

ADDITIONAL REQUIREMENTS – ACCOUNT OPENING PROCESS

The existing fields on PM Enterprise have been marked as N while the new fields to be created have been marked as Y.

CHANGES AT CUSTOMER LEVEL

Add the following fields for capture of Customer details (for Personal entity):

Field	Description	New?(Y/N)
TITLE (SALUTATION)	Dropdown. Edit label name to Title/Salutation	N
OTHER CITIZENSHIP(FOR DUAL CITIZENS)	Dropdown. Countries	Y
COUNTRY OF RESIDENCE	Dropdown. Countries	Y
OTHER FOREIGN ADDRESS	Text field	Y
COUNTY OF RESIDENCE	Dropdown. Edit label to County of residence	N
COUNTRY OF BIRTH	Dropdown. Countries	Y
TAX COUNTRY	Dropdown. Countries. Default to Kenya	Y
TAX IDENTIFICATION NO	Numeric Text box if Tax Country is not Kenya	Y

Customer Contact Details

Field	Description 1	Description	New?(Y/N)
Telephone/Fax	Dropdown	Textbox. Numeric	N
Email	Dropdown	Textbox. Email format validation	N
Mobile	Dropdown	Textbox. Numeric	Y

Customer Category

Field	Description	New?(Y/N)
Employed	Radio	Y
Self-employed	Radio	Y
Student	Radio	Y
Others (specify)	Radio. Show free text field upon selection of Others	Y

Where **Employed** is selected, show the fields below;

Field	Description	New?(Y/N)
NAME OF EMPLOYER	Dropdown. Exists on Enterprise PM as <i>Employer Code</i>	N
EMPLOYER CODE	Auto-populated. No input	Y
EMPLOYER'S ADDRESS	Free text.	N
EMPLOYER PHONE	Text box-numeric	N
EMPLOYMENT TERMS	Radio. Permanent or Contract	Y
JOB TITLE/ROLE/POSITION/DESIGNATION	Free text. Add DESIGNATION	N
DEPARTMENT/UNIT/SECTION/DIVISION	Free text	N
AVG. MONTHLY INCOME	Radio options <input checked="" type="checkbox"/> Less than 50,000 <input checked="" type="checkbox"/> 50,001-200,000 <input checked="" type="checkbox"/> 200,001-500,000 <input checked="" type="checkbox"/> 500,001-1,000,000 <input checked="" type="checkbox"/> Above 1,000,000	Y

When **Self-employed** is selected, show the fields below:

Field	Description	New?(Y/N)
BUSINESS NAME	Free text	Y
NATURE OF BUSINESS	Free text	Y
Business Reg./Company Inc. Number	Free text	Y
Physical Address of Business/Occupation	Free text	Y
Business Contact Name	Free text	Y
Contact Tel.	Textbox - Numeric	Y
Est. Monthly Sales Turnovers	Radio options <input checked="" type="checkbox"/> Less than 50,000 <input checked="" type="checkbox"/> 50,001-200,000 <input checked="" type="checkbox"/> 200,001-500,000 <input checked="" type="checkbox"/> 500,001-1,000,000 <input checked="" type="checkbox"/> Above 1,000,000	Y

Where **Student** is selected:

Field	Description	New?(Y/N)
NAME OF UNIVERSITY/COLLEGE	Free text	Y
ADMISSION NUMBER	Free text	Y
EXPECTED COMPLETION DATE	Date	Y
EST. MONTHLY DEPOSITS	Radio options <input checked="" type="checkbox"/> Less than 50,000 <input checked="" type="checkbox"/> 50,001-200,000 <input checked="" type="checkbox"/> 200,001-500,000 <input checked="" type="checkbox"/> 500,001-1,000,000 <input checked="" type="checkbox"/> Above 1,000,000	Y

Where **Others** is selected;

Field	Description	New? (Y/N)
Specify	Free text	Y
Avg. Monthly Income (KES Equivalent)	Radio options <input checked="" type="checkbox"/> Less than 50,000 <input checked="" type="checkbox"/> 50,001-200,000 <input checked="" type="checkbox"/> 200,001-500,000 <input checked="" type="checkbox"/> 500,001-1,000,000 <input checked="" type="checkbox"/> Above 1,000,000	Y

The above changes will impact the grid below on PM Enterprise:

Applicant's Additional Details			
Income Range	Employer Name	Employer Address	Employer Code
-Select-			WRIGLEYS COMPANY

- Employer Code should be renamed **Name of Employer**. This will be shown when **Employed** is selected.
- Remove the details above from the **Applicant's Additional Details** grid

Sources of Funds

Field	Description	New?(Y/N)
MAIN SOURCE OF FUNDS	Text box-Free text	Y
OTHER SOURCE OF FUNDS	Text box-Free text	Y

Expiry Dates

Field	Description	New?(Y/N)
DOCUMENT EXPIRY DATE	Date-Mandatory where passport or Alien ID is selected as ID Type	Y
WORK PERMIT EXPIRY DATE	Date	Y
VISA EXPIRY DATE	Date	Y

Next of Kin Details

Field	Description	New?(Y/N)
FIRST NAME	Textbox	Y
MIDDLE NAME	Textbox	Y
LAST NAME	Textbox	Y
ID NUMBER/PASSPORT NUMBER	Textbox	Y
PHONE NUMBER	Textbox-Numeric	Y
POSTAL ADDRESS	Textbox	Y
EMAIL ADDRESS	Textbox (valid email)	Y
RELATIONSHIP WITH NEXT OF KIN	Textbox	Y

Contact Person

Field	Description	New? Y/N
FIRST NAME	Textbox	N
MIDDLE NAME	Textbox	Y
LAST NAME	Textbox	N
PHONE NUMBER	Textbox-Numeric	Y
EMAIL ADDRESS	Textbox (valid email)	Y

Other Accounts Held with Co-operative Bank (Grid)

Field	Description	New? Y/N
ACCOUNT NAME	Textbox-Numeric	Y
ACCOUNT NUMBER	Textbox-Numeric	Y
BRANCH	Dropdown – List of branches	Y
BRANCH NAME	Textbox	Y

Accounts Held with Other Banks (Grid)

Field	Description	New? Y/N
ACCOUNT NUMBER	Textbox-Numeric	Y
ACCOUNT NAME	Textbox-Numeric	Y
BANK NAME	Dropdown	Y

BRANCH NAME	Textbox	Y
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Add the following fields for capture of Customer details (for Enterprise):

Field	Description	New? Y/N
OTHER COUNTRY OF OPERATION	Dropdown-Countries. Optional	Y
TAX COUNTRY	Dropdown. Countries. Default to Kenya	Y
TAX IDENTIFICATION NO	Numeric Text box if Tax Country is not Kenya	Y
EST. ANNUAL SALES TURNOVER	Dropdown. Rename as Est. Annual Sales Turnover	N

Tax Indicator

Field	Description	New? Y/N
Tax indicator- Tax Liable?	Radio. Yes/No. Default to No	Y

Customer Contact Details (Grid)

Field	Description 1	Description 2	New? Y/N
Telephone/Fax	Dropdown <input checked="" type="checkbox"/> Telephone/Fax <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Mobile	Numeric Textbox Textbox (email format) Numeric	Y

Accounts Held with Other Banks (Grid)

Field	Description	New? Y/N
Account Number	Textbox-numeric	Y
Account Name	Textbox	Y
Bank Name	Dropdown	Y
Branch Name	Textbox	Y

Add the following fields for capture of Customer details (for Enterprise):

Field	Description	New? Y/N
OTHER COUNTRY OF OPERATION	Dropdown-Countries. Optional	Y
TAX COUNTRY	Dropdown. Countries. Default to Kenya	Y
TAX IDENTIFICATION NO	Numeric Text box if Tax Country is not Kenya	Y
EST. ANNUAL SALES TURNOVER	Dropdown. Rename as Est. Annual Sales Turnover	N
County of Operation	Drop down – Counties Optional	Y
Building (details of physical address)	Alpha-Numeric text box - optional	Y
Street/Road (details of physical address)	Alpha-Numeric text box - optional	Y
Town	Should default depending on the Postal code inserted - mandatory	Y
Telephone(office) 1	Numeric Text box - optional	Y
Telephone(office) 2	Numeric Text box - optional	Y
Contact Person Name	Text Boxes – split into 'First Name' and 'Last name' - mandatory	Y
Contact Person Address	Alpha-Numeric text box - mandatory	Y
Contact Person Phone Number	Numeric Text box - mandatory	Y
Nature of Business(Main Business activity)	Alpha text Box - mandatory	N
Main Source of Funds	Open Text box - mandatory	Y

