

Corporate Internet Banking - Channel Registration Form (CIB-CRF)

**Account details (All communication will be sent to the address mentioned in our records)
 (Proprietors, Partnerships, Public/Private Limited Companies, Trusts, Societies, Associations, Clubs)**

Please provide me/us Internet Banking facility to enable me/us to access my /our account(s) through website.

Name of the Company / Firm			
Account Number			
Constitution (please mark ✓)	Proprietary <input type="checkbox"/> Partnership <input type="checkbox"/> Pvt Ltd Co. <input type="checkbox"/> Public Ltd Co. <input type="checkbox"/> Society <input type="checkbox"/> Association <input type="checkbox"/> Trust <input type="checkbox"/> Club <input type="checkbox"/> Others _____		
Customer ID of Company / Firm (to be filled by Branch)			

Details of any other existing accounts to be linked for Corporate Internet Banking:

Branch Name	Account Name	Account Number	Constitution	Customer ID of Account Number (to be filled by Branch)

Applicant Details: (Below users will be able to access above accounts)

Name of User	User 1	User 2	User 3	User 4
Name of User and Designation				
Type or User***: "Initiator (Maker)", "Verifier (Checker)" or "Approver" (Select only one option)				
Customer ID* of the user (Please "Tick", if Relationship Form is submitted)				
Email ID				
Mobile No.				
Maximum Transaction Limit (SLL)**				
a)RTGS				
b)Third Party Transfer				
c)Own Account Transfer – within bank				
d)Payment Gateway				

** If the limits are not specified or left blank, the default limit per transaction will be as per the limits specified by R C Bank from time to time on website.
 ***"Approver" should be "Authorised Signatory" of the given accounts.

Limits of fund transfers shall be as defined by the Board Resolution or Mandate Letter and subject to Corporate Internet Banking Limits of the Bank

Corporate User-wise access:

Access type	User 1	User 2	User 3	User 4
View	Account Information, Balances, Download statements,	Account Information, Balances, Download statements,	Account Information, Balances, Download statements	Account Information, Balances, Download statements,
Transaction	Transfer – Own Account, Transfer – Own to External Account (e.g. Vendor Payment), Bulk Upload – Transfer to any RC Bank, Fundstransfer to Other BankAccount (RTGS), Bill Payment, Online Payment Gateway	Transfer – Own Account, Transfer – Own to External Account (e.g. Vendor Payment), Bulk Upload – Transfer to any RC Bank Accounts, Fundstransfer to Other BankAccount (RTGS), Bill Payment, Online Payment Gateway	Transfer – Own Account, Transfer – Own to External Account (e.g. Vendor Payment), Bulk Upload – Transfer to any RC Bank Accounts, Fundstransfer to Other BankAccount (RTGS), Bill Payment, Online Payment Gateway	Transfer – Own Account, Transfer – Own to External Account (e.g. Vendor Payment), Bulk Upload – Transfer to any RC Bank Accounts, Fundstransfer to Other BankAccount (RTGS), Bill Payment, Online Payment Gateway

Explanations:

- Initiator (Maker) is the person initiating the Fund Transfer request. Checker is the person verifying the information. Approver is the person who authorises the Fund Transfer request keyed in by the Initiator (Maker). **Initiator/Checker and Authorizer cannot be the same person.**
- As an additional security feature, the use of Second Factor Authentication i.e. software token is mandatory for corporate.
- The said software token will be provided by the Bank to the Approver (Checker) only.

Documentation Applicable:

- 1 Authorization Letter (Board Resolution or Mandate Letter) is required to define mode of operation on CIB for Approver (Checker) and Initiator (Maker)

General Conditions

- 1 In case of Partnership accounts, a mandate duly signed by all the partners authorizing the above users to operate the above accounts through Internet Banking has to be submitted along with this application.
- 2 In case of Limited Company, Resolution of the Board of Directors authorizing the above users to operate the above accounts through Internet Banking has to be submitted along with this application.
- 3 In case of Trusts/Clubs/Societies/Associations, Resolution of authorizing the above users to operate the above accounts through Internet Banking has to be submitted along with this application.
- 4 In case of Proprietors, a mandate duly signed by the Sole Proprietor authorizing the above users to operate the above accounts through Internet Banking has to be submitted along with this application.
- 5 Escrow, Bullion, Dividend accounts, settlement, EEFC accounts cannot be given transaction access in Corporate Internet Banking.
- 6 The Payment Gateway service will currently include sub-services like Online Trading, Bill Payments, Online shopping. The Payment access, if applied for, is applicable for all sub-services. Specific instructions will be required for de-linking sub-service(s).

