight2Bank Authorisation Matrix page

Please tell us the authorization or signing arrangement that is applicable for transactions initiated for Cash Services, Trade Services and Securities Services. You may define the signing arrangement via this Authorisation Matrix form or refer us to the Mandate that you have provided and agreed by us on how you want to operate your accounts including transaction initiations.

The definition of authorisation rules via this page is meant for transaction initiated via Straight2Bank only and may be different as that of the Mandate given to operate your accounts, as long as the setup is approved by the approving signatory.

We apply random authorisation sequence for transactions that expect more than one authoriser. The authorised file needs to be triggered by Operator to send to us after the last authoriser authorised. You may change these settings via this section.

Straight2Bank Authorisation Matrix

Authorisation Matrix

Authorisation matrix rules are required for transaction initiation. This is relevant for Cash Services, Trade Services and Securities Services. You may use this section to define transaction authorisation rules to match your processes and approver limits.

For example you may specify that one Group A authoriser may sign up to 5,000, one Group B can sign up to 20,000, and one from each Group is required to sign above 20,000 up to 1 million. Therefore you would enter three rules below: (1) A < 5,000; (2) B < 20,000; (3) A+B < 1,000,000. You may enter a maximum of 10 signatory groups (Signing Group A to Signing Group J) with a maximum of 8 stages of authorisation (eg. A+B+C+D+E+F+G+H+I+J). You should assign each authoriser to a Signing Group in the User Maintenance section of this form.

If you have more complex requirements for transaction approvals, please let us know.

Authorisation Matrix Rules

For payments and collections, we will apply these rules to all cash accounts unless you specify them separately.

Please tick if you are amending these settings.

Sequential Authorisation: No Yes

Automated Send to Bank: No Yes

Web Re-authorisation for Straight2Bank ACCESS

Web Re-authorisation is used to route your payment file that is submitted to us via the Straight2Bank Access channel for authorisation by users on Straight2Bank Web. We will prompt for authorisation of the payment file based on specified signing limit.

Web Re-authorisation for all bank accounts and payment types

Web Re-authorisation for all payments above (currency) _____ amount

Please specify rule

Name of Authorisation Rule

Add Apply to ALL Accounts Specify Account / Company

Delete

Update

1. Sign Group Combination	Limits Up To
2. Sign Group Combination	Limits Up To
3. Sign Group Combination	Limits Up To
4. Sign Group Combination	Limits Up To
5. Sign Group Combination	Limits Up To

ALL Services

CASH All Payments Payroll

Select one or more services

TRADE Trade Banking Open Account Trade Bank Payment Obligation

SECURITIES Custody & Fund Services Custody Fund Services

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This section is only relevant if you are connecting your host system to us via Straight2Bank ACCESS and would want to authorise these transactions via the internet based Straight2Bank WEB. Please tick the option that best meet your requirement.

Let us know in this section if the authorisation rule applies to all accounts or specific account, the authorisation combination and if the rule is applicable to all services or specific service. You can even name the rule that you have defined! If you have more authorisation rules, please click on the "Add Page" button for additional pages.

Straight2Bank is designed to handle very complex authorisation rules. We provide a maximum breath of 10 signatory groups (these are define using the alphabets A to J where each alphabet represent a signatory group) and a maximum depth of 8 stages of authorisation (for example, A+B+C+D+E+F+G+H or A+A+A+B+B+B+C+C). To complement this signing group, we will need you to assign each authoriser (person with an Authoriser role) to a Signing Group in the Straight2Bank User Maintenance page.

If you have requirements that cannot be fulfilled with this Straight2Bank Authorisation Matrix page, please approach our client team supporting you.

You can find text explanation on each field when you move your mouse (pointing device) over the fillable form fields on the Straight2Bank Setup & Maintenance Form on your computer.

