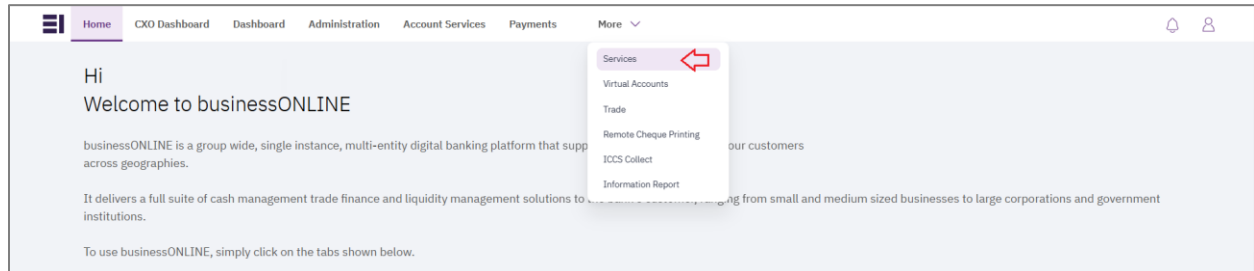


Registered Address Update

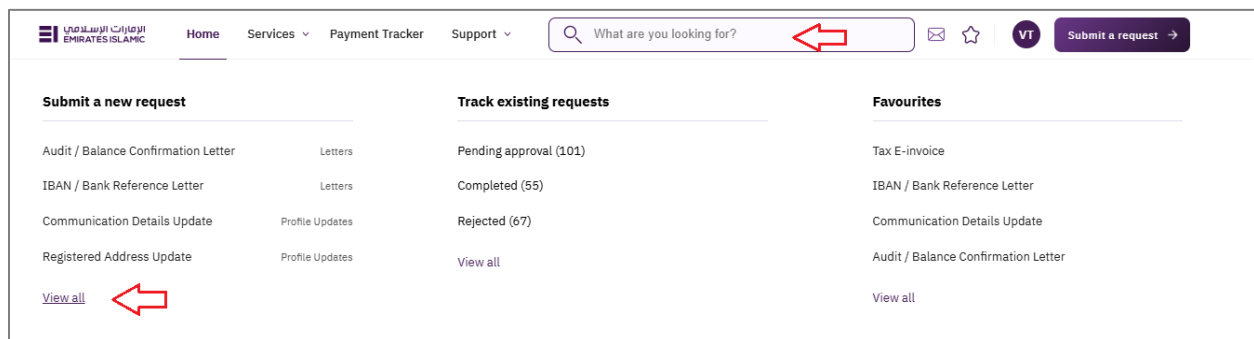


Log into **businessONLINE** to access a comprehensive suite of Instant Banking Service today!

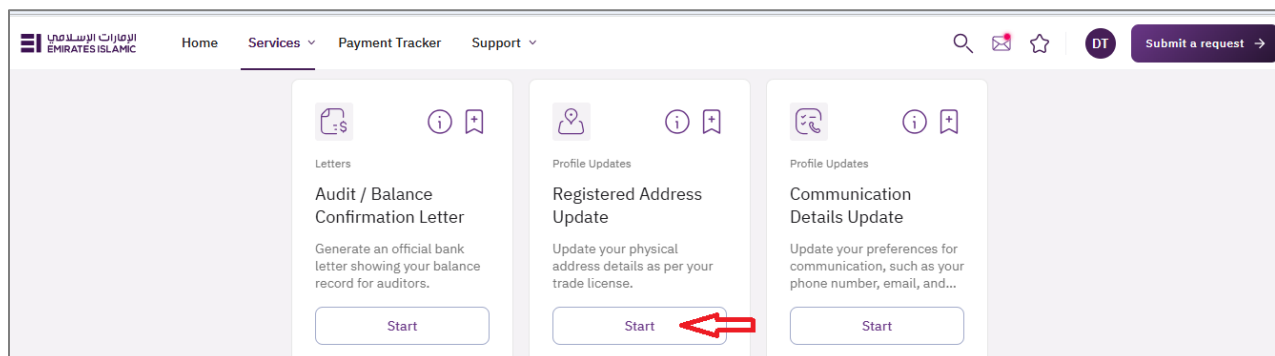
- Log in to businessONLINE
- Click 'Services' Tab



- 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 'Registered Address Update.'



- Select the company 'CIF.'
- Edit the registered address.
- Upload valid trade license copy.
- Agree 'terms & Condition.'
- Click on submit.

Profile Updates
Registered Address Update

Update your physical address details as per your trade license.

Learn more

CIF details

Your registered address will be updated for the selected CIF

Select the CIF

DEMO ACCOUNT 1

Registered address details

Mention the registered address as per your trade license

Registered address

Valid trade license copy

Upload your valid trade license copy

+ Upload trade license

I agree that my old details will be updated with the new submitted details

Save as draft 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	218934208533
Service request	Registered Address Update
Submission date	06/12/2024 12:18
Selected CIF	
Registered address details	

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. At the top, there is a navigation bar with 'Home', 'Services', 'Payment Tracker', and 'Support'. A search icon, a notification icon, a star icon, and a 'VT' icon are also present, along with a 'Submit a request' button. Below the navigation bar is a banner image of the Emirates Islamic building. Underneath the banner, there is a 'Welcome,' message and a status bar with the following counts: 'For you (224)', 'Pending approval (101)', 'In process (1)', 'Draft (0)', 'Completed (55)', and 'Rejected (67)'. The 'Pending approval (101)' tab is highlighted with a red box. To the right, there is a 'Favourites' section with a 'Manage' link. The favourites list includes: 'businessONLINE Maintenance' (Maintenance Services, New), 'Tax E-invoice' (Inquiries, New), 'IBAN / Bank Reference Letter' (Letters), and 'Communication Details Update' (From the dashboard, Show more).

- 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.'

The screenshot shows the businessONLINE dashboard with a request card for 'Registered Address Update'. The status bar at the top shows 'For you (203)', 'Pending approval (113)', 'In process (0)', 'Draft (0)', 'Completed (41)', and 'Rejected (49)'. A red arrow points to the 'Approve' button on the request card. The request card details are: 'Registered Address Update', ID '219204079413', and status 'Pending approval' with a date and time '16/12/2024 | 11:22'. The card also has 'Approve', 'Reject', and menu icons. To the right, there is a 'Favourites' section with a 'Manage' link and a message: 'You have not added any favourite services yet. You can add your frequently used services as your favourites for faster access.' Below this message is a 'Manage' button.