



CORPORATE SITE ADMINISTRATOR

(Overview)

A new feature of our new Corporate Republic*Online* internet banking platform is the introduction of a Site Administrator for Corporate Internet Banking clients (“**Company**”). The Site Administrator for the Company will be “super user,” and as such will have rights and permissions for a range of tasks and transactions. These rights and permissions are automatically assigned to the Site Administrator that is designated by the Company for this role. Thereafter, the Site Administrator will be able to assign additional rights and permissions to themselves or other Company users, on the instructions of the Company. Republic Bank will not be responsible for any loss, costs, damages, demands or expenses that the Company may incur as a result of any act and/or omission by the Site Administrator or other Company users through the use of RepublicOnline or any other Republic Bank electronic channel, including but not limited to Republic Bank acting on or declining to act on any instructions from a Site Administrator or other Company users.

Use of our new Corporate Republic*Online* internet banking platform is subject to and governed by the terms and conditions contained in the Republic Bank Electronic Banking Services Terms and Conditions that you agreed to for the use of the Existing Republic*Online* Application. This will continue to apply to all transactions conducted on and/or use of the New Republic*Online* Application by you and/or your designated Site Administrator. A copy of the said Republic Bank Electronic Banking Services Terms and Conditions can be found by clicking [here](#).

You will have the opportunity to identify your appointed Site Administrator when completing the Registration Form. The appointment of the Site Administrator must be authorised by resolution of the Company’s board of directors, board of trustees or management committed as applicable.

Below is an overview of some of these rights and permissions: Automatic permissions upon registration

Rights/ Permissions	Description
Assignment of Company Users	Once the Site Administrator has been assigned, this person will have the responsibility of setting up and adding all other Users within the Company. These other Users will be referred to as Basic Users.
Assignment of rights and permissions to Company users	<p>The Site Administrator will be responsible for granting transaction rights, permissions and limits to the Company Users. These will determine:</p> <ul style="list-style-type: none"> • what access Basic Users have to the company's internet banking site (including the Site Administrator) • which banking accounts (including loans and credit cards) individuals get access to and what type of access (e.g., view only, transaction only, or both). This includes the Site Administrator • the transaction limits or approvals that Users will have (including the Site Administrator).
Amendment and Maintenance of Users' rights and permissions	The Site Administrator will be able to amend a Basic User's rights and permissions, as well as delete Users.
Establish and Configure Approval schemes	<p>The Site Administrator can define the particulars of the types of transactions Users can perform:</p> <ul style="list-style-type: none"> • transaction amounts and limits • number of persons required to authorize/ approve transactions • frequency of transactions and daily limits <p>The Site Administrator can also define these for himself/ herself.</p>
Addition/ assignment of payments, subscriptions, etc. to the Company's internet banking profile	<p>The Site Administrator can add new payments such as utility payments, suppliers, subscriptions, etc. to the Company's internet banking account.</p> <p>These can also be assigned to another User by the Site Administrator.</p>
Payroll Setup	The Site Administrator can add payroll information to the Company's Internet Banking profile, and create payroll files, or assign this permission to other Company Users.

Administrative functions	<p>The Site Administrator can perform or assign the following administrative type functions:</p> <ul style="list-style-type: none"> • Audits - access the audit log (all activity that took place at any given time) • Account details and history • View statements • Add beneficiaries – companies/ individuals to be paid via internet banking • Block of credit cards • Service requests to the Bank • Reset passwords for users • Block and Unblock Users profile • Reset a user Secret Question • Edit Users Profile • Delete Users Profile
Setup additional Site Administrator	<p>The Site Administrator also has rights to setup additional Site Administrator(s) for the Company; provided such additional Site Administrators are authorized by resolution of the Company’s board of directors, board of trustees or management committee as applicable.</p> <p><i>(maximum 5 Site Administrators)</i></p>

The foregoing information is to assist you in identifying and selecting the right Site Administrator for your Company. As mentioned earlier, the Site Administrator is integral to your Company’s internet banking account, and will have significant responsibility, control and access. We therefore encourage you to ensure the person selected is suitable for this role.