



SECTION 1 COMPANY GENERAL INFORMATION	Please complete this section with information about your organisation			
	Company Name:			
	Type of Company / Organisation		Business Location	
	<input type="checkbox"/> Sole Ownership	<input type="checkbox"/> Partnership	<input type="checkbox"/> Store Front	
	<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Non-Profit Organisation / NGO	<input type="checkbox"/> Office	
	<input type="checkbox"/> Public Limited Company	<input type="checkbox"/> Religious Organisation	<input type="checkbox"/> Home	
	<input type="checkbox"/> Government	<input type="checkbox"/> Other (Specify).....	<input type="checkbox"/> Other (Specify).....	
	Office Address			
Postal Address				
RC Number	Date Registered	Number of Branches	Staff Strength	
Company Website Address		e-mail Address		
Office Telephone	Customer Service Phone	Business Fax		

SECTION 2 CONTACT INFORMATION	This section gathers information about the contact person in your organisation. All correspondence between Zenith Bank and your organisation will be addressed to the person 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:

SECTION 3 PAYMENT REQUIREMENTS	(i). Number of levels of authorization required	<input type="checkbox"/>		
	(ii). Number of Users to access the application	<input type="checkbox"/>		
	(iii). Number of upload Operators	<input type="checkbox"/>		
	(iv). Separate ADPS account required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Recommended if company intend to pay from more than one account
	(v). Beneficiary validation required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	(vi). Beneficiary Notification required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	(vii). Balance Validation required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**SECTION 4
BANK ACCOUNT INFORMATION**

(i). State account number to be debited

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(ii). State account name _____

(iii). Type of account

Current Account

Savings Account

(iv). Number of Signatories to account

(v). State other accounts to be configured

(vi). Name of Relationship officer _____

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

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

FOR OFFICIAL USE ONLY

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

Remark (by CSU) _____

Name _____

Signature _____

Date _____

Account Officer Name _____

Signature _____

Date _____

HOP Name _____

Signature _____

Date _____

Branch Head Name _____

Signature _____

Date _____



SECTION 1 USER INFORMATION

1. Name of User.....
2. Designation..... 3. Office Telephone/Extension.....
4. Mobile Number..... 5. E-mail Address.....
6. Accounts to be configured for this user

Title	Account Number	Comment

7. Are you a simple Authoriser/Advanced Authoriser? If Yes, please state approval limit if applicable

Limit N

Signature _____

Date _____

SECTION 2 PRIVILEGES

- | | |
|---|--|
| 1. <input type="checkbox"/> Account Details | 18. <input type="checkbox"/> Mastercard Statement by Email |
| 2. <input type="checkbox"/> Account Summary | 19. <input type="checkbox"/> Payment Upload |
| 3. <input type="checkbox"/> Account Activity | 20. <input type="checkbox"/> Authorise Payment |
| 4. <input type="checkbox"/> Consolidated Activity | 21. <input type="checkbox"/> Search Payment |
| 5. <input type="checkbox"/> Daily Transaction | 22. <input type="checkbox"/> Payment Exceptions |
| 6. <input type="checkbox"/> Uncollected Funds | 23. <input type="checkbox"/> User Audit Trail |
| 7. <input type="checkbox"/> Transaction Search | 24. <input type="checkbox"/> User Activity Statistics |
| 8. <input type="checkbox"/> Add Beneficiaries | 25. <input type="checkbox"/> Company Audit Trail |
| 9. <input type="checkbox"/> Beneficiaries Upload | 26. <input type="checkbox"/> Approve Beneficiary |
| 10. <input type="checkbox"/> Make Payment | 27. <input type="checkbox"/> Amend Payment |
| 11. <input type="checkbox"/> Inter Transfer | 28. <input type="checkbox"/> Incoming Messages |
| 12. <input type="checkbox"/> Intra Transfer | 29. <input type="checkbox"/> Outgoing Messages |
| 13. <input type="checkbox"/> Order Cheque Book | 30. <input type="checkbox"/> Create New Messages |
| 14. <input type="checkbox"/> Order Bank Draft | 31. <input type="checkbox"/> Change Password |
| 15. <input type="checkbox"/> Form M | 32. <input type="checkbox"/> Manage Users |
| 16. <input type="checkbox"/> Mastercard Account Details | 33. <input type="checkbox"/> Payment Status |
| 17. <input type="checkbox"/> Mastercard Mini Statement | |



Definitions of User Privileges

1. **Account Details** : This affords the user a view of the account assigned to him:
2. **Account Summary** : This provides the user a view of balances on accounts assigned to him
3. **Account Activity** : This feature gives the customer view of account activity over a period.
4. **Consolidated Activity** : This feature provides account activity for many accounts in a single report
5. **Daily Transactions** : This feature provides all activities in an account for the day.
6. **Uncollected funds** : This feature provides details of all uncleared cheques on that account.
7. **Transaction Search** : This feature allows the user search for transactions over a period.
8. **Add Beneficiaries** : This feature allows the user to enter beneficiary information.
9. **Beneficiaries Upload** : This feature allows the user to upload a file containing the list of the company's beneficiaries.
10. **Make Payment** : This feature allows the user to enter payment instructions for approval.
11. **Inter Transfer** : This feature allows the user to transfer money from any of their corporate accounts to any other account within Zenith.
12. **Intra Transfer** : This feature enables the user to transfer money from one of the company's account to any other account held by the company within Zenith Bank.
13. **Order Cheque-Book** : This feature allows the user to order for a cheque booklet.
14. **Order Bank Draft** : This feature allows the user to send a payment instruction in favour of a beneficiary who would be paid with a bank draft.
15. **Form M** : This feature allows the user view to the status of all the Trade Finance facilities.
16. **Mastercard Acct Details** : This feature allows the user to view the details on the company's MasterCard accounts.
17. **MasterCard Mini Statement** : Allows user obtain a summarized version of the statement.
18. **MasterCard Statement by Email** : This feature allows the user to submit a request that the Company MasterCard statement should be sent to a given email address
19. **Search Payment** : This feature allows the user to search and download payment based on certain criteria.
20. **Payment Exceptions** : This feature allows the user to view details of payment instructions which did not comply with the specified format
21. **User Audit Trail** : This feature allows the user a detailed view of his activities in the system.
22. **User Activity Statistics** : This feature allows the user view his activities within the system.
23. **Company Audit Trail** : This feature allows the user a detailed view of the company's activities in the system.
24. **Approve Beneficiary** : This feature allows the user to approve or reject beneficiaries uploaded in the system.
25. **Amend Payment** : This feature allows the user to make amendments to payments which have already been uploaded into the system.
26. **Incoming Messages** : This feature allows the user to read the company's incoming messages from Zenith Bank.
27. **Outgoing Messages** : This feature allows the user to view the messages from your company to Zenith.
28. **Create New Messages** : This feature allows the user to send message from the company's profile to Zenith Bank.
29. **Change Password** : This feature allows the user to change his password
30. **Manage Users** : This feature would enable the user to activate other staff to be able to use the application, deactivate staff from the application and recall staff to use the application.
31. **Payment Status** : This feature allows the user view the status of each payment.