



REMITA CARD REQUEST FORM

**A. Type of Institution:**Corporate Short Name: OR Govt./MDA Short Name: Corporate CAC Reg. No:

Full Name: _____

Address:
(Not P.O. Box) _____Bank Name: Bank Branch: Account No.:

	Account Type	Account Alias <small>(e.g Salary A/C, Overhead A/C, etc)</small>
	Savings Current	

B. (i) Transaction Initiators- Those who can upload transactions into the system, or who currently write your cheques.

	EITHER		OR
User ID:	<input type="text"/>		<input type="text"/>
Surname:	<input type="text"/>		<input type="text"/>
Other Names:	<input type="text"/>		<input type="text"/>
Mobile No.:	<input type="text"/>		<input type="text"/>
Email:	<input type="text"/>		<input type="text"/>

(ii) Final Signatories

	EITHER		OR
User ID:	<input type="text"/>		<input type="text"/>
Surname:	<input type="text"/>		<input type="text"/>
Other Names:	<input type="text"/>		<input type="text"/>
Mobile No.:	<input type="text"/>		<input type="text"/>
Email:	<input type="text"/>		<input type="text"/>

NB: Transaction Initiators and Final Signatories above can add more users, create intermediate approving officers, signatories' approval limits and define approval sequence after login into Remita

C. The following represents extracts from the Remita Terms and Conditions as contained on www.remita.net If you have not done so, it is advised that you take time to review the full document.

By using Remita Services we agree:

- That payment instructions to Equitorial Trust Bank by cheques, or any channel other than Remita, will continue to be subjected to all our current mandate instructions and confirmation rules.
- To ensure appropriate signatories are setup on Remita to approve remittance instructions in accordance with our internal approval rules, we understand that these approval rules will be applied to all our remittance instructions. These instructions will not be subjected to additional telephone, e-mail or any other manual confirmation by the bank before our accounts are debited and the transactions executed by Remita via ChamsSwitch, eTranzact, InterSwitch or RTGS.
- To keep confidential all Remita security related information such as passwords, Access Codes and Personal Identification Numbers (PIN). We understand that SystemSpecs, Equitorial Trust Bank, their affiliates and service providers will never request us to divulge any of these pieces of information by phone, mail or any other means. We oblige to report any representation to the contrary to SystemSpecs and/or Equitorial Trust Bank promptly.
- Except when caused by SystemSpecs' or Equitorial Trust Bank misconduct or gross negligence, to make best effort to protect SystemSpecs, Equitorial Trust Bank, their affiliates and service providers from any/and all claims, liability, damages, expenses and costs caused by or arising from use of the service.

D. We the undersigned on behalf of _____ agree to use Remita service in accordance with Remita terms and conditions of service.

Authorised Signatories to the Account

Signature	_____	_____	_____
Name	_____	_____	_____
Position	_____	_____	_____
Date	_____	_____	_____

Please submit the completed form to your Account Officer and send an acknowledgement copy to support@remita.net

.....This Page is For Bank Use Only.....

Received by me: (Equitorial Trust Bank Account Officer)

Name ----- **Phone Number** -----

Date ----- **Signature** -----

INSTRUCTION TO THE ACCOUNT OFFICER:

Please forward completed form to Cards Unit, Equitorial Trust Bank Plc, 68B Adeola Odeku Street, Victoria Island, Lagos

E. REMITA ACCOUNT DETAILS

Product IIN						CBN Code			Account ID + Check Digit (specified by Bank)								
6	2	8	0	5	1	1	2										
Card Sequence No:						Card Expiry Date:					/						
	Account Name		Account Number			Daily Withdrawal Limit		Account Type (Savings/Current)			A/C Attached to card (✓)						
1	Remita Account																

Authorising Bank Official

Signature -----

Name -----