

HOW TO ADD BENEFICIARY (INTERNAL, DOMESTIC AND INTERNATIONAL)

- 1- Open the website: <u>https://www.cbd.ae/iBusiness/channel.jsp</u>
- 2- Enter Your User ID and enter the PIN(4 digits) + Token (6 digits number displayed on the user device)
- 3- Click on Login Button

جــــاري Commerc	بنك دبي التر ial Bank of Dubai		♥ Location
iBu	Isiness		
Log	jin	New User?	
1	User ID	Frequently Asked Questions Login Trouble	
	PIN+Token	Live Chat	
		Contact Us	

- 4- Click on **Transact** Tab at the top bar.
- 5- Click on Add Beneficiary

	Enquire	Transact	Queue	Trade & Guarantees	Services
iBusin	ess	🚔 > Transact > Beneficia	ry Maintenance		
17-09-2020 11:46:52	GMT +0530	Select Transaction Type to Add o	r Search Beneficiary.		
Central Bank Direct Debit	•	Transaction Type *	Select	~	
Old Transaction History	late		Select CBD Domestic Transfe	er Beneficiary	ADD RENEELCIADY
Forex Rate Enquiry			International Transfer	Beneficiary	ADD BENEFICIART
Payroll	0	Beneficiary Nick Name		Beneficiary Name	
Bulk Transfer	0	Beneficiary Account #			
PDC Withdrawal/Deferment	nt	Denominally recorden in			
Beneficiary Maintenance	0	* Indicates Mandatory fields			SEARCH
Add Beneficiary					
Bill Payment Beneficiary					

Adding BENEFICIARY for CBD to CBD TRANSFER

- Select "Internal Account Transfer" option from Transaction Type* dropdown and click on ADD BENEFICIARY button.
- Fill up the below mention details and click on **SUBMIT** button.
- Enter Beneficiary ID* (Any unique number of your choice), Beneficiary Nick Name* (Nick Name of your choice), Enter Beneficiary Account#* (10 digits beneficiary CBD account number) and Click



on <u>VALIDATE ACCOUNT DETAILS</u>, Beneficiary Name will be populated automatically in Beneficiary Name Field

Home	Enquire	Transact	Queue		Trade & Guarantees	Services
Busi 17-09-2020 11:46:	Ness :52 GMT +0530	A > Transact > Beneficiary M Enter beneficiary info with CBD according to the content of the content	aintenance > Add Benef	iciary - Other Cl	BD Accounts	
Remittance	• •	Beneficiary Info				
Central Bank Direct Deb	bit 💿	Beneficiary ID: *	12345			
Remittance Through Ter	mplate	Beneficiary Nick Name *	Test		Beneficiary Account # *	1000932234
Old Transaction History	· · · · ·	Reneficiary Name	CRD PCM Test But	iness 1	VALIDATE	ACCOUNT DETAILS
Forex Rate Enquiry		Denonciary Name		1000 1		
Payroll	•					CANCEL SUBMIT
Bulk Transfer	•	* Indicates mandatory fields.				
PDC Withdrawal/Deferm	ment					
Beneficiary Maintenanc	e 🙆					
Add Beneficiary						

• You will be redirected to the RSA token screen where you can enter the token code (PIN + 6 digits number displayed on the device). Once the Beneficiary is added successfully, you will get a confirmation.

iBusiness		A > Transact > Beneficiary Maintainance > Authenticate Add Beneficiary - Other CBD Accounts	
19-09-2020 15:07:36 GMT +053	0	Please enter security PIN along with the code displayed on your RSA token:	
Government Payments	•		
Remittance	•	RSA Token *	
Central Bank Direct Debit		* indicates mandatory fields.	
Remittance Through Template	_		SUBMIT
Old Transaction History	- 1		
Forex Rate Enquiry			
Payroll	•		
Bulk Transfer			
PDC Withdrawal/Deferment			
Beneficiary Maintenance	0		
Add Beneficiary			
Bill Payment Beneficiary			

Adding Beneficiary for DOMESTIC TRANSFER (CBD TO OTHER BANK ACCOUNT WITHIN UAE)

- Select "CBD Domestic Transfer Beneficiary" option from Transaction Type* dropdown and click on ADD BENEFICIARY button.
- o Fill up the below mention Mandatory details and click on SUBMIT button
- Select Beneficiary Type (Individual or Company), Enter First Name* & Last Name*, Nick Name* (Nick Name of your choice), Select **Country*** from Dropdown as United Arab Emirates, Select Beneficiary Type (Private or Public), Enter Beneficiary Account# / IBAN* (23 Characters IBAN of



beneficiary) and Click on <u>VALIDATE IBAN/BIC SEARCH</u>, Beneficiary Bank Details will be automatically populated in **Beneficiary Bank Info**.

