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| SECTION 1 COMPANY GENERAL INFORMATION | Please complete this section with information about your organisation | |
| | Company Name: | |
| | Business Locations <input type="checkbox"/> Storefront <input type="checkbox"/> Office <input type="checkbox"/> Home <input type="checkbox"/> Other (Specify)..... | Type of Business <input type="checkbox"/> SMEs <input type="checkbox"/> Other Corporate Institutions (Specify)..... |
| | Office Address | |
| | Postal Address | |
| | E-mail Address | |
| | Office Telephone | |

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|--|--|-----------------------------------|
| 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: |

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| SECTION 3 PAYMENT REQUIREMENTS | (i) Number of Users to access the application <input type="checkbox"/> |
| | (ii) Numbers of Approvers <input type="checkbox"/> |
| | (iii) Number of Authorizers <input type="checkbox"/> |
| | (iv) Number of Makers <input type="checkbox"/> |
| | (v) 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)

| | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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(ii). State account name _____

(iii). Type of account Current Account Savings Account

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

(vi). Name of Relationship officer _____

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

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.

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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.

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

**SECTION 1
USER INFORMATION**

1. Name of User

2. Role on Z-Transfer Web Platform 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 |
|-------|----------------|--|--|--|--|--|--|--|--|--|---------|
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| | | | | | | | | | | | |
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NB: New Accounts created later can be added by Users on the portal.

User Signature **Date**.....

Signature..... Designation

Date.....

Authorized Signatories

Signature..... Designation Date.....

**SECTION 2
OVERVIEW OF PRIVILEGES**

Maker

- Account Summary
- Account Statement
- Make Payment Request
- My Payment Request
- Add Employees
- Employees Approved
- New Pay Run
- Pay Runs
- Beneficiary List
- Add Beneficiary
- Declined

Approver

- Account Summary
- Account Statement
- Make Payment Request
- My Payment Request
- Approve Employees
- Employees Approved
- Pay Runs
- Approved Pay Run
- Pay Run Report
- Beneficiary List
- Approved Beneficiary
- Declined

Authoriser

- Account Summary
- Account Statement
- Authorise Transfers
- Payment Request History
- Employees Approved
- Authorise Pay Runs
- Pay Run Reports
- Beneficiary List



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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 applicable **transactional fee** for each individual transfer.

Authorized Signature

Company Stamp

Authorized Signature

Fee Guide

Description

Fee

Transactional (Local)

- | | |
|--------------------------------------|-------------------------------------|
| a. Setup fee (SMEs) | GHS 50 |
| b. Setup fee (Other Corporate Inst.) | GHS 100 |
| c. GIP | 1% Capped at GHS10 per transaction. |
| d. NRT | GHS 12 per transaction |
| e. ACH | GHS 5 per transaction. |
| f. Amendment/Recall Charge | GHS 20 per each transaction |

Definitions of User Privileges



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1. **Account Statement:** This feature allows customer to search, view and download statement.
 2. **Account Summary:** This provides the user a view of balances on accounts assigned to him/her.
 3. **Make Payment Request:** This feature allows the customer to make a payment.
 4. **My Payment Request:** This feature provides account activity for many accounts in a single report.
 5. **Add Employees:** This feature allows user to add information of employees.
 6. **Employees Approved:** This feature provides a list of employees approved.
 7. **Approve Employees:** This feature allows the user to check employees added and approve them.
 8. **New Pay Run:** This feature allows the user to schedule payments.
 9. **Pay Runs:** This feature allows the user to view pay runs added.
 10. **Add Beneficiaries:** This feature allows the user to enter beneficiary information.
 11. **Approve Pay Runs:** This feature allows the user to view pay run added and approve it.
 12. **Pay Run Report:** This feature allows user to search and download executed payments scheduled.
 13. **Beneficiary List:** This feature allows the user to view beneficiaries added; whether approved or pending approval.
 14. **Approved Beneficiary:** This feature allows the user to view beneficiaries approved.
 15. **Authorise Transfers:** This feature allows the user to check transfer instruction and approve transfer.
 16. **Authorise Pay Run:** This feature allows the user to check pay run instruction and approve pay run.
 17. **Payment Request History:** This feature allows the user to view payment activities and request history.
 18. **Declined:** This feature allows the user view declined payments.
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