

## REQUEST PROCESSES FOR SECURITY OFFICERS

Kronos2 account holders must appoint two or more persons to function as Security Officers on behalf of the account holder. A person who has been registered by Danmarks Nationalbank as Security Officer has authority to:

1. send requests regarding user access to Kronos2 for the account holder's users. For this, the form "Form: Create Kronos2 user" is used.
2. send requests regarding changes to user access permissions in Kronos2 for the account holder's users. For this, the form "Form: Changes to existing Kronos2 user" is used.
3. send requests regarding removal of user access permissions in Kronos2 for the account holder's users. For this, the form "Form: Removal of existing Kronos2 user" is used.
4. send requests regarding to which extent the account holder wishes to apply the 4-eyes principle. For this, the form "Form: Registration/changes to bank set-up in Kronos2 – 4-eyes principle and optional SWIFT messages" is used.
5. send requests regarding whether the account holder wishes to receive specific, optional SWIFT messages (relevant only for account holders using SWIFT). For this, the same form "Form: Registration/changes to bank set-up in Kronos2 – 4-eyes principle and optional SWIFT messages" is used.

The forms can be found on Danmarks Nationalbank's website:

[http://www.nationalbanken.dk/en/bankingandpayments/interbank\\_payments/Pages/User%20administration.aspx](http://www.nationalbanken.dk/en/bankingandpayments/interbank_payments/Pages/User%20administration.aspx)

All request forms must be sent to [kronos2@nationalbanken.dk](mailto:kronos2@nationalbanken.dk) with the subject: "Security Officer request". The e-mail must be sent from the Security Officer's **own personal work email address** as registered by Danmarks Nationalbank.

When Danmarks Nationalbank has checked all prerequisites, the request will be processed as quickly as possible. When a request is finalised, a confirmation will be sent to all registered Security Officers of the account holder in question.