Stanbic Bank
A member of Standard Bank Group

Enterprise Online Banking

Completion Instructions

1. **If registration is to be completed according to your Company's existing mandate, please complete Sections A, B and E.**
2. **If registration is required to be completed where it differs from your existingmandate then, please complete all fields and submit this application form, along with the completed board resolution and original identity documents to your nearest branch.**

Section A: Company Details

Company name

Account number(s)/Customer number

Phone number

Section B: User Details

Nominate the user for roles on the Enterprise Online Banking profile. Please note that this information must be in accordance with a resolution to be submitted by the Enterprise to us setting out the names and identity numbers of the nominated users.

	Name	Surname	Phone	Email	*Role
eg	John	Doe	+263772000000	john.doe@email.com	CEO
1					
2					
3					
4					
5					

These are the roles available that can be allocated to users:
- **Accountant**
- **Administrator**
- **CEO**
- **Clerk**
- **Director**
- **Finance**
- **Human Resource**
- **Manager**
- **Partner**

Section C: Account Restrictions

View Only: User and view balance and statements. Transaction not allowed
Transact Only: User can only transact. Statement view not allowed
No Access: User cannot transact or view Statement
Users will have full access (View and Transact) to all accounts if no restrictions applied.

	Account(s)	User name	Restriction		
eg	914000123456	John Doe	☑ View only	☐ Transact only	☐ No access
1			☐ View only	☐ Transact only	☐ No access
2			☐ View only	☐ Transact only	☐ No access
3			☐ View only	☐ Transact only	☐ No access
4			☐ View only	☐ Transact only	☐ No access
5			☐ View only	☐ Transact only	☐ No access
6			☐ View only	☐ Transact only	☐ No access
7			☐ View only	☐ Transact only	☐ No access
8			☐ View only	☐ Transact only	☐ No access
9			☐ View only	☐ Transact only	☐ No access
10			☐ View only	☐ Transact only	☐ No access

Section D: Mandate Rule

Rule: indicate how approvals should be done for each function using the roles defined in Section B: User details

For example		Director + 2 CEO	$1 - $100	☑ Yes ☐ No
Rule that need to approved		**Role / User**	**Amount**	**Hierachy**
Non-financial Transactions	**1**			☐ Yes ☐ No
Financial Transactions				
Beneficiary Payment	**1**			☐ Yes ☐ No
	2			☐ Yes ☐ No
	3			☐ Yes ☐ No
File Upload	**1**			☐ Yes ☐ No
	2			☐ Yes ☐ No
	3			☐ Yes ☐ No
Self Funds Transfer	**1**			☐ Yes ☐ No
	2			☐ Yes ☐ No
	3			☐ Yes ☐ No

Hierarchy: Set hierarchy to yes if you want approvals to follow an order. If hierarchy is set to 'yes' in example 2 to above (Director + 2 CEO) the Director must approve before the 2 CEO's can approve. Without hierarchy, either can approve simultaneously.

Section E: Authorised Representatives

Name	Signature	Date
Name	Signature	Date
Name	Signature	Date
Name	Signature	Date
Name	Signature	Date

Section F: Call back time

Date ______________ Time ☐ **08:00 - 12:00** ☐ **12:00 - 16:00**

For Bank use only

Signature verified

Business Banker

Head Service Support

CIF