

All sections on this form are compulsory.

### Section 1 - Profile details

Company name
User ID
Telephone number

### Section 2 - Access control table and options

- All “unlock” and “lock out” times specified in the access control table below apply to **all** operators linked to this user ID.
- Note that:**
  - access to the Business Online front-end system will only be given to users on the days and at the times shown in the “unlock times” column; and
  - a complete lock out from the Business Online front-end system will occur on the days and at the times shown in the “lock out times” column
- For 24-hour access to the system, indicate both times as 00:00**
- If both columns are left blank the Business Online front-end system will be unavailable for 24 hours**
- For any changes to the table, including the extension of operating times for any reason, please contact Client Services directly at: **0860 123 007**

#### Access control table

Please select relevant option/s

Day of week	*Unlock times	*Lock-out times
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

\*All times shown in the table are South African times.

### Section 3 - Public holidays

- Business Online will automatically be locked on South African and Namibian public holidays.
- Select the public holiday calendar applicable to your business.
- South Africa (ZA):**
   
  **Namibia (NA):**
- To access the system on holidays, you may override the public holiday lock by selecting the option below.
  - Note that access to the Business Online system on public holidays will be subject to the days and times selected in the access control table.
- Override public holiday lock**     Yes     No

### Section 4 - Lock-out authorisation

- This option allows the User Id's below mentioned **Designated Persons** to authorise a lock-out into the User Id's Business Online front-end system during maintenance or over riding activities on the Business Online System.
- Please note that all operators will be affected by such lock-out authorisations made by the designated persons shown below:

Designated person's name	
Signature _____	Date (YYYY-MM-DD) _____
Designated person's name	
Signature _____	Date (YYYY-MM-DD) _____

Region	E-mail	Fax number
Gauteng and Bloemfontein	TPSClientServicesDomesticAdmin@standardbank.co.za	086 777 4118
KwaZulu-Natal, Cape Town and Port Elizabeth	BOLDomesticAdminRegions@standardbank.co.za	086 742 0243

**For Corporate Customers kindly refer to your Dedicated Consultant**