The details is also available below for easier reference –

Sequential Authorisation	Sequential authorisation indicates if approvers may authorise transactions in no particular order or in sequence per the Sign Group Combination. Default is set as No in Straight2Bank.
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Automated Send to Bank	With Automated Send to Bank as Yes, Straight2Bank will release transactions to the bank for processing as soon as they are fully authorised in accordance to the applicable Sign Group Combination. Default is set as No in Straight2Bank which will require the Operator to send the authorised transactions to us after the last person authorised.
Web Re-authorisation for Straight2Bank ACCESS	Web Re-authorisation is used to route your payment that is submitted to us via theStraight2Bank Access channel for authorisation by users on Straight2Bank Web. We will prompt for authorisation of the payment based on specified limit.
Sign Group Combination	Enter the authorisation rule. For example, A, or A+B, or A+A.

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Completing the Straight2Bank User Maintenance page

This page let you define the roles of each Straight2Bank users (Administrator, Operator, Viewer and Authoriser) and the entitlements for each Service.

For a start, please appoint Administrators (first time) to allow you to manage the entitlements of future users.

Provide us with the user details, the role that this user is having in Straight2Bank and the user rights to the accounts.

Please click on the "Add Page" button for additional user.

Straight2Bank User Maintenance

Administrator

Administrators are responsible for managing your Straight2Bank setup including the creation and maintenance of other users, assigning entitlements and limits, and configuring usage of the system.

For Client Administrators: Dual Control Single Administrator

User Information

User Information		User Role	CASH												TRADE	SECURITIES								
<input type="checkbox"/> New User <input type="checkbox"/> Existing User <input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Update	Full User Name*	User ID*	Administrator		Operator		Viewer		Authoriser (Signing Group)		Authoriser (Signing Group)		Authoriser (Signing Group)		Authoriser (Signing Group)		Authoriser (Signing Group)		Authoriser (Signing Group)		Authoriser (Signing Group)		Authoriser (Signing Group)	
	Email ID*	Mobile	All of Cash		Domestic Payments		Cross-border Payments		Other		Trade Banking		Securities		Trade Banking		Securities		Trade Banking		Securities		Securities	
	Date of Birth for New User*	Country of Residence*	Standard		Additional		Standard		Additional		Open Account Trade		Fund Services		Open Account Trade		Fund Services		Open Account Trade		Fund Services		Market Information	
	Access to ALL Account	Specific Account	All of Cash		Domestic Payments		Cross-border Payments		Other		Collections		Liquidity Management		FX Request for Quote		FX Request for Quote		FX Request for Quote		FX Request for Quote		FX Request for Quote	

You can select the service that each user is entitled by ticking on the options available. The services selected must tie with the services that you have sign-up in the Service page.

You can update the user entitlements by appointing administrators. Administrators will be able to manage the creation and maintenance of other users, assignment entitlements and limits and configuring usage of Straight2Bank. We recommend that you appoint two administrators for better security control. The creation of Administrator is only required on the first time when the Administrator role is created.

Please note that the setup requirements for each user will follow that of what are enabled at the Straight2Bank Company level. The user will not be able to apply for services that are not already enabled. Our team supporting you will validate the request and will contact you if they find any discrepancy.

You can find text explanation on each field when you move your mouse (pointing device) over the fillable form fields on the Straight2Bank Setup & Maintenance Form on your computer.

The details is also available below for easier reference –

Full User Name	The User Full Name must appear exactly as on identification documents, such as passport. We may need to see the identification.
User ID	Enter the assigned User ID. For new user, please enter preferred User ID up to 10 characters.
Email ID	Enter the user's work email address.
Date of Birth for New User	For the purpose of new user set up, we would require you to provide the user's date of birth for identification purposes. This field may also be used for entry of the Token Serial Number if you have an existing user in another Straight2Bank group and would want to have access to this group.
Country	The city or country that this user is based.

