

# myAPS BUSINESS APPLICATION FORM

MyAPS Service - Application for Corporate / Organisations / Entities (hereinafter referred to as the "Application Form").

**Entity** means the Company, Partnership, Society, Association, Club and Organisation for which the appointed authorised legal person/s accept the Bank's myAPS Terms and Conditions and appoints System Administrators and Users to have access to and use functionality specified in the bundles on the Bank's website and listed in this Application Form below.

**Bank** means APS Bank plc (C2192) ("we", "us", "our") with registered at address APS Centre, Tower Street, Birkirkara, BKR 4012.

**myAPS Service or the Service** - Internet and Mobile Banking Service that we offer, which will facilitate certain management, viewing and carrying out instructions of your Account/s which are accessible 24x7.

**Signing Rights** means System Administrator and specified User that are granted Viewing Rights as highlighted below, and signing rights to execute the transactions within the selected bundles.

**System Administrator/s** means individual/s entrusted with the registration of the myAPS Service in the Non-Personal Customer's name and with the on-going use of such service as specified in the Board of Directors Resolution or equivalent document forwarded to the Bank.

**User/s** means an individual that is appointed by the System Administrator who will be making use of the myAPS Service and in terms of the System Administrator's same instructions to the Bank.

**Viewing Rights** means access granted to the User to view the Non-Personal Customer's Accounts through the Bank's myAPS Service according to the bundle chosen. Users with viewing rights will be able to create transactions within the selected bundles, pending the authorisation of System Administrator/s and/or other users with Signing Rights.

Any other term not specifically defined in this clause shall take the meaning assigned to it in the applicable Terms and Conditions.

## APPLICATION

New Application (New Registration)

Amendment (Amending existing access)

*When this Application Form is being filled in due to any amendment to the original myAPS Business Application Form, only the relative parts of the Application Form where the amendment is being effected are to be completed.*

## ENTITY DETAILS

Entity Name:

Official Registration No.:

### ENTITY REPRESENTATIVE DETAILS

First Name:

Surname:

Email Address:

ID No./Passport No.:

Office Telephone No.:

Mobile No.:

### ENTITY REPRESENTATIVE DETAILS

First Name:

Surname:

Email Address:

ID No./Passport No.:

Office Telephone No.:

Mobile No.:

Entity Profile No.:

FOR OFFICE  
USE ONLY



MY01 (10/2020)

## ACCESS RIGHTS SUPPORTED BY MYAPS (BUNDLES)

myAPS Service supports the ability to provide a combination of different system access. The following table provides the different bundles and their respective system access and functionality made available to User/s attached to these bundles.

By applying for this bundle, users will have access to the following:

Bundle	By applying for this bundle, users will have access to the following:
<b>Bundle A</b>	<ul style="list-style-type: none"> <li>• All Accounts overview</li> <li>• Account details</li> <li>• Payment history</li> <li>• Account history, including Account and investment statements</li> <li>• Cheque-related functions</li> <li>• View loan Account</li> <li>• Account management</li> <li>• Overview and create sweeping agreement/s</li> <li>• Read and Send Secure Messages</li> </ul>
<b>Bundle B</b>	<ul style="list-style-type: none"> <li>• Template management</li> <li>• Transfer between own Accounts</li> <li>• Overview of standing orders between own Accounts</li> <li>• Pending execution list</li> <li>• Pending authorisation list</li> <li>• Read and Send Secure Messages</li> </ul>
<b>Bundle C</b>	<ul style="list-style-type: none"> <li>• Transfer to APS Accounts and third-party Accounts</li> <li>• Overview of standing orders to APS Accounts and third-party Accounts</li> <li>• Bill payments and donations</li> <li>• Pending execution list</li> <li>• Pending authorisation list</li> <li>• Read and Send Secure Messages</li> </ul>
<b>Bundle D</b>	<ul style="list-style-type: none"> <li>• SEPA credit transfer</li> <li>• SEPA direct debit</li> <li>• Read and Send Secure Messages</li> </ul>

## USER ACCESS RIGHTS

To be granted access to myAPS Service, User/s and System Administrator/s need to have an active profile with the Bank.

