

A corporate customer who has registered for AIS eBusiness Portal service for general transactions but has not registered for the Set Authorization for Corp.eService User/Manage Employee Information, therefore they will not have access to the 'Services' and 'Manage Employee Information' menus. This is necessary for managing the user data of mobile phone numbers registered under corporate name to match the mobile banking account.

- In case a customer wishes to request additional rights in AIS eBusiness Portal using the same Username registered for the service, an authorized person of a company or an organization can follow these steps:
1. Please prepare the documents (original copies) to be sent to your AIS Business Consultant to grant access to the menu features.
 - 1.1 Fill out the application form "Subscribe/terminate service, Payment, Billing Management, Business Solutions" signed by an authorized signatory and stamped with the company seal (if applicable).
Check the box to select the 'Set Authorization for Corp.eService User/Manage Employee Information' to gain access to the menu for managing employee data.

Subscribe/ terminate service, Payment, Billing Management, Business Solutions

| Packages/ Services | Usage Charge | Business Solutions |
|--|--|---|
| Packages - Subscribe / Change / Cancel on-top package Services - - Set Authorization for Corp.eService User/Manage Employee Information - Subscribe to/ Cancel Value added service - New Register - Mobile Number Suspension/Reconnection - Change SIM / Activate New SIM - SMS Preference/Cancellation - New Number Announcement Service | Payment - Credit Card - Direct Debit - Electronic Bill Presentment - Receipt information report - Credit note report Bill Management - Change Billing Cycle - Change Billing Address - Change Billing Account - Extended Credit Limit (Temporary) - Withholding Tax Service | Solutions for Corporate - Your Business Solutions - Register AIS M2M SIM |

1.2 Supporting documents for companies/government agencies

- **Supporting documents for Enterprise customers**
 - A copy of the company certificate, not older than 1 year, listing the current authorized directors, signed by an authorized signatory, and stamped with the company seal (if applicable).
 - A copy of Thai National ID Card (Thai nationality) or a copy of the passport (non-Thai nationality) of the authorized directors, signed by an authorized signatory.

In case of Power of Attorney (if applicable), prepare additional documents:

 - A power of attorney, listing the current authorized directors (not expired), signed by an authorized signatory, and stamped with the company seal (if applicable).
 - A copy of Thai National ID Card (Thai nationality) or a copy of the passport (non-Thai nationality) of the authorized representative, signed by an authorized signatory
 - **Supporting documents for Government Agency customer**
 - A letter from the government agency clearly stating the request to add rights and define user rights for Corporate eService in AIS eBusiness Portal using the same Username registered for the service.
 - A copy of the authorized officer's government ID card, certified as a true copy with a signature.

In case of a power of attorney (if applicable), prepare additional documents:

 - A power of attorney, signed by the authorized person and stamped (if applicable).
 - A copy of the authorized representative's government ID card or Thai National ID Card, certified as a true copy with a signature.
2. Please scan all documents and send them to your Business Consultant or Operation Support team to check for completeness.
 3. If the documents are complete and correct, Operation Support team will coordinate with the staff to collect the original documents from the customer on the next business day.
 4. Once the original documents are received, Operation Support team will coordinate to add the rights in AIS eBusiness Portal for the customer.
 5. The customer will be notified of the result of the rights addition within 3 business days.