MULTILINE
FORM

POST Finance

Contract number : _____

Multiline manager's name : _____

Phone : _____ email : _____

	DESIGNATION	ACCOUNTS**	Signature		Consultation	Advanced rights				
			Individual	Joint	Balance	Balance + movements	Download of statements	Upload of files	Entry of transfers	Consultation of file details
NAME										
ADDRESS										

The signatory(ies) below declare(s) to have read, understood and accepted in full the information on this form and the general and special terms and conditions of POST Finance, available at www.post.lu and in our point of sales.

	EXISTING CERTIFICATES									
	User*	LuxTrust certificate Nr.								
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

	CERTIFICATES TO ADD									
	User*	LuxTrust certificate Nr.								
1										
2										
3										
4										
5										

	CERTIFICATES TO DEACTIVATE		
	User	LuxTrust certificate Nr.	Date desactivation
1			
2			
3			
4			
5			

SIGNING RIGHTS	

_____   _____

Surname(s) and first name(s) of the person(s) authorised to engage the company*

Place and date

_____

Signature(s)

* Copies of both sides of the identity documents of all new users and signatories must be attached to this application.

** ATTENTION: If different rules apply for different accounts and users, please complete one form per account.

PF_0031_01_2024

HOW TO COMPLETE YOUR MULTILINE APPLICATION?

This guide will help you understand and complete the MultiLine access request form.

Conditions :

✓ Subscribe to the **PRO+ pack**

✓ Have an electronic **LuxTrust certificate**
  o Certificates can be ordered directly from Luxtrust:
  https://www.luxtrust.com/en/professionals/order-professional-product

✓ **Attach all the necessary documents**
  o A copy of both sides of the identity document(s) of each new user and each signatory
  (person with authority to engage the company).
  o If your organisation has several accounts and the powers of attorney are different, a separate form must be completed for each account.
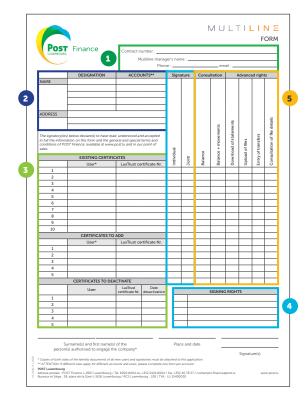
Note :

MultiLine is not managed directly by POST Finance. POST Finance is limited to creating and validating MultiLine contracts with the customer and attaching beneficiaries to the contracts.

For technical support, please contact the MultiLine Help Desk:

By mail: helpdesk@MultiLine.lu
By phone: +352 26 588 588
By fax :   +352 26 588 585
For more information, visit **www.MultiLine.lu**

THE DIFFERENT SECTIONS OF THE FORM

① General information

Contract number	This is the existing MultiLine contract number visible in MultiLine (this field is not mandatory for new MultiLine contract requests).
MultiLine manager's name	The name of the person in charge of managing the company's accounts. This will also be the person in charge of MultiLine.
Phone and email	Phone and email of the MultiLine manager

② The affected accounts

This section identifies all your POST accounts that you wish to reconcile in MultiLine.

Denomination	The company name on the bank account
Account	The number(s) of the bank account(s) covered by MultiLine
Address	Headquarters address listed in the company's statutes

③ The users

This section identifies the natural persons, for the accounts mentioned in section (2), who are

• Remaining users (existing certificates)	
• Users to be added (certificates to add)	
• Users to be removed (certificates to deactivate)	
User	First and last name of the person
LuxTrust certificate Nr.	LSN number (12 digits) of the LuxTrust certificate linked to the person. The secure connection to MultiLine is made by nominative authentication via Luxtrust. The LSN number can be found on their website *https://www.luxtrust.com/en/my-luxtrust/my-certificate/test-my-certificate*

④ Signing rights

This section defines the signing rights per user.

individual signature	The user has the right to sign transactions.
Joint signature	A user cannot sign a transaction alone; one or more user signatures are required, as defined in the signing rights.

Example of how to fill in the fields for each user :

		SIGNING RIGHTS	
		A	INDIVIDUAL SIGNATURE (WITHOUT LIMIT)
		B	INDIVIDUAL SIGNATURE < 15.000EUR
Individual	Joint	A+B	JOINT SIGNATURE (WITHOUT LIMIT)
		B+B	JOINT SIGNATURE < 100.000EUR
A			
	B		
	B		

⑤ Consultation and advanced rights

This section defines the various rights (excluding signature) that users have over the accounts in MultiLine. Simply place an 'X' in the relevant field for each user.

Balance	The user can view the balance of the account(s) concerned
Balance + mouvements	The user can view the balances and all movements
Download of statements	The user can download payment order files and statements
Upload of files	The user can upload payment transaction files (salaries, supplier invoices, etc.).
Entry of transfers	The user can manually enter payment orders, direct debits, manage beneficiaries, etc.
Consultation of file details	The user can view the details of files/accounts