

# Guide

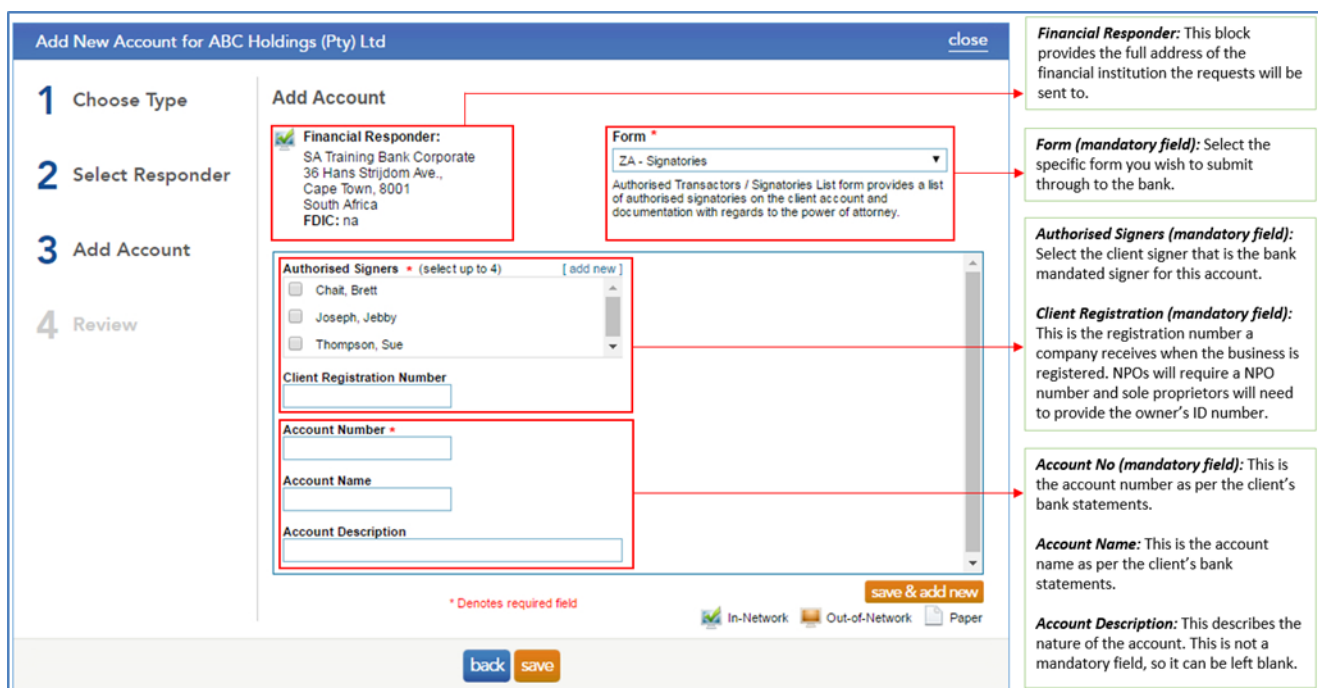
## ZA-Signatories

The ZA-Signatories form provides a list of authorised signatories on the client account and documentation with regards to the power of attorney.

By referring to the bank instructions, users will be able to determine what type of accounts they will need to send for the ZA-Signatories Form.

### Auditor Setup of the ZA-Signatories form

The following image provides a detailed description on what is required for the different fields.



The screenshot shows a web form titled "Add New Account for ABC Holdings (Pty) Ltd" with a "close" button in the top right. On the left, there is a vertical navigation menu with four steps: "1 Choose Type", "2 Select Responder", "3 Add Account", and "4 Review". The main form area is titled "Add Account" and contains several sections:

- Financial Responder:** A text block containing "SA Training Bank Corporate", "36 Hans Strijdom Ave.,", "Cape Town, 8001", "South Africa", and "FDIC: na".
- Form \*:** A dropdown menu currently showing "ZA - Signatories". Below it is a small text box: "Authorised Transactors / Signatories List form provides a list of authorised signatories on the client account and documentation with regards to the power of attorney."
- Authorised Signers \* (select up to 4):** A list with checkboxes and names: "Chall, Brett", "Joseph, Jebby", and "Thompson, Sue". There is an "[ add new ]" link to the right.
- Client Registration Number:** A text input field.
- Account Number \*:** A text input field.
- Account Name:** A text input field.
- Account Description:** A text input field.

