



Online Corporate Banking Service (eCorp)

User Guide

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	23.	ISSUE LC REQUEST:	



1. Official Service Website:

ecorp.kfhonline.com

2. Contact and Technical Support:

• Email: **GCB-Ecorp@kfh.com**

3. Service Requirements:

- Active Bank Account
- Mobile Number
- Valid Civil ID's for All Users



4. Registration Types

Single Access:

Service will be provided to One user only who can utilize below limited services:

- Account Summary
- Advanced/Details Account Statement
- Salary Upload
- Merchant Reports

Dual Access:

Service will be provided to multiple users with different access levels Ensuring processing requests by a minimum of 2 users

- Corporate Service Admin (CSA):

Main user of the service who will manage all users details and access level, in addition to having the privileges on approving submitted requests

Initiator:

User who initiates all Financial and Non-Financial requests

- <u>Reviewer (Optional):</u>

User who reviews any request submitted by Initiator user and forward it to the higher user level

- <u>Approver (Optional):</u>

User who acts on submitted request based on given privileges

Available services:

- User Management
- Accounts Summary
- Advanced/Details Account Statement
- Salary Upload
- Merchant Reports
- Transfers (own accounts, internal transfer, other bank transfer)
- Cheque Book Request
- Standing Order Management
- Monthly Account Statement Subscription

In Addition to more available services



5. New User Sign Up:

Select (New User Sign Up)

- Please enter Username and last 5 digits account number عربي New User Sign Up Forgot your password Username : Service Knowledge **Privacy Notice** Account No. : Last 5 digits from the account number * * * * * 0 Cookies **Exchange Rates** Login Currency Converter Transfer eForms eCorp for Corporates News Reports
- Fill in required information Account Number (12 Digits)

ے عربچی If you are already registered click here	Please Enter the company account number and your personal Civil ID of the authorized person
•	Account No. :
	Next

- Click on Send OTP, and enter it
- Read and Accept the applicable Terms and Conditions

	Notes • username length must be between 6 – 16 characters and contains letters and numbers only	Please choose a login name and a password	
•	Password length must be between 7-14 characters. Password must not contain username or part of it, character repetition, consecutive letter or number.	User Name :	
	 Password must contain at least one Uppercase character (A-Z), Lowercase character (A-Z), Number (0-9) and Special character. Mean descript description (2014) (2014) (2014) (2014) (2014) 	Password :	
	 Allowed special characters (∿!@#\$%o*%*+= \\(}{:; <>,.//) Underscore "_" is not a special character. 	Confirm Password :	
		Password expires after : Choose one 🗸	
		Submit	

- Enter Username
- Choose Password and Select Password validity period

Notes • username length must be between 6 – 16 characters and contains letters and numbers only	Please choose a login name and a password
 Password length must be between 7-14 characters. Password must not contain username or part of it, character repetition, consecutive letter or number. Password must contain at least one Uppercase character (A-Z), Lowercase character (a-Z), Number (0-9) and Special character. Allowed special characters (~!@#\$\$% ~*+=` \\\\\{\}\\\\{\}\;"<>,.?/) Underscore "_" is not a special character. 	User Name : Password : Confirm Password : Password expires after : Choose one
	Submit

- Redirect to Login page after successful registration
- Enter Username
- Enter Last 5 digits of account number

	Please enter your User Name and 5 digits of your account number
تعريمي New User Sign Up Forgot your password	User Name :
 Service Knowledge 	Login

Enter Site key answers

Site Key Registration Challenge questions help prevent unauthorized people from getting access to your KFHe-Corporate	Please answer the following question
account because only you will know their answers. Every time you login, you will see one of these	1. What was your dream job as a child
 questions, which you will be asked to answer. In future logins, should you ever see a question 	2. What is your favorite holiday destination
provide an answer here, don't proceed with the login and contact Allo Battak "1803333".	3. What is your favorite hobby
	Submit Cancel

Select an Image



Enter Image Description



Enter Password to Login

	 Password The password remains your most important line of protection. It is used for login and to perform transactions in KFHe-Corporate. Please keep it to yourself. We highly recommend that you use the provided virtual keyboard with randomly ordered keys to deter others from identifying your password. 	Please enter the password
•	Forgot your passwordHome	Login

6. Select Registration Type:

- Go to Main Page
- Click on Corporate Registration



Select Registration Type

Single Access (Details)

Corporate Super Admin User Details	
Username *	
Arabic Full Name * Last Name * Middle Name	First Name *
English Full Name * First Name * Middle Name	Last Name *
Authorized Signatory Civil ID *	Wrong Civil ID no.
(Civil ID will be used for PACI	authentication in the next steps)
Mobile No 9XXX2526	
Email *	Email is required

Click send OTP to insert the code then to click on Next after confirming on T&C

Mobile No:	9XXX2257	
OTP code : *		
	Send OTP	
	Send Count 0	
I acknowledge that Terms and Conditions www.kfh.com prior to	I have carefully read ar as published on KFH signing up to the servi	d accepted the applicable vebite at ce.
🗆 I confirm I have regi	stered in KUWAIT MOE	ILE ID App related to Public Authority of Civil Information
[Next	+
We will send you PACI	authentication request	in the next step

 Follow the steps of the authentication on Kuwait Mobile ID App as shown below, then click on I have Accepted the Authentication request

We have sent you an A first, please make sure	uthentication request in KUWAIT N you have downloded KUWAIT MOBI	MOBILE ID App 🏶 , please follow to	the following steps to complete the a	authentication process.
KARANA	Cont DAN Name ToUlur poulos ToUlur poulos To	CHEDRA CONSIDUATION Assent Salem Aussim Salem Automication Reports Construction Rep	<image/> <image/> <section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header>	Contrast of the second
ه_ويتي	COVID-19 Vaccine Status Vaccinated	1 Alexandre	Reject Authenticate	
حقوق الطبع و النشر 2023 الهيئة العامة للمعلومات المحل opyright 2023 The Public Authority For Civil Information	My ID Authenticate & Sign Wallet	My ID Authenticate & Sign Wallet	My ID Authenticate & Sign Wallet	My ID Authenticate & Sign Wallec

Please click below "I have Accept the Authentication request" after your authentication from KUWAIT MOBILE ID App
I have Accepted the Authentication request
Resend Authentication request
Proceed without PACI Authentication
After this step your full access request will be sent to us and our team will contact you soon to activate it.

 After the authentication is successfully done, the concerned team will contact you soon to activate the service



Dual Access: Super Admin User & Additional User (Details):

Corporate Super Admin User Details			
Username *	corpfamily2		
Arabic Full Name *	Last Name *	Middle Name	First Name *
English Full Name *	First Name *	Middle Name	Last Name *
Authorized Signatory Civil ID *			Wrong Civil ID no.
	(Civil ID will be	e used for PACI	authentication in the next steps)
Mobile No	9XXX2526		
Email *			Email is required
Additional User Details			
Arabic Full Name *	Lost Nome 8	Middle Neme	First Money #
Alabic Full Name	Last Name -	Middle Name	First Name -
English Full Name *	First Name *	Middle Name	Last Name *
Authorized Signatory Civil ID *			Wrong Civil ID no.
Mobile No *			Enter correct Mobile no.
Email *			Email is required
New User Civil ID copy *	Choose File	No file chosen	
User Type *			
	O Initiator (to	initiate transac	tions and requests)
	 Approver (t) 	o approve trans	sactions and requests)
Add New Add	ditional User 🕂	Subm	it
		_	

 Follow the steps of the authentication on Kuwait Mobile ID App as shown below, then click on I have Accepted the Authentication request



Please click below "I have Accept the Authentication request" after your authentication from KUWAIT MOBILE ID App	
Resend Authentication request	
Proceed without PACI Authentication	
After this step your full access request will be sent to us and our team will contact you soon to activate it.	

• After the authentication is successfully done, the concerned team will contact you soon to activate the service

7. Privileges Management:

- Login with Corporate Super Admin (CSA)
- Go to (Administration)
- Go to (Manage Departments)

	Banking Accounts	👔 TCDS 🛛 🇀 Holds	🧀 IBAN			
1	Account	Account Type	Currency	Total Balance	Available Balance	Status
Home Mail Settings Logout	X00000	Current	KWD	227.000	227.000	Active
There is a strange begins	XXXXXXXX	Current	KWD	40.481	40.481	Active
▶ Requests Pool	XXXXXXX	Saving Premium Account	KWD	130.000	130.000	Active
* Administration	XXXXXXX	Saving Premium Account	KWD	16,087.000	16,087.000	Active
Administration	X00000	Electronic	KWD	39.256	39.256	Active
 Manage Departments 						more
 Manage Groups 						more
 Manage Roles 						
 User Access Time Management 						
 User Management 						
 User Roles 						

- Note: You can use the Default Department incase not willing to create a new department.
 - Enter the name of required department
 - Click on (Add)

	Corporate Management			
•	Note: Required fields are mark	ed with an asterisk (*) Department Name * Add		
	Department Name			
	الإدارة الافتراضية		Edit	Delete

- Go to (Manage Groups)
 - Select the required department
 - Enter the name of required group
 - Click on (Add)

	Groups Management
	Note: Required fields are marked with an asterisk (*) Manage Groups
•	Department Name * New Department Group Name *
	Add



- Go to (Manage Roles)
 - Select the required department
 - Select the required group
 - Enter the name of required Role
 - Click on (Add)

Roles Management Note: Required fields are marked with an asterisk (*) Manage Roles
Department Name * New Department Group Name * New Group Role Name * Add

- New Role will be added in below table
- Click on (Manage)

Note: Required f	elds are marked with an asterisk (*	[*])	
Manage Rol	es		
	Department Name * Group Name * Role Name *	New Department	
		Add	

• Select Role Type (Financial Services/Administrative Services)

	Roles Management
	Manage Roles
	Choose Role Services Type
	Note: Admin Roles Should be only for token holders.
•	Role Type
	Administration Services
	○ Financial Services
	Confirm Clear



• Select the required services to grant the access for

Financial Services			
All Financial Services		Applied Financial services	
KNET Payment Gateway-Private KNET Payment Gateway-Public Monthly Statements Multiple Payment Open Time Deposit Portfolio Position Real Estate		Account Summary Advanced Statement Detailed Statement Own Accounts Transfer Salary Processing Single Transfer Telex Transfer	•
Report Lost Card Single Payment Standing Order For Charity Standing Orders Standing Orders Statement Subscribe Card 3D Secure Service	>> <<		
Transaction Report Transfer for Charity	*		-

- Select Each service and link it to required account(s) all services should be linked to continue
- Click on (Save)

r Requests Pooi		Role	New Role	
▼ Administration	Applied Finan	ncial services	Own Accounts Transfer ~]
Manage Departments		Accounts		1
Manage Groups			Select All	
Manage Roles				
 User Access Time Management 			🗸 XXXXX - Savin	g Premium Account - KWD
 User Management 			XXXXX - Inves	tment Saving Account - KW
 User Roles 			XXXXX Electr	ronic - KWD
 Corporate Service Limits 			XXXXX Curre	nt - KWD
 Users Services Limits 			VXXXXX - Inves	tment Saving Account - USI
Audit Trail Report			✓ XXXXXX - Savin	a Premium Account - KWD
Lock/Unlock Users				-
Multiple Assessed				-
Multiple Approvals Multiple Reviewers		Add	Accounts Cancel	-
Multiple Approvals Multiple Reviewers Update Users Mobile		Add	Accounts Cancel	-
Multiple Approvals Multiple Reviewers Update Users Mobile Reset OTP	Rela Comito Assoc	Add	Accounts Cancel	-
Multiple Approvals Multiple Approvals Update Users Mobile Reset OTP	Role Service Access	Add	Accounts Cancel	-
Multiple Approvals Multiple Reviewers Update Users Mobile Reset OTP Account Services	Role Service Access	Add	Accounts Cancel	Edit
Multiple Approvals Multiple Reviewers Update Users Mobile Reset OTP Account Services Beneficiaries Other Services	Role Service Access Service Account Summary	Add	Accounts Cancel nt [+] Accounts	Edit Edit
Multiple Reviewers Multiple Reviewers Update Users Mobile Reset OTP Account Services Beneficiaries Other Services Update Jeandores	Role Service Access Service Account Summary Advanced Statement	Add	Accounts Cancel nt [+] Accounts [+] Accounts	Edit Edit Edit
Multiple Approvals Multiple Reviewers Update Users Mobile Reset OTP Account Services Beneficiaries Other Services Financial Services Financial Services	Role Service Access Service Account Summary Advanced Statement Detailed Statement	Add	Accounts Cancel	Edit Edit Edit Edit
Multiple Approvals Multiple Reviewers Update Users Mobile Reset OTP Account Services Beneficiaries Other Services Financial Services Reports	Role Service Access Service Account Summary Advanced Statement Detailed Statement Own Accounts Transfer	Add	Accounts Cancel tt [+] Accounts [+] Accounts [+] Accounts [+] Accounts [+] Accounts	Edit Edit Edit Edit Edit Edit
Multiple Approvals Multiple Reviewers Update Users Mobile Reset OTP Account Services Beneficiaries Other Services Financial Services Reports	Role Service Access Service Account Summary Advanced Statement Detailed Statement Own Accounts Transfer Salary Processing	Add	Accounts Cancel tt [+] Accounts [+] Accounts [+] Accounts [+] Accounts [+] Accounts [+] Accounts	Edit Edit Edit Edit Edit Edit Edit
Multiple Approvals Multiple Reviewers Update Users Mobile Reset OTP Account Services Beneficiaries Other Services Financial Services Reports	Role Service Access Service Account Summary Advanced Statement Detailed Statement Own Accounts Transfer Salary Processing Single Transfer	Add	Accounts Cancel	Edit Edit Edit Edit Edit Edit Edit

- Go to (User Roles)
 - Select the user
 - Select the required role

	User Roles Note: Required fields are marked with an asterisk (*) Service Access Management
•	User [★] Jassim ✓ Roles [★] الدور الاقتراضي Admin New Role Confirm

• Go to (Corporate Service Limits)

User can set required limits related to each financial service.

- Select service from the list
- Enter all required details
- Click on (Save)
- Repeat above steps for each service

Note: Required fields	are marked wi	ith an asterisk (*)				
Corporate Serv	ices Linits						
Service	Minimum Limit (KWD)	Maximum Limit (KWD)	Transaction Limit (KWD)	Reset Counter (Days)	No. Of Transactions		
Single Transfer	1.000	30,000.000	30,000.000	1	99	Edit	Delete
Telex Transfer	30.000	30,000.000	30,000.000	1	99	Edit	Delete
Own Accounts Transfer	1.000	30,000.000	20,000.000	1	99	Edit	Delete
Salary Processing	1.000	30,000.000	30,000.000	1	99	Edit	Delete
Transfer for Charity	1.000	30,000.000	30,000.000	1	99	Edit	Delete
Limits Definition	n						
		Service *	Single Transfer	· ·			
	М	1inimum Limit *	1.000	K	FH Limit : 1.000) (KWD)	
	Μ	laximum Limit *	30000.000	K	FH Limit : 30,00	00.000 (K	WD)
	Tra	nsaction Limit *	30000.000	K	FH Limit : 30,00	00.000 (K	WD)
	Reset C	ounter (Days)	1				
	No. Of	f Transactions *	99				

• Go to (Users Service Limits)

User can set required limits related to each financial service for each user exclusively.

- Select user
- Select service from the list
- Enter all required details and Click on (Save)
- Repeat above steps for each service

User Servi	ces Limits						
Service	Minimum Limit (KWD)	Maximum Limit (KWD)	Transaction Limit (KWD)	Reset Counter (Days)	No. Of Transactions		
Single Transfer	1.000	30,000.000	30,000.000	1	99	Edit	Reset Limi
Telex Transfer	30.000	30,000.000	30,000.000	1	99	Edit	Reset Limi
Salary Processing	1.000	100,000.000	100,000.000	1	99	Edit	Reset Limi
Own Accounts Transfer	1.000	30,000.000	30,000.000	1	99	Edit	Reset Limi
Transfer for Charity	1.000	30,000.000	30,000.000	1	99	Edit	Reset Limi
Own Accounts Transfer Transfer for Charity Limits Def	1.000 1.000 inition	30,000.000 30,000.000	30,000.000 30,000.000 emame * [f87	1	99 99	Edit	Reset L Reset L
		Minimur	Service * Se	elect Serv	ice 🗸	Corporate Limit	
		Maximur	m Limit * 0.00	0		Corporate Limit	



8. Approving Requests

- Login with (CSA/Approver) user
- Go to (**Request Pool**)
- Click on (Pending)

		Requests Pool					
	🐴 🖈 🖉 🖬	Service Processed By	Date and Time	Action			
Home Mail Settings Logo	Home Mail Settings Logout	Salary Processing	Salary Processing				
	Come Chan Sectings Legen	f87	07/10/2020 09:22:51 AM	View Request History			
	▼ Requests Pool	Single Transfer					
Pending (3)	Pending (3)	f87	19/11/2020 01:08:57 PM	View Request History			
	 History 	Own Accounts Transfer					
	Thatary	f87	19/11/2020 01:08:23 PM	View Request History			

Click on (View Request)

		ſ	Requests Pool				
	🗳 🚿 🦨 📢		Service Salary Processing	Processed By	Date and Time	Action	1
•	Home Mail Settings Logout			f87	07/10/2020 09:22:51 AM	View Request	History
	 Requests Pool 		Single Transfer				
	 Pending (3) History 			f87	19/11/2020 01:08:57 PM	View Request	History
			Own Accounts Transfer				
	Thatory			f87	19/11/2020 01:08:23 PM	View Request	History

- Check request details
- Click on (Send OTP)



- Enter (**OTP**)
- Click on (Approve/Reject) request

Requests Pool	
	Please check the information before approving the request
	Service Name Own Accounts Transfer
	Debit Account XXXXXXX3046 - Saving Premium Account - KWD
	Credit Account XXXXXXX0149 - Current - KWD
	Transferd Amount KWD 100.000
	Remarks eCorp
	Mobile No
	OTP code*
	Remaining time to resend sms code 04:20
	Send OTP
	Send Count 1
	Approve Reject Cancel

9. Salary Upload

Create New Template

- Login with (Initiator) user
- Go to (Salary Upload)
- Click on (Add New Template)

	Salary Upload
	- Salary upload Service is available from 4:00 till 20:00
	Sorry , you don't have templates.
•	Add New Template
	* The Employer will incur the following payroll-related fees such as (To whom it may concern\Mosal, Salary fees\employee) Terms & Conditions Applied * The maximum number of templates allowed is 20 per company and each template has a limit of 2500 employees * It is not allowed to submit the (End Of Service) requests through the salaries system; in case of misuse; the request will be considered as a salary transfer and KFH shall not bear any responsibility.

- Select (Empty Template)

	Salary Upload						
	Create New T	Create New Template					
	F.	Based on prev	ious salaries				
♦	•		Empty Template				

- Enter template name
- Enter MOSAL ID

	Salary Upload	
	Note: Required fields are marked with an asterisk (*) Add Template	
•	Template Name* MOSAL File ID*	
	Add Clear	

Add Employee(s) (Manual)

- Go to (Salary Upload)
- Click on (Edit) next to required template

	Salary Upload							
	Notes - Salary upload S	ervice is available fro	om 4:00 till 20:00	1			•	
•	Template Name	No. of Employees	Total Salaries	Last Successful Uploaded Date	Upload	Export	Edit	Delete
	Salary	0	0.000		20		?	Ē
	- Sectory updated	Service is available fr	Add	I New Template				

Select (Add Employee)

•	Salary Upload Please select from menu Edit Template Details Add Employees From External File Add Employee Edit/Delete Employees From Template
	Back To Home Page

- Enter all required details
- Click on (Add Employee)

	Salary Upload	
	Note: Required fields are marked with an asterisk (*) Add Employee	
•	Employee Number *	
	Employee Name *	
	Section	
	Civil Id *	
	IBAN*	
	Amount *000	
	Add Employee Clear	

Add Employee(s) (Template)

- Go to (Salary Upload)
- Click on (Edit) next to required template

1	Salary Upload					
	Notes					
	- Salary upload S	ervice is available fro	om 4:00 till 20:00)		
•						
•	Template Name	No. of Employees	Total Salaries	Last Successful Uploaded Date	Upload Export	Edit Delete
	Salary	0	0.000		N 🔁	🛃 💼
			Add	d New Template		
	Salary Uptead					
	- Salary uplead	Service is available f	nam 4:00 till 20:00	•		
			Barry , vo	u don't have templates.		
	The Employer will Applied The maximum our The most showed to Control and a salar	These of Environments and the second	Autorial formation and an	The whom it many summary (Planet, Salary Free) of each estimates (Senerics et al. 1997) in Task W.	of misuse; the request	will be

Select (Add Employees from External File)

	Salary Upload
	Please select from menu
•	 Edit Template Details Add Employees From External File Add Employee Edit/Delete Employees From Template
	Back To Home Page

• Click on (**Download Template**)

	Salary Upload
	Note: Required fields are marked with an asterisk (*) Add Employees
•	Template Download Template Template Name Salary Salary File * Choose File No file chosen Submit Clear
	Back To Edit Menu

• Fill all template details

								F		
		Civil ID	*	Name	Account No.	Amount	×	Bank 🗸	Section	÷
2						 				ī
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

• Upload the updated template

	Salary Upload	
	Note: Required fields are marked with an asterisk (*)	
	Add Employees	
	Template Download Template	
•	Template Name Salary	
•	Salary File * Choose File No file chosen	
	Submit Clear	
	Back To Edit Menu	

Check and confirm all uploaded details

	Salary Uplo	bad					
•			Please check the information	before con	firming the process	5	
			Template Name	Salary			
			Total Employees	2			
			Total Salaries	350.000			
			Confirm	Dack			
			Coniirm	Back	-		
	[+] Employ	ees Details :-					
	No.	Name	Account No.	Amount	Bank	Civil Id	Section
	1722	Ahmad Jassim	KW30KFHO00000000000000000000000000000000000	100.000	Kuwait Finance House		IT
	1727	Jassim Ahmad	KW28KFH00000000	250.000	Kuwait Finance House		Corporate

Salary Upload

- Go to (Salary Upload)
- Click on (**Upload**) next to required template

	Salary Upload						
	Notes - Salary upload S	ervice is available fr	om 4:00 till 20:00)			
•	Template Name	No. of Employees	Total Salaries	Last Successful Uploaded Date	Upload Exp	ort Edit	Delete
	Salary	2	350.000		2	• 🛃	Ē
	* The Employer will ir Applied * The maximum num * It is not allowed to : transfer and KFH shall	icur the following payroll- ber of templates allowed submit the (End Of Servi not bear any responsibilit	Add related fees such as (is 20 per company ar e) requests through t ty.	I New Template To whom it may concern\Mosal, Salary fr Id each template has a limit of 2500 emp he salaries system; in case of misuse; th	ees\employee) Terr ployees e request will be co	is & Conditions	ons a salary

- Check all information
- Click on (**Upload Salaries**)

c	Salary Processing Fees KFH Accounts Fees Al-Amil Accounts Fees Other Bank Accounts Fees	2 5.0 KWD 2.0 KWD 0.0 KWD 0.0 KWD			
Name	Account No.		Amount	Bank	Civil Id
ssim Ahmad	KW28KFHO000		250.000	Kuwait Finance House	-
mad Jassim	KW30KFHO0		100.000	Kuwait Finance House	
	Name ssim Ahmad mad Jassim	KFH Accounts Fees Al-Amil Accounts Fees Other Bank Accounts Fees Name Account No. ssim Ahmad KW28KFH0000 mad Jassim KW30KFH00	KFH Accounts Fees 2.0 KWD Al-Amil Accounts Fees 0.0 KWD Other Bank Accounts Fees 0.0 KWD Name Account No. ssim Ahmad KW28KFH0000 mad Jassim KW30KFH00	KFH Accounts Fees 2.0 KWD Al-Amil Accounts Fees 0.0 KWD Other Bank Accounts Fees 0.0 KWD Name Account No. Amount 250.000 mad Jassim KW30KFH00	KFH Accounts Fees 2.0 KWD Al-Amil Accounts Fees 0.0 KWD Other Bank Accounts Fees 0.0 KWD Name Account No. Amount Bank 250.000 Kuwait Finance House mad Jassim KW30KFH00 100.000

- Select (Month) and (Year)
- Enter Password
- Read and Accept the Declaration

Note: Required fields are marked with an as Notes - To add / edit MOSAL File ID, please go t - Terms & conditions applied.	sterisk (*) to (Edit Template Details)	Page	
Upload Salaries			
Ad	ccount 0		
B	alance 10.441	KWD	
Template	Name Salary		
Total Emp	loyees 2		
Total S	alaries 350.000 KWD		
Tota	l Fees 7.0 KWD		
Total A	mount 357.000 KWD		
MOSAL	File ID * 123456789000		
Salary	Month *Select Salary I	Month 🗸	
	Year *Select Year	✓	
Pas	sword *		
□ I acknowledge that the entered MOSA	AL file number is correct a the entered informa	nd I shall be responsible for any m tion	nistake or lack in
	Note: Required fields are marked with an a Notes - To add / edit MOSAL File ID, please go - Terms & conditions applied. Upload Salaries AA B Template Total Emp Total S Total AMOSAL Salary Pas I acknowledge that the entered MOSA	Note: Required fields are marked with an asterisk (*) Notes - To add / edit MOSAL File ID, please go to (Edit Template Details) - Terms & conditions applied. Upload Salaries Account 0 Balance 10.441 Template Name Salary Total Employees 2 Total Salaries 350.000 KWD Total Fees 7.0 KWD Total Fees 7.0 KWD MOSAL File ID* 123456789000 Salary Month* Select Salary I Year * Select Year Password *	Note: Required fields are marked with an asterisk (*) Notes To add / edit MOSAL File ID, please go to (Edit Template Details) Page Terms & conditions applied. Upload Salaries Account Balance 10.441 KWD Template Name Salary Total Employees Total Salaries Total Salaries Total Amount S57.000 KWD Total Amount S57.000 KWD MOSAL File ID 123456789000 Salary Month> Year>Select Salary Month> Year>Select Year> Password I acknowledge that the entered MOSAL file number is correct and I shall be responsible for any n the entered information

System will redirect the request to CSA for required action



10. Beneficiaries Management

Add KFH Beneficiary

4

- Login with (Initiator) user
- Go to (**Beneficiaries**)
- Click on (**KFH Beneficiaries**)

Click on (Add New KFH Beneficiary)

 Account Number	Full Name	Description	Ctatus	Edit	Delete
Account Number	Full Name	Description	Status	Eult	Delete
011234567891	Jassim Ahmad		Active		Ē
022225456689	Rakan Company	Test	Active	S	Ē

• Enter beneficiary account number (12 Digits)

	KFH Beneficiaries
	Note: Required fields are marked with an asterisk (*) Add New KFH Beneficiary
•	Account Number *
	Verify Clear

• Add Description for the beneficiary

	KFH Beneficiaries
	Note: Required fields are marked with an asterisk (*) Add New KFH Beneficiary
•	Account Number 011234567891 Beneficiary Name Yousef Company for General Trading
	Add Back

- Login with CSA/Approver to approve the request
- Click on (**Request Pool**)
- Click on (View Request)

	A	Requests Pool				
•	Home Mail Settings Logout	Service Add KFH Benefic	Processed By iary	Date and Time	Action	
•	Requests Pool Pending (1) History		f87	19/11/2020 11:30:28 AM	View Request	History

- Check Information
- Enter Password

	Requests Pool	
	Please check the information before approving the request	
	AccountNumber XXXXXX	
	Description eCorp	
r	Password	
	Approve Reject Cancel	

- Go to (Beneficiaries List)
- Click on (Activate) next to the required beneficiary

	KFH Beneficiaries				
•	Account Number	Full Name	Description	Status	Activate
			eCorp	Pending	Click here
	0040000000				

• Enter OTP and Click on (Activate)

	KFH Beneficiaries
	Please Check Beneficiary Details before Activation
	Beneficiary Details
	AccountNumber XXXXX
	Beneficiary Name
	Description eCorp
	Mobile No
•	Activation Code*
	Activation Code is valid for 3 Days
	Remaining time to resend sms code 04:56
	Resend Activation Code
	Activate

Add Other Banks Beneficiary

- Login with (Initiator) user
- Go to (**Beneficiaries**)
- Click on (Other Banks Beneficiaries)
- Click on (Add New Other Banks Beneficiary)
- Enter all beneficiary details

Note: Required fields are marked with an asterisk (*), either with (*)
Note: After adding a new payee, it will be verified soon and you will be notified via the KFHe-Corporate mail box. After that, you can activate it by clicking on the activation link that will appear next to the new added payee.
Details should be in english and alphanumeric only
Other Banks Beneficiary Details
Beneficiary Name *
Beneficiary Account Number/IBAN *
Beneficiary Address *
Contact Number

- Login with CSA/Approver to approve the request
- Click on (**Request Pool**)
- Click on (View Request)



- Check Information
- Enter Password

Please check the information	before approving the request
Telex Payee Details	
Beneficiary Name	
Beneficiary Account Number/IBAN / IBAN	KW61
Beneficiary Address	KUM-
Contact Number	9
Country Name	Kuwait
Bank	
Currency	Kuwaiti Dinar
Reason for Transfer	Personal transfér
Password	

- Beneficiary will be reviewed and approved by KFH Backoffice within 2 business hours
- Go to (Beneficiaries List)
- Click on (Activate) next to the required beneficiary



• Enter OTP and Click on (Activate)

Please Check Beneficia	ry Details before Activation
Beneficiary Details	
Beneficiary Name	
Beneficiary Account Number/IBAN	KW61
Beneficiary Address	KUM
Contact Number	
Country Name	Kuwait
Bank	
Currency	Kuwaiti Dinar
Other Detail	
Other Details	
Mobile No	
Activation Code	
Activation Cod	e is valid for 3 Days
Remaining time to	resend sms code 04:57
Resend A	ctivation Code



11. Issue Cheque Book

- Login with (Initiator) user
- Go to (**Other Services**)
- Select (Cheque Book Request)



- Select account number (Current Account Only)
- Select book specification (size and count)
- Choose language of the book
- Select number of cheque books required

	Cheque Book Request Note: Required fields are marked with an asterisk (*) Cheque book Request	
•	Debit Account * XXXXXXX0149 - Current - KWD V Cheque Book Type * 25 Leaves Large V Language * English V Number of Books * 2 Submit Clear	

- Login with (CSA/Approver) user to approve the request
- Clients collect the cheque book from their related branch after 3 business days



12. Other Banks Transfer History

- Login with (Initiator) user
- Go to (Transfers & Payments)
- Select (Other Banks Transfer History)



Search for the required transaction and click on (Status) to view more details

	us					
Other Banks Tra	ansfer Status					
	Period S	tarting				
	Period	Ending				
	Account N	lumber Select A	Account		~	
	Refere	nce No				
		Status Select Sta	itus	~		
		Search	Clear			
Beneficiary Name	Debit Account	Reference No	Transfer Date	Amount	Status	
					00000	
A	XXXXXXX6309	INT-003-	27/10/2020	126.000 KWD	Debited	2
A	XXXXXXX6309 XXXXXXX6309	INT-003-	27/10/2020 20/10/2020	126.000 KWD 1,500.000 KWD	Debited	-
	XXXXXXX6309 XXXXXXX6309 XXXXXXX6309	INT-003-	27/10/2020 20/10/2020 18/10/2020	126.000 KWD 1,500.000 KWD 400.000 KWD	Debited Debited Debited	
	XXXXXXX6309 XXXXXXX6309 XXXXXXX6309 XXXXXXX6309 XXXXXXX6309 XXXXXXX6309	INT-003	27/10/2020 20/10/2020 18/10/2020 11/10/2020	126.000 KWD 1,500.000 KWD 400.000 KWD 3,975.000 KWD	Debited Debited Debited Credited to Beneficiary	



13. Bulk Transfer

Template Management:

- Login with (Initiator) user
- Go to (Transfers & Payments)
- Click on (**Bulk Transfer**)
- Click on (Add new Template)

		Bulk Transfer
	Home Mail Settings Logout	
	Account Services Transfers & Payments	Sorry , you don't have templates.
•	Own Accounts Transfer Single Transfer Other Banks Transfer	Add New Template One-Time Bulk Transfer Request
•	Other Banks Transfer Status Charity Transfer Bulk Transfer	* The maximum number of templates allowed is 10 per company and each template has a limit of 50 Beneficiaries
	Bulk Transfer History Beneficiaries Salary Upload	
	Other Services	

• Click on (Empty Template)

	Bulk Transfer
•	Empty Template
	Copy existing template's beneficiaries

• Type the new template name and click on (Add)

	Bulk Transfer		
	Note: Required fields are mark Add Template	ed with an asterisk (*)	
•		Template Name * New	
		Add	

- Add required beneficiaries (Note: <u>Beneficiaries</u> should be added and in Active status)

Click on (Next)

Bulk Transfer					÷	
Note: Required field	ds are marked with an asterisk (ne	*)				
	Template Name:	New				
 Add Beneficia 	ry					
	Beneficiary Type * Beneficiary Name * Beneficiary Account No Currency Amount * Transfer Currency *	Select Beneficiary Type -				
Beneficiary Type	Beneficiary Name	Beneficiary Account No	Amount	Transfer	Telex Cost	Delete
Other Banks Beneficiary	COMPANY	KW09 _ J00000	250.0	KWD	Our	Ē
Other Banks Beneficiary	Bader Jassim	KW5 000000000000000000000000000000000000	100.0	KWD	Our	Ē
KFH Beneficiary	FAWAZ N	16105	80.0	KWD		1
		Next				

• Check the Information and Click on (Confirm)

	Please o	heck the Information			
Template Name	a				
	Template Name:	New			
 Beneficiary Det 	ails				
Beneficiary Det	ails Beneficiary Name	Beneficiary Account No	Amount	Transfer Currency	Te
Beneficiary Det Beneficiary Type Other Banks Beneficiary	ails Beneficiary Name Bader Jassim	Beneficiary Account No	Amount	Transfer Currency KWD	Te O
Beneficiary Det Beneficiary Type Other Banks Beneficiary KFH Beneficiary	Beneficiary Name Bader Jassim FAWAZ MOHAMM	Beneficiary Account No KW0000000 16	Amount 100.0 80.0	Transfer Currency KWD KWD	Te C



Initiate Bulk Transfer Request:

- Login with (Initiator) user
- Go to (Transfers & Payments)
- Click on (**Bulk Transfer**)
- Click on (**Transfer**)

Home Mail Settings Logout	Template Name	Total Beneficiaries	Last Transfer Date	Edit	Delete	Transfer
Account Services Transfers & Payments	New	3		8	Ē	
Single transfer Other Banks Transfer Other Banks Transfer Status Charity Transfer Bulk Transfer Bulk Transfer	One-Time Bulk Transfer Request	plates allowed is 10 per company and	each template has a limit of 50 Be	eneficiaries		
Beneficiaries						

- Select (Debit Account)
- Select transfer (**Remarks**)
- Click on (Transfer)

	Bulk T	ransfer									
	Note	: Required fields a	are marke	d with an aste	risk (*)						
	_ T	ransfer									
				Template Nar	me: New						
			т	tal Beneficiar	ies: 3						
>				Debit Accou	Int: * Select	Account -	-		~	וו	
				Bala	nce						
				Rema	rks: * Select	Remarks	🗸				
				Total Amou	int:						
				Currency Rat	tes:						
	No.	Name		Account Nur	nber	Amount	Transaction Amount	Bank	Beneficiary Type	Telex Cost	Status
	1	Bader Jassim	KW <i>5</i>	000C KWD		100.000 KWD	100.000 KWD	NATIONAL BANK OF KUWAIT	Other Banks Beneficiary	Our	Active
	2	FAWAZ MOHAMMAD		161	KWD	80.000 KWD	80.000 KWD	Kuwait Finance House	KFH Beneficiary		Active
	3	COMPANY	KW05	.000000000 KWD	000	250.000 KWD	250.000 KWD	NATIONAL BANK OF KUWAIT	Other Banks Beneficiary	Our	Active
•			1		Transfer	Clear			,		

- Check the Information and Click on (Confirm)
- Maker/Check workflow will be initiated to process the request.

		Please	e check	the Info	ormation				
	Transfer								
		Template Name:	New						
		Total Beneficiaries:	3						
		Debit Account:	521						
		Balance:	2500.0	KWD					
		Remarks:	Benefit	ts					
		Total Amount:	430.00	0					
		Currency Rates:							
No	. Name	Account Number		Amount	Transaction Amount	Amount Deducted	Bank	Beneficiary Type	Te Co
No 1	. Name Bader Jassim	Account Number KW51NDONCOUNTRY KWD		Amount 100.000 KWD	Transaction Amount 100.000 KWD	Amount Deducted 100.000 KWD	Bank NATIONAL BANK OF KUWAIT	Beneficiary Type Other Banks Beneficiary	Te Co Oi
No 1 2	Name Bader Jassim FAWAZ MOHAMMAD	Account Number KW51NDONCOLO KWD 161 KWD	_	Amount 100.000 KWD 80.000 KWD	Transaction Amount 100.000 KWD 80.000 KWD	Amount Deducted 100.000 KWD 80.000 KWD	Bank NATIONAL BANK OF KUWAIT Kuwait Finance House	Beneficiary Type Other Banks Beneficiary KFH Beneficiary	O

One Time Bulk Transfer

- Login with (Initiator) user
- Go to (Transfers & Payments)
- Click on (**Bulk Transfer**)
- Click on (One-Time Bulk Transfer Template)

	Home Mail Settings Logout	Bulk Transfer
	Account Services Transfers & Payments	Sorry , you don't have templates.
•	Own Accounts Transfer Single Transfer Other Banks Transfer Status Other Banks Transfer Status Charity Transfer Bulk Transfer Bulk Transfer	Add New Template One-Time Bulk Transfer Request The maximum number of templates allowed is 10 per company and each template has a limit of 50 Beneficiaries
	Beneficiaries Salary Upload Other Services	