Terms & Conditions

1. I/We undertake to maintain my/our Personal Identification Number (PIN) as confidential in my/our own interest and security of information of my/our account. I/We also undertake to change the PIN periodically.
2. I/We shall make use of this facility for own benefit and not for commercial gains.
3. I/We also understand that this facility provided to me/us is not transferable.
4. I/We understand that the bank will not be responsible for the transactions carried out in my/our account using this facility on account of misuse of PIN or otherwise.
5. I/We understand that the bank shall not be responsible for any loss or damage or inconvenience caused to me/us owing to any delays caused because of reasons beyond the control of the Bank such as riot, strikes, civil disobedience, commotion, failure of systems / communication set-up, power supply lines etc.
6. I/We undertake to inform the bank, in writing, immediately of any material changes in the details furnished by me/us such as my/our address, change in phone numbers etc. The bank will not be liable for any direct / indirect consequences arising out of non-intimation of these changes in time by me/us.
7. If my/our above stated account in the bank is closed or transferred or no significant balance is maintained in the account, these services stand withdrawn automatically.
8. The bank is free to levy a service charge, as may be decided by it from time to time, for the service / part of the service extended under these facilities.
9. I/We hereby indemnify the Bank for the loss that the bank may sustain for any reason in its extending these services to me/us.
10. I/We agree that in case of breach of any of the terms and conditions, the bank is at liberty to terminate the above service provided to me/us without any notice. In such case the bank is absolved of direct or indirect liabilities, if any and the bank may sustain for any reason in its extending these services to me/us.
11. The bank is at liberty to modify the terms and conditions of the service at any time without any individual notices to customers. Merely, a notice displayed on Bank's notice board is sufficient and valid intimation to me/us.
12. I/We further understand that the bank may, without assigning any reason, withdraw the whole or some of the components of these facilities.
13. I / we are aware of the fact that the facility of Corporate Internet banking is granted solely at Our request and that the Bank shall in no way be responsible for any kind of hacking and / or phishing attacks and / or cyber related crime, which may take place or happen in the account during the pendency of the facility and which may result in a loss due to the transfer of the funds from my / our account to the third party's account. I / we are also aware of the fact that while Bank has taken all necessary available precaution the chances of such attacks by third parties cannot be ruled out In Any view of the matter the Bank shall stand indemnified from any such claim from our side.

Declaration

I/We have read, understood and hereby agree to the terms and conditions as applicable to the banking services selected by me/us for the operations of my/our Account(s) as set forth on the website www.rokelbank.si and that I/we will adhere to all the terms and conditions applicable..

I/We declare, confirm and agree;

- a. That all the particulars and information given in this application form (and all documents referred or provided therewith) are true, correct, complete and up-to-date in all respects and I/we have not withheld any information. I/We understand that certain particulars given by me/us are required by the operational guidelines governing banking companies. I/We and undertake to provide any further information that Rokel Commercial Bank may require.
- b. That I/we have had no insolvency proceedings initiated against me/us nor have I/we ever been adjudicated insolvent

Signatures of Authorized Signatories with stamp

Documents enclosed:

1	
2	
3	
4	

(Requisite documents like Board Resolution/Declaration/Mandate Letter etc. are required to be submitted giving like.)

FOR BANK USE ONLY:

Mode of operation of the account and signatures of the client is verified for each individual user for transacting through Corporate Internet Banking are in conformity with the Board Resolution or Mandate Letter for operating the account.

Signature of Verifying Authority and Stamp: _____

Branch Name: _____ Date: _____

AGREEMENT GOVERNING THE USE OF RCBANK INTERNET BANKING FACILITY

RCBANK

Dear Sirs,

..... Limited, a Company duly incorporated in the Republic of Sierra Leone and having its Registered Office at (hereinafter referred to as 'the Company' which term shall mean and include the said Limited and its' successors) request and authorize the RCBANK to issue the Company a User Identification Number (hereinafter sometimes referred to as UserID) and allow the company the use of RCBANK (hereinafter referred to as Bank) Internet Banking Service (hereunder referred to as "**RCBANK Internet Banking Facility**") and agree to be bound by the following terms and conditions and the indemnity.

