



ZENITH BANK
...in your best interest

Corporate Internet Banking (CIB)

Application Form

SECTION 1 COMPANY GENERAL INFORMATION	Please complete this section with information about your organisation	
	Company Name:	
	Type of Company / Organisation <input type="checkbox"/> Sole Ownership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Public Limited Company <input type="checkbox"/> Government <input type="checkbox"/> Partnership <input type="checkbox"/> Non-Profit Organisation / NGO <input type="checkbox"/> Religious Organisation <input type="checkbox"/> Other (Specify).....	Business Location <input type="checkbox"/> Store Front <input type="checkbox"/> Office <input type="checkbox"/> Home <input type="checkbox"/> 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:

SECTION 3 PAYMENT REQUIREMENTS	(i) Number of Users to access the application <input type="checkbox"/>
	(ii) Number of Authorizers <input type="checkbox"/>
	(iii) Number of Upload Operators <input type="checkbox"/>
	(iv) Would you like your payment to reflect in your account as single or bulk? (E.g. Salary payment)
	Bulk Payment <input type="checkbox"/> Single Payment <input type="checkbox"/>

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

GHC

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 _____



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DEBIT FORM

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.

 Authorized Signature

Company Stamp

 Authorized Signature

Fee Guide

<u>Description</u>	<u>Fee</u>
Transactional	
1. Local	
a. Ghana Interbank Settlement (GIS)	GHS 2 per transaction
b. Amendment/Recall Charge	GHS 5 per each request
2. International	All SWIFT fees apply



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Definitions of User Privileges

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.