

Annexure – I

Responsibilities of FIs

1. A senior officer of the concerned area of each FI will be designated as “Super-user”, who will have privileges for all functionalities on the Portal including creating further Sub-users within respective institution as per its own requirements.
2. In order to create a ‘Super-user’ account, FIs must share with SBP the details, i.e. name, designation, official email and mobile phone number of the officer, at email ID: money.market@sbp.org.pk.
3. The Super-user will have the privilege to add or remove any role and responsibility of the Sub-users.
4. For onboarding of account holders on the Portal, the Super-user will at least create following two types of Sub-users:
 - a. One Sub-user (Inputter) will be responsible for verification of details submitted by an account holder on the Portal as part of its onboarding request.
 - b. Upon verification of all the details by above mentioned Sub-user, second Sub-user (Approver) will be responsible to give final authorization for customer onboarding on the Portal.
5. Upon authorization of onboarding request, the Portal will auto-generate the user ID and first time password and will send it to customer through email and mobile number provided at the time of registration.
6. Super-user can create further Sub-users as per their internal assignment of roles and requirements.
7. The FI will immediately inform SBP for removal of rights/privileges of ‘Super-user’ in case of transfer/ resignation. Further, the FI will ensure that the access of Sub-users leaving the FI or transferred to any other department must be removed immediately.
8. The Super-user must also perform regular management review of all accounts and privileges of the Sub-users’ access on the Portal and ensure that their access rights are appropriate. The frequency of this review must be at least twice a year (i.e. every six months). The procedures listed below are an outline of the minimum efforts needed to comply with these instructions.
 - a. Produce a record of all Sub-users, including their specific levels of access.
 - b. Review the Sub-users to determine if they are still active and if their level of access is appropriate.
 - c. Suspend Sub-users who are no longer active and change levels of access if needed.
 - d. Retain all data and communications produced during the review.