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<p>Administrator</p>	<p>Administrators will be able to manage the creation and maintenance of other users, assignment entitlements and limits and configuring usage of Straight2Bank.</p>
<p>Operator</p>	<p>Operator prepares instruction to be submitted for approval by Authoriser before the instruction will be processed by Standard Chartered.</p>
<p>Viewer</p>	<p>Viewer will be able to view accounts information in Straight2Bank only.</p>
<p>Authoriser</p>	<p>Authoriser approves instruction that the Operator has created. Standard Chartered Bank will execute the instruction after receiving all approvals for the instruction.</p> <p>A Signing Group is required for each authoriser. This signing group defines the authorisation rule that is defined.</p>
<p>Receivables Management</p>	<p>Straight2Bank Receivables Management is an accounts receivables management service designed to help clients who face challenges in matching high volumes of invoices with receipts.</p> <p>This drop down list provides the list of roles for this service.</p>

Completing the Straight2Bank Trade Banking page

Please complete this page if you are requesting for documentary trade banking service available on Straight2Bank. Please note that email alert is sent automatically for any rejected transaction to the users set up to receive such alerts in the User Maintenance page.

You can find text explanation on each field when you move your mouse (pointing device) over the fillable form fields on the Straight2Bank Setup & Maintenance Form on your computer.

The details is also available below for easier reference –

<p>Full Company Name</p>	<p>Enter the full name of the company requesting for Trade Banking services.</p>
<p>Debit Account for Charges</p>	<p>Indicate the Cash Account with Standard Chartered that applicable charges will be applied. We allow a maximum of three accounts to be setup.</p>

Guide to completing the Straight2Bank Setup & Maintenance Form

Completing the Straight2Bank Bank Payment Obligation page

Please complete this page if you are requesting for Bank Payment Obligation in Straight2Bank and the required Trade Service Utility (TSU) information on this page.

Please let us have the full name of your company and the ERP ID for this Bank Payment Obligation (BPO) request.

Straight2Bank Bank Payment Obligation

Trade Service Utility (TSU)

Please note that to provide the Bank Payment Obligation service to you, certain Standard Chartered employees will need to access your Straight2Bank service. Reporting for the services you select will be included automatically.

Company Setup

Add Full Company Name * ERP ID *
 Create
 Update Role Buyer Seller

Trading Partner Setup

Buyer Trading Partner Name * Country of Business * Trade Service Utility ID *
 Seller Bank Name Bank SWIFT BIC * Country of Bank *
 Please select one or more TSU Document types: Advance Purchase Order Match Advance Commercial Shipping Info Match Generic Memorandum

Trading Partner Setup

Buyer Trading Partner Name * Country of Business * Trade Service Utility ID *
 Seller Bank Name Bank SWIFT BIC * Country of Bank *
 Please select one or more TSU Document types: Advance Purchase Order Match Advance Commercial Shipping Info Match Generic Memorandum

Non-Straight2Bank Trading Partner Setup

Buyer Trading Partner Name * Trade Service Utility ID *
 Seller Registered Address Bank Name Bank SWIFT BIC * Country of Bank *

Non-Straight2Bank Trading Partner Setup

Buyer Trading Partner Name * Trade Service Utility ID *
 Seller Registered Address Bank Name Bank SWIFT BIC * Country of Bank *

For Bank Use Only: SOLE ID CACM ID

Client Initials Company Stamp Add Page

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If your trading partner does not have Straight2Bank, please provide the details of your trading partner in this section. If you have more trading partners, please click on the "Add Page" button for additional pages.

You can find text explanation on each field when you move your mouse (pointing device) over the fillable form fields on the Straight2Bank Setup & Maintenance Form on your computer.

The details is also available below for easier reference –

Full Company Name	Provide the full name of the company requesting for Trade Banking services.
ERP ID	Provide the specific ID that is assigned to the company.
Trading Partner Name	Provide the full name of the trading partner via this Trade Service Utility.
Trade Service Utility ID	The unique registration number of the Trade Service Utility.
Bank SWIFT BIC	The SWIFT BIC code of the trading partner's bank.

Guide to completing the Straight2Bank Setup & Maintenance Form

Completing the Straight2Bank Open Account Trade – Standalone page

Please complete this page for your request for the Open Account Trade - Standalone service on Straight2Bank.

