**Business Internet Banking Application Form**



**Account Information**

Date

Day Month Year

* Company Account Name **…………………………………………………………………………………………………………………**

Telephone Number **………………………………………………………………………………………………………………………..**

Address **……………………………………………………………………………………………………………………………………**

|  |  |  |
| --- | --- | --- |
| **S / N** | **Account Name *(List accounts to be activated)*** | **Account Number** |
| * 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |



**User Information**

Kindly nominate the user for the following role on your profile:

**Initiator:** This User initiates and submits all transactions.

**Approver:** This User approves transactions on accounts. Please note that this user must be an authorised signatory to the account or the company shallprovide a board resolution to the bank authorizing such persons to act in that capacity.

**Viewer**: This User views transactions and statements on the nominated accounts.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S / N** |  |  |  |  |  | **User Details** | **Role** | **Signature** |  |
|  |  |  |  |  |  |  | *(Please specify either* |  |  |
|  |  |  |  |  |  |  | *Initiator or Approver)* |  |  |
|  |  |  |  |  |  |  | *e.g. Initiator 1, Approver 1* |  |  |
|  | * Full Name | | | |  |  |  |  |  |
| 1 |  |  |  |  |  |  |  |  |  |
| * Mobile Number | | | |  |  | \* |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | * E-mail Address | | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | * Preferred means of receiving OTP | | | | | |  |  |  |
|  |  |  | Email |  | SMS | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Full Name | | | |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| Mobile Number | | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | E-mail Address | | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Preferred means of receiving OTP | | | | | |  |  |  |
|  |  |  | Email |  | SMS | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Full Name | | | |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
| Mobile Number | | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | E-mail Address | | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Preferred means of receiving OTP | | | | | |  |  |  |
|  |  |  | Email |  | SMS | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Full Name | | | |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |
| Mobile Number | | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | E-mail Address | | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Preferred means of receiving OTP | | | | | |  |  |  |
|  |  |  | Email |  | SMS | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

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**Business Internet Banking Application Form**

Full Name

1. Mobile Number E-mail Address

Preferred means of receiving OTP

Email  SMS



**Account Set-up Information**

Please indicate company daily transaction limit:

\* Amount in figure (N) **…………………………………………………………..**

Amount in words (N) **………………………………………………………..…………………………………………………..………………………………………........**

**………………………………………………………………………………………………………………………………………………………….**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **User Full Name** | **Accessible** | **Mandate** | **Maximum Transaction** | | | **Accessible** |  |
|  | **Account** | *(please specify* |  | **Limit** *(in figure)* | | **Menu Code** |  |
|  | *(Please specify* | *the number of* |  |  |  | *(Please see* |  |
|  | *which of the account* | *approver* |  |  |  | *below for* |  |
|  | *above each user* | *required for* | **(N)** | **($)** | | *options)* |  |
|  | *can access)* | *transaction)* |  |  |  |  |  |
|  |  |  |  |  |  |
|  | *e. g Account 1,* | *e.g. Approver1,* |  |  |  |  |  |
|  | *Account 2 etc.* | *Approver 1 & 2* |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Accessible Menu** | **Accessible Menu Code** | **Function** |
| **Statement** | **S** | It simply provides details of all your transactional activities over the selected timeframe |
| **Payment** | **P** | This is used for initiating payments |
|  |  |  |
| **General services** | **GS** | This is used for service requests such as cheque book request, demand draft request etc. |



**APPROVAL INFORMATION**

1. Name **…………………………………………………………………. ……………….**Signature & Date **………………………………………………**

**B.** Name **……………………………………………………………………………………** Signature & Date **………………………………………………**

1. Name **…………………………………………………………………………………...**Signature & Date **………………………………………………**
2. Name **…………………………………………………………………………………...**Signature & Date **………………………………………………**
3. Name **…………………………………………………………………………………....** Signature & Date **………………………………………………**



**For Bank Use Only**

Signature Verified by: **…………………………………………………. …...** *(SV Stamp / Name/ Date)*

Business Banker **………………………………………………………**

*(Name / Signature/ Date)*

Head Service Support:

**…………………………………………………….** *(Name / Signature/ Date)*

E-Business Support:

**……………………………………………..**

*(Name / Signature/ Date)*

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