

## ASO POS CHECKLIST

### POINT OF SALE REQUEST GUIDELINE

S/N	ACTION ITEMS	REMARKS
1.	Merchant Application Form & Agreement	<p><b>Customer</b></p> <ol style="list-style-type: none"> <li>1. Completes the POS merchant application form</li> <li>2. Execute <b>3 (three)</b> copies of the Merchant Agreement</li> <li>3. Sign over a Stamp or Company Seal (Account Signatory (Signs) on Merchant form &amp; Agreement</li> <li>4. Submits to Account Officer</li> </ol> <p><b>Customer Service Officer (CSO)</b></p> <ol style="list-style-type: none"> <li>1. <b>Verifies</b> Customer's signature on the application form and the Agreement</li> <li>2. <b>Verifies</b> the Branch authorized signatories on the executed copies of the Merchant agreement</li> </ol>
2.	POS Merchant Agreement <input type="checkbox"/> For incorporated Companies, Agreement must be <b>sealed</b> with Company seal <input type="checkbox"/> For Unincorporated Companies, the merchant must sign across a <b>N50 postage stamp</b> for both Primary Signatory (Merchant) and the	<p><b>Branch Authorized Signatories</b></p> <ol style="list-style-type: none"> <li>1. Execute <b>3 (three) copies</b> of the Merchant Agreement</li> <li>2. A copy of the executed agreement should be               <ol style="list-style-type: none"> <li>i. Kept in the customer's file at the branch</li> <li>ii. Forwarded to the POS team</li> <li>iii. Customer</li> </ol> </li> </ol>
3.	Company Certificate of Incorporation or Business Name Registration	A copy of the Company's certificate of incorporation or Business Name Registration should be submitted
4.	POS Justification	The template POS Justification should be completed and signed by the Account officer and BM
5.	POS Merchant KYC	The Merchant KYC should be completed and signed by the Account officer and BM, while the branch resident internal controller (RICO) concurs.
6.	Cover Memo from Branch	Covering memo from branch formally requesting the POS deployment signed by the Customer's Account Officer, Branch Manager and Area Manager.



7.	Keep all original POS request documents in a flat file per customer and mail to	<b>Plot 266, FMBN Building, Cadastral Zone AO, Central Business District, Abuja, Nigeria</b>
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**CHECKLIST**

S/N	DOCUMENT	YES	NO
1.	Request Memo By Branch - Signed by A/C Officer, BM and Area Manager		
2.	Merchant Application Form		
3.	Copy Of Certificate of Incorporation/ Business Name Registration		
4.	Executed Merchant Agreement – Executed by Customer and 2 Branch Authorized Signatories		
5.	POS Justification - Completed and signed by Account Officer, & Branch Manager		