



Internet Banking Registration Form — Corporate

Please complete this form in **BLOCK CAPITALS** and submit it to any MegaBank branch, together with a certified copy of the board resolution authorising this application. It may take up to 48 hours to process your application. If approved, each authorised user will receive an activation code via SMS and email. **Individual customers must use Form MB-IB-001 instead.**

1. COMPANY DETAILS

REGISTERED COMPANY NAME *

COMPANY REGISTRATION NUMBER *

TAX IDENTIFICATION NUMBER (TIN) *

REGISTERED ADDRESS *

CONTACT PHONE *

CONTACT EMAIL *

2. COMPANY ACCOUNTS TO LINK

List every account that should be available through Internet Banking. Attach a continuation sheet, numbering its accounts from 9, if more than eight (8) accounts are required.

#	ACCOUNT NUMBER	ACCOUNT NAME	ACCOUNT TYPE	CURRENCY
1			☐ Savings ☐ Current	GMD
2			☐ Savings ☐ Current	
3			☐ Savings ☐ Current	
4			☐ Savings ☐ Current	
5			☐ Savings ☐ Current	
6			☐ Savings ☐ Current	
7			☐ Savings ☐ Current	
8			☐ Savings ☐ Current	

COMPANY NAME (REPEAT FOR IDENTIFICATION)

3. AUTHORISED USERS & ACCESS PERMISSIONS

Each user receives their own login. A valid, individual email address and mobile number are required for every user — shared mailboxes are not permitted. Attach a copy of each user's ID document. Each user chooses their own username, password and PIN when they activate their login. Tick the permissions for each user; in the **ACCT(S)** column, write "ALL" or list the specific account # (1 - 8) from Section 2 or 9+ from a continuation sheet. For every user you tick **Approve**, also enter their approver category (A, B or C) in the **CAT.** column — this drives the mandate in Section 4.

#	FULL NAME	MOBILE & EMAIL	ACCT(S)	VIEW	PAYEES	INITIATE	APPROVE	CAT.
EXAMPLE — DO NOT COMPLETE								
	Awa Ceesay	+220 833 001 234 awa.ceesay@company.gm	ALL	✓	✓	✓	✓	B
AUTHORISED USERS								
1				☐	☐	☐	☐	
2				☐	☐	☐	☐	
3				☐	☐	☐	☐	
4				☐	☐	☐	☐	
5				☐	☐	☐	☐	
6				☐	☐	☐	☐	
7				☐	☐	☐	☐	
8				☐	☐	☐	☐	
9				☐	☐	☐	☐	

View	See and export account balances and statements.
Payees	Add, edit and remove saved payees (accounts, airtime, cashpower).
Initiate	Create and submit payment instructions.
Approve	Authorise payments before the Bank acts, in line with the mandate in Section 4.
Cat.	The approver's signing category (A, B or C), combined into the mandate in Section 4.

COMPANY NAME (REPEAT FOR IDENTIFICATION)

4. APPROVAL MANDATE

Give every user you ticked *Approve Payments* in Section 3 a category — **A**, **B** or **C**. A category is a tier of signing authority; rank your people so the most junior are **A** and the most senior are **C** (for example: A = staff, B = manager, C = director). Categories are ranked A → B → C, and a more senior approver can always stand in for a more junior one. Below, set how many approvers of each category a payment needs, by amount. Nobody can approve a payment they initiated and the same person cannot approve the same payment twice. This mandate applies to **all transaction types** — internal transfers, inter-bank transfers, bill payments, airtime & cashpower and bulk payments. Payments in other currencies are converted to GMD at the Bank’s exchange rate to decide which band applies.

APPROVAL MATRIX — DALASI (GMD)

Each payment is matched to a band by its amount. A payment of exactly an “Up To” amount falls in the next band; in the example, 50,000 is in row 2. For each band, enter how many approvers of each category are required — for example, **1** under **Cat B** means one Category-B approver (or more senior) must authorise. Leave a category blank when it is not required; a band with no approvers is processed without an approval step.

#	PAYMENTS FROM	UP TO	CAT A	CAT B	CAT C
EXAMPLE — DO NOT COMPLETE					
1	0	50,000	1	—	—
2	50,000	500,000	—	1	—
3	500,000	—	—	1	1
YOUR MANDATE					
1					
2					
3					
4					

Not sure what to enter? Rank your approvers so juniors are **Cat A** and the most senior are **Cat C**. Then, per band, put the number needed in each category — for example: small payments → 1 in Cat A; mid-size → 1 in Cat B; large payments → one Cat B *and* one Cat C together. For a single rule on every payment, fill row 1 only and leave *Up To* blank.

Before you submit, check:

- ☐ Row 1 starts at 0
- ☐ Each “Up To” equals the next “Payments From”
- ☐ The last row’s “Up To” is blank
- ☐ Every *Approve* user has a category (A/B/C) in Section 3

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5. CORPORATE DECLARATION & AUTHORISED SIGNATORIES

We, the undersigned, being duly authorised to act on behalf of the company named above, confirm and agree that:

1. The company is a customer of MegaBank (Gambia) Limited and the signatories below are authorised by board resolution to apply for Internet Banking and to give the mandate set out in Sections 3 and 4.
2. Each authorised user's username, password and One-Time Password (OTP) will be used to give instructions and initiate transactions on the company's accounts. Users will not disclose these credentials to anybody, including to each other. If any credential becomes known to a third party, the user will change it immediately and notify the Bank.
3. Any instruction given through Internet Banking using an authorised user's credentials, and approved in accordance with the mandate in Section 4, shall be sufficient confirmation of its authenticity, and the Bank will assume that it originates from the company.
4. The company will notify the Bank in writing without delay when an authorised user leaves the company or their role changes, so that their access can be withdrawn or amended. Until the Bank receives and processes such notice, instructions given with that user's credentials remain binding on the company.
5. MegaBank (Gambia) Limited will not be responsible for any fraudulent, duplicate, or erroneous instruction given by means of an authorised user's credentials, nor for any failure beyond its reasonable control.
6. The activation code sent to each authorised user by SMS and email is confidential and must not be shared with anyone.
7. Transaction limits are set by the Bank — the company's accounts will be assigned the Bank's standard limits for this channel, applied to all transaction types.

We have read, understood, and agree to the Terms and Conditions of the MegaBank (Gambia) Limited Internet Banking service.

AUTHORISED SIGNATORY 1
NAME & SIGNATURE

AUTHORISED SIGNATORY 2
NAME & SIGNATURE

DATE (DD / MM / YYYY)

Company Stamp / Seal

6. FOR BANK USE ONLY

DOCUMENTS RECEIVED

☐ Board Resolution ☐ ID of each Authorised User ☐ Mandate verified against account signatories

RECEIVED BY (OFFICER NAME)

BRANCH

DATE RECEIVED

ACCOUNTS VERIFIED

☐ Yes ☐ No

SIGNATORIES VERIFIED

☐ Yes ☐ No

DECISION

☐ Approved ☐ Rejected

RIM / CUSTOMER NUMBER

OFFICER SIGNATURE

SUPERVISOR SIGNATURE

DATE APPROVED

Once approved, create the entity, its accounts, its users and the approval mandate in the Internet Banking Portal. Each authorised user will receive an activation code via SMS and email.