BUSINESS DIRECT MANDATE FORM

UBA

SECTION A COMPANY INFORMATION - ***(Fill In Company details)***	
COMPANY NAME	
OFFICE ADDRESS	CITY/STATE/COUNTRY
COMPANY WEBSITE ADDRESS	EMAIL ADDRESS / OFFICE TELEPHONE

SECTION B

COMPANY ACCOUNT DETAILS ***(Indicate the details of the accounts to be set up on the platform)***

ACCOUNT NAME	ACCOUNT NUMBER	CURRENCY	ACCOUNT TYPE (SAVINGS, CURRENT, DOMICILLIARY, ETC)

SECTION C

SERVICES INFORMATION – ***(Tick the required services)***

☐ PAYMENTS	☐ COLLECTIONS
☐ BALANCE AND TRANSACTIONS INQUIRY	☐ LIQUIDITY MANAGEMENT
☐ CASH FORECASTING	☐ BUSINESS DIRECT MOBILE
☐ E-TREASURY	☐ E-TRADE
☐ FINANCIAL SUPPLY CHAIN	☐ BUSINESS/ERP SYSTEMS INTEGRATION
☐ OTHER	

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SECTION D

SETUP DETAILS – USER INFORMATION ***(Indicate the users of the platform and their roles)***

USER FULL NAME	EMAIL ADDRESS	USER CATEGORY (Initiator, Authorizer, View, Admin, Etc)	SUBSIDIARY ACCESS (All or Specific)	**For BANK use only**	
				USER ID	**Token Serial Number**

SECTION E

REPORT SUBSCRIPTION

MODULE	REPORTS	DESCRIPTION
☐ PAYMENTS	**P1** Daily Payment Activities Report	This report contains daily payment activities for a particular corporate.
	P2 Payment Charge Statement	This report gives details of charges debited to the corporate account
	P3 Disbursement Instrument Status Report	This is a report of the status of various instruments in a deposit for a period. It can be generated for instruments with any one of the following status. • Return, Paid, Open instruments
☐ COLLECTIONS	**C1** Client-Wise Credits Report	This report gives details of credits to a corporate account.
	C2 Instrument Status Report	This is a report of the status of various instruments in a deposit for a period. It can be generated for instruments with any one of the following status. • Return, Paid, Open instruments
	C3 Return Statement (Across Locations)	This report provides the details of return instruments per clearing location.
☐ BALANCE INQUIRY	**B1** Account balance report	This gives a report of corporate account balances
	B2 Account Activity report	This gives a report of transactional activities on corporate accounts

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SECTION F

MANDATE DETAILS - ***(Indicate account mandate details)***

(kindly cross out unused space to ensure no room for tampering)

LOGIN TOKEN REQUIRED ☒ TRANSACTION TOKEN REQUIRED ☐

AUTHORIZATION SIGNATORY MATRIX ☐ AUTHORIZATION VERIFICATION MATRIX ☐

Full Name	Designation	Signatory Level	Account number & Approval limit (N)	Signature	**For BANK use only**	
					USER ID	**Token Serial #**

SECTION G

COLLECTION FIELD DESCRIPTION ***(Indicate the required fields)***

S/N	FIELD NAME	DATA TYPE	LENGTH (IN CHARACTER)

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CORPORATE CLIENT DELEGATION OF ADMINISTRATOR FUNCTION TO THE BANK

The client deployment and support model allows for corporate to either manage the administrator function or to delegate the role to the bank. The role can only be taken by the bank if the client gives such direction by leaving the administrator information above blank and by signing below.

The client is free to take over the administrator function at any time by writing to the bank.

Signature ____________________ Designation ___________________________ Date ____________________

Signed for and on behalf of ....
by:
Name: ....

Designation:...

Signature:..

Name:...

Designation: ……...

Signature: ....

NOTE: **ADDITIONAL INFORMATION CAN BE CAPTURED ON A SEPARATE SHEET OF PAPER FOR ANY OF THE SECTIONS AS MAY BE REQUIRED.**

For Bank Use Only

	Account Manager	**E-Sales Manager**	**SOL ID**
Name			
Signature			
Date			**REGION**
Email Address			
RM Code			
CORPORATE ID			