



# Corporate i-Bank

# Application Form

<b>SECTION 1 COMPANY GENERAL INFORMATION</b>	<b>Please complete this section with information about your organisation</b>		
	Company Name:		
	Office Address		
	Office Telephone	Company Fax	Company E-mail Address:
	<b>CONTACT INFORMATION</b>		
	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:

<b>SECTION 2 BANK ACCOUNT INFORMATION</b>	List <u>account number (s)</u> to be activated on Corporate I-Bank in the boxes below:	
	Indicate the account (s) to debit for payment processing <input checked="" type="checkbox"/>	Indicate the account (s) to debit for payment processing <input checked="" type="checkbox"/>
	1 <input type="text"/>	6 <input type="text"/>
	2 <input type="text"/>	7 <input type="text"/>
	3 <input type="text"/>	8 <input type="text"/>
	4 <input type="text"/>	9 <input type="text"/>
	5 <input type="text"/>	10 <input type="text"/>
	<b>DAILY TRANSACTION LIMIT:</b> State maximum daily amount transferrable <input type="text"/>	

<b>SECTION 3 FEATURES</b>	<b>Kindly select the features applicable from the list below:</b>		
	(i). Account Enquiry <input type="checkbox"/>	(ii). Account Activity <input type="checkbox"/>	(iii). Payment & Transfers <input type="checkbox"/>
	(iv). Trade Services <input type="checkbox"/>	(v). Form M Online <input type="checkbox"/>	(vi). Cheque/Draft Services <input type="checkbox"/>
	(vii). Import Duty Payment <input type="checkbox"/>	(viii). Other Bank's Debit <input type="checkbox"/>	(ix). Online Cheque Confirmation <input type="checkbox"/>
<b>Signed for and on behalf of the customer:</b>			
Signature _____		Date _____	
Signature _____		Date _____	

**SECTION 4: USER PRIVILEGES**

S/N	NAME OF USER	Initiator/Inputter	Verifier	1st Authorizer	2nd Authorizer	Final Authorizer	Account Enquiry	View Account Balance	View Account Activity	ACCOUNT(S) TO ACCESS BY USER
										(Refer to Section 2 and indicate the corresponding serial number(s) here, separate with comma if more than one e.g 1, 2 for account numbers stated in S/N 1 & 2 or 2, 3, 5 for account stated in S/N 2, 3 & 5, or 1 - 10 for all account numbers stated in S/N 1 - 10)
1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

All authorizers set up on Corporate Internet Banking must be in accordance with their mandates in the bank. Non-signatories to the account(s) shall not be set-up as authorizer(s) until the board resolution authorizing such person(s) to act in that capacity is submitted to the bank.

I, on behalf of .....hereby certify that the information provided on this form is true and accurate. I agree that Zenith Bank reserves the right to take appropriate measures including legal action if the information here is discovered to be false. We hereby authorize you to debit our corporate account for the total sum of ₦  being the cost for the security tokens.

**Signed for and on behalf of customer:**

Signatory 1..... Designation..... Date.....

Signatory 2..... Designation..... Date.....

**SECTION 5: USER CONTACT DETAILS**

S/N	NAME OF USER	MOBILE NUMBER	E-MAIL ADDRESS
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
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19			
20			

**FOR OFFICIAL USE ONLY**

Name of Relationship Officer: \_\_\_\_\_

Telephone Nos: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Signatures: \_\_\_\_\_ Date: \_\_\_\_\_

**Please verify that all Authorizers (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**

Remark (by CSU) \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

HOP \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Branch Head \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# CORPORATE I-BANK TERMS AND CONDITIONS

By applying for the use of the Bank's corporate I-Bank product, the customer hereby agrees to the following terms and conditions:

## OBLIGATIONS OF THE BANK

- I. To provide the customer with such services as listed in the attached document referred to as annexure A.
- ii. To provide the customer with the beneficiary and payment file format for the preparation of the payment schedules and a sample of a prepared payment schedule;
- iii. To ensure that all payment schedules received will be processed immediately with same day value for Zenith and non-zenith beneficiaries if sent via Interswitch but 24 hours for Non-Zenith beneficiaries if sent via NEFT. Refer to **annexure C** for all banks presently on Interswitch.
- iv. To provide a report which the customer can view in the event of problems with the payment schedule within twenty-four hours from the time the event occurs;
- V. To ensure that all payments are executed by the effective payment dates indicated by the customer in the customer's file;
- Vi. To provide the Customer with status report, which may be by electronic means or otherwise, showing details of all payments made by the Bank on behalf of the customer;

