

Please use BLOCK LETTERS

(* - Mandatory Fields)

| For Bank Use Only | | | | | | | | | |
|-------------------|--|--|--|--|--|--|--|--|--|
| CIF | | | | | | | | | |

Date of Application *

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

DETAILS OF SOCIETY / CLUB / ASSOCIATION

| | |
|-----------------------|--|
| Registration No. * | |
| Name of the Entity * | |
| Registered Address * | |
| Communication Address | |
| E-mail Address | |
| Phone Number | |

CONTACT PERSON DETAILS

| | |
|----------------------|---------------|
| Contact Persons Name | |
| Mobile Number | Primary Phone |

CONFIGURATION INFORMATION

| | | | | |
|--|--|------------|------------------|--|
| REQUIRED MODULES * | Reporting & Analytics | Payments * | Bill Payments ** | Maximum No. of Users to added to the Profile * |
| Max Transaction Amount to be allowed (LKR) | * Enabled Payment Products: SLIPS, CEFTS, RTGS, WIB (Withing HNB Transfers), Telegraphic Transfers (Service/Trade TT's), DGC Payments, SLPA Cargo/Vessel/Entry-Permit Payments, IRD Payments, Pay-on-ID (Cash to Mobile), Payroll and EPF Payments. ** Enabled Bill Payment Products: Utility Bill Payments | | | |

(If Max Transaction Amount is not mentioned, system default Max value will be applicable).

SIGNATURES OF OFFICE BEARERS IN ACCEPTANCE OF THE TERMS & CONDITIONS GOVERNING HNB TxB FACILITY

Place the Rubber Stamp of the Entity

| | | |
|------------------------------|------------------|------------------|
| | | |
| President/Chairperson | Secretary | Treasurer |
| Name: | Name: | Name: |
| NIC No:..... | NIC No:..... | NIC No:..... |

Date:

| VERIFICATION BY THE BRANCH | | | |
|----------------------------|---------|-----------|------|
| | EPF No. | Signature | Date |
| Checked by "B" | | | |
| Checked by "A" | | | |

| VERIFICATION AT CENTRALIZED OPERATIONS | | | |
|--|---------|-----------|------|
| | EPF No. | Signature | Date |
| Created by | | | |
| Verified by | | | |
| Audited by | | | |

HNB Online Transaction Banking Facility (HNBTxB)

TO: Hatton National Bank PLC, No 479, T B Jaya Mawatha, Colombo 10, Sri Lanka.

Extract of the "Minutes of the Meeting of the
 (Name of Society/Club/Association) passed by the
 (Name of Society/Club/Association)
 on DD / MM / YYYY for availing Online Transaction Banking Facility ("**HNBTxB**") offered by Hatton National Bank
 PLC ("**HNB/Bank**") at the meeting held at
 (Address of Society/Club/Association) ("**Minutes of the**
Meeting of the (Name of Society/Club/Association)

It is decided that the
 (Name of Society/Club/Association) do avail HNB TxB Products
 & Services on the terms and conditions as provided in the HNBTxB website **www.hnbtxb.com ("**Website**")** and the
 Miscellaneous Onboarding Application for **Societies/Clubs/Associations ("**Form-A3**")** to be signed by the office
 bearers.

It is decided, to obtain HNBTxB Products & Services as provided in the Website under the hand/s of any
 ('indicate No.) of the Delegated Trustees whose signature/s and name/s and other NIC No. are given below,

| SPECIMEN SIGNATURE | SPECIMEN SIGNATURE | SPECIMEN SIGNATURE | SPECIMEN SIGNATURE |
|----------------------------|----------------------------|----------------------------|----------------------------|
| | | | |
| Name:..... | Name:..... | Name:..... | Name:..... |
| Designation:..... | Designation:..... | Designation:..... | Designation:..... |
| NIC No: | NIC No: | NIC No: | NIC No: |

Any changes to the appointment of the authorized Officer Bearers shall be duly notified by the
 (Name of Society/Club/Association) to
 the bank by an Amending HNBTxB extract of the Minutes of the Meeting of the
 (Name of Society/Club/Association)

It is also decided that the annexes marked **ANNEX I (ACCOUNT ONBOARDING INFORMATION)** and **ANNEX II (AUTHORIZATION MATRIX)** which forms part and parcel of the Miscellaneous Onboarding Application for Societies/Clubs/Associations ("**Form-A3**") shall be applicable for the use of HNBTxB by the Societies/Clubs/Associations.

It is decided that multiple copies of "**ANNEX-II**" shall be submitted by the
 (Name of Society/Club/Association) if more than one Authorization Matrix is
 required for different Modules and/or Products under HNBTxB, and same will be communicated to the Bank.

It is decided that any changes to the Authorization Matrixes shall be duly communicated to the Bank via an
 amending **HNBTxB** Extract of the "Minutes of the Meeting of the
 (Name of Society/Club/Association) with relevant supporting
 documents required for such changes.

It is further decided that, new instructions pertaining to **HNBTxB Users** as specified in the User Onboarding
 Application Form ("**Form B3**") shall be submitted to the Bank if any subsequent changes made to account operating
 instructions as per the Mandate/s given by the
 (Name of Society/Club/Association) for any Account/s onboarded
 to HNBTxB. Further, the
 (Name of Society/Club/Association) shall duly inform the Bank of the removal of "**View**", "**Maker**" and/or
"Checker" using the Modification Request Form ("**Form-E3**") which shall be duly completed by the **authorized**
Officer Bearers.

