NBB - Payments and Securities Securities Settlement System Boulevard de Berlaimont 14 1000 Brussels +32 (0)2 221 36 00 sss@nbb.be



## 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:
  - o Role "1": View
  - o Role "2": View + add
  - o 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-toface 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 <a href="mailto:sss@nbb.be">sss@nbb.be</a>. If you require assistance, do not hesitate to call the NBB-SSS Customer Relations function.

Kind regards,



**NBB-SSS Customer Relations** sss@nbb.be - www.nbbsss.be

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BIC 11	Name Trusted agent	Tel. Trusted agent	

Name	First	Work e-mail address	Date of birth	Place of birth	Ramses
	name				role

<sup>&</sup>lt;sup>i</sup> The end user data are processed and archived with respect to the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation).