

## FIRSTPAY APPLICATION FORM

A: CORPORATE DETAILS (To be filled by the requesting organization)

Date 

D	D	M	M	M	M	M	M

**Organisation Name:**   
**Address (Not P.O. Box):**   
  
**RC No** (where applicable):   
**Type of Institution** (Corporate or Govt?):   
**Website Address:** (where available):

**Organization Administrator Name** (Surname First):   
**User ID** (suggested by User):   
**Mobile Tel. Number:**   
**e-mail Address:**

**Organization Authorised Signatory** \*(PIN Recipient) Surname First:   
**User ID** (suggested by User):   
**Mobile Tel. Number:**   
**e-mail Address:**

	<b>DAILY LIMIT</b>	<b>BATCH LIMIT</b>	<b>₦</b>	<b>\$</b>	<b>€</b>	<b>£</b>
<b>TRANSACTION LIMIT:</b>	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>

Please indicate below the details of your Company Account(s)

S/N	ACCOUNT NAME	ACCOUNT NUMBER (NUBAN)	₦	\$	€	£	BANK

**TOKEN AUTHENTICATION Required for:**  File Upload  Verification  Approvals  
(Please tick as appropriate)

**Transaction Charge to be borne by:**  Beneficiary  Corporate

**NOTE:** The Administrator can add more users, create intermediate approving officers, set up approval limits and define approval workflow. These actions will be approved by the Authorised Signatory before it can become functional on the Platform.

The following represents extracts from the FirstPay Terms and Conditions. It is advised that you take time to review the full document.

By using FirstPay Services we agree:

1. The Customer shall comply with all instructions, formats and specifications designated by the Bank from time to time.
2. The Customer shall pay the fees stipulated by the Bank for the provision of the Service; and the Bank is hereby authorised to debit its account(s) for the payment of any such fee as and when due.

**Recommended Platform:** REMITA  FAPX  CPAY  PAYROLL

3. The Customer shall protect and ensure the safety of its access information, password(s), token(s), Personal Identification Number (PINs), user profiles, access, security or confidential details in respect of the Service ("the Security Details"). Customer assumes responsibility for the integrity and security of the Security Details of all Users.
4. The Customer takes full responsibility for the Users created on FirstPay for the Service. The Customer confirms that the Users are of high integrity and good character, and shall be set up for their respective roles in accordance with Customer's approved policies.
5. The Bank is hereby exonerated (but not prohibited) from conducting any checks on any User. The Customer shall provide the Bank with any information and/or document required for this purpose.
6. Customer understands and agrees that any Instruction sent using the Service need not be subject to any other mandate or confirmation requirements on the part of the Bank. The Bank may however decide to seek further confirmation if it deems it necessary or prudent.
7. The Customer understands that payment instruction(s) made via any other means other than the Service will continue to be subject to the Customer's subsisting mandate instructions and confirmation rules.

We, the undersigned on behalf of..... hereby certify that the information provided in this form is true and accurate. We agree to use FirstPay in accordance with its terms and conditions and that First Bank of Nigeria Limited reserves the right to take appropriate measure including taking legal actions if the information here is discovered to be false

**Authorized Signatories to the Account(s)**

Signature	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date	<input type="text"/>	<input type="text"/>	<input type="text"/>

**FOR OFFICIAL USE ONLY**

**Received by: (FirstBank Account Officer)**

Name	<input type="text"/>	Mobile Telephone	<input type="text"/>																
Staff number	<input type="text"/>	Group	<input type="text"/>																
Corporate CIF No	<input type="text"/>	Date	<table border="1"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> <tr> <td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td> </tr> </table>	D	D	M	M	Y	Y	Y	Y	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y												
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>												
Business Units	<input type="text"/>																		

Is customer a FINTECH? Yes  No  (If "Yes" attach the customer's PSSP Licenses)

Is customer KYC / KYB Compliant? Yes  No  Signature

INSTRUCTION TO THE ACCOUNT OFFICER: Please forward completed forms to Transaction Banking Group

**Authorising Bank Officials:**

	Relationship Manager	BM/BDM	Group Head/RICO
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Processing Officer (Shared Services):**

Name	<input type="text"/>	Signature	<input type="text"/>
GCIF number	<input type="text"/>	Date	<input type="text"/>