Other Source(s) of funds	Open Text Box - optional	Y
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List of Directors (Grid)

Field	Description	New? Y/N
Name	Textbox	Y
Document Type	Dropdown. National ID or Passport	Y
Document Number	Textbox	Y

When capturing Signatories details or Other Stakeholders details for Enterprise Entities, see below additions;-

Field	Description	New? Y/N
7 digit client number	Numeric(to auto-populate for existing clients)**	Y
Designation	Open Text	Y
Passport Expiry Date(ddmm/yyyy)	Date format(calendar) - optional	Y
Visa Expiry Date(ddmm/yyyy)	Date Format(Calendar) - optional	Y
Work Permit Expiry(ddmm/yyyy)	Date Format(calendar) - optional	Y
My office phone number	Open text with validation - optional	Y
Physical address(Residential)	Open Text - mandatory	Y
Country of Residence	Drop-down countries - optional	Y
KRA PIN	Alpha numeric with validation – Mandatory	Y
TAX country	Dropdown – countries(default to Kenya) - mandatory	Y
TAX identification No.	Open text – optional	Y
Nature of Business/Occupation	Dropdown –optional but if “self-employed” is selected, then mandatory	Y
Name of Employer	Open text – optional	Y
Department/Unit	Open Text – Optional	Y
Employment Terms	Radio buttons – Permanent/Contract – Optional but if “Employer name” is given, then it is mandatory	Y
Employer Phone Number	Open text – mandatory if ‘Employer Name’ is completed, otherwise - optional	Y
Employer address	Open text - mandatory if ‘Employer Name’ is completed, otherwise - optional	Y
Source of Funds	Open Text – Mandatory	Y
Income Range	Dropdown as for Personal accounts - Optional	Y
Next of Kin’s Name	Text Boxes – First name, Middle name, Last name – Mandatory	Y
Next of Kin’s ID No.	Open text with validation - Mandatory	Y
Next of Kin’s Phone Number	Open text with validation – Mandatory	Y
Relationship with Next of Kin	Open Text – Mandatory	Y

Tax Indicator

Field	Description	New? Y/N
Tax indicator- Tax Liable?	Radio. Yes/No. Default to No	Y

Customer Contact Details (Grid)

Field	Description 1	Description 2	New? Y/N
Telephone/Fax	Dropdown ✓ Telephone/Fax	Numeric Textbox	Y

	✓ Email	Textbox (email format)	
	✓ Mobile	Numeric	

Accounts Held with Other Banks (Grid)

Field	Description	New? Y/N
Account Number	Textbox-numeric	Y
Account Name	Textbox	Y
Bank Name	Dropdown	Y
Branch Name	Textbox	Y

Non-signatory Director Details (Grid)

Field	Description	New? Y/N
First Name	Textbox	Y
Middle Name	Textbox	Y
Last Name	Textbox	Y
Document Type	Dropdown	Y
Document Number	Textbox	Y

CHANGES AT ACCOUNT LEVEL

Add the following fields for capture of account details:

Purpose of account

Field	Description	New? Y/N
Purpose of Account	Dropdown options ✓ Salary ✓ Savings ✓ Business ✓ Collections	Y
Account Sector	Dropdown	Y
Account Sub-sector	Dropdown	Y

Agent Details (Grid)



Field	Description	New? Y/N
First Name	Textbox. Change Name to First Name	N
Middle Name	Textbox	Y
Date of Birth	Textbox	Y
Document Type	Dropdown ✓ National ID ✓ Passport	Y
Document Number	Textbox	N
Phone Number	Textbox	N
Postal Address	Textbox	Y
Nationality	Dropdown. List of countries	Y
Tax ID (PIN)	Textbox	Y
Agent Details	Remove this field	N



CO-OPERATIVE BANK
We are you.

Details Of Each Agent			
Name	ID Number	Telephone	Agent Duties

APPROVAL

	Name	Signature & Date
Process Owner-Branch Banking	Cosmas Ndungi	 30/10/18
Process Co-owner-Branch Banking	Joyce Chelanga	 30/10/18
Enterprise Business Analyst-BCM	Frank Muriithi	
Project Manager	Jael Kisota	
Head-Business Change Management	Benedict Mutuma	