HNB Online Transaction Banking Facility (HNBTxB)

(continued from... Page #2)

It is hereby further decided that the Bank is authorized to accept but not obliged to carry out any valid instructions given to it by HNBTxB Users due to the existence of any lawful reasons. Further, the Bank shall not be responsible for any loss suffered by the
(Name of Society/Club/Association) for carrying out any valid instructions given to it by the
(Name of Society/Club/Association) at a given time notwithstanding that such instructions may conflict with or are in anyway inconsistent with any other valid instructions or authorizations given by the
(Name of Society/Club/Association) to the Bank in terms of these Minutes of the Meeting of the
(Name of Society/Club/Association)

It is decided that the
(Name of Society/Club/Association) shall hold the Bank harmless and indemnified against all and any losses damages expenses costs or demands incurred or arising by reason of the Bank acting in terms of these Minutes of the Meeting of the
(Name of Society/Club/Association) and Form-A3.

It is decided that the
(Name of Society/Club/Association) shall inform the Bank to make the necessary changes in HNBTxB Products & Services obtained by them and in the event of any changes in the authorized Officer Bearers nominated in this HNBTxB Minutes of the Meeting, to obtain a confirmation from the Bank that the necessary changes have been given effect to.

It is decided that these Minutes of the Meeting of the
(Name of Society/Club/Association) shall be communicated to the Bank and shall remain in force until an amending Minutes of the Meeting of the
(Name of Society/Club/Association) shall have been submitted by the
(Name of Society/Club/Association) and an Extract of the Minutes of such Meeting be delivered to the Bank and the
(Name of Society/Club/Association) shall obtain a confirmation from the Bank that such changes stipulated in the Amending Minutes of the Meeting of the
(Name of Society/Club/Association) has been given effect to.

Certified that the above is a certified true copy of the Minutes of the Meeting of the
(Name of Society/Club/Association) passed on/...../..... by the **Authorized Officer Bearers** and that it has been entered in the minutes book of the
(Name of Society/Club/Association) and signed therein by the **Authorized Officer Bearers** of the meeting and is in accordance with the Constitution of
(Name of Society/Club/Association) dated/...../.....

Place the Rubber Stamp of the Entity

| | | |
|------------------------------|------------------|------------------|
| | | |
| President/Chairperson | Secretary | Treasurer |
| Name: | Name: | Name: |
| NIC No:..... | NIC No:..... | NIC No:..... |

Date:

Please ensure to include Accounts required only for Online Banking Transactions or Viewing. Please use multiple copies of this Annex-I, if more accounts need to be added. All Inward Investment, Term Deposit & Loan Accounts will be Non-Transactional Accounts

| LIST OF ACCOUNTS TO BE ONBOARDED | | | | | | | | | | ACCOUNT TYPE | | | | A/C | A/C Operation | | (To Be filled by Branch) |
|----------------------------------|--|--|--|--|--|--|--|--|--|--------------------------|--------------------------|--------------------------|--------------------------|-----|--------------------------|--------------------------|--------------------------|
| Account Number | | | | | | | | | | CA | SA | TD | LA | CCY | All Txn | Non Transactional | Account Scheme Code |
| 1 | | | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2 | | | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3 | | | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4 | | | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5 | | | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6 | | | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7 | | | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8 | | | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9 | | | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 10 | | | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 11 | | | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 12 | | | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 13 | | | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 14 | | | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 15 | | | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 16 | | | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 17 | | | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 20 | | | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 21 | | | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 22 | | | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 23 | | | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 24 | | | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 25 | | | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 26 | | | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 27 | | | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 28 | | | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 29 | | | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 30 | | | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |

Place the Rubber Stamp of the Entity

| | | |
|--------------------------------------|------------------|------------------|
| Place the Rubber Stamp of the Entity | | |
| President/Chairperson | Secretary | Treasurer |
| Name: | Name: | Name: |
| NIC No:..... | NIC No:..... | NIC No:..... |

Date:

| | | | | | | | | | | | | | | | | | | | | |
|----------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Name of Entity | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |

USER ROLES REQUIRED (Indicate the User Roles required by the Trustees.)

| | Role Function | Role Description |
|--------------------------|------------------------------|--|
| <input type="checkbox"/> | MAKER & VIEW (_MV) | To Create/Upload Transactions & to View Details/Reports |
| <input type="checkbox"/> | CHECKER & VIEW (_CV) | To Approve Transactions & to View Details/Reports |
| <input type="checkbox"/> | MAKER, CHECKER & VIEW (_CHV) | To Create/Upload Transactions & Approve. to View Details/Reports |
| <input type="checkbox"/> | VIEW ONLY (_V) | View Account Details/Reports |

AUTH MATRIX FOR PAYMENTS & BILL PAYMENTS (Applicable for All Onboarded Transactions Enabled Accounts)

| | | | | |
|----------------------|-----|--|-----|--|
| Auth Matrix Currency | LKR | | FCY | |
|----------------------|-----|--|-----|--|

| | Currency Code | From Amount | To Amount | No of Approvers | Authorized Matrix (Approval Structure) (Eg.- MV + CV ,1MCV , MV+1MCV,2MCV etc) |
|----|---------------|-------------|-----------|-----------------|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |

Place the Rubber Stamp of the Entity

| | | |
|------------------------------|------------------|------------------|
| | | |
| President/Chairperson | Secretary | Treasurer |
| Name: | Name: | Name: |
| NIC No:..... | NIC No:..... | NIC No:..... |

Date: