Managing Notice Saver accounts.

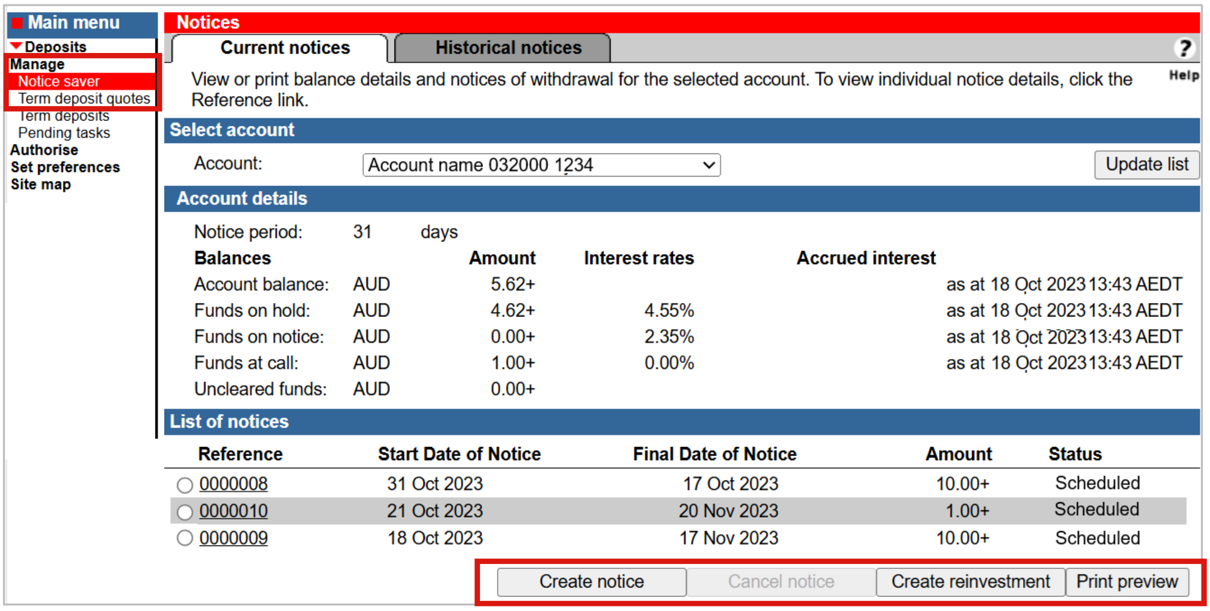
Follow this guide to view and manage the balances of Notice Saver accounts.

To perform this procedure, you require Creator access to the View and print Notice saver and Manage Notice saver features and be an Authoriser to confirm the notice details.

Getting started

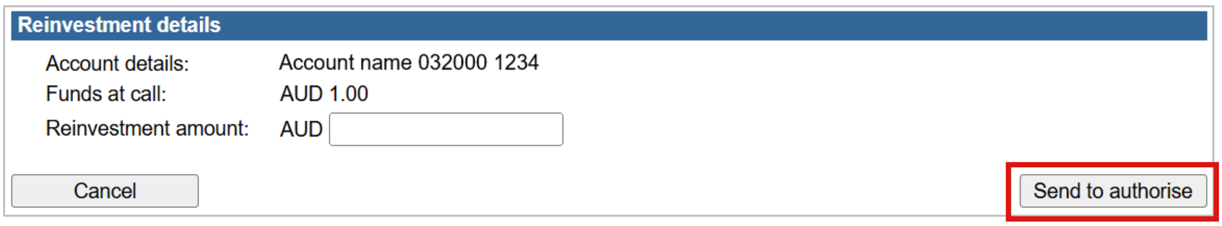
1. From the left-hand menu, select Deposits > Manage > Notice saver.

   Corporate Online displays the account balance, accrued interest, and a list of current notices for the account.



2. Complete any of the following:
   - Select Print preview to print the list of current notices.
   - To reinvest a portion of the 'Funds at call' balance and add to the 'Funds on hold' balance select Create reinvestment.
   - To create a notice of withdrawal for all or part of the 'Funds on hold' balance select Create notice.
   - To cancel a notice of withdrawal, select the notice to be cancelled and then select Cancel notice. Confirmation is displayed, refer to next page.

Reinvesting funds

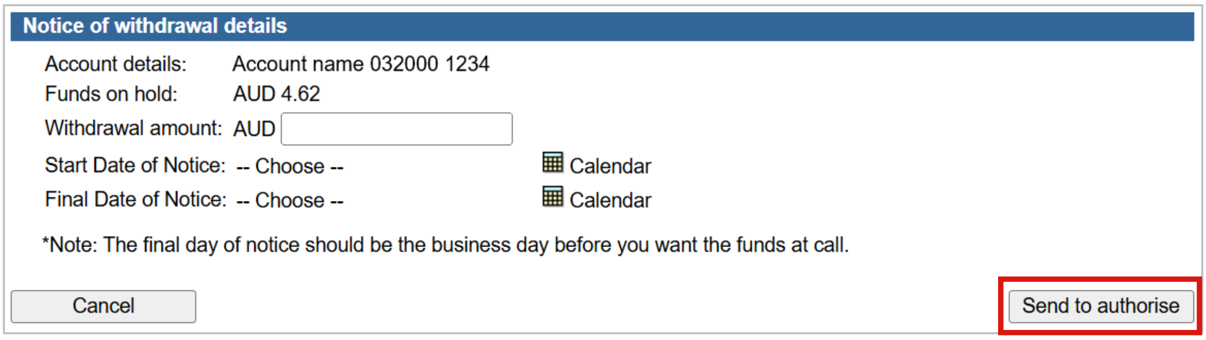


1. Complete the details as follows:
   - Enter the Reinvestment amount which must be less than or equal to the 'Funds at call' amount shown.

- Select **Send to authorise**. Confirmation is displayed.

Note: Providing the reinvestment is fully authorised by the cut-off time, it will be processed, and the 'Funds on Hold' updated overnight.

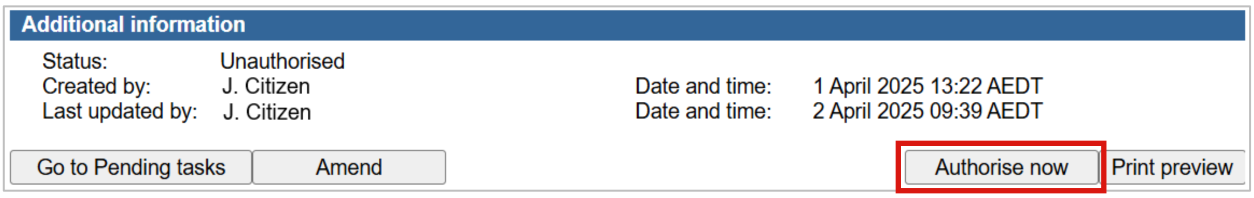
Entering notice of withdrawal details



1. Complete the details as follows:
   - Enter the **Amount** to withdraw.
     Note: Withdrawal amount entered must be less than or equal to the Funds on Hold on the Start Date of Notice.
   - Select the **Start date of Notice**. The 'Final date of notice' will update to be the notice period based on the type of account.
     OR
   - Select the **Final date of Notice**. The 'Start date of notice' will update to be the notice period based on the type of account.
     Note: The 'Final date of notice' should be the business day before you want the 'Funds at call'.
   - Select **Send to authorise**. Confirmation is displayed.

Confirmation

The task is now ready for authorisation. Depending on the Authorisation model used by your Organisation for deposits accounts "single" or "dual" authorisation may be required.



2. Where your access allows, review the notice details, and then select **Authorise now**.

   Corporate Online updates the status of the notice and displays the **Authorise** list. If the task is displayed with a status of 'Part authorised', ask another user to sign-in and second authorise the task by selecting **Authorise** from the left-hand menu.