FCMB

FCMB e-Invoicing Application Form

Date (dd/mm/yyyy)

SECTION 1 BUSINESS INFORMATION

Please complete this section with information about your business

Account Name

Title: Mr. ☐ Mrs. ☐ Miss. ☐ Ms. ☐ Other ☐

Name of Main Signatory

Mobile Phone:

Email Address:

SECTION 2 BANK ACCOUNT INFORMATION

List account number to be activated on FCMB SMe-invoicing in the boxes below

Account Number:

Mobile Number:

Email:

SECTION 3

Customers' signature in line with the mandate with the Bank

Signature_____ Date_____

Signature_____ Date_____

Signature_____ Date_____

By signing the above I certify that the information provided on this form is true and accurate. I agree that FCMB reserves the right to take appropriate measures including legal action if the information here is discovered to be false.

FOR OFFICIAL USE ONLY

Received By:	Signature:	Time & Date:

FCMB e-invoicing TERMS AND CONDITIONS

By signing on to FCMB e-invoicing Solution, the customer hereby agrees to the following terms and conditions:

OBLIGATIONS OF THE BANK

I. To provide the customer with such services as listed in the attached document referred to as annexure A.

OBLIGATIONS OF THE CUSTOMERS

I. To provide the Bank with every information required to effectively make payments and or receive payment electronically on behalf of the customer

II. To ensure that the application and user forms forwarded by the Customers is in line with the customer's account mandate with the Bank;

III. To provide at least one member of staff to be nominated as product administrator to provide the first line of support for all enquiries to be made by the customer and also manage the assignment of user rights;

IV. To pay the relevant fees and expenses associated with transactions; these charges are Subject to review from time to time by the Bank.

VI. To ensure appropriate signatories are set up to approve payments in accordance with the Bank account mandate. This mandate will not be subjected to telephone, e-mail or any other manual confirmation by the bank before transactions are completed.

YOUR ACCOUNT AND REGISTRATION OBLIGATIONS

A user is responsible for maintaining the confidentiality of their log in details (user name and password) and shall be responsible for all activities that occur under their user logon details. By ticking the box below, you consent to taking responsibility for the confidentiality of your log in details and agree to provide only true, accurate complete and current information of your business at sign on. You also agree that where the contrary has been provided, FCMB has the right to temporarily or permanently suspend and eventually terminate your access to the service regardless of the stage of your transaction.

Agreeing to sign on to FCMB e-invoicing confirms that you understand that you are communicating through electronic records to FCMB SMe-invoicing and agree that you may be communicated via electronic records from time to time.

CAUTION: FCMB SHALL NOT BE LEGALLY OR OTHERWISE RESPONSIBLE WHERE A CUSTOMER'S USERNAME AND PASSWORD KNOWN ONLY TO THE CUSTOMER IS ACCURATELY PROVIDED BY ANY OTHER

PERSON APART FROM THE CUSTOMER FOR ANY TRANSACTIONS AS FCMB MAY ACT ON SUCH COMMUNICATION WHERE IT REASONABLY CONTAINS SUFFICIENT INFORMATION BELIEVED TO HAVE EMANATED FROM THE CUSTOMER.

INDEMNITY AND RELEASE CLAUSE

The customer shall indemnify and keep the Bank fully indemnified against all claims, demands, liabilities, actions, proceedings, losses, costs, (including reasonable attorney's fees and costs) which may be from the execution of the Customers' instruction to receive payments and the performance of the obligations contemplated under this transaction.

ARBITRATION

The customer and the Bank shall use their best efforts to amicably settle all disputes arising out of or in connection with the performance or interpretation of this Terms and Conditions. Any dispute of differences arising out of interpretation or performance of the obligations created under this business relationship which cannot be settled amicably within one (1) month after receipt by a party's request for such amicable settlement may be referred to a single arbitrator to be appointed in accordance with the Arbitration and Conciliation Act. Cap. A 18, Laws of Federation of Nigeria 2004.

FORCE MAJEURE

The Customer and the Bank agree that there shall attach no liability to carry out any obligations under the Terms and Conditions if is attributable to the event of force majeure including but not limited to systems downtime, Server failure, civil commotion, strikes or lock outs, war, flood, insurrection and other acts of God PROVIDED however that where an event of force majeure subsists for more than one (1) month the party affected by such force majeure event shall be deemed to have voluntarily excused from the transaction contemplated by this Agreement.

GOVERNING LAW

This Terms and Conditions shall be govern and construed in accordance with the laws of the Federal Republic of Nigeria in force from time to time.

ANNEXURE A – TERMS OF SERVICES

This annexure provides a detailed list of standard services that are to be delivered to the client under the Terms of this agreement. The electronic collection services provided by the bank will allow the client perform the following services on an online real-time basis:

- Easily reconcile payments regardless of the payment methods
- Generate and send out electronic invoices to their customers via e-mail
- Receive payments via internet and mobile channels using debit cards
- Gain electronic access to use anytime, anywhere and on any device
- Obtain relevant MIS and analytics to manage their cash flow

ANNEXTURE B SYSTEM REQUIREMENT

This annexure provides information on the system requirements to be put in place by the client for the application to function effectively.

- Computer Systems / tablets / mobile phones
- Internet Access.

COST OF SERVICE

The solution is free for Customers but merchant fees are charged to customers only when payments are received through the solution. Fees are charged at 1% of transaction cost (subject to a maximum of N1, 000.00).

_____

USER AGREEMENT

I _____ agree to the above terms and conditions of use.

Signature: _____

Date: _____