



ZENITH CORPORATE INTERNET BANKING (CIB) APPLICATION FORM

SECTION 1 COMPANY GENERAL INFORMATION (All fields are mandatory)

PLEASE COMPLETE THIS SECTION WITH INFORMATION ABOUT YOUR ORGANISATION

Company Name

Type of Company Sole Proprietorship Partnership Limited Liability Public Liability Government
 Religious Organization Non-Profit Organization Other (Specify)

Business Location Store Front Office Home Other (Specify)

Office Address

Postal Address

E-mail Address Office Telephone

SECTION 2 CONTACT INFORMATION (All fields are mandatory)

ALL CORRESPONDENCE BETWEEN ZENITH BANK AND YOUR ORGANISATION WILL BE ADDRESSED TO THE CONTACT PERSON(S) SPECIFIED BELOW

DETAIL	PRIMARY CONTACT	SECONDARY CONTACT
Name		
Designation		
Telephone (EXT)		
Mobile		
Email		

SECTION 3 PAYMENT REQUIREMENTS (All fields are mandatory)

Number of users to access the application Number of Authorizers Number of Upload Operators

Allow uploader to delete transactions Allow Authoriser to delete transactions Beneficiary approval required? Yes No

Enable instant transfer Instant Transfer Limit (GIP/MoMo/NRT)

SECTION 4 BANK ACCOUNT INFORMATION (All fields are mandatory)

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

State account name Type of Account Current Account Savings Account

Number of Signatories to account Mandate to sign

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

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Name of Relationship Officer

Email of Relationship Officer

Global Transaction Limit (State maximum amount transferable)

I/We, on behalf of hereby certify that the information provided in 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 Number

Signature Designation Date Phone Number

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 CSU)

Name Signature Date

Account Officer Name Signature Date

HOP/Branch Head Signature Date

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 GHS50.00 as **monthly maintenance fee**.

.....
Company Stamp

.....
Authorized Signature

.....
Authorized Signature

Fee Guide

Description

Fee

Transactional (Local)

- | | |
|-------------------------------------|------------------------|
| a. GhIPSS Instant Pay (GIP) | 1% capped at GHS 10.00 |
| b. Near Real Time (NRT) | GHS 12.00 |
| c. Monthly Maintenance Fee | GHS 50.00 |
| d. Ghana Interbank Settlement (GIS) | GHS 25.00 |



USER PRIVILEGES FORM

SECTION 1
USER INFORMATION
(All fields are mandatory)

Name of User
Mobile Number Email Address

Accounts to be configured for each user will be set up in accordance with instructions in Section 4

Account Number	Account Number	Account Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Are you an Authoriser? Yes No *If Yes, state approval limit if applicable*

User
Signature Designation Date

Authorised Signatories
Signature Designation Date

Signature Designation Date

ROLES ON CIB

Kindly tick the role to be assigned (Just one)

- Uploader
- Uploader/Authoriser
- Uploader/Admin
- Authoriser
- Authoriser/Admin
- Admin
- Sole User
- Uploader/Authoriser/Admin
- Viewer

ADDITIONAL PRIVILEGES

ADD PRIVILEGE

REMOVE PRIVILEGE

Kindly refer to the **USER PRIVILEGES PAGES** for the privileges under the role ticked. You can add a privilege from 'ALL PRIVILEGES' or take out a privilege assigned to your role.



USER PRIVILEGES

PRIVILEGES ASSIGNED TO AN ADMIN

User Audit Trail
Activity Statistics
Manage Users
Company Audit Trail

PRIVILEGES ASSIGNED TO AN UPLOADER&AUTHORISER

Account Activity
Account Analytics
Account Details
Account Name Enquiry
Account Summary
Activity Statistics
Add Beneficiaries
Amend Payment
Approve Beneficiary
Assign/Restrict Beneficiary
Attach document(s)
Authorize Cheque Confirmation
Authorize Payments/Transfers
Beneficiaries Upload
Bills Payment
Bulk Payment Upload
Cheque Confirmation
Company Audit Trail
Consolidated Activity
Daily Transactions
DangoteNonCement
Delete Beneficiary
Ghana.Gov Payment
Make Payment/Transfer
Manage Users
Multiple Mobile Money Transfer
Multiple Transfer
Order Cheque-Book
Payment/Transfer Approval Report
Payment/Transfer Status
Payments/Transfers Exceptions
Search Beneficiary
Search Payments/Transfers
Shipping Payment
Single Payment
SSNIT Payment
To Mobile Money
To Other Bank
To Own Account
To Zenith Bank
Transaction Search
Uncollected Funds
User Audit Trail
Verify Payments/Transfers
View Beneficiary

