

Collection Form for End-user Data for RAMSES GUI Access

Dear Trusted Agent,

With this document you are invited to request individual production tokens (USB sticks) and individual RAMSES access roles for your end-users for access to the RAMSES GUI production environment. On page 2, please fill out BIC11, Trusted Agent name and the following data for each end user:

- Name
- First name
- Date and place of birth
- Work e-mail address
- Ramses role: Preferably choose roles “1” or “4” given the 4-eyes principle in Ramses. “View” allows for monitoring only, “add” and “approve” refers to resp. creating and approving settlement and maintenance instructions:
 - Role “1”: View
 - Role “2”: View + add
 - Role “3”: View + approve
 - Role “4”: View + add + approve (“4 eyes”: operator cannot “approve” INX “added” by himself)

When the tokens are ready for collection, we will contact you to set an appointment with you face-to-face or to arrange shipping the tokens.

Before issuing the physical tokens, at that appointment or before shipment, please submit:

- Copy recto of identity card of you as Trusted agent;
- For new Trusted Agents: “Sub-Annex 8.3. Trusted Agents Terms and Conditions”

Please return the completed Collection form by e-signed e-mail to sss@nbb.be. If you require assistance, do not hesitate to call the NBB-SSS Customer Relations function.

Kind regards,



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