Set up your new Trade Finance Portal

Ulster Bank

Your new Trade Finance Portal is almost ready to go.

There are 3 simple steps to getting started:

1. Application

Complete the details we'll use to set-up your portal account and agree to the new portal T&Cs.

2. Set-up

Your administrators will be created and onboarded onto the new portal.

3. Training

The new portal is modern and intuitive but we have a team of experts who can support with bespoke training and are available to answer any questions

Signing this document

This document must be signed in wet ink and the original returned to us at:

Trade Services,
1 Spinningfields Square,
Floor 3,
Manchester,
M3 3AP

Any questions?

If you have any questions about this form, please contact trade.services@ulsterbank.com

1 Organisation — 2 Administrator — 3 Products — 4 Subsidiaries — 5 Signature

Your organisation

Your Organisation Name	
Address line 1	
Address line 2	
City	
Country	
Postal Code	

Primary contact (should we need to clarify the information on this form)

Name	
Telephone	

Your administrator

Administrator 1

First Name

Surname

Email Address

Confirm Email Address

Telephone number

Select their permissions below

Portal Management Only ◯ Maker ◯

Authoriser ◯ Maker/Authoriser ◯

Appointing an Administrator

In registering for our new Trade Finance Portal your company needs to appoint one or more Administrators to act on your behalf. Please note Administrator(s) will be our primary contact with your company for portal matters.

Administrator 2

First Name

Surname

Email Address

Confirm Email Address

Telephone number

Select their permissions below

Portal Management Only ◯ Maker ◯

Authoriser ◯ Maker/Authoriser ◯

Do you require dual authorisation (e.g. a minimum of two users required to create and release)?

Yes ◯ No ◯ If you selected yes, please ensure two administrators are listed above.

What functions can my Administrator perform?

There are 4 levels of portal Administrator permissions you can select from for each Administrator you appoint. All levels can complete the three actions below. Select 'Portal Management Only' if you want your Administrator to only have this functionality.

1. set-up other employees as portal Service Users and manage their system access and permissions
2. create/manage transaction templates
3. create/manage portal reports

If you would like your Administrator to also have transaction capability, please choose one of the roles outlined below.

Role	Create Transactions /Instructions	Release their own transactions / instructions to the bank	Authorise other users transactions /instructions
Maker	✓	x	x
Authoriser	x	x	✓
Maker/Authoriser	✓	✓ (only available if dual authorisation is not required)	✓

Service Users access and permissions are controlled and managed by your appointed Administrator(s). Our Trade Services portal team will contact your Administrator(s) to offer advice and training on using the portal and setting up Service Users.

Your products

Your products.

- ☐ **Guarantees**
- ☐ **Standby Letters of Credit**
- ☐ **Direct Export Collections**
- ☐ **Import Letters of Credit**
- ☐ **Trade Loans**
- ☐ **Import Collections**
- ☐ **Export Letters of Credit**

Any questions?

If you have any questions about this form, please contact trade.services@ulsterbank.com

Your subsidiaries

Do you have any subsidiary companies who will use the portal?

Yes ◯ No ◯

If you require access to the portal account of a subsidiary, please fill in the details of the subsidiary below

Subsidiary company 1

Organisation Name

Address line 1

Address line 2

City

Country

Postal Code

What access do you require for this subsidiary?

Administrator 1

Administrator 2

Subsidiary company 2

Organisation Name

Address line 1

Address line 2

City

Country

Postal Code

What access do you require for this subsidiary?

Administrator 1

Administrator 2

Just one step away! Sign your agreement.

Please review the document below. Your signature is required at the end of this page to confirm your agreement. This document must be signed in wet ink and the original returned to us at Trade Services, 1 Spinningfields Square, Floor 3, Manchester, M3 3AP

Your Agreement

The applicable terms are available online for you to read and print. They consist of two parts being (i) the Electronic Banking Conditions General Part which details access rights to the electronic channels and the rules governing such access (the "EBC Terms") and (ii) the Ulster Bank Trade Service Terms which sets out the terms applicable to the products offered (the "Trade Service Terms").

For the EBC terms please go to https://www.ulsterbank.co.uk/business/terms.html and enter the code "UBNT360EBCs"

For the Trade Service Terms, please go to https://www.ulsterbank.co.uk/business/trade-finance.html

Alternatively, please ask your Relationship Manager for a copy of the EBC Terms and/or the Trade Service Terms. For information on how we use your personal and financial information please see our Privacy Notice at www.ulsterbank.co.uk/privacy. Alternatively, please ask your Relationship Manager for a copy of the privacy notice.

By continuing with this application, you confirm that you have read and understood how we may use your information in the ways described above and are happy to proceed.
By signing:

- You agree that we may use personal information that you have supplied, including any information about your administrators and users, in the way described in this form and the EBC Terms.
- You acknowledge that all FX rates included on the Trade Finance Portal are indicative only and may not reflect actual available rates.
- You confirm that the details provided are correct and agree to notify the Bank promptly of any changes.
- You acknowledge and accept the EBC Terms and Trade Service Terms referenced above.
- You confirm you have signed in accordance with the Bank mandate signed by you.

Signed for _____ (name of company) held by the Bank in accordance with the mandate.

Please fill in your signatory details below

Add your signatories in this section. Signatories are the individuals who can sign your application in accordance with your mandate.

Signature 1		Signature 2	
Name in full		Name in full	
Date (DD/MM/YYYY)		Date (DD/MM/YYYY)	
Email		Email	

Power of Attorney

Please complete this section if you have requested Import Collections.

i. You appoint us to be your attorney (either in our or your name) to complete, accept, and deliver to any third party drafts, bills of exchange and any other documentation necessary to perform the Import Collections services. All such drafts and/or documentation completed and/or accepted by us pursuant to this clause shall be duly ratified and confirmed by you.
ii. Subject always to paragraph (iii) below, you undertake to indemnify us against all liabilities, costs, expenses, damages and losses (including but not limited to any direct, indirect or consequential losses, loss of profit, loss of reputation and all interest, penalties and legal costs (calculated on a full indemnity basis) and all other reasonable professional costs and expenses) which we sustain or incur in connection with any action taken by us in good faith pursuant to this power of attorney (including any cost incurred in enforcing this indemnity).
iii. The indemnity in paragraph (ii) above shall not cover us to the extent a claim under it results from our negligence or wilful misconduct.
iv. The power of attorney granted above and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it, its subject matter or its formation shall be governed by and construed in accordance with the law of Northern Ireland. Each party irrevocably agrees that the courts of Northern Ireland shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with this power of attorney or its subject matter or formation.
v. Both parties agree that the power of attorney detailed above shall remain in effect until termination of our agreement with you under the EBC Terms.
vi. This power of attorney has been executed as a deed, is delivered and takes effect on the date stated at the beginning of it, and has been executed by two authorised signatories / directors or an authorised signatory and a witness.

Customer signature

Name in full

Date (DD/MM/YYYY)

Email

Customer signature
(or witness)

Name in full

Date (DD/MM/YYYY)

Email

Address
(if a witness)

Occupation
(if a witness)