

AIIB Client Portal

User Account Request Form

Instructions:

If your organization Liaisons are not able to set up your account in the AIIB Client Portal, please complete all sections of this form and send the scanned copy electronically to acpsupport@aiib.org and loanadmin@aiib.org.

Please indicate request type: **Apply for a new user account** **Amend an existing user account**

Section 1: User 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.)

Section 2: Organization Details (Target organization if amend an existing account)

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.)

Section 3: Detailed User Request

Scope of access needed:

Name of the Member/Country

Project ID(s)
(If need access to the entire portfolio of the Member/Country, please put "N/A" below)

Loan ID(s)
(If need access to the entire portfolio of the Country, please put "N/A" below)

Please select all that applies:

View

Beneficiary and Withdraw Application Creator

Receive Billing Statement Notification

Receive Payment Advice Notification

Instructions for Organization Users

The confidentiality of the data offered in the Asian Infrastructure Investment Bank Client Portal depends on users in registered organizations maintaining the account information secure and confidential.

All organization users are expected to perform the following:

1. Maintain a current account with Client Portal. This requires resetting the password every few months as required and monitoring the email address registered with the account.
2. Inform your Liaison whenever you leave the organization or changes roles such that an authorization change is required. For instance, when you are assigned to a particular project and moved to a new project, the liaison needs to update your account to change the user's authorization from the old project to the new one.
3. You should notify the Liaison for any reason if you are leaving the organization or changing roles.

Section 4: Web Access Agreement for Users

1. The "User" identified below 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.

Note:

This form is required when an organization requests AIIB to set up or amend users on behalf of their designated liaison. Users will be created with either a "creator" or "viewer" role. Please note that the "approver" role will not be assigned through this form. For personnel authorized as signatories, AIIB will assign the approver role based on the Authorized Signature Letter (ASL).

Please obtain your organization Liaison's signature in below area before submitting to AIIB.

Full Name of Requester (Print format):

Title:

Organization:

Signature:

Date:

Full Name of Liaison (Print format):

Title:

Organization:

Signature:

Date: