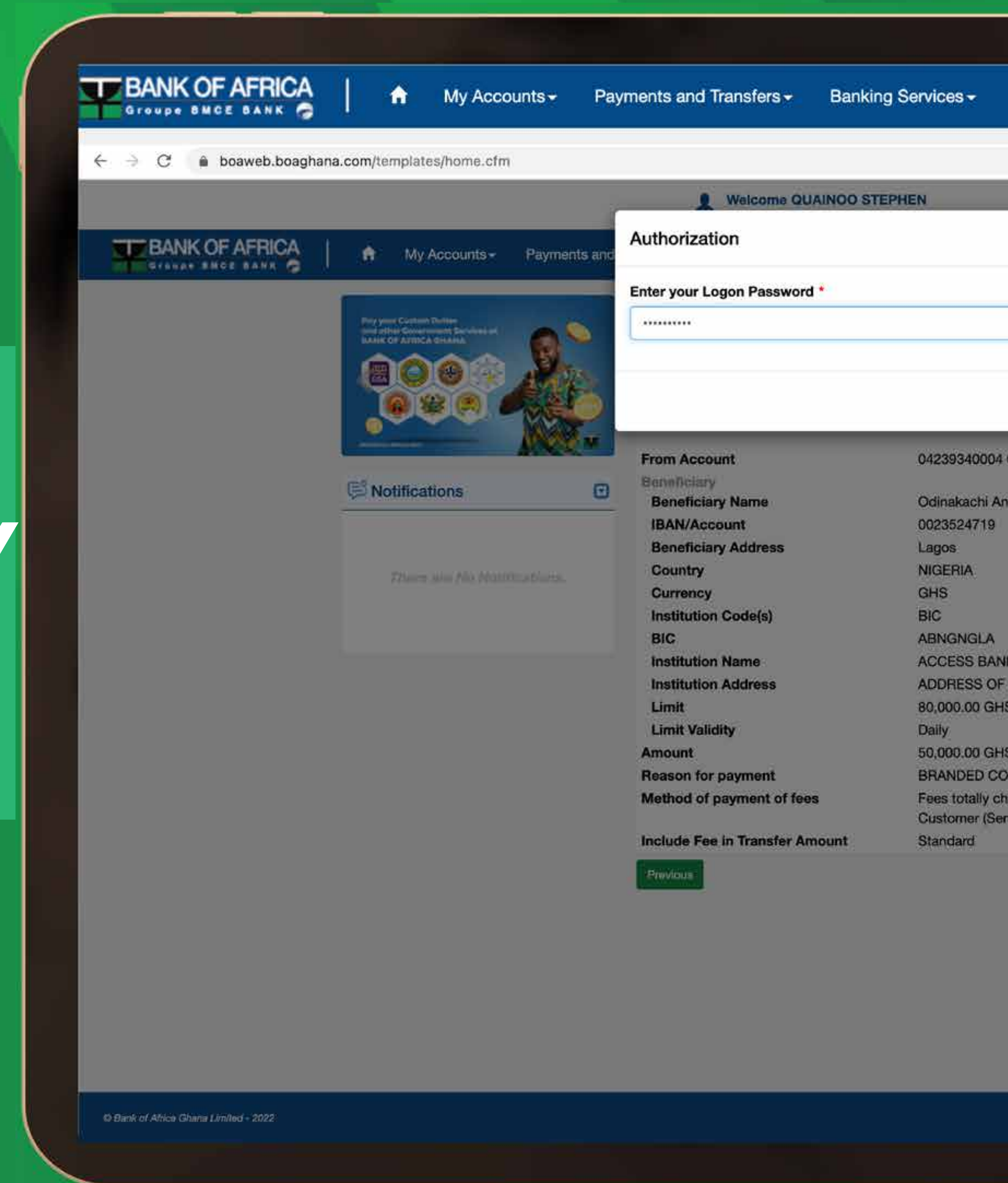


# HOW TO MAKE STATUTORY PAYMENTS ON BOAWEB



#BOAGhana



## Step 1

Click on the Add Beneficiary Icon on the left side of the portal


Welcome **QUAINOO STEPHEN**  
Last Logon Attempt Nov 22, 2022 5:46:00 PM UTC

**BANK OF AFRICA**  
Groupe BMCE BANK

My Accounts ▾ Payments and Transfers ▾ Banking Services ▾ Administration ▾

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**Bank Accounts**

Bank Accounts	Date	Description	Amount
423934 CREATIVE ME Balance			1,210.98
CREATIVE ME 04239340004 GHS Balance			1,210.98
	Nov 21, 2022	353439;B2W MoMo Trsf to 2332 46989257;etz Reference: 02XA2 2428051431	-100.00
	Nov 21, 2022	charge - 353439;B2W MoMo Trsf to 233246989257;etz Reference: 02XA22428051431	-1.00
	Nov 21, 2022	levy charge. ref# 02XA2242805 1431	-1.50
		133718;B2W MoMo Trsf to 2335	

**Beneficiary**

**Notifications**

There are No Notifications.

**Currency Rates (for Information)**

	Selling	Buying
GHS / AED	0.3700000	0.3700000
GHS / CAD	0.0022219	0.0022219

**ATM Locator**

**Contact Us**

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## Step 2

Set up a beneficiary with the details below:  
Beneficiary Name: BOA TRANSIT ACCOUNT  
Account Number: 09709450000  
Provide your preferred 'Limit' and click 'NEXT'

**BANK OF AFRICA**  
GROUP BDC BANK

Home > Payments and Transfers > Manage Beneficiary > Beneficiary List > Add Beneficiary

### New Beneficiary

1 Detail 2 Summary

Beneficiary Name \* IBAN/Account \*

BOA TRANSIT ACCOUNT 09709450000

Beneficiary Address

Institution Country \* Currency \*

BOA Bank GHANA GHS

Institution Code(s) \* Institution Code

CLEARING 21

Branch Code

CLERIB

Institution Name \*

BANK OF AFRICA - GHANA

Institution Address \*

1st Floor, Block A&B, Octagon

Limit \* Limit Validity \*

10000.00 Daily

Previous Next

Set the Beneficiary details to use for payments. The Beneficiary must be created before you can transfer funds to it.

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### Step 3

Confirm all details for the beneficiary. If the details are correct, click on **‘Submit’** to move to the next stage. Click on **‘Previous’** if some corrections need to be made.

0 MB

Don't be Limited  
Bank without Data

Notifications

There are No Notifications.

Welcome QUAINOO STEPHEN

Last Logon Attempt Nov 17, 2022 9:15:00 AM UTC

BANK OF AFRICA

Grppe BMCE BANK

My Accounts

Payments and Transfers

Banking Services

Administration

Home > Payments and Transfers > Manage Beneficiary > Beneficiary List > Add Beneficiary

New Beneficiary

1 Detail

2 Summary

Beneficiary Name

BOA SUNDRY ACCOUNT

IBAN/Account

09709450000

Beneficiary Address

HEAD OFFICE THE OCTAGON

Country

GHANA

Currency

GHS

CLERIB

Institution Code

24

Institution Name

BANK OF AFRICA GHANA

Institution Address

1ST FLOOR BLOCK A&B OCTAGON

Limit

10,000.00 GHS

Limit Validity

Daily

Previous

Submit

Set the Beneficiary details to use for payments.  
The Beneficiary must be created before you can transfer funds to it.

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## Step 4

Enter your password and wait to receive an OTP in your mail.

Welcome QUAINOO STEPHEN  
Last Login Attempt Nov 17, 2022 9:15:00 AM UTC

**BANK OF AFRICA**  
Group BCE BANK

My Accounts Payments and Transfers

Don't be Limited Bank without Data  
0 MB

Notifications  
There are No Notifications.

**Authorization**

Enter your Logon Password \*

Cancel Submit

**Beneficiary Address**

IBAN/Account	0705150000
Beneficiary Address	HEAD OFFICE THE OCTAGON
Country	GHANA
Currency	GHS

**CLERIB**

Institution Code	24
Institution Name	BANK OF AFRICA GHANA
Institution Address	1ST FLOOR BLOCK A&B OCTAGON
Limit	10,000.00 GHS
Limit Validity	Daily

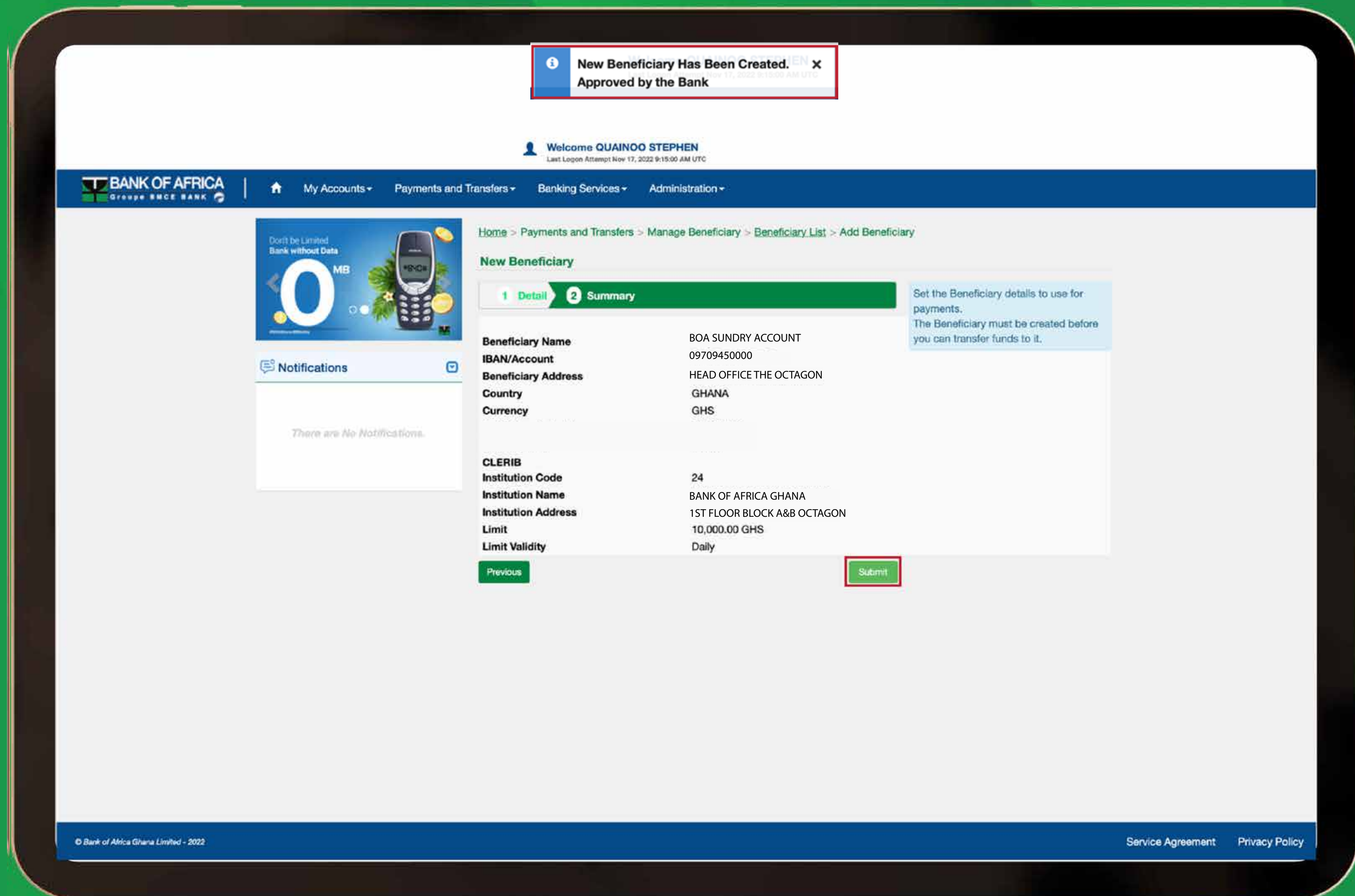
Previous Submit

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## Step 5

## Beneficiary has been set up successfully





## Step 6

Click on 'Payment and Transfers'.  
Under 'New Transfers', select 'Third Party'

Welcome **QUAINOO STEPHEN**  
Last Logon Attempt Feb 14, 2023 5:58:00 AM UTC

**BANK OF AFRICA**  
Groupe BMCE BANK

My Accounts ▾ Payments and Transfers ▾ Banking Services ▾ Administration ▾

New Transfer ▾ Between My Accounts  
Transfer Requests ▾ Third Party  
Bulk Payments ▾  
Transfer Schedules ▾  
Manage Beneficiary ▾

**INTERNET BANKING**  
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manner at a relatively affordable price

Bank Accounts

Bank Accounts	Date	Description	Amount
423934 CREATIVE ME Balance			7,505.73
CREATIVE ME 04239340004 GHS Balance			7,505.73
	Feb 13, 2023	GRAPHIC DESIGNING & SOCIAL MEDIA MANAGEMENT FOR JAN 2023.	7,500.00
	Feb 1, 2023	Funds Movt lfo 233542922595 with id 21825852127 :ref 01180MT NP230260051	-200.00
	Jan 31, 2023	FLAT FEE FOR Micro & SMALL SCALE ENTERPRISES 0423934004	-20.00

Bank Accounts  
Transfer Funds  
Pay Third Party  
Beneficiary  
Statement  
Message List

Notifications

There are No Notifications.

Currency Rates (for Information)

	Selling	Buying
GHS / AED	0.3700000	0.3700000
GHS / CAD	0.0022219	0.0022219

ATM Locator  
Contact Us

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## Step 7

Select the account number you want to make payment from,  
Select 'BOA SUNDRY ACCOUNT' from your beneficiary list and  
provide the amount you want to pay.  
It is mandatory to provide details in the “Reason for Payment” space.

