



Web Account No: .....
Web: .....
User: .....
Branch: .....

**Application Form**

**The Manager**

**Hatton National Bank PLC (PQ82)**

..... **Branch**

Date:...../...../.....

HNB PAYFAST System is an Internet based product permitting customers to process multiple credit transactions to accounts with HNB or any other commercial bank by debiting their own account with HNB.

Credits to HNB accounts generated by the customer on any Bank working day will be periodically processed to the beneficiary accounts on the mentioned value date. Transactions to accounts with other banks will be processed via SLIPS (Sri Lanka Interbank Payment System) and will be credited to the beneficiary accounts on the mentioned value date.

**1. ACCOUNT DETAILS**

(Please indicate details of the account/s that should be debited for the HNB PAYFAST transactions)

<b>1.1 Account Title</b>	:	.....
<b>1.2 Account Number/s</b>	:	.....
<b>1.3 E - Mail address</b>	:	.....
<b>1.4 Telephone No</b>	:	.....

**2. LOGIN DETAILS (USER DETAILS)**

(Please indicate details of personnel who are authorized to log in to the HNB PAYFAST system for uploading, viewing and approving of payment files)

**2.1 INPUTTER DETAILS**

An "Inputter" will only log in to the HNB PAYFAST System and Upload the file/s. The customer could nominate two persons to perform this function, one of whom should perform the uploading function.

**2.1.1. FULL NAME (Mr. /Mrs. / Ms. / Other).....**  
**Preferred User ID.....**  
**Designation.....**

**2.1.2. FULL NAME (Mr. /Mrs. / Ms. / Other).....**  
**Preferred User ID.....**  
**Designation.....**

**2.2 AUTHORIZER DETAILS**

The "Authorizer/s" will log in to the HNB PAYFAST System, view and approve the uploaded file/s. In the case of a Sole Proprietorship and an Individual account, the authorization could be performed by the sole account holder only.

**2.2.1. FULL NAME (Mr. / Mrs. / Ms. / Other).....**  
**Preferred User ID.....**  
**Designation.....**

**2.2.2. FULL NAME (Mr. / Mrs. / Ms. / Other).....**  
**Preferred User ID.....**  
**Designation.....**

**2.2.3. FULL NAME (Mr. / Mrs. / Ms. / Other).....**  
**Preferred User ID.....**  
**Designation.....**

**2.2.4. FULL NAME (Mr. / Mrs. / Ms. / Other).....**  
**Preferred User ID.....**  
**Designation.....**

**INITIAL OF APPLICANT :**

**INITIAL OF BRANCH OFFICER :**

### 2.3 AUTHORIZATION LEVELS

The customer could nominate a minimum of 1 & a maximum of 4 Authorization Level Persons (Please tick accordingly).

2.3.1.

Level 1

2.3.2.

Level 2

2.3.3.

Level 3

2.3.4.

Level 4

### 3. TERMS & CONDITIONS

1. All Inputters and Authorizers will be issued with User IDs and Passwords to log in to "HNB PAYFAST SYSTEM". These User IDs and Passwords are strictly confidential and should not be revealed to any person at any time under any circumstances.
2. The Bank must be immediately informed of any changes made with regard to the Password/User ID / If fallen into the hands of an unauthorized party.
3. The Bank's records and statements of all transactions processed by the use of "HNB PAYFAST SYSTEM" shall be deemed sufficient and conclusive proof of all transactions and would be binding on the applicant for all purposes.
4. The Bank reserves the right to modify, not process, and delay processing any instruction given by the applicants using the "HNB PAYFAST SYSTEM".
5. The terms & conditions governing Current Accounts, Savings Accounts and such other rules and regulations applicable to accounts would be binding on the applicant of "HNB PAYFAST" facility.
6. The Bank reserves the right to vary, modify or add to these terms and conditions and levy charges at any time with adequate notice appearing in the Bank's HNB PAYFAST System's Log-In Page or on the Bank's corporate website.
7. Usage of "HNB PAYFAST SYSTEM" will be subject to scrutiny from time to time and may be withdrawn by the Bank at its absolute discretion.
8. Any notice or communication to be given pursuant to this shall be sufficient if given in writing and personally delivered or mailed by registered post or sent by electronic means followed by a hard copy printout delivered by the end of the second working day following the date of transmission to the address of the Bank given above.
9. Any matter or dispute arising out of or in connection with this facility shall be governed by and construed in accordance with the laws of Sri Lanka and the parties here to submit to the exclusive jurisdiction of the courts of Sri Lanka having jurisdiction over the place in which the registered office of the Bank is situated.
10. In consideration of Hatton National Bank PLC permitting Me / Us / The Company the use of "HNB PAYFAST SYSTEM", I / We/ the Company undertake to indemnify and save harmless the Hatton National Bank PLC, its successors, agents and servants and every one of them from and against all claims by me / us or any person whomsoever for losses, damages, interest costs, charges and any detriment of whatsoever kind or nature in relation to such transaction
11. If for any reason the Bank is informed of a dispute amongst the Directors/Governors of the Company/incorporated body/Corporation or partners in the above named Partnership or the joint account holders as the case may be in relation to the operation of the account opened pursuant to this mandate or any other account opened at any branch of the Bank, the Bank has a right to limit or fully cease the operation of the account opened pursuant to this mandate until such time the dispute is resolved to the satisfaction of the Bank.

