

Nations Direct Commercial – Amendment form

Mark "✓" where relevant to state your selection

NDC company modification	☐
NDC user modification	☐
NDC company and user modification	☐
NDC enable	☐
NDC disable	☐

For bank use only

Customer CIF	
Customer Category	

Section 1: Company modifications

Entity name

Enable business reference number Yes ☐ No ☐

Section 2: User modifications

(Please fill only the information that needs to be changed in BLOCK letters and mark "✓" where relevant to state your selection)

Note -

1. All accounts of the company will be added for new creations and modifications.
2. If the existing two company administrators are disabled or modified, two new company administrators should be provided.

User 1

New creation ☐ Modification ☐

Disable user ☐ Enable user ☐

If the user is to be disabled, fill the username only

Username

Required for modifications and disable user only

First name

First name will be used for preferred name

NIC

Last name

Date of birth

Mobile number

Email address

System permissions

Inputter	☐
Authorizer	☐
View only	☐
Salary masking	☐
Company admin	☐

Salary masking will hide individual employee salary values across NDC

User 2

New creation ☐ Modification ☐

Disable user ☐ Enable user ☐

If the user is to be disabled, fill the username only

Username

Required for modifications and disable user only

First name

First name will be used for preferred name

NIC

Last name

Date of birth

Mobile number

Email address

System permissions

Inputter	☐
Authorizer	☐
View only	☐
Salary masking	☐
Company admin	☐

Salary masking will hide individual employee salary values across NDC

Authorizer initials

User 3

New creation ☐

Modification ☐

Disable user ☐

Enable user ☐

If the user is to be disabled, fill the username only

Username

Required for modifications and disable user only

First name

First name will be used for preferred name

NIC

Last name

Date of birth

Mobile number

Email address

System permissions

Inputter ☐

Authorizer ☐

View only ☐

Salary masking ☐

Company admin ☐

Salary masking will hide individual employee salary values across NDC

User 4

New creation ☐

Modification ☐

Disable user ☐

Enable user ☐

If the user is to be disabled, fill the username only

Username

Required for modifications and disable user only

First name

First name will be used for preferred name

NIC

Last name

Date of birth

Mobile number

Email address

System permissions

Inputter ☐

Authorizer ☐

View only ☐

Salary masking ☐

Company admin ☐

Salary masking will hide individual employee salary values across NDC

I/we the authorized signatories for and on behalf of the Customer hereby request the Bank to carry out the above-mentioned modification to the services opted by the Customer and confirm that the information given above is true and accurate.

Signatures

Signature -----

Name -----

Date -----

Signatures

Signature -----

Name -----

Date -----

Signatures

Signature -----

Name -----

Date -----

Signatures

Signature -----

Name -----

Date -----