	Home	Enquire	Transact	Queue	Trade	& Guarantees		Services	
			Beneficiary Info						_
	17-09-2020 11:46	NESS 52 GMT +0530	Individual Ocompany						
		-	Beneficiary Info						
	Remittance	0							
	Central Bank Direct De	bit 오	Bnenficiary ID:						
	Remittance Through Te	emplate	First Name *		Middle	e Name			
	Old Transaction History	/	Last Name *		Nick N	Name *			
	Forex Rate Enquiry		Address 1		Addre	ess 2			
	Payroll	0	City		P.O. B	lox			
	Bulk Transfer	•	Country*	United Arab Emirates	Conta	ict Person			
	PDC withdrawal/Deter	ment	Account # / IBAN *		Accou	unt Type			
	Add Benefician	.e 💟		Validate IBAN/BIC Searc	Benefi	iciary Type *	Private	~	
	Add Denenciary	•							
Ber	eficiary Bank	Info							٦I
	ionolary Dani								
Bra	inch	Abu Dha	abi Commercial Bank	Addre	ss 1				
Add	dress 2			City					
P.O	. Box			Coun	ry				
Swi	ift (BIC)	ADCBA	EAAXXX	ABA/	W/SC/BLZ/etc	60031010	1		
* ind	licates mandatory fie	lds.				_			7

• You will be redirected to the RSA token screen where you can enter the token code (PIN + 6 digits number displayed on the device). Once the Beneficiary is added, you will get a confirmation.

iBusiness		Atthenticate Add Beneficiary - Local Bank Transfer
06-10-2020 17:38:25 GMT +0530		Please enter security PIN along with the code displayed on your RSA token:
Central Bank Direct Debit		A
Remittance Through Template		RSA Token *
Old Transaction History		* indicates mandatory fields.
Forex Rate Enquiry		SUBMIT
Payroll	•	
Bulk Transfer	•	
PDC Withdrawal/Deferment		
Beneficiary Maintenance	0	
Add Beneficiary		

iBusiness User Guide -



Adding a Beneficiary for INTERNATIONAL TRANSFER

- Select "International Transfer Beneficiary" option from Transaction Type* dropdown and click on ADD BENEFICIARY button.
- o Fill up the below mention Mandatory details and click on **SUBMIT** button
- Select Beneficiary Type (Individual or Company), Enter First Name* & Last Name*, Nick Name* (Nick Name of your choice), Select Country* from Dropdown, Select Beneficiary Type (Private or Public) and Click on <u>BIC SEARCH</u>

iBusiness		Add Beneficiary - International Bank Transfer							
19-09-2020 15:21:21 GMT +0	530	Enter beneficiary info details t	Enter beneficiary info details to add beneficiary for International Bank transfer						
Funds Iranster	•								
Government Payments		Individual OCompany							
Remittance	O	Beneficiary Info							
Central Bank Direct Debit	•								
Remittance Through Template		Bnenficiary ID:							
Old Transaction History		First Name *		Middle Name					
Forex Rate Enquiry		Last Name *		Nick Name *					
Payroll	O	Address 1		Address 2					
Bulk Transfer	Ø	City		P.O. Box					
PDC Withdrawal/Deferment		Country*	Select	✓ Contact Person					
Beneficiary Maintenance	0	Account # / IDAN &	Coloci	Account Tuno					
Add Beneficiary		Account # / IDAN "	BIC Search No PIC Avail	able					
Bill Payment Beneficiary			DIC Search NO BIC AVall	Beneficiary Type *	Private	~			

- Enter BIC CODE (Swift Code) of Beneficiary Bank and Click on SEARCH button. Beneficiary Bank
 Details will appear at the bottom. Select the beneficiary bank and click on SELECT button.
- o Beneficiary Bank Details will be automatically populated in Beneficiary Bank Info.

A BIC Search - Google Chrome		-	\times
cbd.ae/iBusiness/defaultflexcubepopup.html?custom1=bs			
Search Criteria			
BIC Code EBVIVNVXXXX Bank Name			
Branch City			
Country Select ~			
CLOSE SEARCH			
Beneficiary Bank Details			
BIC Code Bank Name Branch City			
EBVIVNVXXXX VIETNAM EXPORT IMPORT COMMERCIAL JOINT-STOCK BANK HO CH	німіі		
	•		
CLOSE SELECT			

Beneficiary Bank Info	D		
Receiver Correspondent		Bank Name	VIETNAM EXPORT IMPORT COMMERCIAL JOINT-STOCK BANK
Branch		Address 1	VINCOM CENTER BUILDING
Address 2	72 LE THANH TON , 47 LY TU TRO	City	HO CHI MINH CITY
P.O. Box		Country	VIET NAM
Swift (BIC)	EBVIVNVXXXX	ABA/FW/SC/BLZ/etc	
* indicates mandatory fields. ** indicates mandatory field if p	articular option is enabled.		CANCEL SUBMIT

You will be redirected to the RSA token screen where you can enter the token code (PIN + 6 digits number displayed on the device). Once the Beneficiary is added, you will get a confirmation

iBusiness	A > Transact > Beneficiary Maintainance > Authenticate Add Beneficiary - International Bank Transfer
06-10-2020 17:38:25 GMT +0530	Please enter security PIN along with the code displayed on your RSA token:
Central Bank Direct Debit	
Remittance Through Template	RSA Token *
Old Transaction History	* indicates mandatory fields.
Forex Rate Enquiry	SUBMIT
Payroll 📀	
Bulk Transfer	
PDC Withdrawal/Deferment	
Beneficiary Maintenance	
Add Beneficiary	