1. TRANSACTIONS VIA RCBANK INTERNET BANKING FACILITY

- 1.1 The Company does hereby authorize the Bank to debit the Company account/s (existing at the time of this application or opened by the Company subsequently) with the amount of any transaction made by the use of the **RCBANK Internet Banking Facility** with or without the knowledge or any further authority by the Company.
- 1.2 By completing the **RCBANK Internet Banking Facility** application form, the Company gives it's authority to accept to act upon any instructions or messages received by the Bank through **RCBANK Internet Banking Facility** which purport to come from the Company or Signatories duly appointed by the Company (whether or not they have been given or authorized by the Company) and which are authenticated in the way (if any) described in the User Documentation and accompanied by the Password/s issued to them. Signatory mean person/s for whom the Company authorizes the Bank to generate and issue User IDs and Passwords for operating **RCBANK Internet Banking Facility** for the Company's account/s. Password shall mean the original Passwords confidentially generated by the Bank, subsequent passwords generated and issued to the Company and Signatories by the Bank on the Company's request and any substitution effected by the Signatories Users thereafter
- 1.3 The Company and the Signatories agree to perform **RCBANK Internet Banking Facility** operations through the use of specific menu options available on **RCBANK Internet Banking Facility**.
- 1.4 The Company does provide data, information, instructions and messages at its own risk. The Company will ensure that all data transmitted to the Bank for or in connection with **RCBANK Internet Banking Facility** is correct and complete. The Company will let the Bank know immediately about any errors, discrepancies or omissions.
- 1.5 The Company shall accept full responsibility for all transactions processed or effected by the use of **RCBANK Internet Banking Facility** howsoever effected.
- 1.6 The Company agrees that at no time shall it attempt to effect transactions executed through **RCBANK Internet Banking Facility** unless sufficient funds are available in the Company's account/s. The Company agrees that transactions scheduled for future date will be executed by the Bank only if the sufficient funds are available in the account on the relevant date and further agrees that the Bank is under no obligation to honour payment instructions unless there are sufficient funds in the designated account/s at the time of receiving its payment instructions and
/or at the time such payments fall due.
- 1.7 The company and the Directors shall be jointly and severally liable for all transactions arising from the use of the **RCBANK Internet Banking Facility** by any of its Signatories.

- 1.8 The Company agrees that some requests/instructions given by the Company are subject to authorization by officer/s of the Bank, and therefore may not be immediately and automatically effected. The company further agrees that the Bank reserves the right to allow or disable such requests at its discretion with or without prior notice to the company.
- 1.9 The company agrees that the Company and its Directors shall be jointly and severally liable for all transactions arising from the use of the **RCBANK Internet Banking Facility** by any of its Signatories.
- 1.10 The Company agrees that when the Bank makes a payment on its behalf the Bank is not acting as the company's agent or agent of the Biller to whom that payment is directed.
- 1.11 The company agrees and authorize the Bank, at its discretion to record by whatever means the transactions which the company or Signatories effect via **RCBANK Internet Banking Facility** and that such records may be used by the Bank for the purpose of, amongst other things, establishing or verifying that a particular transaction was effected through the use of User ID and Passwords.
- 1.12 The company shall accept that Bank's records and statements of all transactions processed by the use of the **RCBANK Internet Banking Facility** as conclusive and binding on the company for all purposes.

2. RESPONSIBILITIES FOR SECURITY

- 2.1 The Company agrees to duly acknowledge the receipt of its Password Mailer according to the Bank's requirements. The company also agrees that Bank has a right to retain the Company's **RCBANK Internet Banking Facility** User ID in disabled status till the Bank receives proper acknowledgement from the Company.
- 2.2 The Company is aware that it is the Company's responsibility to obtain and maintain any equipment, which may be necessary for using **RCBANK Internet Banking Facility**, in proper working condition and with adequate safeguards against malicious threats to such equipment or to **RCBANK Internet Banking Facility**.
- 2.3 The Company undertakes not to access **RCBANK Internet Banking Facility** using defective or insecure equipment, or by any manner, which might adversely affect **RCBANK Internet Banking Facility**.
- 2.4 The Company does hereby agree to the change, from time to time the Password/s assigned to the Company at the Bank's discretion.
- 2.5 The Company will set up and maintain adequate measures to safeguard the **RCBANK Internet Banking Facility** (including all information and data relating to payment beneficiaries) from disclosure to, and from access or use by, anyone who is not authorized to do so.
- 2.6 The Company shall inform the Bank immediately if it becomes aware of any unauthorized use of the User ID and Passwords by anyone.

3. CONFIDENTIALITY OF RCBANK INTERNET BANKING FACILITY INFORMATION

- 3.1 The Company shall keep its User ID and Password/s thereof strictly confidential and undertake not to reveal such numbers to any person at any time or under any circumstances.
- 3.2 The Company shall keep all information, techniques, data and designs relating to **RCBANK Internet Banking Facility** completely confidential. The Company shall not disclose any of them to any other party.

- 3.3 The Company's obligations in connection with confidentiality will continue indefinitely and will not end with the expiry or termination of this Agreement.

4. CHARGES AND PAYMENTS

- 4.1 The Company does hereby authorize the Bank to debit its account/s with all charges relating to transactions made through **RCBANK Internet Banking Facility** and also with any other liabilities inclusive of legal fees or other statutory charges, if any, relating to the use of **RCBANK Internet Banking Facility**.
- 4.2 The Company agrees that the Bank is entitled to alter the charges for **RCBANK Internet Banking Facility** at any time without any prior notice.

