



PARTNER ONBOARDING GUIDE

**GBPAY PLATFORM - MONEY TRANSFER, AGENCY BANK, ATM
PAYMENT, AND MERCHANT PAYMENT**

GIMAC Certified Operator - CEMAC Zone

1. What is a Partner

A Partner is the structuring entity within the GB Pay ecosystem. It acts as the intermediary between the affiliated banking institution and the field agents. A Partner can be a commercial company, a microfinance institution, or any organization wishing to distribute financial services through its distribution points.

2. Types of Partner Account

There are two types of Partner accounts, each with distinct capabilities:

2.1. Financial Partner

The Financial Partner operates like a microfinance institution and offers a full management ecosystem:

- Creation of branches / agencies (multiple geographic locations)
- Role and accreditation management (cashier permissions, validations, cash management)
- Deployment of field agents in kiosks, shops, bars, etc.
- Access to POS terminals, external APIs

2.2. Individual Partner

The Individual Partner is a lighter structure, suited to entities that do not need an agency-based organization:

- No branch or agency creation
- Role and accreditation management (cashier permissions, validations, cash management)
- Deployment of field agents in kiosks, shops, bars, etc.
- Geographic zones manually configured to agents
- Access to POS and External API

3. Comparison Summary

Feature	Financial	Individual
Branches / Agencies	Yes	No
Users	Yes	Yes
Roles & Accreditations	Yes	Yes
Field Agents	Yes	Yes
Geographic Zones	Manual configuration	Manual configuration

POS Terminal	Yes	Yes
External API	Yes	Yes

4. Information Required to Create a Partner Account

All points with (*) are Mandatory. Account creation is split into two parts: company information and manager information.

4.1. Company Information

This details are required for a manual creation of an account that is if we create your account) :

- Partner Type (Financial OR Individual) *
- Company Name (trade name) *
- Contact Phone *
- Contact Email *
- Representative Identification Documents (ID Card / Passport) *
- Company logo *
- Company Business WhatsApp Number *
- Address information and proof of Address (Bank Statements with address, utility Bills) *
- Manager/Director Appointment letter (Required for Business Representation) if available *
- Company's Official Website Address
- Manager/Director Appointment letter (Required for Business Representation) if available
- Social Media handles (Website, Facebook, Instagram, etc.)
- Team Members Phone numbers and email (Staff with authority to jointly manage your GBPAY Account)
- Registration Number (RCCM or equivalent) *
- Tax Number *

4.2. Manager Information

Creating a Partner account automatically generates two managers: A Primary Manager and a Co-Manager. The information below is required for each of them.

a) Primary Manager

- Last name *
- First name *
- Phone *
- Email *
- City *
- District *
- ID Number *
- ID Issue Date *
- ID Expiry *
- Representative Identification Documents (ID Card / Passport) *
- Manager picture *

b) Second Manager

- Last name *
- First name *
- Phone *
- Email *
- City *
- District *
- ID Number *
- ID Issue Date *
- ID Expiry *
- Representative Identification Documents (ID Card / Passport) *
- Manager picture *