Stage 1 - I (TSU Tools & BAM) answer a new bank account request.

Tasks to be completed when documenting an operation (from creation to publication)

1. Enter the **Title of the operation / page**

2. Add the following Labels:

- Scope of applicability: ww, country_accounting
  - Country or group of countries (if applicable): belux, china, france, italy, lam, nam,uk_ie, bulgaria, dach, netherlands, iberia, poland, latvia, australia, india, japan, south_korea, thailand, singapore, new_zealand, emea_transversal, apac_transversal
  - Unit and Domain according to the List of labels to be used in the Finance Service Line space
    - **E.g. 1:** WW Operation in Financial Accounting under domain "Central Finance Processes & Compliance":
      - Labels to be used: ***ww, financial_accounting, central_fin_proc_compliance***
    - **E.g. 2:** France Operation in Financial Accounting:
      - Labels to be used: ***country_accounting, france, financial_accounting***
        (for country operations, the Domain is always country_accounting)

3. Fill in all fields as described above

4. Name the title of each section using OPD methodology naming convention - Infinitive verb without the “to”, mainly action verb...something) -" I do something..."

5. Once the description of the operation is completed, ensure it is approved and published by launching the SBS-Finance approval workflow

Domain: TSU Tools & BAM	**Responsibility area**:

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Scope

WW

Please remove the icon when not applicable.

ERP

PF1 WP1

PE1

? Unknown Attachment

Please remove the icon when not applicable.

Frequency

Month

? Unknown Attachment

? Unknown Attachment

Please remove the icon when not applicable.

References

Forms

Attachments

<< Stage 1 - I (TSU Tools & BAM) answer a new bank account request. >>

1. Objective and Scope

1.1. Objective of this Operation

1.2. Scope

2. Definitions

See Finance Glossary:

- ...

3. Tasks description

3.1. I answer a new bank account request.

The only tool for requesting the opening of a bank account is AODOCS eBAM. The demand will follow a workflow process (as well as associated notifications) that has been designed in the system. Please click on the link here.

A new bank account can be requested for several reasons:

- Creation of a new legal entity
- Specific needs for an existing legal entity (related to regulation, VAT, M&A…)
- Cash management purposes

The reason for the request (purpose) should be stated in the request and justificative documentation should be attached in order for validators (Corp Treasury or TSU) to make an objective decision.

The request for a bank account opening is usually done at the initiative of the CAM of the company, but also at the initiative of the Treasury (Corporate or TSU) in the case of Solvay SA for instance. But other persons can input a request in case of specific needs (M&A, T&Es, HR activities…).

A same bank account can be used by several departments/businesses across a legal entity but a bank account always belongs to a unique legal entity. Therefore, the CAM and the legal representative of the legal entity should always be notified and involved in the different stages of the implementation.

The AODOCS request should include compulsory information (purpose, legal entity and currency) and optional information (bank if any preference, type of account, services associated with the account…).

After the request is completed in AODOCS, it should be escalated to the next stage which is the validation of the Regional / International Treasury. An action email will be sent by the system to the person in charge (according to the geographical zone).
See Annexe 1 for a list of responsible persons.

End of document.