

Stage 1 - I (CAM) decide and prepare 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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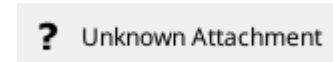
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- 3.2. There are some rules to fulfil to be designated as a signatory:

Scope



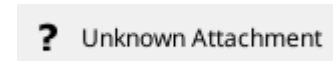
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ERP



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Frequency



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References

Forms

Attachments

<< Stage 1 - I (CAM) decide and prepare 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 (CAM) should prepare a list of people, owners of POA on Syensqo Affiliates bank accounts and inform the TSU Tools&BAM of upcoming changes. This list should be discussed beforehand with the Legal Administrator of the Entity.

3.2. There are 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;
- A limit should be set, according to the size of the Entity (to be discussed with Legal Admin and possibly with International Treasury);
- 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).

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End of document.