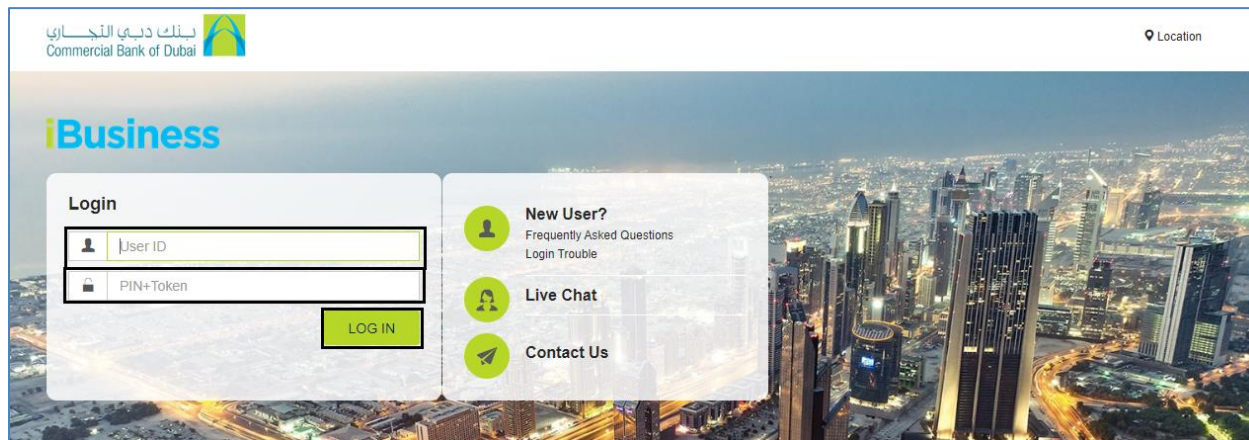




## HOW TO APPLY FOR RATEB CARDS

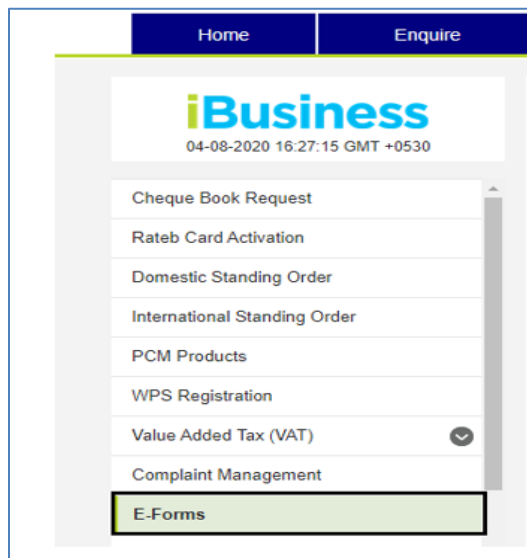
- 1- Open the website: <https://www.cbd.ae/iBusiness/channel.jsp>
- 2- Enter Your User ID and enter the PIN(4 digits) + Token (6 digits number displayed on the user device)
- 3- Click on Login Button



- 4- Click on **Services** on top right corner



- 5- Select **E-Forms**





6- Choose **Product Name\*** as Rateb Cards

Home	Enquire	Transact	Queue	Trade & Guarantees	Services								
<p><b>iBusiness</b> 07-10-2020 19:14:27 GMT +0530</p>													
<p>Services &gt; E-Forms</p>													
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7- Choose **Service\*** as Rateb Card Registration/Maintenance

Home	Enquire	Transact	Queue	Trade & Guarantees	Services								
<p><b>iBusiness</b> 07-10-2020 19:14:27 GMT +0530</p>													
<p>Services &gt; E-Forms</p>													
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8- Choose **Request\*** as Rateb Employee Registration

Home	Enquire	Transact	Queue	Trade & Guarantees	Services								
<p><b>iBusiness</b> 07-10-2020 19:14:27 GMT +0530</p>													
<p>Services &gt; E-Forms</p>													
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9- Choose **Charge Account\*** from the drop down

The screenshot shows the iBusiness E-Forms interface. The 'Charge Account \*' dropdown menu is highlighted with a red box, showing the selected value '1000932234 AED CBD PCM'. Other dropdowns include Product Name (Rateb Cards), Service (Rateb Card Registration/Maint), and Request (Rateb Employee Registration). The Account Number dropdown is also visible below, showing '1000932234 AED CBD PCM'.

10- Under Company Details, Select **Account Number** and **Company Name** from dropdown.

The screenshot shows the iBusiness E-Forms interface. The 'Account Number \*' and 'Company Name \*' dropdowns are highlighted with red boxes. The 'Account Number \*' dropdown shows '1000932234 AED CBD PCM' and the 'Company Name \*' dropdown shows 'CBD PCM TEST BUSINESS'. The 'Charge Account \*' dropdown is also visible above, showing '1000932234 AED CBD PCM'.

