

Straight2Bank Setup & Maintenance Form



Please complete this page and the authorisation in the last page of this Straight2Bank Setup & Maintenance form and other optional Services section that you require.

- ✓ Required – Basic Information (this page) contains the company & contact details and Straight2Bank Connectivity
- ✓ Required – Authorisation (last page)
- ✓ Required – Mandatory fields are highlighted in red. Fields marked with “✖” must be completed if that section is used

- Optional – Services include Cash, Trade and Securities Services
- Optional – Authorisation Matrix provides the authorisation rules that apply to transaction approvals
- Optional – User Maintenance lists the people with access to Straight2Bank Web and their entitlements

Company Particulars

Full Company Name

Company Mailing Address

Setup ☐ New
☐ Update and apply the services requested to following

Existing Group ID

Primary Contact Details

Contact Person

Title

Telephone ()

E-mail

Client Signature/Initials

Company Stamp

Straight2Bank Connectivity

Please select the service or services you are requesting. Reporting for the services you select will be included automatically.

☐ Straight2Bank WEB

☐ Straight2Bank ACCESS (Host to Host)

General Settings

Please complete this section for new setup requests, or use to modify existing settings.

Base Currency Email Domain(s)

Allow Self-Signing of Transactions ☐ Format for Reports by Email

Straight2Bank ACCESS Connection Technical Contact Person

We will contact this person to determine the type of point-to-point channel access to be established between us and the technical details. Please note that depending on the specific connectivity required, there may be additional setup form(s) to be completed.

Technical Contact Person

Title

Telephone ()

E-mail

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 that are reporting 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		
Account Name *		Account Currency *		Standard			Additional			Standard		Additional		Collections# Liquidity Management#		
Account Number *		Account Location *		RTGS	ACH IBFT Bill Pay	BT	LBC	PAY	CC	TAX#	MWP#	TT	XBT		XACH	IBC
If account is with another bank for SWIFT MT940 reporting, provide: Sending Bank SWIFT BIC _____ Bank Account No. _____																
For Bank Use Only		BackOffice ID		SCI LE ID												
Account Name *		Account Currency *		Standard			Additional			Standard		Additional		Collections# Liquidity Management#		
Account Number *		Account Location *		RTGS	ACH IBFT Bill Pay	BT	LBC	PAY	CC	TAX#	MWP#	TT	XBT		XACH	IBC
If account is with another bank for SWIFT MT940 reporting, provide: Sending Bank SWIFT BIC _____ Bank Account No. _____																
For Bank Use Only		BackOffice ID		SCI LE ID												
Account Name *		Account Currency *		Standard			Additional			Standard		Additional		Collections# Liquidity Management#		
Account Number *		Account Location *		RTGS	ACH IBFT Bill Pay	BT	LBC	PAY	CC	TAX#	MWP#	TT	XBT		XACH	IBC
If account is with another bank for SWIFT MT940 reporting, provide: Sending Bank SWIFT BIC _____ Bank Account No. _____																
For Bank Use Only		BackOffice ID		SCI LE ID												
Account Name *		Account Currency *		Standard			Additional			Standard		Additional		Collections# Liquidity Management#		
Account Number *		Account Location *		RTGS	ACH IBFT Bill Pay	BT	LBC	PAY	CC	TAX#	MWP#	TT	XBT		XACH	IBC
If account is with another bank for SWIFT MT940 reporting, provide: Sending Bank SWIFT BIC _____ Bank Account No. _____																
For Bank Use Only		BackOffice ID		SCI LE ID												

Adding account from other entity or selecting these additional products/services may require additional forms to be completed. Our client facing team will advise you upon validating your requirements.

Client Signature/Initials	Company Stamp

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 Or J+J+J+J+I+I+I+I). 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:

Automated Send to Bank:

Web Re-authorisation for Straight2Bank ACCESS

Web Re-authorisation is used to route your payment file that is submitted to us via theStraight2Bank 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				Currency Of 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

Client Signature/Initials	Company Stamp

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 : **Dual Control** **Single Administrator**

