



# 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 (e.g Salary A/C, Overhead A/C, etc)
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](http://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 Spring 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, Spring 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 Spring Bank promptly.
- Except when caused by SystemSpecs' or Spring Bank misconduct or gross negligence, to make best effort to protect SystemSpecs, Spring 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](mailto:support@remita.net)

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

**Received by me: (Spring Bank Account Officer)**

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

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

INSTRUCTION TO THE ACCOUNT OFFICER:

Please forward completed form to e-Business Unit, Spring Bank Plc, Plot 143, Ahmadu Bello Way, Victoria Island, Lagos. 01-2623780-7, 01-4619570-3

**E. REMITA ACCOUNT DETAILS**

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

**Authorising Bank Official**

**Signature** -----

**Name** -----