

# Corporate Internet Banking - GAPS



Date

Guaranty Trust Bank (Rwanda) plc

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.: \_\_\_\_\_

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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"><li>Represents the I.T departments</li><li>Responsible for user-friendly activity on the software access and audit trail.</li><li>Responsible for setting file type and format on GAPS</li></ul>	<ul style="list-style-type: none"><li>Setup file type and format</li><li>Login Trail &amp; User Activity</li><li>Password Reset</li><li>Enable and disable user</li></ul>
UPL (Compulsory)	Uploader	<ul style="list-style-type: none"><li>Represents the Accounts/Finance/Treasury/ Human Resources.</li><li>Initiates all transactions and file upload</li><li>Review batch status</li><li>Review reports and account balance</li></ul>	<ul style="list-style-type: none"><li>Setup file type and format</li><li>Initiate and submit all transactions</li><li>Upload all payment files</li><li>View batch status</li><li>Account to debit</li><li>Account statement &amp; balance enquiry</li><li>PMT Report</li><li>Exception Report</li><li>Own account transfer</li></ul>
REV	Reviewer	<ul style="list-style-type: none"><li>Represents the Accounts/Finance/Treasury/ Human Resources.</li><li>1st level review and authorization</li><li>Positioned between the Uploader and final approver</li></ul>	<ul style="list-style-type: none"><li>View batch status &amp; payment records</li><li>Account Statement &amp; Balance Enquiry</li><li>Account to debit</li><li>Payment and exception report</li></ul>
APP (Compulsory)	Approver	<ul style="list-style-type: none"><li>Must be authorized signatories of the bank account</li><li>Structure may be sequential (A→B→C) or non -sequential (Any to sign, either to sign, two to sign, e.t.c</li></ul>	<ul style="list-style-type: none"><li>View batch status &amp; payment records</li><li>Approve transactions</li><li>Account Statement &amp; Balance Enquiry</li><li>Account to debit</li><li>Transaction track</li></ul>
VIEW	Viewer	<ul style="list-style-type: none"><li>Represents the Accounts/Treasury/Audit/Control</li><li>Review end of day activities</li></ul>	<ul style="list-style-type: none"><li>View login trail and user activity</li><li>View batch status &amp; exception report</li><li>Payment reports</li></ul>

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)