

FORMULAIRE ENTREPRISE GAPS



Date
 Jour Mois année

Guaranty Trust Bank (Rwanda) plc

Nom de l'entreprise : _____

Téléphone de bureau : _____ Adresse Web : _____

Informations sur le compte

N° de compte : _____ Adresse e-mail : _____

Compte/Sous-comptes à profiler : Tous les comptes Sélectionnez le compte
 (liste des comptes ou comptes associés) et les entreprises à activer pour un utilisateur à profil unique ci-dessous)

Nom du compte : _____ N° de compte : _____

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Rôles et fonctions des utilisateurs

Veuillez nommer les utilisateurs pour les fonctions suivantes sur votre profil d'entreprise :

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 Positioned between the Uploader and final approver 	<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 Structure may be sequential (A → B → C) or non -sequential (Any to sign, either to sign, two to sign, e.t.c 	<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)