



The Belize Bank Limited
P.O. Box 364
60 Market Square
Belize City, Belize

COMMERCIAL ONLINE BANKING APPLICATION

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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
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Business Telephone No. () -	Business Fax No. () -	
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EMPLOYEE / AGENT

Name	Relationship to Business
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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)
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<input type="checkbox"/> Passport No.	Country of Issue	Exp Date (dd/mm/yy)
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<input type="checkbox"/> Driver's License No.	Country of Issue	Exp Date (dd/mm/yy)
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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
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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
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*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
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Account Branch	Account Branch
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Account Type <input type="checkbox"/> Chequing <input type="checkbox"/> Savings <input type="checkbox"/> Loan	Account Type <input type="checkbox"/> Chequing <input type="checkbox"/> Savings <input type="checkbox"/> Loan
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Account Number	Account Number
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Account Name	Account Name
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Account 3	Account 4
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*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
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Account Branch	Account Branch
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Account Type <input type="checkbox"/> Chequing <input type="checkbox"/> Savings <input type="checkbox"/> Loan	Account Type <input type="checkbox"/> Chequing <input type="checkbox"/> Savings <input type="checkbox"/> Loan
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Account Number	Account Number
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Account Name	Account Name
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* 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.

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.