### 4. AGREEMENT TO TERMS & CONDITIONS

By signing below the applicant/s confirms having **read and understood** the **Terms and Conditions** governing "**HNB PAYFAST SYSTEM**" and agrees to abide by them as well as the additional terms and conditions presented in the web site and updated from time to time.

### 5. INSTRUCTIONS

1. An application submitted by a corporate customer should be supported by a "Board Resolution" authorizing the application.
2. All or any 2 Directors / Governors of a Limited Liability Company /Incorporated Body/Cooperation, all Partners (Of a Partnership) / The Sole Proprietor / All Joint Account Holders (Of a Joint Account) / Individual holder of the account are required to sign the "HNB PAYFAST" Application.

INITIAL OF APPLICANT :

INITIAL OF BRANCH OFFICER :

**DETAILS / SIGNATURES OF DIRECTORS / PARTNERS/SOLE PROPRIETOR / JOINT ACCOUNT HOLDERS / INDIVIDUAL**

	<b>FULL NAME</b>	<b>DESIGNATION</b>	<b>NIC / PP NO</b>	<b>SIGNATURE</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

**Rubber Stamp / Company Seal:**

**INITIAL OF APPLICANT :**

**INITIAL OF BRANCH OFFICER :**

**HNB PAYFAST – RESOLUTION TO BE ADOPTED BY A COMPANY/PARTNERSHIP**

In consideration of the Company having agreed to obtain the HNB PAYFAST Facility, **IT WAS RESOLVED:**

1. To request the Bank to permit the Company the use of “HNB PAYFAST” facility and the application to be signed by any two Directors or a Director & the Company Secretary.
2. To adopt the “HNB PAYFAST” Application Form containing the mandate and terms and conditions under which the “HNB PAYFAST” is operated that it be executed on behalf of the Company under the hands of (i) .....(ii).....  
.....(iii).....  
.....(iv).....

(For Companies - In terms of the Articles of Association)

3. That the persons listed in the Application Form as Inputter and Authorizer be appointed by the Company for the purposes of the said operation of the account/s and that each such person be granted a User ID and a separate Password which shall be duly acknowledged under their signatures.
4. The Linked Accounts relating to each such Inputter/Authorizer shall be as set out in the HNB PAYFAST Application.
5. That any changes in the above appointments of the Inputter / Authorizer shall be effected only by the Board of Directors and would become effective only upon receipt of a resolution by the Bank that such changes have been effected.
6. That the Bank be entitled but not obliged to and is hereby authorized to accept any instructions given to it by use of User ID's and Passwords given by the Bank to the Inputter / Authorizer and / or created by such Inputter / Authorizer using “HNB PAYFAST” facility and such instructions shall be and shall deem to be instructions which have been duly authorized by the Company notwithstanding that such instructions conflict with or are in any way inconsistent with any other instructions received under any other mandate given by the Company to the Bank.
7. That this resolution be communicated to the Bank and shall remain in force until an amending resolution shall have been passed by the Company's Board of Directors and a certified copy thereof been sent to the Bank and the Company receives written confirmation from the Bank that such amending resolution has been given effect to.
8. That these instructions and mandate shall be in addition to the mandate already given to the Bank by the Company.

**Certified to be a true extract of the resolution adopted by the Board of Directors of the Company carrying under the name style and firm of ..... passed at the meeting held on the .....day of.....20.....**

Chairman / Director  
Dated this .....day of .....2014

Company Secretary / Director

**With regards to a partnership – If the Partners are opting to adopt this resolution, all partners should sign same. If all the Partners wish to operate the HNB PAYFAST Account, the adoption of this resolution is not necessary.**

**INITIAL OF APPLICANT :**

**INITIAL OF BRANCH OFFICER :**

**FOR BRANCH USE**

**HEAD OFFICE USE (CENTRALIZED OPERATIONS)**

**“B” Class Officer**

Name: .....

Employee ID: .....

Date: ..... Signature: .....

**Manager / Asst. Manager**

Name: .....

Employee ID: .....

Date: ..... Signature: .....

**Created By:**

Name: .....

Employee ID: .....

Date: ..... Signature: .....

**Approved By:**

Name: .....

Employee ID: .....

Date: ..... Signature: .....