User Information

			User Role	CASH												TRADE	SECURITIES		
New User	Full User Name *	User ID *	Administrator	All of Cash	Domestic Payments								Cross-border Payments				Others Collections Liquidity Management FX Request for Quote	Trade Banking Open Account Trade Bank Payment Obligation	Custody & Fund Services Custody Fund Services Market Information Newsflash
Existing User	Email ID *	Mobile ()	Operator		Standard				Additional				Standard		Additional				
Add			Viewer		RTGS	ACH IBFT Bill Pay	BT	LBC	PAY	CC	TAX	MWP	TT	XBT	XACH	IBC			
Delete	Date of Birth for New User *	Country of Residence *	Authoriser* (Signing Group)																
Update			Receivables Mgt																
Access to ALL Account Specific Account			Fixed Deposits FX Contract																
New User	Full User Name *	User ID *	Administrator	All of Cash	Domestic Payments								Cross-border Payments				Others Collections Liquidity Management FX Request for Quote	Trade Banking Open Account Trade Bank Payment Obligation	Custody & Fund Services Custody Fund Services Market Information Newsflash
Existing User	Email ID *	Mobile ()	Operator		Standard				Additional				Standard		Additional				
Add			Viewer		RTGS	ACH IBFT Bill Pay	BT	LBC	PAY	CC	TAX	MWP	TT	XBT	XACH	IBC			
Delete	Date of Birth for New User *	Country of Residence *	Authoriser* (Signing Group)																
Update			Receivables Mgt																
Access to ALL Account Specific Account			Fixed Deposits FX Contract																
New User	Full User Name *	User ID *	Administrator	All of Cash	Domestic Payments								Cross-border Payments				Others Collections Liquidity Management FX Request for Quote	Trade Banking Open Account Trade Bank Payment Obligation	Custody & Fund Services Custody Fund Services Market Information Newsflash
Existing User	Email ID *	Mobile ()	Operator		Standard				Additional				Standard		Additional				
Add			Viewer		RTGS	ACH IBFT Bill Pay	BT	LBC	PAY	CC	TAX	MWP	TT	XBT	XACH	IBC			
Delete	Date of Birth for New User *	Country of Residence *	Authoriser* (Signing Group)																
Update			Receivables Mgt																
Access to ALL Account Specific Account			Fixed Deposits FX Contract																

Access to ALL Account and Specific Account radio buttons are all grouped, please fixed/ungroup.

Client Signature/Initials	Company Stamp

Straight2Bank Trade Banking

Trade Banking

Reporting for the services you select will be included automatically. Email alert for rejected transaction is a default function available to all clients.

Company Information

Full Company Name *		Debit Account for Charges		Select one or more services		
		1.		Import LC Export Bills Negotiation Export Direct Collection Shipping Guarantees	Import Loans Import Bills Collection Standby LC	Export LC Advising Export Bills Collection Guarantees
		2.				
		3.				
Country						
For Bank Use Only	BackOffice ID			SCI LE ID		
	Trade Servicing Branch			CADM ID		

Full Company Name *		Debit Account for Charges		Select one or more services		
		1.		Import LC Export Bills Negotiation Export Direct Collection Shipping Guarantees	Import Loans Import Bills Collection Standby LC	Export LC Advising Export Bills Collection Guarantees
		2.				
		3.				
Country						
For Bank Use Only	BackOffice ID			SCI LE ID		
	Trade Servicing Branch			CADM ID		

Full Company Name *		Debit Account for Charges		Select one or more services		
		1.		Import LC Export Bills Negotiation Export Direct Collection Shipping Guarantees	Import Loans Import Bills Collection Standby LC	Export LC Advising Export Bills Collection Guarantees
		2.				
		3.				
Country						
For Bank Use Only	BackOffice ID			SCI LE ID		
	Trade Servicing Branch			CADM ID		

Client Signature/Initials	Company Stamp

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

Full Company Name *		ERP ID	
Role	Buyer	Seller	

Trading Partner Setup

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

For Bank Use Only

SCI LE ID		CADM ID	
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Trading Partner Setup

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

For Bank Use Only

SCI LE ID		CADM ID	
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Non-Straight2Bank Trading Partner Setup

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

For Bank Use Only

SCI LE ID		CADM ID	
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Non-Straight2Bank Trading Partner Setup

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

For Bank Use Only

SCI LE ID		CADM ID	
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Client Signature/Initials	Company Stamp

Straight2Bank Open Account Trade

Open Account Trade – Standalone

Reporting for the services you select will be included automatically.

You can provide us with a file if you have multiple trading partners to be setup. The file name is _____ with _____ records.

