



Rabobank

Rabo Internet Banking Professional

Four-eyes principle for Authorisations

Introduction

Rabo Internet Banking Professional allows you to manage the authorisations of the users in your agreement without the bank's intervention. In order to reduce possible risks of fraud, you can apply a four-eyes principle when setting and changing generic and account authorisations of users. Under the four-eyes principle, changes made by an Owner, AdministratorPlus or Administrator have to be approved by another authorized user.

Setting four-eyes principle

At your request, your bank can set the four-eyes principle for managing the authorisations. There are no additional charges. The four-eyes principle can only be set when your agreement has at least two Owners, an Owner and an AdministratorPlus or two AdministratorPluses. After setting the four-eyes principle, the generic and account authorisations of the users are granted after approval.

If '2nd signature from another user required from' and/or 'Place 1st and 2nd signature up to' is set for a user at the 'Standard limit' and/or 'Agreement limit', then this term will be converted to the amount that is currently applicable. We do this because an Owner or AdministratorPlus is authorised to adjust the agreement limit. This feature prevents the user's signing rights from being expanded without the approval of another user.

The four-eyes principle applies to each user with the role Owner, AdministratorPlus or Administrator. The following table explains who can initiate and who can approve changes when the four-eyes principle is set.

| Role | Initiate | Approve/Reject |
|--|---|---|
| Owner | <ul style="list-style-type: none"> Changes for Administrator and Officer Changes for themselves | <ul style="list-style-type: none"> Changes for Owner, AdministratorPlus, Administrator and Officer which he did not initiate himself |
| AdministratorPlus | <ul style="list-style-type: none"> Changes for Administrator and Officer Changes for themselves | <ul style="list-style-type: none"> Changes for Owner, AdministratorPlus, Administrator and Officer which he did not initiate himself |
| Administrator <u>with</u> authorisation 'Assign signing rights and changing limits' | <ul style="list-style-type: none"> Changes for Officer | <ul style="list-style-type: none"> Changes for Officer which he did not initiate himself When Account groups are activated: changes in Account authorisations of which the account(s) are located in the Account groups which are assigned to him |
| Administrator <u>without</u> authorisation 'Assign signing rights and changing limits' | <ul style="list-style-type: none"> Limited changes for Officer | - |
| Officer | - | - |

If the four-eyes principle is set for your agreement then this is displayed on the Authorisation overview. If the bank turns off the four-eyes principle, all changes to be reviewed are deleted and the original authorisations remain valid.

Function four-eyes principle

The four-eyes principle applies to:

- Changes of generic authorisations¹
- Changes of account authorisations¹
- Add and remove accounts on account authorisations
- Generic authorisations and account authorisations when a user is copied

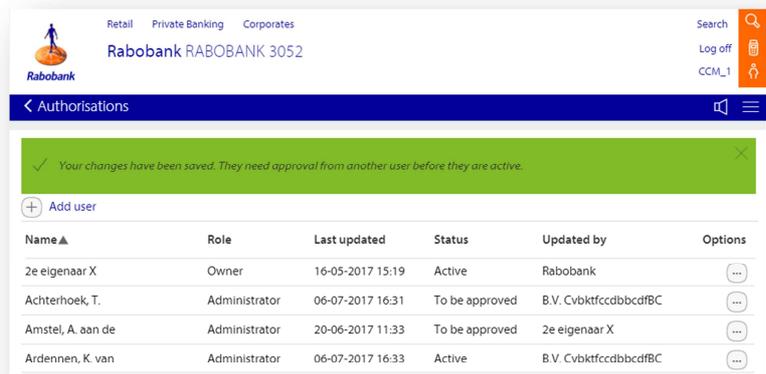
Initiating a change

Making a change is the same as before. However, after saving a generic and/or account authorisation, the user is returned to the User overview. A message in a green bar is shown at the top of the page, stating that the changes are saved and need to be approved by another user. In the User overview the status of the changed user has altered to 'To be approved'.

¹ 'Changes' also refers to the initial assignment of authorizations

A change that needs to be approved can be viewed by the user that made the change and by the user who is authorized to approve or reject the change.

Users with the status 'To be approved' cannot be copied but can be deleted. A user cannot make any new changes to a section that still needs to be reviewed.



Canceling a change

The user that made the change can cancel this change. Changes that haven't been reviewed after seven days, will be cancelled automatically.

Just like when rejecting changes, the user returns to the User overview. For a short time he will see a message that the changes are removed. The status of the user is now active again.

Approving or rejecting a change

After selecting a user in the User overview who needs to be reviewed, the tab Account authorisations opens. This also happens when there are only changes to be reviewed in the Generic authorisations.

A message will appear that there are changes for this user which can be reviewed. The yellow bell indicates in which tab (Generic or Account authorisations) the changes can be reviewed. The section with the revised changes has two views:

- Current authorisations: this view is intended to view the current authorisations;
- Changeover: this view shows the intended changes of authorisations. The changes are presented per account.

If an account is folded out with the arrow, the situations before and after the changes are shown.

The user has two possibilities:

- He approves the changes by clicking 'Approve'.
- He rejects the changes by clicking 'Reject'.

Then he automatically returns to the Users overview. The status of the user in the overview is 'Active' with a short message that the changes are approved or rejected. Approved changes to authorisations are active within a maximum of 30 minutes.