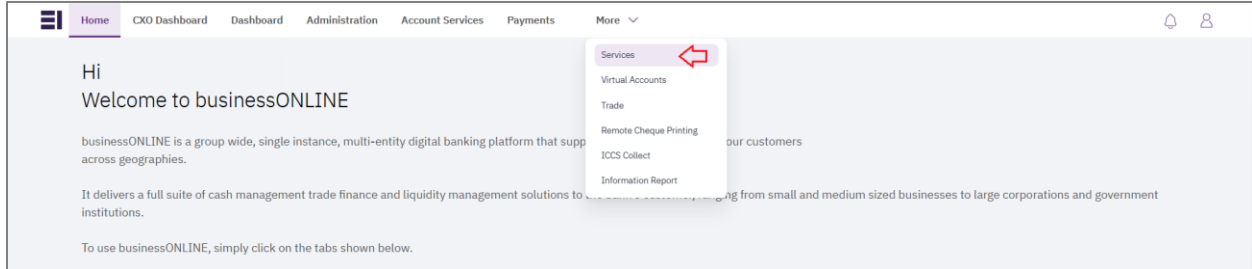


Account Name / Title Change

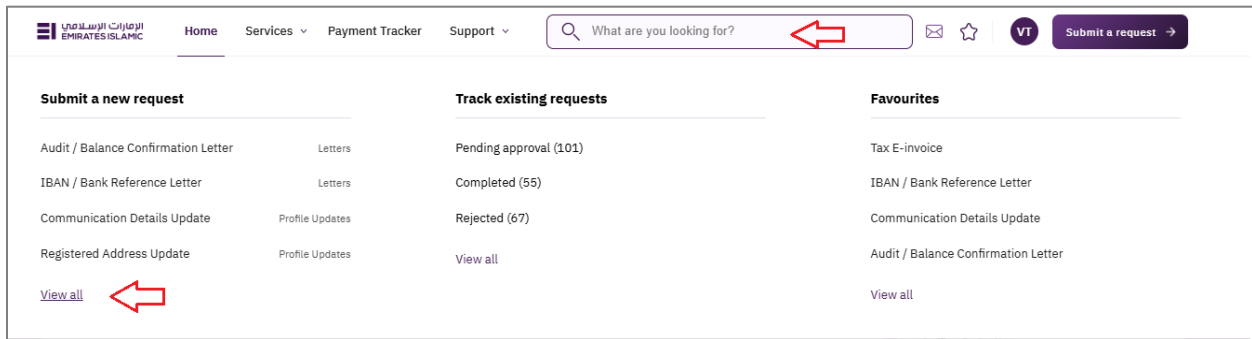


Log into **businessONLINE** to access a comprehensive suite of Instant Banking Service today!

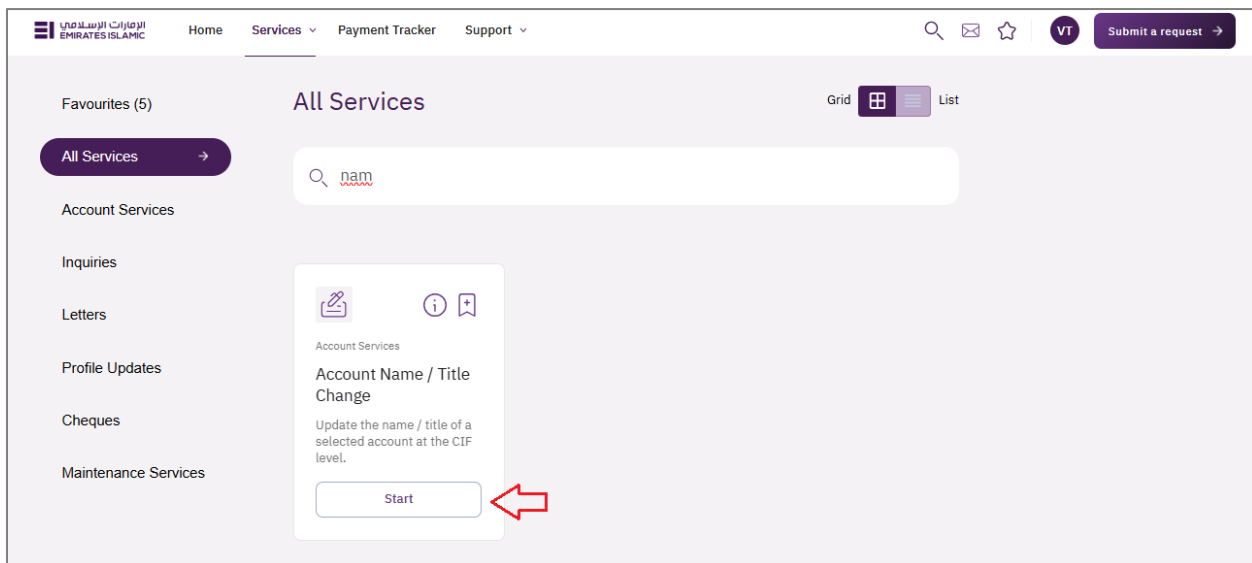
- Log in to BusinessONLINE
- Click 'Services' Tab