At the bottom of the form, there is a red asterisk note: "\* Denotes required field". There are also buttons for "save & add new", "In-Network", "Out-of-Network", and "Paper". At the very bottom, there are "back" and "save" buttons.

Annotations on the right side of the screenshot explain the fields:










- Financial Responder:** This block provides the full address of the financial institution the requests will be sent to.
- Form (mandatory field):** Select the specific form you wish to submit through to the bank.
- Authorised Signers (mandatory field):** Select the client signer that is the bank mandated signer for this account.
- Client Registration (mandatory field):** This is the registration number a company receives when the business is registered. NPOs will require a NPO number and sole proprietors will need to provide the owner's ID number.
- Account No (mandatory field):** This is the account number as per the client's bank statements.
- Account Name:** This is the account name as per the client's bank statements.
- Account Description:** This describes the nature of the account. This is not a mandatory field, so it can be left blank.

## Completed ZA-Signatories form

The below image describes what the ZA-Signatories form will look like once the bank has completed the form. The image also highlights where the auditor needs to focus on to obtain the information they require to complete their audit.

<b>Client's Account Information</b> Account Name: Current      Account Number: 623424      Type/Form: Financial/ZA - Signatories						<b>Account Name:</b> This is the account name as per what was provided by the auditor. <b>Account Number:</b> This is the account number as per what was provided by the auditor. <b>Type/Form:</b> This is the type of form that was sent through to the financial responder.										
<b>Confirmation Request</b> Status: <input checked="" type="checkbox"/> Completed      As of Date: 30/06/2014 (dd/mm/yyyy)      Request ID: 7xa2g37xp4      Delivery Method: <input checked="" type="checkbox"/> In-Network						<b>Status:</b> This field indicates if the request was completed or denied by the financial responder. <b>As of Date:</b> This is the year end date selected by the auditor.										
Details regarding the authorised transactors / signatories on the client's account (see attachment) Anthony Smith, John Doe  We hold the following documentation with regard to the power of attorney (other than for security) from the client in the financial institution's favour or in favour of a third party						<b>Questions specific to the form type:</b> These are the questions that the bank will respond to on the form. Often the bank will provide attachments as solutions to the questions.										
<b>Attachments</b> <table border="1"> <thead> <tr> <th>File Name</th> <th>Date</th> <th>Size</th> <th>User Name</th> <th>User Type</th> </tr> </thead> <tbody> <tr> <td>Signatories.xlsx</td> <td>01/09/2015</td> <td>7.49 KB</td> <td>Clark Hamilton</td> <td>Clerk</td> </tr> </tbody> </table>						File Name	Date	Size	User Name	User Type	Signatories.xlsx	01/09/2015	7.49 KB	Clark Hamilton	Clerk	<b>Attachments:</b> The bank has the option of attaching documentation to further assist the auditor.
File Name	Date	Size	User Name	User Type												
Signatories.xlsx	01/09/2015	7.49 KB	Clark Hamilton	Clerk												

## Banks that accept ZA- Signatories forms

								
ABSA Corporate South Africa	Standard Bank South Africa	FNB Business & Commercial South Africa	Nedbank Corporate South Africa	Investec Corporate & Institutional Banking South Africa	Sasfin Bank South Africa	Bank of China Johannesburg Branch	HSBC Bank South Africa	RMB Investment and Corporate Banking
ABSA Business South Africa				Investec Private Bank South Africa				
ABSA Private, Wealth & Retail South Africa		FNB Corporate						