Guidelines on Filling up the Enrollment Form

You will need to submit the following two sets of forms for CORPnet Enrollment:

1. **Board Resolution Template (Limited Companies) or Forwarding Letter Template (Proprietorship/Partnership Companies):** To be submitted in Company Letterhead Pad.

2. **CORPnet Enrollment Form:** This is an editable PDF form, and all the required fields are to be filled up and printed, then submitted at the bank end with the authorized signatures.

Board Resolution/Forwarding Letter Template (Mandatory):

❖ Please **select the modules** (Payment Management/ Payroll Management/Collection Management) that you are interested in availing for CORPnet.

❖ Please **fill up the table of the users**. Minimum 3 users should be present in the table (one maker, one checker, and one approver. The maximum number of users can be as per your requirements. So, there can be multiple makers, checkers, and approvers.) The approver's name should match BRAC Bank's system information.

❖ **Please specify the mode of operation**. Tick mark if it matches your mode of operation, or if it is 'other' please specify in the box. This field cannot be left blank.

❖ **Please specify the name of the person** (marked yellow) who will be authorized to make any change in the future. This field cannot be left blank.

❖ Approvers mentioned in the board resolution should be **existing signatories of the account or be a subset**. If you want to add a separate person as an approver who is not a signatory, then this can be done by adding him as an **online signatory first**. For this, you will need to provide the PIF, FATCA, Photo, and NID of that person as well.

❖ **One single user cannot have all three roles.** That is, one user cannot act as a maker, checker, and approver. However, one person can act as a maker and checker or as a checker and approver. But the same person cannot be both a maker and an approver.

❖ **The Board Resolution needs to be signed by the Chairperson of the Board** (in the case of Limited Companies). The forwarding letter will be signed by the proprietor or the partners.

❖ For partnerships or sole proprietorship accounts the client needs to **submit a declaration** which will be like the Board Resolution format and signed accordingly.

❖ If the signatories and mode of operation for CORPnet are the same as the account's mode of operation and signatories or a subset then a separate board resolution is not needed only the forwarding letter will do.

CORPnet Enrollment Form (Mandatory):

➢ Please open the PDF form in a **PDF reader (Preferably on Adobe Reader, other PDF readers often do not support editable PDFs and users might face difficulties)** If you open the PDF form in an internet browser, you will not be able to edit the form properly.

➢ In the editable PDF, all the required fields are marked mandatory and those need to be filled up.

➢ Under Setup Details, please select Authorization Type as either **'Payment Type & Amount Wise'** or **'Beneficiary Name & Amount Wise'**. E.g. if your mode of operation is singly/jointly or slab.

based etc. then you can select the first option. If the mode of operation is segregated between 'Own Account Transfer' and 'Third Party Transfer' then please select the second option.

➢ The registered address should match with BRAC Bank's system address for your company. Please communicate with your designated RM to confirm the address or update the system accordingly.

➢ One account name and account are mandatory. If the accounts exceed six, then you can use the **"ADD ACCOUNT"** button to generate a new page where you can input account numbers.

➢ You will need to fill up the **individual user(s) information** with the details of your users. You can generate more pages for all your users using the **"ADD PAGE"** option which will replicate the same page.

➢ In the **"Individual User(s) Information"** page, all the required fields for a user must be filled up.

➢ Under **"Access to Service(s)",** please specify which functionalities your user will have access to. o Under "Payment Module (IFT, EFT, & RTGS), you can select either **"Single File Mode"** or **"Multi File Mode".** In multi-file mode(legacy), you must upload separate Excel files for different modes of payment. In single-file mode (Universal), you can upload a single file with all modes of payment (IFT, EFT & RTGS). So, choose according to your needs.

➢ The names of the users in the enrollment form should match with the names in the Board Resolution Extract.

➢ All the pages of the enrollment form, need to be **signed by one approver in the designated space at the footer** of the form for each page.

➢ The last page of the enrollment form needs to be signed by your authorized signatories as per signing authority.

For any sort of support, you can communicate with the below persons:

Name	Designation	Phone Number
Shafat Hafiz	Product and Services, Transaction Banking	01301056271