- In services page select 'Services' and click 'View All'.
- Alternatively, you may search in search bar for the services (IBAN, Trade License etc.)



- Click on start for 'Account Name / Title Change.'



- Select the company 'CIF.'
- Select the account to update the name / title.

The screenshot displays the 'Account Name / Title Change' service interface. On the left, a sidebar contains 'Account Services' with a sub-section 'Account Name / Title Change' and a 'Learn more' link, and a 'Service summary' section. The main content area is divided into two sections: 'CIF details' and 'Account details'. The 'CIF details' section has a dropdown menu labeled 'Select the CIF' with two options: 'DEMO ACCOUNT 2' and 'DEMO ACCOUNT 1'. A red arrow points to 'DEMO ACCOUNT 1'. The 'Account details' section has a dropdown menu labeled 'Select the account to update the name / title for' with one visible option: '- DEMO ACCOUNT 1 - SMART BUSINESS -DEMO AC'. The top navigation bar includes 'Home', 'Services', 'Payment Tracker', and 'Support', along with a search icon, a mail icon, a star icon, a 'VT' icon, and a 'Submit a request' button. A 'Close' button is located in the top right corner of the main content area.

- Upload Old and New Trade License
- Upload a copy of Account Title Change Form duly signed and stamped by authorized signatory.
- Upload a copy of FATCA-CRS form (Forms can be downloaded from the portal itself)
- Click on submit. Below page will pop up along with service reference number (this need to be shared with businessONLINE team for any follow up in case the request is not completed)
- Click on 'Go to dashboard after submitting.'

Selected account

- Trade License Document (Old)
- Trade License Document (New)
- Company Signed Letter
- Account Name Title Change Form
- FATCA-CRS Form

↓ Account Title Change form

↓ FATCA-CRS Form

Trade License Document (Old)

Upload old trade license as a single file to process the account name / title change

+ Upload trade license (old)

Please upload a file in PDF, JPEG, or JPG format with a size less than 10MB

Trade License Document (New)

Upload new trade license as a single file to process the account name / title change

+ Upload trade license (new)

Please upload a file in PDF, JPEG, or JPG format with a size less than 10MB

Account Title Change Form

Upload a valid copy of Account Title Change Form

+ Upload Account Title Change Form

Please select a file with a PDF, JPEG, JPG format with size less than 10MB.

FATCA-CRS Form

Upload a valid copy of FATCA-CRS Form

+ Upload FATCA-CRS Form

Please select a file with a PDF, JPEG, JPG format with size less than 10MB.

Save as draft

Submit

Your request has been submitted!

Request Initiated In Process Completed

Service summary

Service reference number 218904115811

Service Request Account Name / Title Change

Submission date 05/12/2024 | 12:55

[Go back to dashboard](#)

- In case of second approval required.
- Log in with authorizer in businessONLINE.
- Click 'Services' and 'Pending approval'.
- Select the request and select 'Authorize.'

Service request name	Status	Reference number	Submission date	
Audit / Balance Confirmation Letter	Pending approval	218737001599	28/11/2024 15:24	
Audit / Balance Confirmation Letter	Pending approval	114946046934	22/07/2024 16:28	

- Open the service tab homepage – click on 'For you' tab.
- You can view the status of the request.
- Once bank process the request, status will get updated as completed.

- Letter & password details will be sent to the email ID provided in request.
- You can also download the copy of the letter from portal itself.

Service request name	Status	Reference number	Submission date =	
Audit / Balance Confirmation Letter	Completed	113448839436	17/05/2024 21:47	Download
Audit / Balance Confirmation Letter	Completed	112846895266	22/04/2024 15:59	Download