## OBLIGATIONS OF THE CUSTOMERS

- I. To provide the Bank with every information required to effectively make payments;
- ii. To adhere strictly to the beneficiary and payment file formats provided by the Bank in preparing the beneficiary and payment schedules;
- iii. To ensure that the application and user forms forwarded by the Customer is in line with the customer's account mandate with the Bank;
- iv. To ensure that the payment schedule of file is sent to the Bank by only authorized users of the system. All security details such as passwords, PINS and Access Code must not be shared with anyone else;
- V. To ensure that all necessary measures are put in place such that the payment file in the defined location is well protected to prevent compromise and unauthorised write-access;
- Vi. To provide at least one member of staff to be nominated as product owner and thoroughly trained by the Bank to provide the first line of support for all enquiries to be made by the customer;
- Vii. To pay the relevant fees and expenses associated with transaction, these charges are Subject to review from time to time by the Bank.
- Viii. To ensure appropriate signatories are set up to approve payments in accordance with the Bank account mandate. This mandate will not be subjected to telephone, e-mail or any other manual confirmation by the bank before transactions are completed.
- ix. To ensure that appropriate documents are attached for every payment made in the System as the Bank does not verify/confirm the correctness of such documents.

## INDEMNITY AND RELEASE CLAUSE

The customer shall indemnify and keep the Bank fully indemnified against all claims, demands, liabilities, actions, proceedings, losses, costs, (including reasonable attorney's fees and costs) which may be incurred by the Bank arising out of or in connection with the execution of the Customers's instruction to make payments and the performance of the obligations contemplated under this transaction provided that same does not arise out of or in relation to the negligence of the bank or a breach by the bank of its obligations under this agreement.

## ARBITRATION

The customer and the Bank shall use their best efforts to amicably settle all disputes arising out of or in connection with the performance or interpretation of these Terms and Conditions. Any dispute or differences arising out of the construction, interpretation or performance of the obligations created under this business relationship which cannot be settled amicably within one (1) month after receipt by a party's request for such amicable settlement may be referred to a single arbitrator to be appointed in accordance with the Arbitration and Conciliation Act. Cap. A 18, Laws of Federation of Nigeria 2004.

## FORCE MAJEURE

The Customer and the Bank agree that there shall attach no liability to carry out any obligations under the Terms and Conditions in the event of force majeure including but not limited to systems downtime, Server failure, civil commotion, strikes or lock outs, war, flood, insurrection and other acts of God PROVIDED however that where an event of force majeure subsists for more than one (1) month the party affected by such force majeure event shall be deemed to have been voluntarily terminated this Agreement, subject to validity of pending obligations of either party.

## GOVERNING LAW

These terms and Conditions shall be governed and construed in accordance with the laws of the Federal Republic of Nigeria in force from time to time.

**Having read and understood the provisions of these Terms and Conditions, I/we hereby append my/our signature(s) this day..... of.....201.....**

.....  
**Authorized Signatory**

.....  
**Authorized Signatory**

# ANNEXURE A: LIST OF SERVICES

This annexure provides a detailed list of standard services that are to be delivered to the client under the Terms of this agreement.

The Electronic payment services provided by the bank will allow the client perform the following services on an online real-time basis:

- View account details online
- View Account activity online
- View daily transactions on account(s)
- View Uncollected funds i.e. Uncleared cheques and instruments.
- View payment status.
- Add/edit Beneficiary profiles.
- Upload Beneficiary file formats.
- Perform intra and inter-account transfer.
- Make payments online.
- Approve beneficiaries and payments.
- Amend payments
- Receive email and SMS notifications for actions performed with the system
- Inter-bank Direct Debit.
- Intra-bank Direct Debit.

\* Other Services that will be available using Electronic Banking systems include:

- Order Cheque books
- Order Bank Drafts
- Form M tracking and online Trade Services
- MasterCard account details
- Company audit trail.
- Receive and send messages.
- Manage users.

\* Including other features that may be available with products upgrades.

## ANNEXURE B SYSTEM REQUIREMENT

This annexure provides information on the system requirements to be put in place by the client for the application to function effectively.

1. Computer Systems
2. Internet Access.
3. Internet Explorer (IE 6 and above)
4. Microsoft Excel.

## ANNEXURE C INTERSWITCH ENABLED BANKS

This annexure provides the list of Banks currently enabled on Interswitch platform on the Corporate Internet Banking Application

1. Access Bank Plc
2. Diamond Bank
3. Ecobank Plc
4. Enterprise Bank
5. Fidelity Bank Plc
6. First Bank of Nigeria Plc
7. First City Monument Bank
8. Guaranty Trust Bank Plc
9. Keystone Bank
10. Mainstreet Bank
11. Skye Bank Plc
12. Stanbic IBTC Bank Plc
13. Sterling Bank Plc
14. United Bank of Africa Plc
15. Union Bank of Nigeria Plc
16. Unity Bank Plc
17. Wema Bank Plc
18. Zenith Bank Plc