- What service are you paying for . eg SSNIT CONTRIBUTION, INCOME TAX, DUTIES etc
  - Indicate the Month you are paying for: eg. JAN 2023 (Mandatory for SSNIT and INCOME TAX contributions)
  - Invoice Number/Tax Bill Number: ensure to provide the correct Invoice/Tax Bill number.  
eg 1: INCOME TAX FOR JAN 2023. TAX BILL NO. TADA145225000089  
eg 2: PAYMENT FOR THE CLEARING OF 50FT CONTAINER.TAX BILL NO. TMA1-G-50531189651-01
- Click “NEXT” to continue.

Welcome QUAINOO STEPHEN  
Last Logon Attempt Feb 14, 2023 5:56:00 AM UTC

**BANK OF AFRICA**  
Groupe BMCE BANK

Home > Payments and Transfers > New Transfer > Third Party

**Your external transfer**

1 Detail 2 Summary

**From Account \*** 87698456985 CREATIVE

**Beneficiary \*** BOA SUNDRY ACCOUNT-BANK... +

+ BOA SUNDRY ACCOUNT-BANK OF AFRICA- GHANA (GHS)

**Amount \*** 10,000 GHS

**Reason for payment \*** SSNIT CONTRIBUTION FOR JAN 2023. ADVICE NO. 9752007576324201

**Method of payment of fees \*** Fees totally charged on Ordering..

**Frequency \*** Immediate

Previous Next

Before validating your transactions make sure to: 1. Check that you have created your beneficiary, 2. Check the transaction mode (Normal or Fast) If you have opted for a rapid transfer, check the cost of your transaction before validation please.

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0 MB

Notifications

There are No Notifications.



## Step 8

Summary of the payment details will pop up for confirmation. If you confirm that all information are correct, click on “Submit” to move to the next stage or select “Previous” if you have to make corrections

The screenshot shows the 'Summary' step of a new external transfer in the Bank of Africa Ghana mobile app. The interface includes a navigation bar at the top, a sidebar with a 'Notifications' section, and a main content area with transfer details. A 'Submit' button is highlighted with a red box.

**Navigation:** Home > Payments and Transfers > New Transfer > Third Party

**Your external transfer:**

**1 Detail** **2 Summary**

**From Account:** Creative Me 884796479 [ 22,684.29 GHS]

**Beneficiary:**

Beneficiary Name	BOA SUNDRY ACCOUNT
IBAN/Account	09709450000
Beneficiary Address	HEAD OFFICE THE OCTAGON
Country	GHANA
Currency	GHS
Institution Name	BANK OF AFRICA - GHANA
Institution Address	1st Floor, Block A&B, Octagon
Limit	50,000.00 GHS
Limit Validity	Daily
Amount	10,000.00 GHS
Reason for payment	SSNIT CONTRIBUTION FOR JAN 2023. ADVICE NO. 9752007576324201
Method of payment of fees	Fees totally charged on Ordering Customer (Sender)
Include Fee in Transfer Amount	Standard

**Before validating your transactions make sure to:** 1. Check that you have created your beneficiary. 2. Check the transaction mode (Normal or Fast) If you have opted for a rapid transfer, check the cost of your transaction before validation please.

**Buttons:** Previous, Submit

**Footer:** Bank of Africa Ghana Limited - 2023, Service Agreement, Privacy Policy

## Step 9

## Enter your password to complete your payment

The screenshot displays the Bank of Africa Ghana web portal. The user is logged in as QUAINOO STEPHEN. A modal titled "Authorization" is open, prompting the user to "Enter your Logon Password". The background shows a payment confirmation screen with the following details:

From Account	04239340004 CREATIVE ME [17.46 GHS]
Beneficiary	
Beneficiary Name	Odinakachi Anita
IBAN/Account	0023524719
Beneficiary Address	Lagos
Country	NIGERIA
Currency	GHS
Institution Code(s)	BIC
BIC	ABNGNGLA
Institution Name	ACCESS BANK PLC
Institution Address	ADDRESS OF ACCESS BANK PLC
Limit	80,000.00 GHS
Limit Validity	Daily
Amount	50,000.00 GHS
Reason for payment	BRANDED COLLATERALS
Method of payment of fees	Fees totally charged on Ordering Customer (Sender)
Include Fee in Transfer Amount	Standard

At the bottom of the modal, there are "Previous" and "Submit" buttons. A "Cancel" button is also visible in the modal's footer. A notification on the right side of the screen reads: "Before validating your transactions make sure to: 1. Check that you have created your beneficiary. 2. Check the transaction mode (Normal or Fast) If you have opted for a rapid transfer, check the cost of your transaction before validation please."

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