Corporate Internet Banking (CIB)

Application Form

ZENITH BANK ...in your best interest

SECTION 1 — COMPANY GENERAL INFORMATION

Please complete this section with information about your organisation

Company Name:

Type of Company / Organisation

☐ Sole Ownership
☐ Limited Liability Company
☐ Public Limited Company
☐ Government

☐ Partnership
☐ Non-Profit Organisation / NGO
☐ Religious Organisation
☐ Other (Specify)................................

Business Location

☐ Store Front
☐ Office
☐ Home
☐ Other (Specify)..

Office Address

Postal Address

E-mail Address

Office Telephone

SECTION 2 — CONTACT INFORMATION

All correspondence between Zenith Bank and your organisation will be addressed to the contact person(s) specified below

Name of Primary Contact Person:	Name of Secondary Contact Person:
Designation:	Designation:
Office Telephone/Extension:	Office Telephone/Extension:
Mobile Phone:	Mobile Phone:
E-mail Address:	E-mail Address:

SECTION3 — PAYMENT REQUIREMENTS

(i) Number of Users to access the application ☐

(ii) Number of Authorizers ☐

(iii)Number of Upload Operators ☐

(iv)Would you like your payment to reflect in your account as single or bulk? (E.g. Salary payment)

Bulk Payment ☐ Single Payment ☐

SECTION 4 — BANK ACCOUNT INFORMATION

(i). State the account number(s) to be set up as debit account(s)

(ii). State account name _____

(iii). Type of account ☐ Current Account ☐ Savings Account

(iv). Number of Signatories to account ☐ (v). Mandate: …………… to sign

(vi). State other accounts to be configured (these accounts will be for viewing purposes only)

(vi). Name of Relationship officer _____

(v). E-mail Address (Relationship Officer) _____

TRANSACTION LIMIT: State maximum amount transferrable GH¢ _____

I/We, on behalf of …………………………… hereby certify that the information provided on this form is accurate. I/We agree that Zenith Bank Ghana Limited reserves the right to take appropriate measures including legal actions if the information here is found to be false.

Signature …………………………Designation …………………………………..Date ………………….. Phone No……………………….

Signature ………………………… Designation ….. Date ………………….. Phone No ………………………

FOR OFFICIAL USE ONLY

Please verify that all Authorisers (Simple and Advanced) in the user privileges form are signatories to the account and are in line with the mandate specified in the account

Does the customer have internet banking? YES ☐   NO ☐   If No, apply for the customer

Process Level (Remark by e-Business) _____

Remark (by CSU) _____

Name _____ Signature_____ Date _____

Account officer Name_____ Signature_____ Date _____

HOP/Branch Head_____ Signature_____ Date _____

User Privileges Form

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SECTION 1
USER INFORMATION

1. Name of User ....

| 2. Role on CIB .... | 3. Office Telephone/Extension .... |
| 4. Mobile Number .... | 5. E-mail Address .... |

6. Accounts to be configured for this user (Accounts listed for each user will be set up in accordance with instructions in Section 4)

Title	Account Number						Comment	

7. Are you a simple Authorizer / Advanced Authorizer? If yes please state approval limit if applicable

Limit GH¢ [   ]

User Signature ……………………… Date…………………...

Signature………...……….. Designation ……………………

Date…………………

Authorized Signatories Signature………...……….. Designation …………………… Date……………………

SECTION 2
PRIVILEGES

Uploader

☐ Add Beneficiaries
☐ Make Payment
☐ Payment Upload
☐ Amend Payment
☐ Account Details
☐ Account Summary
☐ Account Activity
☐ Daily Transactions
☐ User Audit Trail
☐ Transaction Search
☐ Search Payment
☐ Payment Status
☐ Change Password

Authorizer

☐ Approve Beneficiary
☐ Authorize Payment
☐ Account Details
☐ Account Summary
☐ Account Activity
☐ Daily Transactions
☐ Search Payment
☐ Payment Status
☐ User Audit Trail
☐ User Activity Statistics
☐ Company Audit Trial
☐ Change Password

Admin

☐ Manage Users
☐ User Audit Trail
☐ Company Audit Trial
☐ Change Password

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Maintenance and Transactional Fees

I / We, on behalf of …………………………………… hereby authorize Zenith Bank Ghana Limited to debit account number ………………………
with an amount of GH¢…………as **transactional fee** for each individual transfer.

I / We, on behalf of …………………………………… hereby authorize Zenith Bank Ghana Limited to debit account number ………………………
with an amount of GH¢…………as a monthly **maintenance fee**.

.

_____
Authorized Signature

Company Stamp

_____
Authorized Signature

………

Fee Guide

Description

Fee

Transactional

1. Local

    a. Ghana Interbank Settlement (GIS)   GHS 15.00 per transaction

    b. Monthly Maintenance Fee   GHS 50.00

    c. Amendment/Recall Charge   GHS 20 per each presentattion

2. International   All SWIFT fees apply

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1. **Account Details:** This affords the user a view of the account assigned to him/her.

2. **Account Summary:** This provides the user a view of balances on accounts assigned to him/her.

3. **Account Activity:** This feature gives the customer view of account activity over a period.

4. **Consolidated Activity:** This feature provides account activity for many accounts in a single report.

5. **Daily Transactions:** This feature provides all activities in an account for the day.

6. **Uncollected funds:** This feature provides details of all uncleared cheques on that account.

7. **Transaction Search:** This feature allows the user search for transactions over a given period.

8. **Add Beneficiaries:** This feature allows the user to enter beneficiary information.

9. **Beneficiaries Upload:** This feature allows the user to upload a file containing the list of the company's beneficiaries

11. **Payment Upload:** This feature allows the user upload the payment file in Ms Excel format into the application

12. **Authorize Payment:** This feature allows the user to check payment instruction and approve payment

13. **Search Payment:** This feature allows the user to search and download payment based on certain criteria

14. **Payment Exceptions:** This feature allows the user to view details of payment instructions which did not comply with the specified format

15. **User Audit Trail:** This feature allows the user a detailed view of his activities in the system

16. **User Activity Statistics:** This feature allows the user view his activities within the system

17. **Company Audit Trail:** This feature allows the user a detailed view of the company's activities in the system.

18. **Approve Beneficiary:** This feature allows the user to approve or reject beneficiaries uploaded in the system.

19. **Amend Payment:** This feature allows the user to amend payments which have already been uploaded unto the system.

20. **Incoming Messages:** This feature allows the user to read the company's incoming messages from Zenith Bank

21. **Outgoing Messages:** This feature allows the user to view the messages from your company to Zenith Bank

22. **Create New Messages:** This feature allows the user to send message from the company's profile to Zenith Bank

23. **Change Password:** This feature allows the user to change his password

24. **Manage Users:** This feature would enable the user to activate other staff to able to use the application.

25. **Payment Status:** This feature allows the user view the status of each payment.