5. LIABILITIES FOR LOSS, DELAY, ETC

- 5.1 The Company shall not hold the Bank liable for any loss incurred by the use of User ID and password/s issued to the Company or to Signatories or any substitutes thereon used without the Company's authority.
- 5.2 The Bank shall not be responsible for any loss or damage nor for any loss of profits. Loss of contracts, financial losses, loss of data or loss of goodwill incurred or suffered by the Company as a result of non-acceptance of and/or non adherence to instructions given on **RCBANK Internet Banking Facility** for any reason whatsoever.
- 5.3 The Company agrees that in case of payments made for goods or services offered by third parties, the Bank cannot and does not take responsibility or liability on the quality, on time delivery or the availability of such goods or services such offered.

6. OPERATION OF RCBANK Internet Banking Facility BY A THIRD PARTY

- 6.1 The Bank shall not be responsible for any loss or damage incurred by the Company as a result of an act of the Signatory/s appointed for **RCBANK Internet Banking Facility**.
- 6.2 The Company does hereby authorize the Bank to debit any of its account/s with the amount of any transaction performed by the Company or any Signatories appointed by the Company.
- 6.3 The Company agrees to pay any charges/payments due to the Bank on transactions/functions performed by the Company or any Signatory/s by using **RCBANK Internet Banking Facility**.
- 6.4 The Company agrees to pay any charges/payments due to the Bank on transactions performed by the Company or any Signatory/s by using **RCBANK Internet Banking Facility**.

7. CHANGING THE TERMS AND CONDITIONS

- 7.1 The Bank shall at any time be entitled to amend, supplement or vary any of these terms and conditions at its absolute discretion with or without notice to the Company and such amendments, supplements or variations shall be binding on the Company.
- 7.2 The Bank shall determine the privileges attached to the use of the **RCBANK Internet Banking Facility** and shall have absolute discretion to change, vary add or amend these privileges and
conditions attached thereto, from time to time, as the Bank deems fit.
- 7.3 The Bank shall attach or detach any accounts opened in the name of the Company, subsequent to this application. The Company agrees and acknowledges that such attachment or detachment can be due to prevailing rules and regulations of the Bank.

- 7.4 The Bank shall, from time to time introduce new facilities/options into **RCBANK Internet Banking Facility**. The Company does hereby agree to abide by the terms and conditions applicable to such newly added services, facilities/options though added subsequently to the activation of the User IDs whether or not the Company expressly registers to avail such services.
- 7.5 In case if the Bank requires the Company to register for a specific service provided by **RCBANK Internet Banking Facility**, the Company undertakes to adhere to such request for registration to avail such service. The Company agrees that any such subsequent registration becomes an integral part of this agreement.

8. CANCELLATION

- 8.1 The Bank shall have the full discretion to cancel, withdraw or renew the **RCBANK Internet Banking Facilities** without any prior notice or any reasons given to the Company. In the event that the Company decides to terminate the use of **RCBANK Internet Banking Facility** or to terminate or employ services of Signatory/s of the Company shall give the Bank not less than seven days prior notice in writing and forthwith return any document relating to **RCBANK Internet Banking Facility** which are given to the Company by the Bank and obtain a valid receipt thereof.

9. PROPRIETARY AND OTHER RIGHTS

- 9.1 The Company agrees that the **RCBANK Internet Banking Facility** system will remain the property of the Bank at all times and the Company will not copy the **RCBANK Internet Banking Facility** or any of the information, technique data or designs relating to them.

10. INDEMNITY

The Company does hereby agree and irrevocably hold the Bank indemnified and save harmless against any losses, charges, suit, claims, expenses and damages that the Bank shall or may be caused sustained, incurred or suffered by reasons of the Company or Signatories using **RCBANK Internet Banking Facility** in any manner whatsoever and for any loss and/or misdirection of data in transit electronically and by reasons of the Bank generating and/or issuing and /or dispatching the original password/s according to the Company's request and/or subsequent passwords to the Company's or its Signatories' User ID at any written request and/or any substitution effected by the Company or Signatories duly nominated by the Company.

11. GOVERNIN G LAW

This agreement shall be governed and construed in accordance with the laws of Sierra Leone.

The Company does hereby agree to be bound itself and its successors to the above terms, conditions and Indemnity, in witness whereof the Company doth in pursuance of a resolution of the Board of Directors passed on 202... (A true excerpt whereof from the recorded minutes is annexed) set its Common Seal hereunto at on this day of 202...

Director.....

Director/Secretary.....

Date

Company Seal