11- Check **“Select MOL ID”** and select the MOL ID of the company under which you are applying for the rateb card. In case, the employee is not required to be reported to Ministry of Labor or Visa is not issued under MOL, then select **“No MOL ID”**.

The screenshot shows the iBusiness E-Forms interface. The 'Select MOL ID' radio button is highlighted with a red box. Below it, a table lists MOL ID options with checkboxes. The second row, with MOL ID '000000001112' and Title 'CBD PCM Test Business 2', is highlighted with a red box and has its checkbox checked.

MOL ID	Title
<input type="checkbox"/> 000000001112	CBD PCM Test Business 2
<input checked="" type="checkbox"/> 000000001112	CBD PCM Test Business 2
<input type="checkbox"/> EZD	CBD PCM TEST BUSINESS 2



12- Click on “DOWNLOAD SAMPLE FILE” and download the sample excel file

MOL ID	Title
<input type="checkbox"/> 000000001112	CBD PCM Test Business 2
<input checked="" type="checkbox"/> 000000001112	CBD PCM Test Business 2
<input type="checkbox"/> EZD	CBD PCM TEST BUSINESS 2

13- Fill up the **Sheet 1** as per instructions mentioned in **User Guide** Tab under in the same excel sheet

Column Header	Cell Format	Data Format
EmployeeNo	Text	(123456) or ( A11111 ) ( 1 letter in the beginning + 5 numbers)
EmployeeName	General	Alphanumeric ; not more than 25 characters
Gender	General	Alphabets ; Either M or F (Capital)
MaritalStatus	General	Alphabets only ; Either MARRIED OR SINGLE (Capital)
MotherName	General	Alphabets only (Max length 25 characters)
MobileNo	Text	Numbers only (0512345678)
NameOnCard	General	Alphabets only ; (Max length 15 characters)
PassportNo	General	Alphanumeric
DateOfBirth	Date	DD/MM/YYYY format only - Custom date formatting will result in error.
CompanyName	General	Alphabets only (max length of 40 characters) without special character
CompanyPhone	Text	Numbers only (042121299)

**Rateb Card Corporate Registration Request**

- Select Product Name: Rateb Cards
- Select Service: Rateb Card Registration/Maintenance
- Select Request: Rateb Company Registration
- Select the Charge Account
- Enter Employer/Corporate Information
- Enter Card and Pin Custodian details (please note that both persons have to be different.)
- Enter the account details
- Accept Terms and Conditions and click Initiate
- Click submit and confirm by entering 4 digit pin and 6 digit token number

14- Save the file and upload it through “Attach File” option



15- Accept Terms and Conditions and click on “INITIATE” button

The screenshot shows the iBusiness portal interface. On the left is a navigation menu with 'E-Forms' selected. The main content area is titled 'MOL ID' and includes a 'Select MOL ID' section with a table of options:

MOL ID	Title
<input type="checkbox"/> 000000001112	CBD PCM Test Business 2
<input checked="" type="checkbox"/> 000000001112	CBD PCM Test Business 2
<input type="checkbox"/> EZD	CBD PCM TEST BUSINESS 2

Below the table is a 'File Upload' section with an 'Attach File' button and a 'Notes' text area. At the bottom, the checkbox 'I Accept Terms and Conditions' is checked and highlighted with a red box. The 'INITIATE' button is also highlighted with a red box.

16- Once you click the “INITIATE” button, you will be redirected to the pre-confirmation screen to review the request details. Review the details and click **CONFIRM**

The screenshot shows the pre-confirmation screen in the iBusiness portal. It displays the following details:

- Charge Account: 1000932234
- Account Title: CBD PCM Test Business 1
- Account Currency: AED
- Company Account Number: 1000932234
- Company Name: CBD PCM TEST BUSINESS 1
- MOL ID Selected: Yes

Below these details is a table showing the selected MOL ID and its title:

MOL ID	Title
000000001112	CBD PCM Test Business 2

At the bottom, the 'File Name' is 'ratebempregtemplate.xls' and there is a 'Notes' field. The 'CONFIRM' button is highlighted with a red box.

17- You will be redirected to the RSA token screen where you can enter the token code (PIN + 6 digits number displayed on the device). Click SUBMIT once done.

The screenshot displays a web interface for the Commercial Bank of Dubai. On the left is a vertical sidebar menu with the following items: International Standing Order, PCM Products, WPS Registration, Value Added Tax (VAT) (with a dropdown arrow), Complaint Management, E-Forms (highlighted in green), Digital Documentation, and Internal Standing Order. The main content area features a form with a single input field labeled 'RSA Token \*'. Below the field, a small note reads '\* indicates mandatory fields.' To the right of the form is a green 'SUBMIT' button.