Corporate Internet Banking - GAPS

GTCO

Guaranty Trust Bank Ltd

Date ☐☐ ☐☐ ☐☐☐
Day Month Year

Company Name: _____

Account Information

Account No.: _____

Account/Sub Accounts to be profiled:

All accounts ☐   Select Account ☐
(List accounts or related account(s) and
companies to be activated for single profile user below)

Account Name: _____   Account No.: _____

Account Name: _____   Account No.: _____

User Roles & Functions

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
UPL	Uplaader	▪ Represent 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

Role Code	Users	Responsibilities	Basic Functions
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	Email Address	Mobile Number

Token Request

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

Please tick as appropriate: Electronic Token: ☐   Hardware Token: ☐

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

Kindly complete the indemnity in the overleaf

Hardware token(s) 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 Ltd ("the Bank") should profile the Company on the Bank's Corporate Internet Banking - GAPS Platform and the Bank is hereby authorised to honor the Instructions contained herein.

The persons whose signatures appear below have been duly authorised to give this mandate.

Dated this_____ day _____ , 20_____

Name of Director:_____ Name of Director: _____

Signature & Date:_____ Signature & Date: _____

Company Seal: _____

For Official Use

Signature Verification: _____
                                    CIS NAME & SIGNATURE

Approved by _____
                                    TSG NAME & SIGNATURE