

## **AIIB Client Portal**

### **Organization Account Request Form**

#### **Instructions:**

Each client organization participating in AIIB Client Portal (ACP) must complete all four steps of the request form (including reading the Web Access Agreement for Organizations). The form must be signed by an authorized member of the organization. The complete document could be scanned and sent electronically to [acpsupport@aiib.org](mailto:acpsupport@aiib.org) and [loanadmin@aiib.org](mailto:loanadmin@aiib.org), please also mail it to at:

Office of the Controller – Loan Management Team  
Asian Infrastructure Investment Bank  
Attention: Client Portal  
Tower A, Asia Financial Center, No.1 Tianchen East Road,  
Chaoyang District, Beijing 100101

#### **Please indicate request type:**

**Apply for a new organization account**

**Amend an existing organization account**

#### **Step 1: Organization Details**

Ministry/Agency/Organization Name:  
(Required)

Location (City, Country):  
(Required)

Telephone Number:  
(Optional, please include the country code and city/region code suitable for international dialing.)

Postal Address:  
(Required, please provide the complete address for your organization, including the country name and any required postal codes, appropriately for addressing international postal mail.)

Scope of access needed:

Member/Country Name of the Member/Country:

Projects or Loans

If “Projects or Loans” is selected, please list the project name(s) and/or AIIB loan ID(s)

## **Step 2: First Liaison Details**

First Name:  
(Required)

Last Name:  
(Required)

Email Address:  
(Required)

Mobile Phone Number:  
(Required, please include the country code and city/region code suitable for international dialing.)

Title:  
(Optional)

Telephone Number (Office):  
(Optional)

Postal Address:  
(Required, please provide the complete address for your organization, including the country name and any required postal codes, appropriately for addressing international postal mail.)

Check here if same as Organization (do not reenter)

## **Step 3: Second Liaison Details**

First Name:  
(Required)

Last Name:  
(Required)

Email Address:  
(Required)

Mobile Phone Number:  
(Required, please include the country code and city/region code suitable for international dialing.)

Title:  
(Optional)

Telephone Number (Office):  
(Optional)

Postal Address:

(Required, please provide the complete address for your organization, including the country name and any required postal codes, appropriately for addressing international postal mail.)

Check here if same as Organization (do not reenter)

### Instructions for Organization Liaisons

The confidentiality of the data offered in the ACP secure web site depends on liaison users in registered organizations maintaining the account information for all users in their organizations. Each organization must appoint two liaisons to help ensure that one is always available to handle account and authorization requests and to advise AIIB of any needed changes to users' accounts.

All organization liaisons are expected to perform the following:

1. Maintain a current account with ACP. This requires resetting the password every few months as required and monitoring the email address registered with the account.
2. Respond to emailed requests from new users and the Asian Infrastructure Investment Bank (AIIB) concerning account requests and authorization requests. Every time a new user from the organization requests an account, the liaisons should ensure the requested authorization level is correct or not be granted to that user or if the level of authorization requested by the user is incorrect. This ensures that each organization maintains strict control over affiliated accounts.
3. Edit a registered user whenever the user leaves the organization or changes roles such that an authorization change is required. For instance, when a user assigned to a particular project is moved to a new project, the liaison should update the user account to change the user's authorization from the old project to the new one.
4. Liaisons should notify the Asian Infrastructure Investment Bank when unable to fulfill these responsibilities for any reason, such as leaving the organization or changing roles. Since all organizations must have two liaisons at all times, the organization must appoint a new liaison to replace any departing liaison.
5. Liaisons will be asked to review and respond to periodic auditing requests from AIIB to validate users registered by the organization.

## **Step 4: Web Access Agreement for Organizations**

1. The Organization identified below (“Organization”) is being provided access to the AIIB Client Portal (ACP) in its capacity as an AIIB member government. The AIIB will grant access to the ACP to those employees or representatives of the Organization who have been identified by the Organization as having a need to access the Website in connection with the official duties of the Organization, and who have accepted a Web Access Agreement for Users (“Users”). It is understood that access to this website is provided to Users as a revocable privilege on the condition of their compliance with the terms and conditions of the Web Access Agreement for Users, and that such access may be revoked if such terms and conditions are violated.
2. The ACP is intended to serve as AIIB’s main self-serve delivery channel for loan and related information. Near real-time financial data and some documents published on this website have a AIIB security classification of “Official Use Only” and have not been publicly disclosed. This classification restricts disclosure to AIIB staff, members of the development community, individuals in member governments or other parties when sharing the information is in the interest of the AIIB; but excludes sharing the information with the general public or the press. While the data presented on this website is intended to be an accurate presentation of the AIIB’s official records, the Bank does not guarantee that the data will be free from errors. Where noted, the ACP contains estimates for information purposes. Users agree that they will not republish, print, download, copy, retransmit (including fax and email) or display (by use of an html “frame” or otherwise) any portion of this portal or the content of any document without the prior written consent of the AIIB, except for reasonable copying, printing or distribution in the course of their official duties for the Organization. Users of this website agree that their use may be monitored, tracked, and recorded.
3. No Liability for Computer Viruses. The AIIB shall not be liable for any harm caused by the transmission, through the ACP of a computer virus or other computer code or programming device that might be used to access, modify, delete, damage, corrupt, disable, disrupt or otherwise impede in any manner the operation of the services or any of Organization’s software, hardware data or property.
4. Privacy Policy. As part of the account request and approval process for this site, AIIB will collect information about Users, including name, employer, e-mail address and phone number. AIIB will also set and access session cookies (temporary security information) on Users’ computers and may use Users’ information (a) to identify the User as an authorized user, (b) to monitor use of the ACP for internal administration and analysis, and (c) to send users additional information and notifications regarding the ACP.
5. Forms. The Organization shall not alter supplied electronic forms in any way. The Bank reserves the right to reject any submissions that it deems to violate this agreement.

**This form must be signed by an authorized member of the organization. Please submit the signed original to AIIB.**

Full Name (Print format):

Title:

Organization:

Authorized Signature:

Date: