

Stage 4 - I (TSU Tools & BAM) execute the bank account opening.

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:

Table of contents

- 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
- 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
- Table of contents
- 1. Objective and Scope
 - 1.1. Objective of this Operation
 - 1.2. Scope
- 2. Definitions
- 3. Tasks description
- 3.1. I execute the bank account opening.
 - 3.1.1. After all parties have agreed on the bank account and associated services, we enter the stage of the execution of the opening. There are 5 different categories of activities to perform before the bank account is fully operational:

- 3.1.2. Those activities are followed-up by the entity CAM and the TSU Tools and Bank Accounts Management team. Once the account is ready to be used, then it is activated in AODOCS (stage 5) by the TSU Tools and Bank Accounts Management team. Concerned people will be notified. See Annexe 1 for a list of the responsible people.
- 3.1.3. The legal agreements to open a bank account have to be signed by the legal representative(s) of the entity according to its by-laws.
- 3.1.4. All stakeholders must inform and copy both the CAM & the TSU Tools and Bank Accounts Management team about the accomplishment of the tasks listed below. The original / signed copy of the documents will be physically stored by the CAM of the entity (except "Treasury" entities, such as Solvay SA, under the management of TSU). A soft copy of all documents should be exchanged and kept by the TSU in the TSU AODOCS documents database.
- 3.1.5. The opening date of the bank account must be specified in AODOCS. The bank account certificate (or RIB) and the POA should be uploaded as well.
- 3.1.6. The FSL - STATUTORY ACC. proceeds to the acceptance test of the newly created bank account and confirms if it is operational.

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 4 - I (TSU Tools & BAM)
execute the bank account opening.
>>

1. Objective and Scope

1.1. Objective of this Operation

1.2. Scope

2. Definitions

See [Finance Glossary](#):

- ...

3. Tasks description

3.1. I execute the bank account opening.

3.1.1. After all parties have agreed on the bank account and associated services, we enter the stage of the execution of the opening. There are 5 different categories of activities to perform before the bank account is fully operational:

Contractual & Documentation	<ul style="list-style-type: none">• completion of Account opening & KYC Process with bank (Account Opening Request, Terms & Conditions, KYC, IDL or overdraft...)
Systems	<ul style="list-style-type: none">• optional contractual documentation between Solvay affiliates (IBA convention in case of cash pooling, internal POA for Treasury Online)
	Bank account Opening Execution_Tasks & Documents Link
	<ul style="list-style-type: none">• completion of the setup in Treasury Systems (internal: SAP, Quantum... and external: Bank Communication, EBS...) and tests
	<ul style="list-style-type: none">• completion of the accounting setup
	<ul style="list-style-type: none">• data management (AODOCS eBAM, update of vendor / customer master file, information letter to customers, update of banking details on invoices)
	Bank Account Opening Execution_Set up in systems Link

3.1.2. Those activities are followed-up by the entity CAM and the TSU Tools and Bank Accounts Management team. Once the account is ready to be used, then it is activated in AODOCS (stage 5) by the TSU Tools and Bank Accounts Management team. Concerned people will be notified. [See Annexe 1](#) for a list of the responsible people.

3.1.3. The legal agreements to open a bank account have to be signed by the legal representative(s) of the entity according to its by-laws.

3.1.4. *All stakeholders must inform and copy both the CAM & the TSU Tools and Bank Accounts Management team about the accomplishment of the tasks listed below. The original / signed copy of the documents will be physically stored by the CAM of the entity (except “Treasury” entities, such as Solvay SA, under the management of TSU). A soft copy of all documents should be exchanged and kept by the TSU in the [TSU AODOCS documents database](#).*

3.1.5. *The opening date of the bank account must be specified in AODOCS. The bank account certificate (or RIB) and the POA should be uploaded as well.*

3.1.6. *The FSL - STATUTORY ACC. proceeds to the acceptance test of the newly created bank account and confirms if it is operational.*

End of document.