

# Stage 1 - I decide the update list of authorised signatories.

## 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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  - 2. Definitions
  - 3. Tasks description
  - 3.1. I (TSU Tools & BAM) should discuss with Corporate Treasury and prepare a list of people, owners of POA on Syensqo SA bank accounts. Legal department should be informed and consulted.
  - 3.2. I (TSU Tools & BAM) follow some rules to fulfil to be designated as a signatory:

## Scope

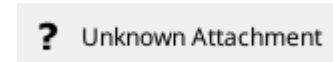
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## ERP

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## Frequency

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## References

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## Forms

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## Attachments

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<< Stage 1 - I decide the update list of authorised signatories. >>

# 1. Objective and Scope

## 1.1. Objective of this Operation

## 1.2. Scope

## 2. Definitions

See [Finance Glossary](#):

- ...

## 3. Tasks description

*3.1. I (TSU Tools & BAM) should discuss with Corporate Treasury and prepare a list of people, owners of POA on Syensqo SA bank accounts. Legal department should be informed and consulted.*

*3.2. I (TSU Tools & BAM) follow some rules to fulfil to be designated as a signatory:*

- POA owner should have at least 1 year experience in Syensqo Group;
- 4-eyes principle, need two levels of signature: Group 1 + Group 1 or Group 1+ Group 2;
- Group 1 is opened to senior Managers and Group 2 to TSU Operations;
- A payment requestor must not be the approver of the payment for the same transaction;
- Set a limit (currently 150m€ for Syensqo SA);
- Approvers of payments must not be able to manage creditors and bank master data;
- POA should not be granted to people external to the company, unless approved by the International Treasury. Any POA given to externals must be covered by a service contract clearly mentioning 3rd party liability in case of improper usage of the bank account (e.g. protection against fraud).

**End of document.**