The screenshot shows the 'Straight2Bank Open Account Trade' form. It includes sections for 'Company Setup' and multiple 'Trading Partner Setup' entries. Callout boxes provide instructions: 'Please provide us a file if you have many trading partners to be setup for Open Account Trade instead of completing this page.' (pointing to the file upload field), 'Please let us have the full name of your company, ERP ID and your role of either Buyer or Seller for this Open Account Trade – Standalone setup in this section.' (pointing to the company setup fields), and 'Please provide the details of your trading partner and their role on this Open Account Trade – Standalone setup in this section. If you have more trading partners, please click on the “Add Page” button for additional pages.' (pointing to the trading partner setup fields and the 'Add Page' button).

You can find text explanation on each field when you move your mouse (pointing device) over the fillable form fields on the Straight2Bank Setup & Maintenance Form on your computer.

The details is also available below for easier reference –

Full Company Name	Provide the full name of the company requesting for Trade Banking services.
ERP ID	Provide the specific ID that is assigned to the company or trading partner.
Trading Partner Name	Provide the full name of the trading partner via this Trade Service Utility.

Guide to completing the Straight2Bank Setup & Maintenance Form

Completing the Straight2Bank Open Account Trade – Supply Chain Finance page

Please complete this page for your request for the Open Account Trade – Supply Chain Finance service on Straight2Bank.

Please provide us a file if you have many trading partners to be setup for Open Account Trade instead of completing this page.

Please provide the details of your trading partner, their role, document types required, and the document status notification expected on this Open Account Trade – Supply Chain Finance setup in this section. If you have more trading partners, please click on the “Add Page” button for additional pages.

You can find text explanation on each field when you move your mouse (pointing device) over the fillable form fields on the Straight2Bank Setup & Maintenance Form on your computer.

The details is also available below for easier reference –

Full Company Name	Provide the full name of the company requesting for Trade Banking services.
ERP ID	Provide the specific ID that is assigned to the company or trading partner.
Auto Finance	Automatic financing will be provided to your trading partner for the eligible trade documents submitted.
Document Types	The various document types that is available to be exchange with your trading partners.
Document Status	Identify if you are sending and/or receiving documents from your trading partners.

Guide to completing the Straight2Bank Setup & Maintenance Form

Completing the Straight2Bank Securities Services page

Please complete this page if require Custody Trade Initialisation, Corporate Action instruction and/or Fund Services on this page.

Please provide us a file if you have many trading partners to be setup for Securities Services instead of completing this page.

Please let us have either the Company Name or the respective securities account details in this section. Please also select the services required for this company or account. If you have more securities account to setup, please click on the "Add Page" button for additional pages.

You can find text explanation on each field when you move your mouse (pointing device) over the fillable form fields on the Straight2Bank Setup & Maintenance Form on your computer.

The details is also available below for easier reference –

Account Name	You can provide the name of the Company or name of the Securities Account.
Account Number	If you have select to setup using the Company, then you are expected to provide the Company ID (or BP ID) that is provided. However, if you have select to setup using the securities account then you are expected to provide the Securities Account number (SCA) here.
Account Location	Specify the country where this Company ID or Securities Account is opened.
Fund Code	Provide the Fund Code for the funds.

Info Manager

Straight2Bank Info Manager is a default offering for the Services that you have sign up. It is a powerful and comprehensive internet based enquiry and reporting tool which allow you to self help and customise to your reporting requirement, in addition to the pre-defined reports that come with each Service.

Standard Reports with Cash Services

Account Information

- Intra-day and Prior-day Account Balance
- Operating Account
- Intra-day Transaction
- Multibank Accounting

Payables

- Outstanding Payment
- Processed Payment
- Payment Authorization Report

Collections

- Near real-time status of collections
- Deposit Reconciliation
- Activity Report
- Return Report
- Realization Reports

Liquidity Management

- Consolidated Notional Pooling Reports
- Cross Border Sweeping Reports
- Inter-company Loan and Balance Reports

Foreign Exchange

- Utilization of pre-booked foreign exchange contracts
- Utilization of foreign exchange booked online

Standard Reports with Trade Banking

Trade Banking

- Trade Letter of Credit Report
- Export Bills Accepted reports
- Export Maturity Report
- Import Maturity Report
- Shipping Guarantee Report
- Trade Facility Reports