

Date

Day Month Year

Guaranty Trust Bank (Rwanda) Ltd

Company Name: _____

Office Telephone: _____ Web Address: _____

Account Information

Account No.: _____ e-mail address: _____

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.: _____

Account Name: _____ Account No.: _____

Account Name: _____ Account No.: _____

Account Name: _____ Account No.: _____

User Roles & Functions

Please nominate the users for the following functions on your company profile:

User Code	Users	Responsibilities	Basic Functions
ADMIN (Compulsory)	System Administrator	<ul style="list-style-type: none"> ■ 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 	<ul style="list-style-type: none"> ■ Setup file type and format ■ Login Trail & User Activity Password Reset ■ Enable and disable user
UPL (Compulsory)	Uploader	<ul style="list-style-type: none"> ■ Represents the Accounts/Finance/Treasury/ Human Resources. ■ Initiates all transactions and file upload ■ Review batch status ■ Review reports and account balance 	<ul style="list-style-type: none"> ■ 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	<ul style="list-style-type: none"> ■ Represents the Accounts/Finance/Treasury/ Human Resources. ■ 1st level review and authorization <p>Positioned between the Uploader and final approver</p>	<ul style="list-style-type: none"> ■ View batch status & payment records ■ Account Statement & Balance Enquiry ■ Account to debit ■ Payment and exception report
APP (Compulsory)	Approver	<ul style="list-style-type: none"> ■ Must be authorized signatories of the bank account <p>Structure may be sequential (A → B → C) or non -sequential (Any to sign, either to sign, two to sign, e.t.c</p>	<ul style="list-style-type: none"> ■ View batch status & payment records ■ Approve transactions ■ Account Statement & Balance Enquiry ■ Account to debit ■ Transaction track
VIEW	Viewer	<ul style="list-style-type: none"> ■ Represents the Accounts/Treasury/Audit/Control ■ Review end of day activities 	<ul style="list-style-type: none"> ■ View login trail and user activity ■ View batch status & exception report ■ Payment reports

User Contact Information

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

First/Last Name	User Role Code	Approval Limit	E-mail Address	Mobile Number	Token ID <small>(To be completed by Account Officers / CSO)</small>

Approval Information

Please note that all approvers are set up on the Corporate Internet Banking in accordance with the Bank's mandate. Non-signatories to the account(s) shall not be set-up as approver(s) until the board resolution authorizing such persons to act in that capacity is submitted to the bank.

A) Name _____ Signature & Date _____

B) Name _____ Signature & Date _____

C) Name _____ Signature & Date _____

D) Name _____ Signature & Date _____

For Official Use

Signature Verification: _____
SV Stamp/Name

Token ID Status: New Existing

Treated by _____
(Name/Signature)

Approved by: _____
(Name/Signature)