- Add required beneficiaries (Note: <u>Beneficiaries</u> should be added and in Active status)
- Click on (Next)

	Bulk Transfer Note: Required fields ar Add Beneficiary	e marked with an	asterisk (*)				
•		Beneficia Beneficiary Acc Transfer	ary Type * Select Bene ry Name * count No Currency Amount * Currency * Add Beneficiar	ficiary Type	<u></u>		
	Beneficiary Type B	eneficiary Name	Beneficiary Account No	Amount	Transfer Currency	Telex Cost	Delete
			Next				

- Select (**Debit Account**)
- Select transfer (Remarks)
- Click on (**Transfer**)

	Bulk	Transfer								
	Note	e: Required fields are	marked with an aste	risk (*)						
	۲ _ا	Fransfer								
			Total Beneficiari	es: 2						
•			Debit Accou	int: * 🔤	Select A	ccount			~	
			Bala	nce						
			Remar	ks: * -	- Select R	emarks 🗸	1			
			Total Amou	int:)			
			Currency Rat	es: A	ED: 0.083	254, USD:	0.30515,			
	No.	Name	Account Numbe	r	Amount	Transaction Amount	Bank	Beneficiary Type	Telex Cost	Status
	1	Management	AE9200300 AED		500.000 AED	500.000 AED	DUBAI ISLAMIC BANK	Other Banks Beneficiary	Our	Active
	2	Ltd	GB66BARC USD		100.000 USD	100.000 USD	CITI BANK N.A (NEW YORK)	Other Banks Beneficiary	Shared	Active
•				Trans	fer	Clear				

- Check the Information and Click on (Confirm)
- Maker/Checker workflow will be initiated to process the request

		Pleas	e check (the Inform	ation				
[]	ransfer								
		Total Beneficiaries:	2						
		Debit Account:	521						
		Balance:	2500.0	KWD					
		Remarks:	Other						
		Total Amount:	72.142						
		Currency Rates:	AED 0.	083254 USE	0.30515				
		Account Number	Amount	Transaction	Amount Deducted	Bank	Beneficiary Type	Telex Cost	Statu
No.	Name			Amount					
No.	Management	AE92003 AED	500.000 AED	500.000 AED	41.627 KWD	DUBAI ISLAMIC BANK	Other Banks Beneficiary	Our	Activ

Bulk Transfer History

- Login with (Initiator) user
- Go to (Transfers & Payments)
- Click on (Bulk Transfer History)
- User can select search criteria to display the related record

Home Mail Settings Logout	Bulk Transfer History History				
Account Services Transfers & Payments		From Date To Date			
Own Accounts Transfer Single Transfer Other Banks Transfer Other Banks Transfer Status Charity Transfer Bulk Transfer Bulk Transfer Bulk Transfer Bulk Transfer Statary Upload Other Services Descriptions Descripti		Debit Account: Template Name: Beneficiary Name: Beneficiary Account No: Amount: Amount In KWD: Refrence Number:		▼	
	Template Name N/A N/A	Debit Account	Total Amount 33.0 KWD	Transfer Date 2020-12-13 14:11:47 2020-12-16 10:39:00	Download Download Download

14. Balance Confirmation Letter:

- Login with (Initiator) user
- Go to (Letters & Certificates)
- Click on (Balance Confirmation Letter Request)



- Fill in required information
- Accept Terms & Conditions
- Click (Submit)

Balance Confirmation Letter Request	
Note: Required fields are marked with an asterisk (*)	
Balance Confirmation Letter Request	
Account Number * Sel	ect Account 🗸
Issue Date AS of *	
Auditor Name	
Auditor Email address	
Documents Upload Choo	se File No file chosen
🗌 I ackno	wledge that I have carefully read and accepted the applicable: Terms and Conditions
 Please review all inserted Click (Confirm) 	data
Balance Confirmation Letter Request	
Please check the information	i before confirming the process
Service Name	Letters And Certificates
Service Type	Balance Confirmation Letter Request
Account No.	0100120546
Issue Date AS of	31/12/2023
Auditor Name Auditor Email address	without on
← Con	firm Back



15. Modify Other Bank Transfer:

- Login with (Initiator) user
- Go to (Transfers & Payments)
- Click on (Modify Other Banks Transfer Request)
- Search for the desired transfer to modify.



 After Choosing the desired transfer, fill in the necessary information and click (**Proceed**).



 Check the confirmation and click (Confirm) to send the request.

Modify Other Bank Transfer Request	
Please check the information l	before confirming the process
Service Name	Modify Other Banks Transfer
Reference No	ECO-003-12620678
Transfer Amount	180.00
Transfer Currency	USD
Transfer Date	01/22/2024 12:00 AM AST
Charges Debit Account	X000000X4770
Beneficiary Name	test
Beneficiary Bank	CITI BANK N.A (NEW YORK)
Beneficiary Account	12345678914
Payment Reason	Bill settlement
Charges Debit Account	00000004770
◆ Confir	m Back

16. Cancel Other Bank Transfer:

- Login with (Initiator) user
- Go to (Transfers & Payments)
- Click on (Cancel Other Banks Transfer Request)
- Search for the desired transfer to cancel.



Select the Debit Account to charge from and click (Proceed).

Cancel Other Bank Tranfer Request	
Cancel Other Banks Toursfor	
Cancel Other Danks Transfer	
Reference No	ECO-003-12616157
Transfer Amount	18.25
Transfer Currency	DOL
Corporate Account	00000007374
Transfer Date	01/21/2024 12:00 AM AST
Beneficiary Name	JORDN ACCOUNT
Beneficiary Bank	JORDAN ISLAMIC BANK FOR FINANCE & INV.
Beneficiary Account No	01109936510400002
Charges Debit Account *	Select Account 👻
Balance	
0	I acknowledge that I have carefully read and accepted the applicable Terms and Conditions.
•	Proceed Cancel

 Check information and then click (Confirm) to send your request.

Cancel Other Bank Tranfer Request	
Please check the information	a before confirming the process
Service Name	Cancel Other Banks Transfer
Reference No	ECO-003-12616157
Transfer Amount	18.25
Transfer Currency	JOD
Transfer Date	01/21/2024 12:00 AM AST
Beneficiary Name	JORDN ACCOUNT
Beneficiary Account	01109936510400002
Beneficiary Bank	JORDAN ISLAMIC BANK FOR FINANCE & INV.
Charges Debit Account	200000005165
◆ Cont	irm Back

17. Activate Dormant Account:

- Login with (Initiator) user
- Go to (Account Services)
- Click on (Activate Dormant Account Request).