Company Setup

Full Company Name *	Select the required Open Account Trade services under the Role (Buyer/Seller) identified.		
ERP ID *	Buyer Import Invoice Finance	Seller Pre-shipment Finance Receivable Services	Export Invoice Financing

Trading Partner Setup

Role	Buyer	Seller
Trading Partner Name *		
ERP ID *		
For Bank Use only	Trade Processing / OTP ID	SCI LE ID

Trading Partner Setup

Role	Buyer	Seller
Trading Partner Name *		
ERP ID *		
For Bank Use only	Trade Processing / OTP ID	SCI LE ID

Trading Partner Setup

Role	Buyer	Seller
Trading Partner Name *		
ERP ID *		
For Bank Use only	Trade Processing / OTP ID	SCI LE ID

Client Signature/Initials	Company Stamp

Straight2Bank Open Account Trade

Open Account Trade – Supply Chain Finance

Reporting for the services you select will be included automatically.

You can provide us with a file if you have multiple trading partners to be setup. The file name is _____ with _____ records.

Company Setup

Full Company Name *	Select the required Open Account Trade services under the Role (Buyer/Seller) identified.									
ERP ID *										
	<table><tr><td>Buyer</td><td colspan="2">Seller</td></tr><tr><td>Import Invoice Finance</td><td>Export Invoice Financing</td><td>Receivable Services</td></tr><tr><td>Flexi Loan</td><td>Pre-shipment Finance</td><td>Vendor Pre Pay</td></tr></table>	Buyer	Seller		Import Invoice Finance	Export Invoice Financing	Receivable Services	Flexi Loan	Pre-shipment Finance	Vendor Pre Pay
Buyer	Seller									
Import Invoice Finance	Export Invoice Financing	Receivable Services								
Flexi Loan	Pre-shipment Finance	Vendor Pre Pay								

Trading Partner Setup

Role	Buyer	Seller	Auto Finance	Document Types			Document Status
Trading Partner Name *				Purchase Order	Invoice	Credit Note	Send
ERP ID *				Purchase Order – Confirmed	Accepted Invoice	Debit Note	Receive
				Generic Memo			Both
For Bank Use only			Trade Processing / OTP ID		CADM ID		

Trading Partner Setup

Role	Buyer	Seller	Auto Finance	Document Types			Document Status
Trading Partner Name *				Purchase Order	Invoice	Credit Note	Send
ERP ID *				Purchase Order – Confirmed	Accepted Invoice	Debit Note	Receive
				Generic Memo			Both
For Bank Use only			Trade Processing / OTP ID		CADM ID		

Trading Partner Setup

Role	Buyer	Seller	Auto Finance	Document Types			Document Status
Trading Partner Name *				Purchase Order	Invoice	Credit Note	Send
ERP ID *				Purchase Order – Confirmed	Accepted Invoice	Debit Note	Receive
				Generic Memo			Both
For Bank Use only			Trade Processing / OTP ID		CADM ID		

Client Signature/Initials	Company Stamp

Straight2Bank Securities Services

Securities Services

Securities Services include Custody and Fund Services. Reporting for the services you select will be included automatically.

You can provide us with a file if you have multiple accounts to be setup. The file name is _____ with _____ records.

Securities Account Information

	Account Name *	Account Number *	Select one or more services	
	Account Location *	Fund Code	Custody Trade Initiation only	Fund Services only
			Custody Corporate Action Initiation only	
For Bank Use Only	BackOffice ID	BP ID	SCI LE ID	
	Account Name *	Account Number *	Select one or more services	
	Account Location *	Fund Code	Custody Trade Initiation only	Fund Services only
			Custody Corporate Action Initiation only	
For Bank Use Only	BackOffice ID	BP ID	SCI LE ID	
	Account Name *	Account Number *	Select one or more services	
	Account Location *	Fund Code	Custody Trade Initiation only	Fund Services only
			Custody Corporate Action Initiation only	
For Bank Use Only	BackOffice ID	BP ID	SCI LE ID	
	Account Name *	Account Number *	Select one or more services	
	Account Location *	Fund Code	Custody Trade Initiation only	Fund Services only
			Custody Corporate Action Initiation only	
For Bank Use Only	BackOffice ID	BP ID	SCI LE ID	
	Account Name *	Account Number *	Select one or more services	
	Account Location *	Fund Code	Custody Trade Initiation only	Fund Services only
			Custody Corporate Action Initiation only	
For Bank Use Only	BackOffice ID	BP ID	SCI LE ID	
	Account Name *	Account Number *	Select one or more services	
	Account Location *	Fund Code	Custody Trade Initiation only	Fund Services only
			Custody Corporate Action Initiation only	
For Bank Use Only	BackOffice ID	BP ID	SCI LE ID	

Client Signature/Initials

Company Stamp

Straight2Bank Authorisation

Approving Signatories

Special Instructions

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

Date

Name

Title

Date

Remarks (Bank use)	Control number	Segment	FX TIER
Signature Verification (Bank use)			