

Steps to sign up for Commercial Online Banking:

- 1- Enter Company Information & your Employee's Information who will be given online access to your Company account(s)
- 2- Provide a Username & Email Address for Employee to access Online Banking
- 3- Have Employee provide a Memorable Word & Hint
- 4- Enter the account(s) your company would like to access online & designate a Security Level of your Employee for each account
- 5- Enter the company credit cards you would like your Employee to access online
- 6- Certification of Resolution
- 7- Read the Belize Bank Online Access Agreement

Application Date (dd/mm/yy) : ____ / ____ / ____

Branch: _____

STEP 1 - BUSINESS INFORMATION

Type of Business: Corporation Sole Owner Partnership Limited Partnership Association, Society or Lodge Community Account Other

Name of Company

Registered Office City Country

Business Telephone No. () - Business Fax No. () -

EMPLOYEE / AGENT

Name Relationship to Business

Employee's Identification - One Form Photo ID Required

**If you mail or fax a copy of this application, please include a copy of the ID

<input type="checkbox"/> Social Security No.	Country of Issue	Exp Date (dd/mm/yy)
<input type="checkbox"/> Passport No.	Country of Issue	Exp Date (dd/mm/yy)
<input type="checkbox"/> Driver's License No.	Country of Issue	Exp Date (dd/mm/yy)

NOTE: For Belizean Residents, the Belize Social Security Card is the preferred ID.

STEP 2 - ENTER USERNAME & EMAIL ADDRESS FOR EMPLOYEE TO ACCESS BELIZE BANK'S ONLINE SERVICE

Username Online Banking Email Address

Alternate Username (in case the username above is already being used)

STEP 3 - HAVE YOUR EMPLOYEE PROVIDE THE FOLLOWING MEMORABLE WORD & HINT

*The memorable word specified will be requested from your employee when he/she first logs on, to authenticate their identity. Their memorable word will also be requested should your Employee forget his/her password any time and need to reset it. The hint below will be provided to your employee if he/she ever forgets his/her memorable word.

1. Memorable word

2. Hint (should relate to memorable word)

Note: Answer must be between 8 and 20 characters

STEP 4 - LIST ALL ACCOUNTS YOUR COMPANY WOULD LIKE AVAILABLE ONLINE TO EMPLOYEE

Account 1		Account 2	
*SECURITY LEVEL (for Employee): <input type="checkbox"/> Operator <input type="checkbox"/> Verifier <input type="checkbox"/> Authorizer	*SECURITY LEVEL (for Employee): <input type="checkbox"/> Operator <input type="checkbox"/> Verifier <input type="checkbox"/> Authorizer	*SECURITY LEVEL (for Employee): <input type="checkbox"/> Operator <input type="checkbox"/> Verifier <input type="checkbox"/> Authorizer	*SECURITY LEVEL (for Employee): <input type="checkbox"/> Operator <input type="checkbox"/> Verifier <input type="checkbox"/> Authorizer
Account Branch	Account Branch	Account Branch	Account Branch
Account Type <input type="checkbox"/> Chequing <input type="checkbox"/> Term Deposit <input type="checkbox"/> Savings <input type="checkbox"/> Merchant Account <input type="checkbox"/> Loan <input type="checkbox"/> Online Collection	Account Type <input type="checkbox"/> Chequing <input type="checkbox"/> Term Deposit <input type="checkbox"/> Savings <input type="checkbox"/> Merchant Account <input type="checkbox"/> Loan <input type="checkbox"/> Online Collection	Account Type <input type="checkbox"/> Chequing <input type="checkbox"/> Term Deposit <input type="checkbox"/> Savings <input type="checkbox"/> Merchant Account <input type="checkbox"/> Loan <input type="checkbox"/> Online Collection	Account Type <input type="checkbox"/> Chequing <input type="checkbox"/> Term Deposit <input type="checkbox"/> Savings <input type="checkbox"/> Merchant Account <input type="checkbox"/> Loan <input type="checkbox"/> Online Collection
Account Number	Account Number	Account Number	Account Number
Account Name	Account Name	Account Name	Account Name
Account 3		Account 4	
*SECURITY LEVEL (for Employee): <input type="checkbox"/> Operator <input type="checkbox"/> Verifier <input type="checkbox"/> Authorizer	*SECURITY LEVEL (for Employee): <input type="checkbox"/> Operator <input type="checkbox"/> Verifier <input type="checkbox"/> Authorizer	*SECURITY LEVEL (for Employee): <input type="checkbox"/> Operator <input type="checkbox"/> Verifier <input type="checkbox"/> Authorizer	*SECURITY LEVEL (for Employee): <input type="checkbox"/> Operator <input type="checkbox"/> Verifier <input type="checkbox"/> Authorizer
Account Branch	Account Branch	Account Branch	Account Branch
Account Type <input type="checkbox"/> Chequing <input type="checkbox"/> Term Deposit <input type="checkbox"/> Savings <input type="checkbox"/> Merchant Account <input type="checkbox"/> Loan <input type="checkbox"/> Online Collection	Account Type <input type="checkbox"/> Chequing <input type="checkbox"/> Term Deposit <input type="checkbox"/> Savings <input type="checkbox"/> Merchant Account <input type="checkbox"/> Loan <input type="checkbox"/> Online Collection	Account Type <input type="checkbox"/> Chequing <input type="checkbox"/> Term Deposit <input type="checkbox"/> Savings <input type="checkbox"/> Merchant Account <input type="checkbox"/> Loan <input type="checkbox"/> Online Collection	Account Type <input type="checkbox"/> Chequing <input type="checkbox"/> Term Deposit <input type="checkbox"/> Savings <input type="checkbox"/> Merchant Account <input type="checkbox"/> Loan <input type="checkbox"/> Online Collection
Account Number	Account Number	Account Number	Account Number
Account Name	Account Name	Account Name	Account Name

