

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

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 - Enter the account(s) your company would like to access online & designate a Security Level of your Employee for this access
- 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/yyyy): \_\_\_\_\_

Branch: \_\_\_\_\_

**STEP 1: ENTERPRISE INFORMATION**

Party ID: \_\_\_\_\_

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

Social Security No \_\_\_\_\_ Country of Issue: \_\_\_\_\_

Exp Date (dd/mm/yyyy): \_\_\_\_\_

Passport No \_\_\_\_\_ Country of Issue: \_\_\_\_\_

Exp Date (dd/mm/yyyy): \_\_\_\_\_

**STEP 2: ENTER USERNAME AND ALERT CONTACTS**

Username: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Alternate Username: \_\_\_\_\_

Email Address: \_\_\_\_\_

**STEP 3: ACCOUNT ACCESS (List all accounts your company would like available online to employee)**

\*Security Level (for Employee):  Operator  Verifier  Authorizer

1 Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

2 Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

3 Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

4 Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

5 Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

6 Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

\* 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.

**STEP 4: CREDIT CARD ACCOUNT ACCESS (List all credit card accounts your company would like available online to employee)**

1 Credit Card Name: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

2 Credit Card Name: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

3 Credit Card Name: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

**STEP 5: CERTIFICATION OF RESOLUTION**

It is hereby certified that at a meeting of the Board of Directors held on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_, 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 Level:

- |   |                       |   |                           |
|---|-----------------------|---|---------------------------|
| 1 | Account Number: _____ | 1 | Credit Card Number: _____ |
| 2 | Account Number: _____ | 2 | Credit Card Number: _____ |
| 3 | Account Number: _____ | 3 | Credit Card Number: _____ |
| 4 | Account Number: _____ |   |                           |
| 5 | Account Number: _____ |   | Security Level: _____     |
| 6 | Account Number: _____ |   |                           |

X \_\_\_\_\_  
Chairman

X \_\_\_\_\_  
Director/Secretary

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: \_\_\_\_\_  
Print Signature Date (dd/mm/yyyy):

Director/Secretary: \_\_\_\_\_  
Print Signature Date (dd/mm/yyyy):

For Official Use Only:

Approved By: \_\_\_\_\_  
X Date: \_\_\_\_\_