PRIVILEGES ASSIGNED TO AN UPLOADER&ADMIN

Daily Transactions
Transaction Search
Add Beneficiaries
Search Beneficiary
Beneficiaries Upload
View Beneficiary
To Mobile Money
Multiple Transfer
Multiple Mobile Money Transfer
To Other Bank
To Zenith Bank
To Own Account
Single Payment
Make Payment/Transfer
Ghana.Gov Payment
SSNIT Payment
Shipping Payment
DangoteNonCement
Bills Payment
Attach document(s)
Amend Payment
Bulk Payment Upload
Account Name Enquiry
Payment/Transfer Status
Payments/Transfers Exceptions
Search Payments/Transfers
Order Cheque-Book
Delete Beneficiary
Assign/Restrict Beneficiary
Account Details
Account Summary
Account Activity
Consolidated Activity
User Audit Trail
Activity Statistics
Manage Users
Company Audit Trail

PRIVILEGES ASSIGNED TO AN AUTHORISER&ADMIN

Account Activity
Account Analytics
Account Details
Account Name Enquiry
Account Summary
Activity Statistics
Approve Beneficiary
Authorize Cheque Confirmation
Authorize Payments/Transfers
Cheque Confirmation
Company Audit Trail
Consolidated Activity
Daily Transactions
Delete Beneficiary
Manage Users
Payment/Transfer Approval Report

Payment/Transfer Status
Payments/Transfers Exceptions
Search Beneficiary
Search Payments/Transfers
Transaction Search
Uncollected Funds
User Audit Trail
Verify Payments/Transfers
View Beneficiary

PRIVILEGES ASSIGNED TO AN UPLOADER

Daily Transactions
Transaction Search
Add Beneficiaries
Search Beneficiary
Beneficiaries Upload
View Beneficiary
To Mobile Money
Multiple Transfer
Multiple Mobile Money Transfer
To Other Bank
To Zenith Bank
To Own Account
Single Payment
Make Payment/Transfer
Ghana.Gov Payment
SSNIT Payment
Shipping Payment
DangoteNonCement
Bills Payment
Attach document(s)
Amend Payment
Bulk Payment Upload
Account Name Enquiry
Payment/Transfer Status
Payments/Transfers Exceptions
Search Payments/Transfers
User Audit Trail
Order Cheque-Book
Delete Beneficiary
Assign/Restrict Beneficiary
Account Details
Account Summary
Account Activity
Consolidated Activity

PRIVILEGES ASSIGNED TO A VIEWER

Account Activity
Account Analytics
Account Details
Account Name Enquiry
Account Summary
Activity Statistics
User Audit Trail



USER PRIVILEGES

PRIVILEGES ASSIGNED TO AN AUTHORISER

Account Details
Account Summary
Account Activity
Account Analytics
Consolidated Activity
Daily Transactions
Uncollected Funds
Transaction Search
Search Beneficiary
View Beneficiary
Delete Beneficiary
Approve Beneficiary
Account Name Enquiry
Authorize Payments/Transfers
Payment/Transfer Status
Payments/Transfers Exceptions
Search Payments/Transfers
Payment/Transfer Approval Report
Authorize Cheque Confirmation
User Audit Trail
Activity Statistics
Company Audit Trail
Manage Users
Verify Payments/Transfers
Cheque Confirmation

PRIVILEGES ASSIGNED TO A SOLE USER

Account Details
Account Summary
Account Activity
Account Analytics
Consolidated Activity
Daily Transactions
Uncollected Funds
Transaction Search
Add Beneficiaries
Search Beneficiary
Beneficiaries Upload
View Beneficiary
Delete Beneficiary
Approve Beneficiary
Assign/Restrict Beneficiary
To Mobile Money
Multiple Transfer
Multiple Mobile Money Transfer
To Other Bank
To Zenith Bank
To Own Account
Single Payment
Make Payment/Transfer
Ghana.Gov Payment
SSNIT Payment
Shipping Payment
DangoteNonCement
Bills Payment

