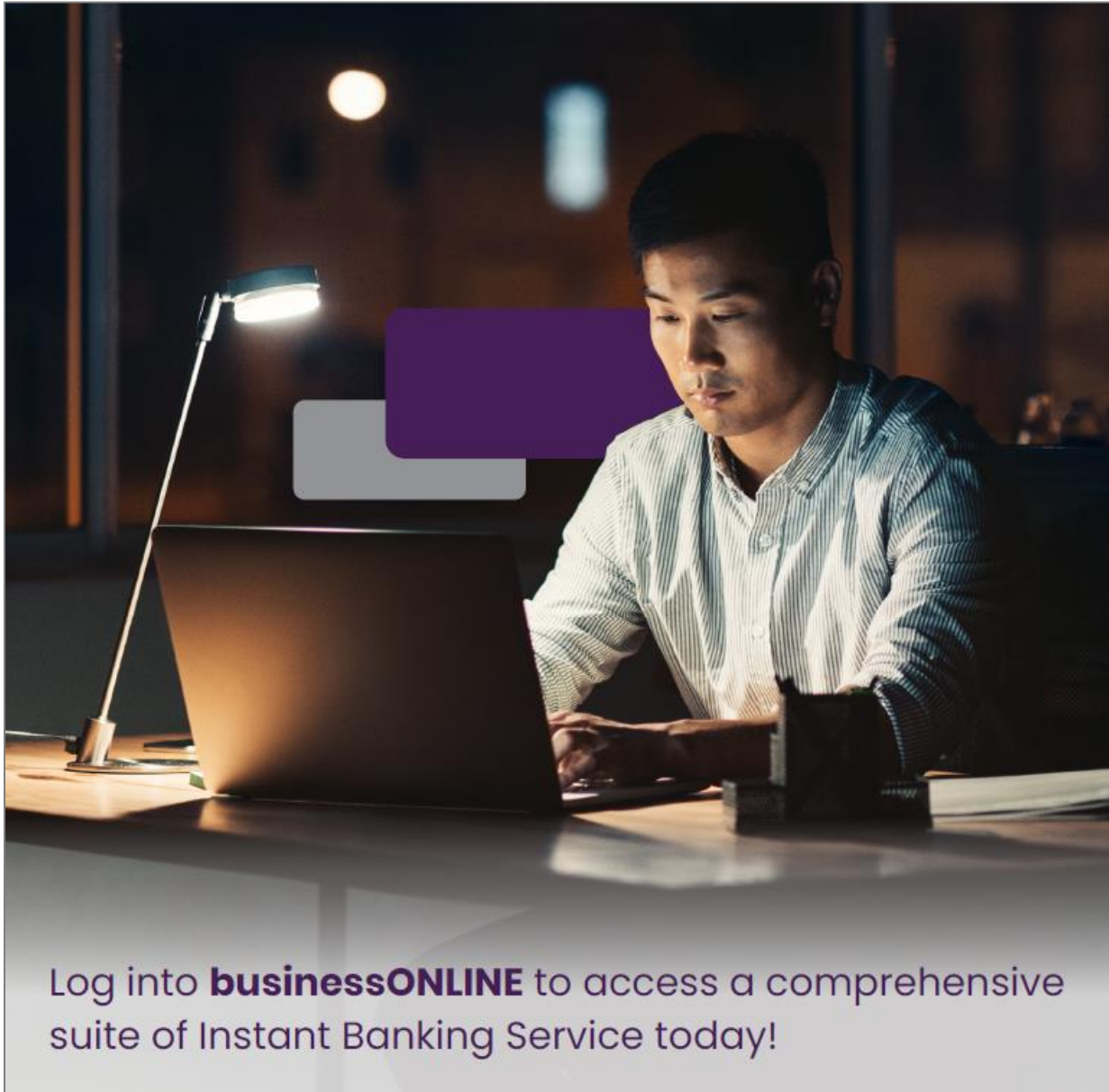
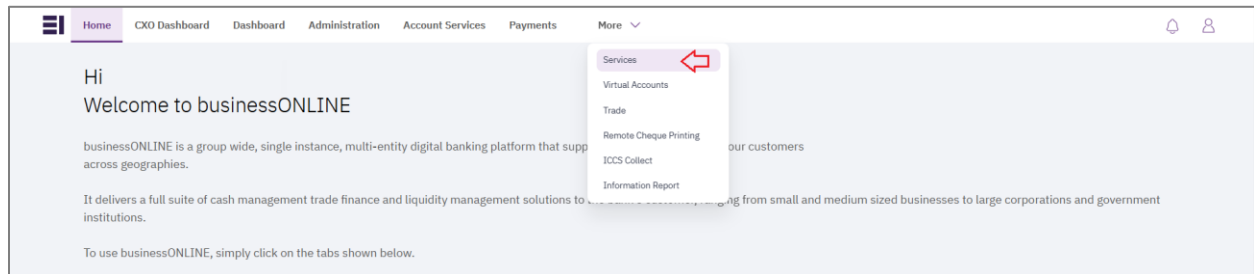


