



**REGISTRATION TO INTERNET BANKING SERVICE (CORPORATE)**  
(CHECKLIST FOR MCB INTERNET BANKING APPLICATION)

Dear Sir/Madam,

We thank you for your MCB Internet Banking application.

In this respect, please find below the guidelines for the Internet Banking application forms which will enable a faster processing of your application.

**DOCUMENTS TO BE SUBMITTED TO MCB**

"Registration form" completed as per guidelines below.

Copy of NIC or Passport for users who are not MCB customers.

**CHECKLIST FOR REGISTRATION FORM**

ITEM	GUIDELINES	CHECK DONE BY COMPANY Please tick (✓) to confirm check done	COMMENTS
Company Name	Company name to be inserted as per Certificate of Incorporation or any equivalent document		
Company's address	Company's registered address to be inserted as per Bank's records. Any change in the registered address to be supported by relevant documentation.		
Company signatories	To clearly specify the authorised signatories if company has chosen the Payment options.		
Authorised signatory	As per resolution for Acts and Deeds, each authorised signatory is requested to: 1. sign and 2. inscribe on the last page his full name as per NIC/Passport.		
IB fees	<b>Existing client:</b> Please specify the account number of the company to be debited. OR <b>New client:</b> Account to be opened in the name of the company. It will be duly debited once operational.		

**Important notes:**

- The Internet Banking Registration form must be signed by Acts and Deeds signatories, that is, those authorised to bind the company through all official documents between the bank and the company.
- User ID, Login password, Transaction password and/or Security Token will normally reach users based in Mauritius within 15 working days provided that checklist above is followed closely.
- If customer records are not updated, the Bank may request any additional documents.

For any additional information, please contact your Account Executive or call MCB on **+230 202 6060** (the service is available everyday from 08:00 to 20:00 hrs.) or send us an email on **contact@mcb.mu**

Assuring you of our best services at all times.

## REGISTRATION TO INTERNET BANKING SERVICE (CORPORATE)

### APPLICANT DETAILS (PLEASE USE BLOCK LETTERS)

NAME OF COMPANY: \_\_\_\_\_

DATE OF INCORPORATION: \_\_\_\_\_ COUNTRY OF INCORPORATION: \_\_\_\_\_  
(DD/MM/YYYY)

BUSINESS REGISTRATION NUMBER: \_\_\_\_\_ REGISTRATION EXPIRY DATE: \_\_\_\_\_  
(DD/MM/YYYY)

### REGISTERED ADDRESS

STREET: \_\_\_\_\_  
 \_\_\_\_\_

TOWN/CITY/SUBURB: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

### MAILING ADDRESS

STREET: \_\_\_\_\_  
 \_\_\_\_\_

TOWN/CITY/SUBURB: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

### CONTACT PERSON (PLEASE USE BLOCK LETTERS)

(The contact person should be either the Company Administrator or any one of the Signatories)

TITLE: \_\_\_\_\_

FAMILY NAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

MIDDLE NAME(S): \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FACSIMILE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

(Maximum 35 characters)

## ACCOUNT DETAILS

(Your MCB Accounts that would be linked to MCB IB)

Please tick (✓) the appropriate option below:

### Either

I/We wish to include all accounts (Current, Savings, Loan, Fixed Deposit and Credit Card) in the Internet Banking (IB) Service.

### Or

I/We wish to designate for inclusion in the Internet Banking (IB) Service my/our accounts listed below\*:

\* If you choose this option, this document should be returned to us once the accounts have been opened.

TYPE OF ACCOUNT (please tick (✓) the appropriate account)	ACCOUNT NUMBER	
Current Account <input type="checkbox"/>		
Savings Account <input type="checkbox"/>		
Credit Card Account <input type="checkbox"/>		
Loan Account* <input type="checkbox"/>		
Term Deposit Account* <input type="checkbox"/>		
Factoring Account* <input type="checkbox"/>		

**Note:** If Loan Account and/or Term Deposit Account and/or Factoring Account are selected, all loans, term deposits and factoring accounts held by your company will be displayed.

## OPTIONS AND MODULES SELECTION

(Please select the MCB Internet Banking options and modules\* pertaining to your needs)

VIEW ONLY OPTION

ALL OPTIONS (refer to explanatory notes on page 4)

\*The contents of the above modules are provided in Annexure I

## USERS PROFILE

Definition of the users of MCB IB Service.

### IB COMPANY ADMINISTRATOR:

The Authorised User(s) empowered by the Customer, and accepted by the bank to act as the sole authority to create in-house functional access to MCB IB modules.

### SIGNATORY IB USER<sup>1</sup>:

The Authorised User(s) empowered by the company and accepted by the MCB to:

- (i) view, on MCB IB, the Customer's accounts specified by the Customer
- (ii) initiate, authorise and sign, within the powers delegated to him, instructions and requests transmitted through MCB IB.

### NON-SIGNATORY (BASIC) IB USER:

An Authorised User empowered by the Customer and accepted by The MCB to:

- (i) view, on MCB IB, the Customer's accounts specified by the Customer
- (ii) initiate instructions and requests transmitted through MCB IB.

I/We give hereunder the name(s) of the Authorised User(s)<sup>2</sup> with his/their relevant user profile on IB\* to access Current and Savings accounts.

	TITLE	FIRST NAME	FAMILY NAME	NIC	USER PROFILE			
					COMPANY ADMINISTRATOR <sup>3</sup>	SIGNATORY USER	BASIC USER	
							VIEW ONLY	VIEW + INITIATE
1					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup> All Authorised Signatories, previously designated by the Customer and such other persons as are from time to time mandated by the Customer, to operate its accounts shall, unless otherwise expressly stipulated by the Customer by way of a board resolution, be 'ipso facto' entitled to access and operate the Customer's accounts through MCB IB as an Authorised IB User.

