



## BCEL i-Bank Maintenance Form (Corporate Users)

Customer Name: .....

Mobile: ..... Home: ..... Email Address:.....

Account No.: ..... Account Name .....

Issue new PIN for User ID : .....

### Cancel BCEL i-Bank Service :

Please evaluate the usage of BCEL i-Bank: Very Good Good Fair Poor

Comments from customer to improve our service: .....

### Modify User Information:

User ID	User Role	OTP Channel (For Transaction Creator)	Mobile Phone	Email Address	Add / Modify or Cancel
	Monitor Account Transaction creator Reviewer Authorizer	SMS OTP Token OTP			Add Modify Cancel
	Monitor Account Transaction creator Reviewer Authorizer	SMS OTP Token OTP			Add Modify Cancel
	Monitor Account Transaction creator Reviewer Authorizer	SMS OTP Token OTP			Add Modify Cancel
	Monitor Account Transaction creator Reviewer Authorizer	SMS OTP Token OTP			Add Modify Cancel
	Monitor Account Transaction creator Reviewer Authorizer	SMS OTP Token OTP			Add Modify Cancel

### Modify Accessible BCEL Services:

User ID	Monitor account and print statement	BCEL account transfer and Transfer to ID Card	Another bank transfer	International transfer via SWIFT	Bill payment payment	Payroll upload

### Modify A/C to Debit Fee:

Account No. .... Account Name .....

#### Required Documents:

- National ID card, family census, or passport of account owner(s).  
- A work permit / stay permit for the foreigner(s).
- A letter of entitlement, in case the account owner(s) cannot present the application form.

(For BCEL) ຜູ້ຮັບຟອມສະໝັກ

(For BCEL)

ຜູ້ຈັດບັນລັງທະບຽນ

ຊື່ຜູ້ຈັດ ..... BCEL .....

ສໍາເລັດແລ້ວ



**Modify TOKEN OTP Device/ SMS OTP Sent to Phone no :**

User ID	Old TOKEN Serial/Phone no	New Token Serial/Phone no	Remarks

**Modify Customer Accounts:**

A/C No	A/C Name	Add / Cancel
A/C 1		/
A/C 2		/
A/C 3		/
A/C 4		/
A/C 5		/
A/C 6		/
A/C 7		/

**Modify Accessible BCEL Account and Indicate Limit:** (Notice: If no indicate the limit, Users will use maximum limit)

User ID	A/C 1	A/C 2	A/C 3	A/C 4	A/C 5	A/C 6	A/C 7	(If any) Indicate Maximum Transaction Limit( LAK) 6,000,000,000	(If any) Indicate Maximum Daily Limit( LAK) 6,000,000,000

**Authorization Method and Condition:**

New Authorization Method	New Authorization Condition
<u>Auto Authorize</u> : Complete transaction without authorization required.	User A User B User C User D User E User F User G
<u>Transaction Creator</u> -> <u>Authorizer</u> .	Authorization condition: ..... of ..... authorizer(s).
<u>Transaction Creator</u> -> <u>Reviewer</u> -> <u>Authorizer</u> .	Reviewer condition: ..... of ..... reviewer(s). Authorization condition: ..... of ..... authorizer(s).
<u>Transaction Creator</u> -> <u>Reviewer</u> -> <u>Authorizer Group A</u> and <u>Authorizer Group B</u>	Reviewer condition: ..... of ..... reviewer(s). Authorization condition for Group A: ..... of ..... authorizer(s). Authorization condition for Group B: ..... of ..... authorizer(s).

**Remark:** If the above method and condition do not meet the customer's requirement, please attach a letter explaining the desired method and condition.

**Other :** .....

I/We warrant that all information and details of service utilization as appear in this application are accurate and complete in all respects of BCEL i-Bank Service.

<b>(For BCEL)</b> ຫົວໜ້າຂະແໜງ/ຜູ້ອະນຸມັດ (ເຊັນ ແລະ ຊື່ແຈ້ງ):	<b>(For BCEL)</b> ພະນັກງານລົງທະບຽນ (ເຊັນ, ຈື່ນາກວດລາຍເຊັນ ແລະ ຊື່ແຈ້ງ):	<b>Signature of Applicant</b> (Signed with full name and/or stamp)
		Date: ...../...../.....



Reference Number: .....

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

Lao People's Democratic Republic  
Peace Independence Democracy Unity Prosperity  
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## Authorization Letter

I, (Name and Surname): .....  
Place of Work: .....  
Contact Number: ..... Email Address: .....  
The owner of Account Number: .....  
Account Name: .....  
Hereby authorize Mr/Ms (Name and Surname): .....  
Currently live in Village: ..... District: ..... Province: .....  
ID/Family book/PASSPORT No: ..... Contact Number: .....

**I hereby authorize this person to:**                      Register                      Modify

Other: .....

I confirm that this person is truly my: .....

I will be fully responsible for all problems with regards to this authorization as specified in the regulations and laws.

Therefore, This Authorization Letter is made in order to be the evidence. Hopefully, you will facilitate this person accordingly.

**Authority Recipient**

**Authorizer**

### Required Documents:

- ID, Family book or PASSPORT (both the authorizer and the authority Recipient)

### Remarks:

- If the account has two or more signatories, the signatories must sign this letter as per the sign condition given in the account.
- This Authorization Letter can use only once.
- Only the entitled person in this document shall be able to receive the PIN envelope(s) of BCEL i-Bank.