		Instructions	Bundles	Signing Rights	Authentication Method (**)	System Administrator Access	Signature
1	Full Name	New Application <input type="checkbox"/>	A <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	myAPS Mobile App <input type="checkbox"/>	Yes <input type="checkbox"/>	
	ID No.	Add User <input type="checkbox"/>	B <input type="checkbox"/>	No <input type="checkbox"/>	Physical Token <input type="checkbox"/>	No <input type="checkbox"/>	
	Preferred Username (*)	Delete User <input type="checkbox"/>	C <input type="checkbox"/>		Serial No:		
	User Profile No.	Amend User <input type="checkbox"/>	D <input type="checkbox"/>		<input type="text"/>		
2	Full Name	New Application <input type="checkbox"/>	A <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	myAPS Mobile App <input type="checkbox"/>	Yes <input type="checkbox"/>	
	ID No.	Add User <input type="checkbox"/>	B <input type="checkbox"/>	No <input type="checkbox"/>	Physical Token <input type="checkbox"/>	No <input type="checkbox"/>	
	Preferred Username (*)	Delete User <input type="checkbox"/>	C <input type="checkbox"/>		Serial No:		
	User Profile No.	Amend User <input type="checkbox"/>	D <input type="checkbox"/>		<input type="text"/>		
3	Full Name	New Application <input type="checkbox"/>	A <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	myAPS Mobile App <input type="checkbox"/>	Yes <input type="checkbox"/>	
	ID No.	Add User <input type="checkbox"/>	B <input type="checkbox"/>	No <input type="checkbox"/>	Physical Token <input type="checkbox"/>	No <input type="checkbox"/>	
	Preferred Username (*)	Delete User <input type="checkbox"/>	C <input type="checkbox"/>		Serial No:		
	User Profile No.	Amend User <input type="checkbox"/>	D <input type="checkbox"/>		<input type="text"/>		
4	Full Name	New Application <input type="checkbox"/>	A <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	myAPS Mobile App <input type="checkbox"/>	Yes <input type="checkbox"/>	
	ID No.	Add User <input type="checkbox"/>	B <input type="checkbox"/>	No <input type="checkbox"/>	Physical Token <input type="checkbox"/>	No <input type="checkbox"/>	
	Preferred Username (*)	Delete User <input type="checkbox"/>	C <input type="checkbox"/>		Serial No:		
	User Profile No.	Amend User <input type="checkbox"/>	D <input type="checkbox"/>		<input type="text"/>		
5	Full Name	New Application <input type="checkbox"/>	A <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	myAPS Mobile App <input type="checkbox"/>	Yes <input type="checkbox"/>	
	ID No.	Add User <input type="checkbox"/>	B <input type="checkbox"/>	No <input type="checkbox"/>	Physical Token <input type="checkbox"/>	No <input type="checkbox"/>	
	Preferred Username (*)	Delete User <input type="checkbox"/>	C <input type="checkbox"/>		Serial No:		
	User Profile No.	Amend User <input type="checkbox"/>	D <input type="checkbox"/>		<input type="text"/>		
6	Full Name	New Application <input type="checkbox"/>	A <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	myAPS Mobile App <input type="checkbox"/>	Yes <input type="checkbox"/>	
	ID No.	Add User <input type="checkbox"/>	B <input type="checkbox"/>	No <input type="checkbox"/>	Physical Token <input type="checkbox"/>	No <input type="checkbox"/>	
	Preferred Username (*)	Delete User <input type="checkbox"/>	C <input type="checkbox"/>		Serial No:		
	User Profile No.	Amend User <input type="checkbox"/>	D <input type="checkbox"/>		<input type="text"/>		
7	Full Name	New Application <input type="checkbox"/>	A <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	myAPS Mobile App <input type="checkbox"/>	Yes <input type="checkbox"/>	
	ID No.	Add User <input type="checkbox"/>	B <input type="checkbox"/>	No <input type="checkbox"/>	Physical Token <input type="checkbox"/>	No <input type="checkbox"/>	
	Preferred Username (*)	Delete User <input type="checkbox"/>	C <input type="checkbox"/>		Serial No:		
	User Profile No.	Amend User <input type="checkbox"/>	D <input type="checkbox"/>		<input type="text"/>		
8	Full Name	New Application <input type="checkbox"/>	A <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	myAPS Mobile App <input type="checkbox"/>	Yes <input type="checkbox"/>	
	ID No.	Add User <input type="checkbox"/>	B <input type="checkbox"/>	No <input type="checkbox"/>	Physical Token <input type="checkbox"/>	No <input type="checkbox"/>	
	Preferred Username (*)	Delete User <input type="checkbox"/>	C <input type="checkbox"/>		Serial No:		
	User Profile No.	Amend User <input type="checkbox"/>	D <input type="checkbox"/>		<input type="text"/>		

(\*) Username should be: a minimum of 8 alphanumeric characters, not more than 20 characters, should not contain any personal details and any special characters. The Username selected is not case sensitive. For existing myAPS users, the same personal username needs to be used.

(\*\*) Authentication Method: Choosing myAPS Physical Token will carry an annual fee per myAPS Physical Token as per Bank's Tariff [www.apsbank.com.mt/tariff-of-charges](http://www.apsbank.com.mt/tariff-of-charges). Unless otherwise instructed, using a myAPS Physical Token will disable access to myAPS mobile app.

The Preferred Charging Account is:

## SIGNING INSTRUCTIONS

Default Limits			
<b>Transfer between own Accounts</b> Transaction Limit: € 50,000 Daily Limit: € 120,000	<b>Transfer to other APS Accounts</b> Transaction Limit: € 15,000 Daily Limit: € 25,000	<b>SEPA &amp; non-SEPA transfers</b> Transaction Limit: € 15,000 Daily Limit: € 25,000	<b>Bill payments and donations</b> Transaction Limit: € 15,000 Daily Limit: € 25,000

Name of User: _____			
<input type="checkbox"/> Default Transaction € _____ Daily € _____	<input type="checkbox"/> Default Transaction € _____ Daily € _____	<input type="checkbox"/> Default Transaction € _____ Daily € _____	<input type="checkbox"/> Default Transaction € _____ Daily € _____
Name of User: _____			
<input type="checkbox"/> Default Transaction € _____ Daily € _____	<input type="checkbox"/> Default Transaction € _____ Daily € _____	<input type="checkbox"/> Default Transaction € _____ Daily € _____	<input type="checkbox"/> Default Transaction € _____ Daily € _____
Name of User: _____			
<input type="checkbox"/> Default Transaction € _____ Daily € _____	<input type="checkbox"/> Default Transaction € _____ Daily € _____	<input type="checkbox"/> Default Transaction € _____ Daily € _____	<input type="checkbox"/> Default Transaction € _____ Daily € _____
Name of User: _____			
<input type="checkbox"/> Default Transaction € _____ Daily € _____	<input type="checkbox"/> Default Transaction € _____ Daily € _____	<input type="checkbox"/> Default Transaction € _____ Daily € _____	<input type="checkbox"/> Default Transaction € _____ Daily € _____
Name of User: _____			
<input type="checkbox"/> Default Transaction € _____ Daily € _____	<input type="checkbox"/> Default Transaction € _____ Daily € _____	<input type="checkbox"/> Default Transaction € _____ Daily € _____	<input type="checkbox"/> Default Transaction € _____ Daily € _____
Name of User: _____			
<input type="checkbox"/> Default Transaction € _____ Daily € _____	<input type="checkbox"/> Default Transaction € _____ Daily € _____	<input type="checkbox"/> Default Transaction € _____ Daily € _____	<input type="checkbox"/> Default Transaction € _____ Daily € _____
Name of User: _____			
<input type="checkbox"/> Default Transaction € _____ Daily € _____	<input type="checkbox"/> Default Transaction € _____ Daily € _____	<input type="checkbox"/> Default Transaction € _____ Daily € _____	<input type="checkbox"/> Default Transaction € _____ Daily € _____

The Bank is hereby being authorised to allow/provide the above default/revised daily limits to the User having Signing Rights on behalf of the Entity, provided that any transaction is authorised signed by:

- 'Any One to sign'
- 'All to Sign'
- Other Signing Instructions

The above signing instructions will be regulating all the Accounts held with the Bank in the sole name of the Entity as outlined in the Non Personal Details of this Application. A separate myAPS Business Application Form is to be completed outlining the Signing Rights attached to Accounts held by the Entity jointly with third parties. This myAPS Business Application Form has to be signed by the Legal Representative/s of all the Entities.

## BOARD OF DIRECTORS RESOLUTION

For Limited Liability Companies: We hereby certify that the following are the true extracts of a Resolution passed at the meeting of the Board of Directors of the Company held on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_. Registered Partnerships: We hereby certify that the following are true extracts of a Resolution passed at a meeting of all Partners held on the \_\_\_\_\_ day \_\_\_\_\_ of 20\_\_\_\_. Society/Associations/Clubs/Organisations: We hereby certify that the following are the true extracts of a Resolution passed at the meeting of the members of the Society/Association, office-bearers of the Club/Organisation held on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

- That \_\_\_\_\_ (Please insert name of Company/Partnership/Society/ Association/Club/Organisation, hereinafter referred to as the “Non-Personal Customer”) shall subscribe for the myAPS Service (hereinafter referred to as the “Service”) offered by APS Bank plc. (hereinafter referred to as “the Bank”), in relation to the Customer’s existing Account(s).
- That the Bank is hereby authorised to provide the Members of the Permission Group with access to the Accounts in accordance with this Resolution.
- That the Terms set out and the particulars completed in this Application Form and the myAPS Terms and Conditions governing the provision of the Service have been provided to the Non-Personal Customer and are approved, accepted and adopted by the Non-Personal Customer in all aspects.
- That all/any \_\_\_\_\_ (please specify number) of the persons whose names and signatures appear in the User Access Rights section of this document (hereinafter referred to as “User(s)”) be authorised on behalf of the Non-Personal Customer to sign this Application Form and any future documentation related to this service. The Users may be different from the Authorised Signatories who are known to the Bank in terms of the Appointment of Bankers Form related to non myAPS transactions held in Non-Personal Customer’s Profile.
- That the Bank be instructed to act and comply with all instructions issued by the User(s) pertaining to the use of the Service by the Non-Personal Customer including terminating the Non-Personal Customer’s use of the same in accordance with myAPS Physical Token and myAPS Terms and Conditions governing the provision of the Service.
- That the System Administrator(s) named in this Application Form be authorised to: register for the Service in the Non-Personal Customer’s name, appoint and remove User(s), establish and modify the User’s rights for executing transactions via the Service, inform the Bank immediately in the case of loss, misuse, theft, damage or destruction of the Username, myAPS Physical Token and/or Security Code, and/or suspicion of any unauthorised access or instruction and the use of the Service, as provided in the myAPS Terms and Conditions. The Bank is instructed to act and comply with such requests, where it deems appropriate.
- That any instructions may be given to the Bank by the Non-Personal Customer in terms of myAPS Terms and Conditions, either:
  - in the form of a written letter or through myAPS Secure Message or purported to be signed by the Non-Personal Customer or by the Administrator; in terms of the myAPS Terms and Conditions; or
  - by means of a Board Resolution.
- That where the Resolution being now submitted in relation to any of the Accounts in any manner conflicts with the Mandate(s) previously submitted by the Non-Personal Customer in relation to the same Account(s), this present Mandate shall prevail.
- That except for the Resolution herein contained, all other existing Mandates given in relation to the Non-Personal Customer’s Account(s) held with the Bank shall continue to remain in force.
- That the Mandate given herein shall be in accordance with the applicable constitutional documents of the Non-Personal Customer.
- That a copy of the Resolution of the Non-Personal Customer is certified as a true copy, and shall as between the Bank and the Non-Personal Customer be conclusive of the passing of the Resolution so certified.
- That this Resolution be communicated to the Bank and remain in force until an amending Resolution shall have passed and a certified copy thereof shall have been received by the Bank.

Instructions given above will supersede any instructions given before.

Date:
Name & Surname: _____
ID/Passport No.:

Signature of Chairman/Secretary:
----------------------------------

## AUTHORISATION

By signing this Application Form, each of the undersigned certifies that:

- The Entity
  - agrees to all of the terms contained within myAPS Terms and Conditions [www.apsbank.com.mt/terms-and-conditions](http://www.apsbank.com.mt/terms-and-conditions); and
  - has taken all necessary action to authorise these changes.
- User(s) and System Administrator(s)
  - are duly authorised User/s on behalf of the Entity;
  - confirm that all necessary and proper actions have been taken to authorise the appointment of the User/s in terms of the Board of Directors' Resolution, or equivalent document;
  - have read, understood and agreed to be bound by myAPS Terms and Conditions as amended from time to time by the Bank; and
  - have an active profile with the Bank.

## DECLARATION FOR THE USE OF THE PHYSICAL TOKEN

I/We, \_\_\_\_\_, the undersigned, in legal representation of \_\_\_\_\_ (name of corporate Entity), hereby declare that in case a myAPS Physical Token is selected as an Authentication Method, I/We acting in the above mentioned capacity:

- Acknowledge access to myAPS Service through a Physical Token, and this as a result, will not enable access to myAPS Service through the myAPS mobile app;
- Confirm that the information provided to the Bank this Application Form is true, complete and up-to-date;
- Authorise the Bank to debit the Preferred Charging Account specified above, with any charges that may be incurred to retain the banking relationship and that are incurred while using the Accounts and services applied for, in line with the Bank's Tariff of Charges;
- Confirm that termination of myAPS Service will be accepted and acknowledged upon return of the Physical Token.
- It has been resolved that \_\_\_\_\_ (name and surname), holder of ID Card No. \_\_\_\_\_ shall call/called at \_\_\_\_\_ Branch to collect the myAPS Physical Token/s.

## TERMS AND CONDITIONS

I/We hereby confirm that I/we have read, understood and accept the entire **Terms & Conditions, Depositor Information Sheet, Fee Information Document and Tariff of Charges** governing the requested products and services. I/We also acknowledge that when needed, I/we can collect a copy of the relevant **Terms & Conditions, Data Privacy Policy, Depositor Information Sheet, Fee Information Document and Tariff of Charges** from any APS Branch, which are also available from the Bank's website [www.apsbank.com.mt/tariff-of-charges](http://www.apsbank.com.mt/tariff-of-charges)

Date:
Signature:
Name & Surname:
ID/Passport No.:

Date:
Signature:
Name & Surname:
ID/Passport No.:

FOR OFFICE  
USE ONLY

Name and Surname of Bank Officer:

Branch:

Company Signature(s) verified (Yes/No):

Signature of Bank Officer:

Date: DD/MM/YYYY