Attach document(s)
Amend Payment
Bulk Payment Upload
Account Name Enquiry
Authorize Payments/Transfers
Payment/Transfer Status
Payments/Transfers Exceptions
Search Payments/Transfers
Payment/Transfer Approval Report
Order Cheque-Book
Cheque Confirmation
Authorize Cheque Confirmation
User Audit Trail
Activity Statistics
Company Audit Trail
Manage Users
Verify Payments/Transfers

PRIVILEGES ASSIGNED TO AN UPLOADER/AUTHORISER/ADMIN

Account Details
Account Summary
Account Activity
Account Analytics
Consolidated Activity
Daily Transactions
Uncollected Funds
Transaction Search
Add Beneficiaries
Search Beneficiary
Beneficiaries Upload
View Beneficiary
Delete Beneficiary
Approve Beneficiary
Assign/Restrict Beneficiary
To Mobile Money
Multiple Transfer
Multiple Mobile Money Transfer
To Other Bank
To Zenith Bank
To Own Account
Single Payment
Make Payment/Transfer
Ghana.Gov Payment
SSNIT Payment
Shipping Payment
DangoteNonCement
Bills Payment
Attach document(s)
Amend Payment
Bulk Payment Upload
Account Name Enquiry
Authorize Payments/Transfers
Payment/Transfer Status
Payments/Transfers Exceptions
Search Payments/Transfers
Payment/Transfer Approval Report
Order Cheque-Book

Cheque Confirmation
Authorize Cheque Confirmation
User Audit Trail
Activity Statistics
Company Audit Trail
Manage Users
Verify Payments/Transfers

ALL PRIVILEGES

Account Details
Account Summary
Account Activity
Consolidated Activity
Daily Transactions
Uncollected Funds
Transaction Search
Add Beneficiaries
Beneficiaries Upload
Single Payment
Order Cheque-Book
Manage Users
Authorize Payments/Transfers
Search Payments/Transfers
Payments/Transfers Exceptions
User Audit Trail
Activity Statistics
Company Audit Trail
Approve Beneficiary
Amend Payment
Payment/Transfer Status
Account Name Enquiry
Shipping Payment
View Beneficiary
Verify Payments/Transfers
Attach document(s)
Cheque Confirmation
Authorize Cheque Confirmation
Delete Beneficiary
Assign/Restrict Beneficiary
Bills Payment
Search Beneficiary
Make Payment/Transfer
Bulk Payment Upload
Payment/Transfer Approval Report
To Own Account
To Zenith Bank
To Other Bank
Multiple Transfer
Account Analytics
DangoteNonCement
To Mobile Money
Multiple Mobile Money Transfer
Ghana.Gov Payment
SSNIT Payment



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
26. To Mobile Money: This feature enables user transfer to mobile money wallet.
27. Multiple Transfer: This feature enables user transfer to a number of accounts and wallets at a go.
28. Multiple Mobile Money Transfer: This feature enables user transfer to a number of wallets at a go.
29. To Other Bank: This feature enables user transfer to other banks.
30. To Zenith Bank: This feature enables user transfer to other zenith bank account holders.
31. To Own Account: This feature enables user transfer to own zenith bank accounts.
32. Account Name Enquiry: This feature enables user verify details of beneficiary being added.
33. Shipping Payment: This feature enables user pay levies to shipping companies on the portal.
34. Verify Payments/Transfers: This feature enables user verify payments made.
35. Attach document(s): This feature enables user attach documents to transfers that require documentation.
36. Cheque Confirmation: This feature enables user confirm cheque sent for clearing.
37. Authorize Cheque Confirmation: This feature enables user to approve cheque confirmation.
38. Delete Beneficiary: This feature enables user delete beneficiary added.
39. Assign/Restrict Beneficiary: This feature enables user assign or restrict beneficiary
40. Bills Payment: This feature enables user pay bills to companies on the portal.
41. Order Cheque Book: This feature enables user to request for a cheque book



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Zenith Bank Ghana Limited



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Zenith Bank Ghana Limited



Zenith Bank (Ghana) Limited

Use our electronic banking channels



*966#



Cards



PoS



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