

## Online Banking Application Form – Retail Users (For Clients Living Abroad)

To BBAC,

I hereby request the Online Banking Service facility reference to the below necessary details and abiding by all mandatory rules and regulations embedded by BBAC in this concern.

### My Personal Details

Default Customer Bank ID (Basic 6 Digits)\*: \_\_\_\_\_  
 Account(s) to be linked (6 digits)\*: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Client Branch: \_\_\_\_\_  
 Gender :  Male  Female  
 Salutation/ Title:  Mr  Mrs  Miss  Dr  Others (Specify)  
 First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
 Last Name: \_\_\_\_\_

### Requested User ID policy/ Personal Identifications

My Preferred User ID\*: \_\_\_\_\_

- User ID must contain 6 to 16 characters.
- Upper, Lower, Numeric and Special Characters are accepted.
- Allowed Special Characters are ! # % \* @ - \_
- User ID will be accepted subject to availability and will otherwise be customized by the bank

My personal e-mail address\*: \_\_\_\_\_

My personal Mobile Number\* (including international code): \_\_\_\_\_ Fax Number: \_\_\_\_\_

### Required Statement of Account Frequency (Mandatory)\*

Monthly  Quarterly  Semi-Annually  Annually

### Home Address\*

Building: \_\_\_\_\_ Floor/ Apt.: \_\_\_\_\_ Street: \_\_\_\_\_  
 Area: \_\_\_\_\_ District: \_\_\_\_\_ Near By: \_\_\_\_\_  
 City: \_\_\_\_\_ Caza: \_\_\_\_\_ Country: \_\_\_\_\_  
 P.O.BOX: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### Mailing Address\*

Building: \_\_\_\_\_ Floor/ Apt.: \_\_\_\_\_ Street: \_\_\_\_\_  
 Area: \_\_\_\_\_ District: \_\_\_\_\_ Near By: \_\_\_\_\_  
 City: \_\_\_\_\_ Caza: \_\_\_\_\_ Country: \_\_\_\_\_  
 P.O.BOX: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### Required Access to Online Banking Service\*

Restricted (View Only)  
 Limited (Transactions within Own Account Only)

### Essential Descriptions and Explanations

- "Default Customer Bank ID" refers to the six digits basic account number that you must have in order to be granted an access to our Online Banking Services (you can find your Bank ID located on the bottom of your check, on the cover page of your passbook etc...)
- "Accounts to be Linked" refer(s) to the process of linking other account numbers to your default Bank ID in which you are a partner of a joint account operated by a single signing authority "and/ or"
- "My Preferred User ID" refers to the Personal Identification Code selected by a Customer who is an Account holder for the purpose of logging into both Online and Mobile Banking Services provided by the Bank
- "My Personal Details" means the information provided by the Customer to BBAC in the application form for using any of the Online Banking Services under customer's full responsibility
- "My Personal E-Mail Address and Mobile number" refers to the means on which you will receive your notifications and alerts from Online Banking platform
- "Required Statement of Account Frequency" refers to the predefined periodical summary of financial transactions which have occurred on your account(s)
- "Home Address" refers to your parent country's detailed address
- "Mailing Address" refers to the place where you can be located or receive your communications to
- "Required Access to Online Banking Service" refers to the eligible types of transaction you are allowed to execute as such access may be amended by the bank in its sole discretion reference to customer's banking history

**Customer's Signature**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

## Online Banking Application Form – Retail Users (For Clients Living Abroad)

### Essential Documents to be Sent

- Copy of your National Identification Card (ID) for Lebanese citizens (for each user in case of a shared joint account (& or))
- Copy of your valid passport for non-Lebanese citizens (for each user in case of a shared joint account (& or))

### Required Steps for Application's Submission

In order to acknowledge your application, kindly follow the below steps:

1. We recommend you to read the Terms and Conditions for BBAC Online Banking included herein.
2. Print out the application form along with the related Terms and Conditions.
3. Complete the application form with full and accurate details.
4. Sign both application form pages as well as each and every page of the Terms and Conditions.
5. Send all related forms through any Express mail service which provides proof of delivery to the below address:

*BBAC s.a.l*  
 250 Clemenceau Street  
 P.O.Box: 11-1536 Riad El Solh  
 Beirut 11072080 Lebanon  
 Tel: (01)360460 – 366630/1 Fax: (01) 365200  
 Contact: Cards and Electronic Business Department

6. Send a direct confirmation E-mail from the Email address you've already provided above revealing the Airway Bill (AWB) number of your Express courier mail.

In case of a shared joint account (& or), partners of the account are entitled to follow the above steps and make sure that the requesting partner for Online Banking service solely sign the application form along with a copy of the Terms and Conditions and dually sign another copy of the Terms and conditions with all other account partners. In case the other partner(s) resides in Lebanon, s/he can proceed with required signatures by personally visiting the designated branch within a maximum of 48 hours from being contacted by branch and receiving the required application

Upon receiving all the required documents, BBAC will proceed with all essential verifications and act accordingly noting that you will be informed of the application's progress flow within 48 hours from receiving full requested documentation and direct email confirmation.

### Acknowledgments and Approvals

By signing the application form as well as the detailed forms enclosed to it, I hereby **(1)** confirm and agree that all the particulars and information given in the Application Form (and all documents referred to or provided therewith) are valid, correct, complete, accurate and up to date in all respects and I have not withheld any information since provided information will be reflected to my records at your bank; **(2)** undertake to provide any information or document that BBAC may require and; **(3)** confirm that I have personally read, understood and accepted the provisions contained in the "General Terms & Conditions relating to Electronic Banking Services" included herein which I agree to be bound by them and; **(4)** agree that all transactions executed over BBAC Online Banking under my Username and Password will be binding on me and; **(5)** agree that the Online Banking Services shall be available only on a limited type of eligible accounts, limited transaction types and limited amounts (Global Limit Package per day and transaction number and / or amount) determined by BBAC and **(6)** confirm that I will abide by the inherent security concerns and steps to be taken in case of breaches and **(7)** authorize BBAC to change or impose any future service charges or transaction fees from time to time in respect of my use of or access to the Online Banking Services and **(8)** understand that this application is subject to Bank's approval based on internal Policies & Procedures and regulatory requirements.

I acknowledge all the BBAC Electronic Banking service fees and charges, as well as any future amendments thereto, in accordance with the tariffs specified and communicated by BBAC by any available means, and I authorize BBAC to debit my accounts accordingly.

For any assistance, please call BBAC Helpdesk on 009611366921 or contact us through [helpdesk\\_ebu@bbac.com.lb](mailto:helpdesk_ebu@bbac.com.lb)

**Customer's Signature**

**Date:**

\_\_\_\_\_

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### For Bank Use Only

**We confirm having verified the signatures and mandates**

**1<sup>st</sup> Authorizer's Name and Signature**

**Head of Department's Name and Signature**

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