Corporate Internet Banking – (GAPS-Lite/GAPS)

GTCO

Guaranty Trust Bank Ltd
RC 152321

Date ☐☐ ☐☐ ☐☐☐☐
Day   Month   Year

Application Type: GAPS-Lite ☐   GAPS ☐
(Please specify)

GAPS-Lite is a secure app-based service that provides a sole signatory with 24/7 online real time access to the corporate account and other financial service, using secured connections over the internet.

GAPS is a secure-web based service that facilitates the processing of vendor, supplier or payroll payment in batches or single payment, using secured connections over the internet.

Type of Account: Sole Proprietor ☐   Partnership ☐   Unincorporated ☐   Corporate ☐

Others (please specify): _____

Account Information

Account Name: _____   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: ☐☐☐☐☐☐☐☐☐☐

GAPS-Lite

Please see below the function available on your profile

Initiate & submit all transactions	View batch status	Accounts Statement and balance enquiry
Log-in trail & user activity	Approve and cancel transactions	Upload & Approve FX transaction
Transaction track & payment search	Account to Debit	Own account transfer
	Payment and exception reports	Upload batch payment

Kindly provide the details for each user below:

First Name	Last Name	E-mail Address	Mobile Number

GAPS

Role (Role Code)	Responsibilities	Basic Functions
System Administrator (Admin)	• I.T/ Finance departments	• Set up file type and format • Login Trail & User Activity • Password Reset • Enable and disable

Role (Role Code)	Responsibilities	Basic Functions
Uploader (UPL)	• Accounts/Finance/Treasury	• 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
Reviewer (REV)	• Accounts/Treasury/Audit/Human Resources	• View batch status & payment records • Approve transactions • Account Statement & Balance Enquiry • Account to debit • Payment and exception report
Approver (APP)	• Authorized signatories	• View batch status & payment records • Approve transactions • Account Statement & Balance Enquiry • Account todebit • Transaction track
Viewer (VIEW)	• Audit/Control	• View login trail and user activity • View batch status & exception report • Payment reports

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

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

Additional Feature

Please indicate if necessary: Approval required for own account transfer ☐

Token Request

All single users, as well as corporate users with approver and reviewer roles, require tokens
Existing Internet banking users can fill tokens IDs

First Name	Last Name	Token ID (To be completed by Account Officer/CIS)

Please tick as appropriate: E -Token ☐   Hardware Token ☐

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

Hardware token(s) should be released to: _____
(A duly signed Indemnity is required)   (Name)

Means of Identification: _____

Approval Information

I/We hereby authorize Guaranty Trust Bank Ltd to profile our account(s) on the GAPS/GAPS-Lite platform and act on the instructions contained herein

Name of Director:_____Signature & Date:_____

Name of Director:_____Signature & Date:_____

For Official Use

Signature Verification: _____

<div align="center">CIS NAME & SIGNATURE</div>

Approved by_____

<div align="center">OPS HEAD NAME& SIGNATURE</div>