<sup>2</sup> Please provide us with a certified true copy of passport/identity card with clear photographic image of the above user(s) if he/they is/are not MCB Customer(s).

<sup>3</sup> The Company Administrator and the Signatory User must be recorded as a signatory on the account in the bank's record.

## ACCESS TO FACTORING ACCOUNTS

I/We request you to grant access to our factoring account/s to the following users:

	TITLE	FIRST NAME	FAMILY NAME	NIC/PASSPORT
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

### IB SERVICE FEE

(Please refer to the fees and charges for Corporate on our MCB Web site [www.mcb.mu](http://www.mcb.mu))

I/We authorise you to debit my/our current account number \_\_\_\_\_ with fees relative to the use of Internet Banking.

Without prejudice to clauses contained herein, the MCB may, in its sole and absolute discretion, at any time and after having given at least 30 (thirty) days written or electronic notice, vary any such Fees due under this application. Any such variation shall come into effect on the date specified in the notice unless the Customer, 13 (thirteen) days before such date, provides the MCB with a written or electronic notice terminating this service on such date specified by it.

I/We acknowledge that The Mauritius Commercial Bank Ltd has recommended that I/we seek independent legal and/or professional advice before signing this document and that I/we have:

(Please tick (✓) where appropriate)

declined the MCB's recommendations

accepted the recommendations and sought independent advice to this effect.

By signing below, I/we formally confirm having read and fully understood the **Terms and Conditions** of the MCB Internet Banking Service (copy of which is hereby annexed). We therefore irrevocably and unreservedly agree to be bound by the aforesaid terms and conditions.

Authorised Signature (1) \_\_\_\_\_ (2) \_\_\_\_\_  
Acts and deeds signatories

Name: (1) \_\_\_\_\_ (2) \_\_\_\_\_

Authorised Signature (3) \_\_\_\_\_ (4) \_\_\_\_\_  
Acts and deeds signatories

Name: (3) \_\_\_\_\_ (4) \_\_\_\_\_

Date: \_\_\_\_\_

Company's seal  
(if applicable)

FOR BANK USE ONLY	
Customer Number: _____	Date: _____
Checked by: _____	
(S) _____	BU: _____
Signature confirmed by: _____	
(S) _____	BU: _____

## CONTENTS OF THE MCB INTERNET BANKING MODULES

ALL OPTIONS	VIEW OPTION
<p><b>DASHBOARD</b></p> <ul style="list-style-type: none"> <li>• Transaction</li> </ul> <p><b>FILE MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• Bulk File Upload</li> <li>• Bulk File View</li> <li>• Bulk Payment Status Report</li> <li>• E-statement</li> <li>• Merchant Statement</li> <li>• Status Report (SI/DD) – available upon request</li> <li>• Outward Swift Transfer Advice</li> <li>• Custody Reports Download</li> </ul> <p><b>ACCOUNT INFORMATION</b></p> <ul style="list-style-type: none"> <li>• Account Summary</li> <li>• Account Details</li> <li>• Transaction History</li> </ul> <p><b>FIXED DEPOSIT</b></p> <ul style="list-style-type: none"> <li>• Fixed Deposit Summary</li> </ul> <p><b>LOAN MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• Loan Account Summary</li> <li>• Loan Account Activity</li> </ul> <p><b>ONLINE PAYMENT</b></p> <ul style="list-style-type: none"> <li>• Own Account Transfer</li> <li>• MCB Account Transfer</li> <li>• Beneficiary Maintenance</li> <li>• Other Local Bank MUR Transfer</li> <li>• International Fund Transfer</li> <li>• View Direct Debit</li> <li>• View Standing Instruction</li> <li>• Standing Instruction Cancellation</li> <li>• Standing Instruction Amendment</li> <li>• Pending Transfers</li> </ul> <p><b>TRADE FINANCE</b></p> <ul style="list-style-type: none"> <li>• Initiate LC</li> <li>• LC Amendment Initiate</li> <li>• Outstanding Export Items</li> <li>• Outstanding Import Items</li> <li>• Bank Guarantees Summary</li> </ul> <p><b>CREDIT CARDS</b></p> <ul style="list-style-type: none"> <li>• Credit Card Summary</li> <li>• Credit Card Payment</li> </ul> <p><b>MY SERVICES</b></p> <ul style="list-style-type: none"> <li>• Mailbox</li> </ul> <p><b>CUSTOMER SERVICES</b></p> <ul style="list-style-type: none"> <li>• Cheque Book Request</li> <li>• Stop or Unblock Cheque Request</li> </ul>	<p><b>DASHBOARD</b></p> <ul style="list-style-type: none"> <li>• Transaction</li> </ul> <p><b>FILE MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• E-statement</li> <li>• Status Report (SI/DD) – available upon request</li> <li>• Merchant Statement</li> </ul> <p><b>ACCOUNT INFORMATION</b></p> <ul style="list-style-type: none"> <li>• Account Summary</li> <li>• Account Details</li> <li>• Transaction History</li> </ul> <p><b>FIXED DEPOSIT</b></p> <ul style="list-style-type: none"> <li>• Fixed Deposit Summary</li> </ul> <p><b>LOAN MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• Loan Account Summary</li> <li>• Loan Account Activity</li> </ul> <p><b>TRADE FINANCE</b></p> <ul style="list-style-type: none"> <li>• Import Outstanding Position</li> <li>• Export Outstanding Position</li> <li>• Bank Guarantee</li> </ul> <p><b>CREDIT CARDS</b></p> <ul style="list-style-type: none"> <li>• Credit Card Summary</li> </ul> <p><b>MY SERVICES</b></p> <ul style="list-style-type: none"> <li>• Mailbox</li> </ul>