

Corporate Internet Banking



Date:
Day Month Year

Company Name: _____

Office Telephone: _____ Email: _____

Account Information

Account No: _____

Account/Sub Accounts to be profile:

All Accounts Select Account

(List accounts or related account(s) and companies to be activated for single profile user below)

Account Name: _____ Account No: _____

Account Name: _____ Account No: _____

Account Name: _____ Account No: _____

User roles & Functions

Role Code	Users	Responsibilities	Basic Functions
Admin	System Administrator	<ul style="list-style-type: none">Represents the I.T departmentsResponsible for user friendly activity on the software access and audit trailResponsible for setting file type and format on CIB	<ul style="list-style-type: none">Setup file type and formatLogin Trail & User ActivityPassword Reset; Enable and disable
UPL	Uploader	<ul style="list-style-type: none">Represent the Accounts/Finance/ Treasury/ Human Resources.Initiates all transactions and file uploadReview batch statusReview reports and account balance	<ul style="list-style-type: none">Setup file type and formatInitiate and submit all transactionsUpload all payment filesView batch statusAccount to debitAccount statement & Balance enquiryOwn account transferException Report

Role Code	Users	Responsibilities	Basic Functions
REV	Reviewer	<ul style="list-style-type: none"> Represents the Accounts/Finance/Treasury/ Human Resources. 1st level review and authorization Positioned between the Uploader and final approver 	<ul style="list-style-type: none"> View batch status & payment records Approve transactions Account Statement & Balance Enquiry Account to debit Payment and exception report
AUTH	Authorizer/Approvers	<ul style="list-style-type: none"> Must be authorized signatories of the bank account Structure may be sequential (A-B-C) or non-sequential (Any to sign, either to sign, two to sign, e.t.c 	<ul style="list-style-type: none"> View batch status & payment records Approve transactions Account Statement & Balance Enquiry Account to debit Transaction track
VIEW	Viewer	<ul style="list-style-type: none"> Represents the Accounts/Treasury/Audit/Control Review end of day activities 	<ul style="list-style-type: none"> View login trail and user activity View batch status & exception report Payment reports

Other Services

NIBSS Instant Payment



Approval required for own account transfer



Please note that transactions are processed via NEFT by default. This implies that transactions initiated before 12:00pm will be treated same day while transactions initiated after 12:00pm will be processed the next business day

User Contact Information

Kindly provide the details for each user and select role below:

Token Request

- Note: All roles require tokens

Please tick as appropriate: Electronic Token: Hardware Token:

Kindly take this as an authority to issue _____ unit(s) of tokens for our users.

Kindly complete the indemnity in the overleaf

Hardware token(s) should be released to: _____

(Name)

Identification Type: _____

Approval Information

At a duly convened meeting of the Board of Directors of our Company, it was resolved that Summit Bank Limited (the "Bank") shall profile the Company on the Bank's Corporate Internet Banking (CIB) platform. The Bank is hereby authorized to act on and honor the instructions contained herein.

The persons whose signatures appear below have been duly authorised to give this mandate.

Dated this _____ day _____, 20_____

Name of Director: _____ Name of Director: _____

Signature/Date: _____ Signature/Date: _____

Company Seal:

For Official Use

Signature Verification:

SV Stamp

Treated by _____
CES Officer (Name/Signature)

Approved by _____
Operations Officer (Name/Signature)