

#### Normal Cheque Book Request



suite of Instant Banking Service today!



- Log in to BusinessONLINE
- Click 'Services' Tab

ΞI	Home CXO Dashboard Dashboard Administration Account Services Payments	More $\vee$	Ô	8
	Hi Welcome to businessONLINE	Services Virtual Accounts Trade		
	businessONLINE is a group wide, single instance, multi-entity digital banking platform that supp across geographies.	Remote Cheque Printing DUC Scalect		
	It delivers a full suite of cash management trade finance and liquidity management solutions to institutions.	unomason report		
	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.)

אעטעריי ועשעסט Home EMIRATES ISLAMIC	Services v Payment Tracker	Support ~ Q What are you looking for?	└── 🔀 🗘 VT Submit a request →
Submit a new request		Track existing requests	Favourites
Audit / Balance Confirmation Lette	r Letters	Pending approval (101)	Tax E-invoice
IBAN / Bank Reference Letter	Letters	Completed (55)	IBAN / Bank Reference Letter
Communication Details Update	Profile Updates	Rejected (67)	Communication Details Update
Registered Address Update	Profile Updates	View all	Audit / Balance Confirmation Letter
View all			View all

Click on start for 'Cheque Book Issuance.'

الإفارات الإسـلامي Home Servic	⊠ ☆ DT Submit a request →			
			(j) <b>I</b>	
	Account Services Cheque Book Issuance		Account Services Account Closure Raise an online request to	
	Request a new Cheque book for your account and have it delivered directly to you.	Open a new sub-account for your business for a selected CIF.	close a selected account.	
	TIBIC	TIBIC	Start	

- Select the company 'CIF,
- Select the account for which cheque book is required.



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Account Services Cheque Book Issuance Request a new Cheque book for your account and have it delivered directly to you.	CIF details O Request a new Cheque book Select the CIF DEMO ACCOUNT 2	×	Close	
Service summary Selected CIF DEMO ACCOUNT 2 - Account details DEMO ACCOUNT 2 - C Cheque book details 1 (50 Leaves)	Account details Select the account you want to issue a new Cheque book for Select the account DEMO ACCOUNT 2 - SMARTS BUSINESS - DEMO ACCO. Name to be printed on Cheque book DEMO ACCOUNT 2	. x		

- Select the number of cheque books required.
- Fill out the recipient details.
- Name of the recipient / mobile number
- Recipient identification / Selected document number

الإفارات الإسلامي EMIRATES ISLAMIC Home	Services - Paymen	ent Tracker Support ~ C	. 😒
		Cheque book details Select the number of cheque books you would like to receive Number of Cheque books - 1 + 50 Leaves 50 Leaves per Cheque Book	
		Recipient Details Provide the details of the Cheque book's recipient Enter the name of the recipient Name	
		Enter recipient's UAE mobile number	
		Enter the number of the selected document Passport number / Emirates ID number	
		Save as draft Submit	



- 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.'

Compared Pending approval	To process Completed
Service summary	
Service reference number	21892681997
Service request	Cheque Book Issuance
Submission date	06/12/2024   10:2
Selected CIF	DEMO ACCOUNT 2
Selected account	DEMO ACCOUNT 2
Name on Cheque book	DEMO ACCOUNT 2
Number of Cheque book(s)	
Recipient name	te
Recipient mobile number	+971
ID type	Passpo
ID number	

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

الإمارات الإسلامي EMIRATES ISLAMIC	Home Services v	Payment Tracker	Support v		0	2 😒	ය <b>ෆ</b>	Submit a request →
EMIRATES ISLAM	الإمارات الإسلامي		EMIRATES ISLAMIC			Favou	irites	Manage
						E Contraction of the second se	Maintenance Maintenance Serv Tax E-invoice Inquiries	VE New rices
Welcome,							IBAN / Bank Ro Letters	eference Letter
For you (224)	ending approval (101)	In process (1) Dra	ft (0) Completed (55)	) Rejected (67)	View all requests	5-	Communicatio Show mo	n Details Update ore 🗸







- Once request completed
- Bank will issue the cheque book and the courier will be in touch with recipient for delivery.