Corporate Internet Banking - GAPS



Guaranty Trust Bank plc RC 152321



Role Code	Users	Responsibilities	Basic Functions	
ADMIN	System Administrator	 Represents the I.T departments Responsible for user-friendly activity on the software access and audit trail. Responsible for setting file type and format on GAPS 	 Setup file type and format Login Trail & User Activity Password Reset Enable and disable user 	
UPL	Uploader	 Represents the Accounts/Finance/Treasury/ Human Resources. Initiates all transactions and file upload Review batch status Review reports and account balance 	 Setup file type and format Initiate and submit all transactions Upload all payment files View batch status Account to debit Account statement & balance enquiry PMT Report Exception Report Own account transfer 	
REV	Reviewer	 Represents the Accounts/Finance/Treasury/ Human Resources. 1st level review and authorization Positioned between the Uploader and final approver 	 View batch status & payment records Approve transactions Account Statement & Balance Enquiry Account to debit Payment and exception report 	
APP	Approver	■ Must be authorized signatories of the bank account Structure may be sequential (A→B→C) or non -sequential (Any to sign, either to sign, two to sign, e.t.c	 View batch status & payment records Approve transactions Account Statement & Balance Enquiry Account to debit Transaction track 	
VIEW	Viewer	Represents the Accounts/Treasury/Audit/Control Review end of day activities	 View login trail and user activity View batch status & exception report Payment reports 	

Other Services

NIBSS Instant Payment

Approval required for own account transfer

Please note that transactions are processed via NEFT by default. This implies that transactions initiated before 12:00pm will be treated same day while transactions initiated after 12:00pm will be processed the next business day.

User Contact Information

Kindly provide the details for each user and select role below:

First/Last Name	Role Code	Approval Limit	E-mail Address	Mobile Number

Token Request

*Note: All users will require tokens to sign in to GAPS

Kindly take this as an authority to issue ______ unit(s) of tokens for our users.

Token should be released to: _________(Name)

Mode of Identification:

Approval Information

At a meeting of the Board of Directors of the Company it was resolved that Guaranty Trust Bank plc ("the Bank") should profile the Company on the Bank's Corporate Internet Banking - GAPS Platform and the Bank is hereby authorized to honor the Instructions contained herein. The persons whose signatures appear below have been duly authorized to give this mandate.

Dated this ______ day _____, 2014.

Name of Director :	_ Name of Director :
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Signature & Date:	Signature & Date :

Company Seal: _____

For Official Use

Signature Verification : _____

CIS NAME & SIGNATURE

Approved by