



#### Account Name / Title Change



suite of Instant Banking Service today!





- Log in to BusinessONLINE
- Click 'Services' Tab

ΞI	Home CX0 Dashboard Dashboard Administration Account Services Payments	More $\vee$	Û	8
	Hi	Services		
		Virtual Accounts		
	Welcome to businessONLINE	Trade		
		Remote Cheque Printing		
	businessONLINE is a group wide, single instance, multi-entity digital banking platform that supp across geographies.	1CCS Collect		
		Information Report		
	It delivers a full suite of cash management trade finance and liquidity management solutions to institutions.	ong from small and medium sized businesses to large corporations and government		
	To use businessONLINE, simply click on the tabs shown below.			

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

ועסונים ועשונסט EMIRATESISLAMIC	lome Service	s v Payment Tracker	Support ~ Q What are you looking for?	Submit a request →
Submit a new request			Track existing requests	Favourites
Audit / Balance Confirmation Letter		Letters	Pending approval (101)	Tax E-invoice
IBAN / Bank Reference Lett	er	Letters	Completed (55)	IBAN / Bank Reference Letter
Communication Details Upd	date Pr	rofile Updates	Rejected (67)	Communication Details Update
Registered Address Update Prot		rofile Updates	View all	Audit / Balance Confirmation Letter
View all				View all

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

א ועמוניד ועייבעסים EMIRATES ISLAMIC Home	Services -> Payment Tracker Support ->	Q ⊠ ☆ VT Submit a request →
Favourites (5)	All Services	Grid 🖽 📰 List
All Services →	Q. nam	
Account Services		
Inquiries		
Letters	<u>ک</u> () ۲	
Profile Updates	Account Services Account Name / Title Change	
Cheques	Update the name / title of a selected account at the CIF	
Maintenance Services	Start	



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

≡	ועסערט וועשעפע Home Services אוראניע Home Services אוגאניגע אווא אווא אווא אווא אווא אווא אווא או	iyment Tracker Support v	Q 🖂	☆	VT	Submit a request →
X	Account Services Account Name / Title Change	CIF details Select the CIF		Clos	se	
	Update the name / title of a selected account at the CIF level.	DEMO ACCOUNT 2				
	Service summary	Account details Select the account to update the name / title for				
		- DEMO ACCOUNT 1 - SMART BUSINESS -DEMO AC				

- Upload Old and New Trade License
- Upload a copy of Account Tittle 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.'



<ul> <li>Selected account</li> <li>Trade License Document (Old)</li> <li>Trade License Document (New)</li> <li>Company Signed Letter</li> <li>Account Name Title Change Form</li> <li>FATCA-CRS Form</li> </ul>	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
<ul> <li>↓ Account Title Change form</li> <li>↓ FATCA-CRS Form</li> </ul>	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 dashbo	bard			

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

	Services - Payment Tracker Sup	port v		Q ☑ ☆ VT Submit a request →
		MIRATES ISLAMIC		Favourites Manage businessONLINE Maintenance Maintenance Services
			Contract of Contract	Tax E-invoice New Inquiries
-				IBAN / Bank Reference Letter
For you (224)	In process (1) Draft (C	)) Completed (55) Rej	ected (67) View all requests	Communication Details Update
Service request name	Status	Reference number	Submission date =l	
Audit / Balance Confirmation Letter	<ul> <li>Pending approval</li> </ul>	218737001599	28/11/2024   15:24	✓ Approve X Reject
Audit / Balance Confirmation Letter	<ul> <li>Pending approval</li> </ul>	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.

ועטורי ועשעמע EMIRATES ISLAMIC	Home	Services v	Payment Tracker	Support v			Q			VT Submit a re	equest →
Welcome, For you (224)	Pending ap	proval (101)	In process (1)	EMIRATES I	pleted (55) Rejected (67)	View all requests			urites busine Mainten Mainten Tax E-i Inquirie IBAN / Letters Comm	ssONLINE enance lance Services invoice New s 'Bank Reference Letter unication Details Upda Show more V	New te
Service request name			Status		Reference number	Submission date =l					
Audit / Balance Confirm	ation Letter	r	<ul> <li>Completed</li> </ul>		113448839436	17/05/2024   21:47				Download	:
Audit / Balance Confirm	ation Letter	r	<ul> <li>Completed</li> </ul>		112846895266	22/04/2024   15:59				Download	
E Unal_wyli Cijiayii Ho EMIRATESISLAMC Ho Submitted by	ome Ser	vices v Pay	Approved by	upport ~	In process		Comple	3 £	3	Submit a reque	est →
17/05/2024   21:47			17/05/2024   22:05				17/0	5/2024	22:06		
Account details Selected CIF (1) DEMO ACCOUNT Add a list of signatories to Yes	UNT 2 - SMA o the letter	RTS BUSINESS	Selec BUSI	ted account (1) (AED) NESS - DEMO ACCO	- DEMO ACCOUNT 2 - SMARTS DUNT 2	Selected date 09/05/2024					
Fees details Account to debit the fees (AED) -	DEMO ACCO	DUNT 2 - SMAR	rs								
Recipient details			Recip	vient(s) email addro	ess(es)						
Close								17	>	Download	