 Find the request account to reactivate and click (Reactivate)

vate Dormant Accou	int Request					
Account	Account Type	Currency	Total Balance	Available Balance	Status	
XXXXXXX5238	Current	C TRY	10,000.00	10,000.00	Dormant	Reactivate
ge 1 of 1 otes						

- Choose the account to charge from.
- Confirm with Acknowledgement check box.
- Click (Reactivate).

Reactivate Dormant Accounts	
Dormant Account :	X000000X5238
Debit Account Number *	Select Account 🗸 🗸
Account Balance :	
Corporate Name :	
Account Type :	Current
Currency :	TRY
Status :	Dormant
I acknowledge that I have carefully read and accepted the applicable: Terms and Conditions Reactivate Cancel	
Notes	

+ 5KD will be deducted to activate dormant account as per KFH fees and commissions list.

Check the information and click (Confirm) to reactivate.

Please check the information before confirming the process	
Service Name	Reactivate Dormant Accounts
Dormant Account	XXXXXXX5238
Account Type	Current
Corporate Name	the United and United
Full Name	with equi
User Id	
Rim No.	1707108
Corporate ID	4440
Confirm	Back

18. MT940 Subscription request:

- Login with (Initiator) user
- Go to (Account Services)
- Click on (MT940 Statement Subscription Request).



- Fill in the necessary information.
- Acknowledge.
- Click on (**Submit**) to send the request.

MT 940 Statement Subscription request	
Account Number*	Select Account 🗸
Contact Name *	
Email *	
Contact Number *	
Swift Business identifier code (BIC)	
	I acknowledge that I have carefully read and accepted the applicable: Terms and Conditions
•	Submit



19. Open Sub Account:

- Login with (Initiator) user
- Go to (Account Services)
- Click on (Open Sub Account Request).



- Fill in the necessary information.
- Acknowledge.
- click (Submit).

Open Sub Account	
Note: Required fields are marked with an asterisk (*)	
Open Sub Account	
Account Type *	Select Account Type 👻
Account Currency *	Select Currency 🗸
Debit Account Number *	Select Account 🗸
Balance	
Opening Balance Amount*	
Documents Upload *	Choose File No file chosen
	I acknowledge that I have carefully read and accepted the applicable: Terms and Conditions
Noto	Submit
Minimum Opening balance amount is 1000 KD for Current Account and 100 KD for call account (saving acc	count).

• Check the information, then click on (**Confirm**) to send the request.



20. Open Fixed Deposit:

- Login with (Initiator) user
- Go to (Account Services)
- Click on (Open Fixed Deposits Request).



- Fill in the necessary information.
- Acknowledge.

Open Fixed Deposit

• Click (Submit).

From Account *	Select Account 🗸
Balance	
Profit Account *	Select Account V
Balance	
Deposit Type *	Select Deposit 🗸
Minimum Amount	
Amount*	000
Maturity Instructions *	○Auto Renew Close Deposit at Maturity Date
Documents Upload *	Choose File No file chosen
	Lacknowledge that I have carefully read and accepted the applicable: Terms and Conditions
<u>♦ــــــــــــــــــــــــــــــــــــ</u>	Submit Clear
Note : Kurvalt Finance House provide different types of investment deposits. Click on link below to learn more al	out the deposits:
Open rised Deposits. To close any fixed deposit please visit the nearest KEH Branch	

- Check the information.
- Click (**Confirm**) to send the request.



21. Issue Demand Drafts / PO Request:

- Login with (Initiator) user
- Go to (Account Services)
- Click on (Issue Demand Drafts / PO Request).



- Fill in the necessary information.
- Acknowledge.
- Click (Submit).

Issue Demand Draft / Pay Order	
Service Type *	Demand Draft ~
Debit Account Number *	XXXXXXXX5544 - Current - KWD ~
Account Balance :	18,762.909 KWD
Amount *	. 000
Beneficiary Name*	
Purposes *	Select ~
Branch *	Select ~
Attachments	Choose File No file chosen
•	I acknowledge that I have carefully read and accepted the applicable: Terms and Conditions
Submit Clear	
 Fird will be deducted from your account as Domand Droft / DO foos 	
 Skd will be deducted from your account as Demand Draft / PO fees. 	

- Check the information.
- Click (**Confirm**) to send the request.

Service Name	Issue Demand Draft / Pay Orde
Request Type	Demand Draft
Debit Account Number	XXXXXXXXXXX6544
Amount	1000.000
Currency	KWD
Beneficiary Name	Test
Branch Name	AlShuwaikh Branch
Purposes	Expenses

22. Issue LG Request:

- Login with (Initiator) user
- Go to (Trade Finance)
- Click on (Issue LG Request)
- Choose type of LG and fill in all required information



Click on (Next)

Issue LG	
Note: Required fields are marked with an asterisk (**)	
Issue LG Request	
Type Of LG *	Select Value 🗸
Issuance Type *	Select Value 🗸
Charges debit Account *	Select Account 🔹 🗸
LG Amount *	
Currency *	select Currency 🗸
Purpose "	
Commencing Date #	
Commencing Date	
Expiry Date "	
Bond delivery method *	Select Value
	Next
▼	

Insert the beneficiary information then click on (Submit)

Issue LG	
Note: Required fields are marked with an asterisk (*)	
Issue LG Request	
Beneficiary Name *	and the
Beneficiary Address *	and doit
Third Party *	○Yes ●No
Client Email Address*	scribgrafi on
Documents Upload *	Choose File pdf
✓ *	I acknowledge that I have carefully read and accepted the applicable: Terms and Conditions
	Previous Submit Clear
	

23. Issue LC Request:

- Login with (Initiator) user
- Go to (Trade Finance)
- Click on (Issue LC Request)



Choose type of LG and fill in all required information

Issue I C Request	
1990e Fo Keduest	
Beneficiary Contact Number *	and and a second s
Client Email Address *	Notified at any
LC Amount*	30000
Currency *	AED - UAE Dirhem 🗸
Draft At *	Mixed Payment 🗸
Mixed Payment Details *	200
Description of Goods *	
Last date of shipment *	15/06/2024
Expiry Date *	30/06/2024
Partial Shipment*	O Allowed Not Allowed
Trans-Shipment*	O Allowed Not Allowed
Extra Terms and Conditions *	
	1
Documents Upload *	Choose File df
S	I acknowledge that I have carefully read and accepted the applicable: Terms and Conditions
	Previous Submit Clear
•	

- Click on (Next)
- Insert the beneficiary information then click on (Submit)