RESERVE BANK OF AUSTRALIA

RITS Changes to an Existing User

To: RITS Help Desk
Payments Settlements Department
Reserve Bank of Australia
GPO Box 3947
SYDNEY NSW 2001

Fax: +61 2 9551 8063   Email: rits@rba.gov.au

This is a fillable form. You should type details directly into each form, then print and sign the completed form. This form must be printed from the PDF file each time it is used. Do not use a photocopied form.

This form is used by Members to request the RITS Help Desk to make changes to a RITS user's details when their Password/Certificate Administrators are unavailable and the change is urgent in nature.

Covered by this form
- user's status, links to branches and roles;
- functions the user may authorise;
- activation of a user's RITS digital certificate;
- RITS password reset; and
- revocation of a user's RITS digital certificate

1   Member details

Name of Institution

Member Code

2   Contact person for this form

Name

Email

Phone Number

+

3   User's details

Given Name

Family Name

Email

Phone Number

+

RITS User Logon

4   Links to branches

Would you like to add or remove links to branches for the user?

☐ Yes

☐ No   **Go to 5**

Please write the six character branch code(s) in the boxes below to add or remove links to those branches.

List branches to be **added**

List branches to be **removed**

5   Roles

Would you like to add or remove roles for the user?

☐ Yes   ☐ No   **Go to 6**

Add	Remove	
☐	☐	Activation Code Entry
☐	☐	Authorise Cash Transfer Entry*
☐	☐	Authoriser
☐	☐	Batch Commit
☐	☐	Batch Entry
☐	☐	Batch Manage
☐	☐	Bulk FSI Authorisation
☐	☐	Bulk FSI Upload
☐	☐	Cash Account Limit – Set Limit
☐	☐	Cash Account Status Queue Management
☐	☐	Cash Account Sub-Limit – Set Sub-Limit
☐	☐	Cash Transfer Entry
☐	☐	Credit Status Queue Management
☐	☐	ESA Status Queue Management
☐	☐	ESA Status Queue Management – LVSS
☐	☐	ESA Sub-Limit – Set Sub-Limit
☐	☐	Evening Agreement
☐	☐	FSS Enquiry
☐	☐	FSS Notifications
☐	☐	FSS Reset Point Return
☐	☐	FSS Triggers
☐	☐	LVSS Settlement Method – Set Override
☐	☐	LVSS Settlement Method Queue Management
☐	☐	Limited FSS Enquiry
☐	☐	Limited Overnight Enquiry
☐	☐	Manual FRI Authorisation
☐	☐	Manual FRI Entry
☐	☐	Manual FSI Authorisation
☐	☐	Manual FSI Entry
☐	☐	Member Enquiries
☐	☐	Overnight Enquiry
☐	☐	Override Cash Account Status – Set Override
☐	☐	Override Credit Status – Set Override
☐	☐	Override ESA Status – Set Override
☐	☐	Password Administrator
☐	☐	Recall RITS Allocation Transaction
☐	☐	Reservation Batch File Authorisation
☐	☐	Reservation Batch File Upload
☐	☐	Reserved Funds Manual Settlement
☐	☐	Revoke Certificate
☐	☐	Targeted Bilateral Offset
☐	☐	Unsolicited Advices

The Authorise Cash Transfer Entry role gives the user the ability to authorise the Cash Transfer Entry and Cash Transfer Amend / Delete functions.

1314 Aug 19

6 Authorisations

Would you like to add or remove functions the user may authorise?

☐ Yes   ☐ No   **Go to 7**

Add	Remove	
☐	☐	Authorisations by User
☐	☐	Batch Amend Activation Time
☐	☐	Batch Commit
☐	☐	Batch Delete
☐	☐	Batch Enter BIN
☐	☐	Batch Recall All by Batch Stream
☐	☐	Batch Recall Specific Batch
☐	☐	Bulk FSI Upload
☐	☐	Cash Account Limit – Set Limit
☐	☐	Cash Account Status – Bulk Status Change
☐	☐	Cash Account Status – Set Override Status
☐	☐	Cash Account Status Queue Management
☐	☐	Cash Account Sub-Limit – Set Sub-Limit
☐	☐	Certificate – Enter Activation Code
☐	☐	Certificate – Revoke Certificate
☐	☐	Credit Status – Bulk Status Change
☐	☐	Credit Status – Set Override Status
☐	☐	Credit Status Queue Management
☐	☐	ESA Status – Bulk Status Change
☐	☐	ESA Status – Set Override Status
☐	☐	ESA Status Queue Management
☐	☐	ESA Status Queue Management – LVSS
☐	☐	ESA Sub-Limit – Set Sub-Limit
☐	☐	FSS Allocation Management – FSS Triggers
☐	☐	FSS Allocation Management – Return to Reset Point
☐	☐	FSS Notification Maintenance
☐	☐	LVSS Message Selection
☐	☐	LVSS Settlement Method – Bulk Change
☐	☐	LVSS Settlement Method – Set Override
☐	☐	LVSS Settlement Method Queue Management
☐	☐	Manual FRI Entry
☐	☐	Manual FSI Entry
☐	☐	Recall RITS Allocation Transaction
☐	☐	Reservation Batch File Upload
☐	☐	Reserved Batch Settlement Request
☐	☐	Targeted Bilateral Offset Confirmation
☐	☐	Targeted Bilateral Offset Deletion
☐	☐	Targeted Bilateral Offset Entry
☐	☐	Unsolicited Advices Maintenance
☐	☐	User Privileges
☐	☐	User Role Maintenance

7 Activate Certificate

Would you like to **activate** the user's RITS digital certificate?

☐ No   **Go to 8**

☐ Yes

Activation Code *(The code is case sensitive)*

[   ]

Note: The RITS Help Desk will only enter the activation code for users, other than Password/Certificate Administrators, in emergency situations.

8 User's Status

Would you like to change the user's status?

☐ Yes   ☐ No   **Go to 9**

Active	Inactive	
☐	☐	Pre-Production Environment
☐	☐	Production Environment

9 RITS Production Password Reset

Would you like to **reset** the user's RITS password?

☐ Yes   ☐ No   **Go to 10**

10 Revoke Certificate

Would you like the RBA to **revoke** the user's RITS digital certificate?

☐ No   **Go to 11**

☐ Yes   *Please add reason for revocation in the box below*

Reason

[   ]

Note: If user no longer requires access to RITS, user details will be changed to 'vacant' and user made inactive. To re-allocate this RITS logon to a new user, a new 'User Access Request' form is required. Roles, branch links and authorisations will not be modified.

11 RITS Authorised Signatories

I confirm that the RITS Personal Information Collection Notice at the end of this form has been shown to the individual(s) whose personal information has been collected on the form.

Authorised by

Signature

[   ]

Name

[   ]

Date

[*DD/MM/YYYY*]

Signature

[   ]

Name

[   ]

Date

[*DD/MM/YYYY*]

RBA Use Only

Signatures Verified [   ]   Date [/ /]

Personal Information Collection Notice
Payments Settlements – RITS

All RITS Members and organisations applying for or enquiring about RITS membership and all operators of systems external to RITS which have been authorised by the Reserve Bank of Australia (**Reserve Bank**) to enter transactions for settlement into RITS on behalf of the participants of the relevant system (**feeder system operators**) are responsible for ensuring that a copy of this Notice is given to all relevant employees within their organisation, including all RITS membership contacts, users, authorised signatories, contact persons or senior executives whose personal information may currently or in the future be provided to the Reserve Bank.

The Reserve Bank collects personal information of the staff of RITS Members, applicants for RITS membership and feeder system operators, such as name, title and position, work telephone number, mobile phone number, email address, fax number, work address and other personal information (the **Information**) in order to fulfil one or more of the following functions:

- Setup of new Members and users in RITS

- Identification and verification of users and authorised signatories

- Communication with RITS Members, users, authorised signatories and other relevant contact persons, through email, telephone, SMS, fax or post

- RITS billing & payment

- Managing the operation of RITS, including for contingency purposes, and participation in Reserve Bank domestic market operations including repurchase agreements

- Facilitation of communication between RITS Members

- Communication with domestic and international Government and regulatory agencies and industry groups

- Checking due execution of agreements and forms by RITS Members and applicants for membership, and/or

- Facilitating the receipt of instructions to settle transactions in RITS.

Some of the Information is received by the Reserve Bank from the relevant RITS Member, applicant for membership or feeder system operator. Some information may come from company searches conducted of the records of the Australian Securities and Investments Commission.

When individuals deal with the Reserve Bank by telephone in connection with the operation of the RITS Regulations it is possible that the call may be recorded (whether this is the case will depend on which staff within the Reserve Bank an individual is dealing with). These recordings are made for verification, consent and authentication purposes. By dealing with the Reserve Bank by telephone in connection with the operation of the RITS Regulations, individuals consent to recordings being made of their conversations.

The collection of some of the Information is required by one or more of the Reserve Bank's Anti-Money Laundering Policy, the Reserve Bank's Sanctions Policy and their respective associated guidelines and procedures, which are designed to manage the Reserve Bank's money laundering, terrorism financing and economic and trade sanctions risks and may require the Reserve Bank to check and verify the identity of individuals.

If the Information were not collected then the Reserve Bank would not be able to setup new RITS Members and users, process RITS billing and payments, communicate with RITS Members and users, maintain contact information, ensure the effective operation of RITS including for contingency events, ensure requests and instructions received are correctly authorised, engage with domestic and international Government and regulatory agencies and industry groups and facilitate interbank settlements.

The Reserve Bank facilitates communication between RITS Members by providing access to business contact details for each RITS Member to the users of all RITS Members. Some of these users may be located outside of Australia. Personal Information about users of a RITS Member is available to other users of that RITS Member, either via the RITS user interface or where provided by us to other users of that RITS Member. Some of these users may be located outside of Australia.

The Reserve Bank may in some limited circumstances share limited business contact details of employees of RITS members with other Governmental and regulatory agencies, service providers and/or professional advisers of the Reserve Bank.

The Reserve Bank will disclose the personal information of users and authorised signatories if required or permitted under, or for the purposes of, the RITS Regulations and relevant RITS Membership Agreements.

The Reserve Bank is likely to disclose some of the Information to overseas recipients such as relevant employees, users and contact persons of RITS Members who have login access to RITS but are located in overseas offices.

The **RITS membership list** provides an indication of the likely overseas locations of the offices and users of RITS members.

Individuals are entitled under Australian privacy law in certain circumstances to access, and seek correction of, personal information about them held by the Reserve Bank. If you wish to access or update the personal information the Reserve Bank holds about you, or if you have an enquiry or complaint about how the Reserve Bank handles personal information, you can contact:

RITS Help Desk:

Phone   1800 659 360 or +61 2 9551 8930
Email   **rits@rba.gov.au**

Reserve Bank's Privacy Officer:

Phone   +61 2 9551 8111
Email   **privacy@rba.gov.au**

More information about access, correction and complaints is in the Reserve Bank's Privacy Policy available on its website at **www.rba.gov.au/privacy**.