* The SECURITY LEVEL defines the Employee's position with each specific account, so that only permitted functions are available to the Employee, depending on their level. The Security Level field is not needed for Merchant Accounts or Online Collections

OPERATOR: An Operator is restricted to only enter (not post) transactions, which must be authorized according to terms and conditions of the account. Operators can view transaction history but are prohibited to view any balances.

VERIFIER: A Verifier controls the accuracy of the transaction (which must be authorized according to terms and conditions of the account). Includes the functionality of the Operator.

AUTHORIZER: A poster has full authorization to operate the account. Includes functionality of both Operator and Verifier. PLEASE NOTE: If the Authorizer is not an authorized signatory on the account, due diligence must be performed.

NOTE: Online Collections are only available to companies registered to be paid through our Online Bill Pay service. An Online Collection Account organizes your account information in a fashion that supports Online Bill Pay inquiries. Your Employee/Agent will just have viewing access to your customer's Online Bill Pay records.

STEP 5 - LIST ALL CREDIT CARDS YOU WOULD LIKE AVAILABLE ONLINE TO EMPLOYEE

Credit Card Number	Card Type
1	<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard
2	<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard
3	<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard

STEP 6 - CERTIFICATION OF RESOLUTION

It is hereby certified that at a meeting of the Board of Directors held on the ____ day of _____, 200__, the following resolution was duly passed by the Board: That _____ (Employee/Agent) be granted online access to the following Company's accounts with The Belize Bank Limited at the following Belize Bank Limited Account Security Levels:

- 1 - _____
Belize Bank Account No. Security Level.
- 2 - _____
Belize Bank Account No. Security Level.
- 3 - _____
Belize Bank Account No. Security Level.
- 4 - _____
Belize Bank Account No. Security Level.

X _____ X _____
Chairman Director/Secretary

STEP 7 - READ THE BELIZE BANK ONLINE BANKING ACCESS AGREEMENT

NOTE: Your employee will receive email notification of their username and password when the specified Belize Bank account(s) has/have been registered in our system, so please confirm the correct email address in Step 2. Once your employee receives this notification, they simply log on with their Username and Password to Belize Bank Online at www.belizebank.com. For additional security, the next screen, after they log on for the first time, will ask them to change their password, provide their Memorable Word (above) and their ID number (above).

I/We, on behalf of the above-named Company, hereby request that the above-named Employee/Agent be granted access to the Company account(s) at the level(s) specified in Step 4, in connection with Belize Bank's Online Banking Service. I/We certify that the information provided above is true and accurate and that I/We have read and agree to the terms and conditions in the Online Banking Access Agreement.

Chairman: _____ X _____
Print Signature Date (dd/mm/yy)

Director/Secretary: _____ X _____
Print Signature Date (dd/mm/yy)

For Official Use Only

Approved By: _____ X _____ Date