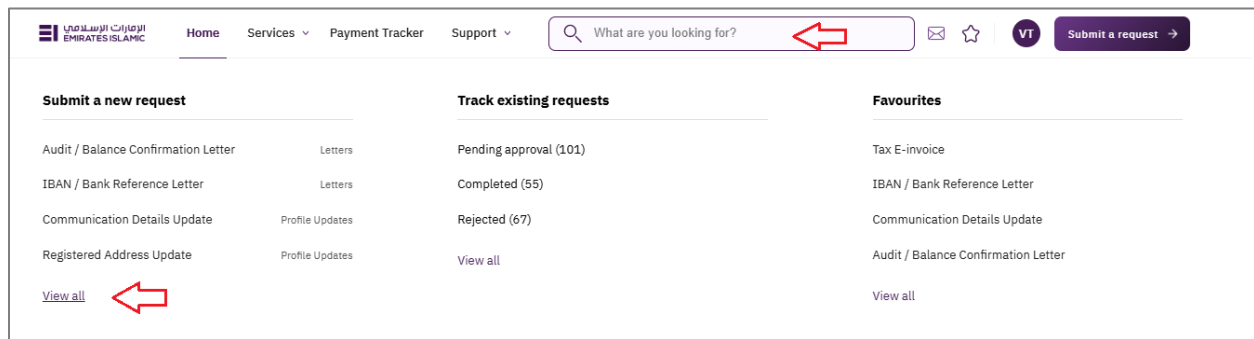
**Normal Cheque Book Request**



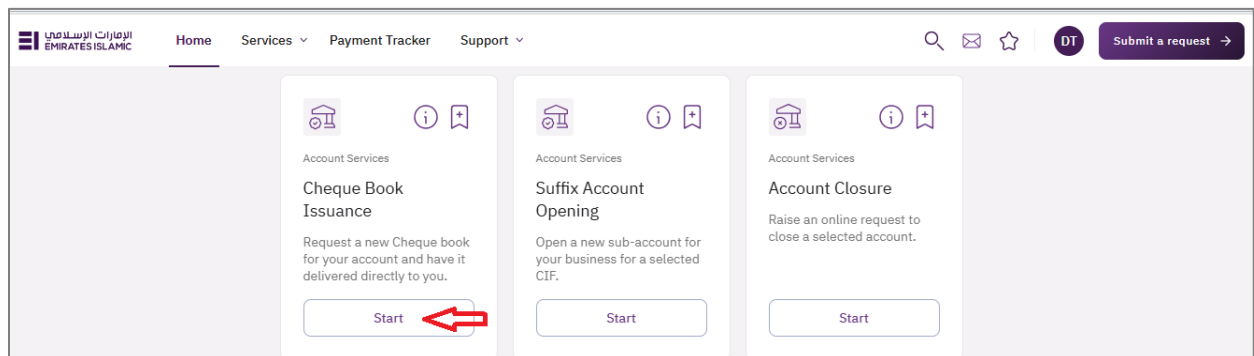
- Log in to BusinessONLINE
- Click 'Services' Tab



- 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 'Cheque Book Issuance.'



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

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

- 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.'

Your request has been submitted!

Request initiated ● Pending approval ● In process ● Completed ●

**Service summary**

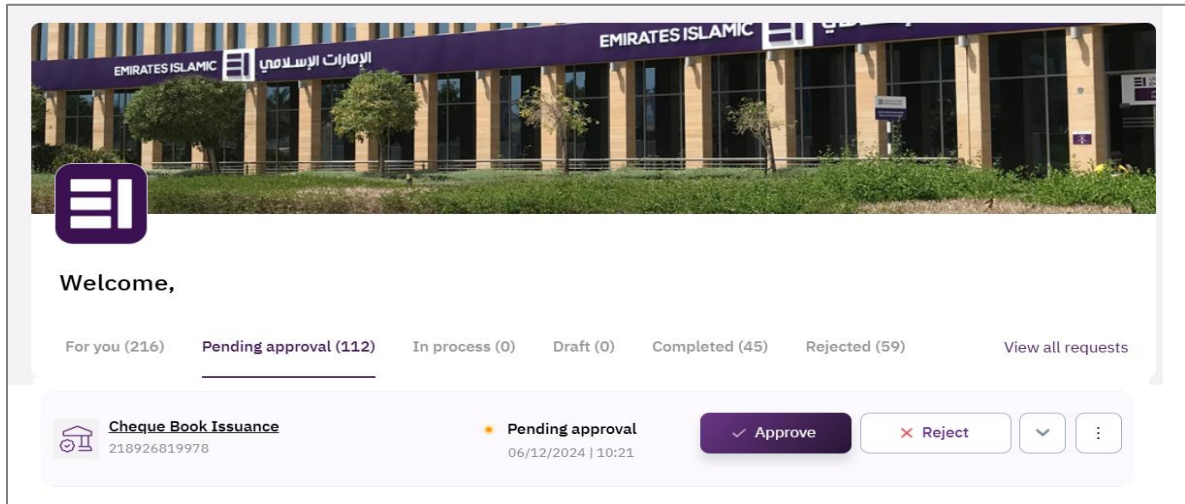
Service reference number	218926819978
Service request	Cheque Book Issuance
Submission date	06/12/2024   10:21
Selected CIF	DEMO ACCOUNT 2
Selected account	DEMO ACCOUNT 2
Name on Cheque book	DEMO ACCOUNT 2
Number of Cheque book(s)	1
Recipient name	test
Recipient mobile number	+971
ID type	Passport
ID number	

[Go back to dashboard](#)

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

The screenshot shows the businessONLINE dashboard with the following elements:

- Navigation:** Home, Services, Payment Tracker, Support, and a 'Submit a request' button.
- Header:** Emirates Islamic logo and name in Arabic and English.
- Navigation Bar:** For you (224), Pending approval (101), In process (1), Draft (0), Completed (55), Rejected (67), and View all requests.
- Favourites Sidebar:**
  - businessONLINE Maintenance (New)
  - Tax E-invoice (New)
  - IBAN / Bank Reference Letter
  - Communication Details Update



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