Updating renewed Trade License through EI Website

Step 1: Navigate to EI Website https://www.emiratesislamic.ae/eng/

Step 2: Select Business Banking

Step 3: Once on Business Banking page, Select Trade License Update 'Learn More'

SMARTBUSINESS

Emirates Islamic is proud to bring you "smartBUSINESS" an E-banking solution that is available to you whenever you need at a nominal monthly fee.

Learn More   Apply Now

REVOLVING FINANCE AGAINST FREEHOLD PROPERTY

Your property, your key to business growth!!

Learn More   Apply Now

Trade License Update

Update your renewed Trade License with the bank

Learn More

Step 4: Click Here to upload

Update your renewed Trade License with the bank

As per the UAE Central Bank regulation, Banks are required to retain a copy of the Valid Trade License of all the Companies maintaining accounts with them.

In case valid Trade License is not submitted for more than 90 days after expiry, charges will be recovered from the account each month until a valid Trade License has been submitted to the Bank.

Updating a valid Business Trade License can be done using any of the following channels:

▸ **Click Here** to upload.

▸ Visit any Emirates Islamic branch with original Trade License. For locations please **click here.**

Step 5: Enter Debit Card, Account Number, CIF Number
Enter the security code appearing on your screen. Agree to Terms and Conditions & Click 'Next'

KYC Document Upload

Please enter any one of the following details

Debit Card Number   ❶

OR

Account Number   ❶

OR

Customer ID   ❶

The 8-digit unique number provided in your eStatement

Please enter the text in the image below to proceed*

Security Code

U2 ⅄ MY K ⟳

☐ I agree to the Terms and Conditions for use of the website and uploading my documents*.

Next ⇐

Step 6: An OTP will be generated and send to the registered mobile number & email
Step 7: Enter the OTP received & click 'Next'

Corporate Entity

Please enter your OTP - sent on mail*   1:55

Next

EMIRATES ISLAMIC
الإمارات الإسلامي

Step 8: Click 'Trade License' from the Dashboard page

PASSPORT

Please update Passport details and upload a copy of the document of all related parties.

TRADE LICENSE

Please update Trade License details and upload a copy of the document.

MEMORANDUM & ARTICLES OF ASSOCIATION

Please update Memorandum & Articles of Association details and upload a copy of the document.

Step 9: Enter the Details and Click 'Next'

Please provide your company information

Company Structure *

| Operating ▼ | Incorporation Date * 🗓 |

Country of Incorporation *

| Please Select ▼ | Average annual income * |

| Fund source * |

Next

Step 10: Enter the Trade License details & Click 'Update & Proceed'

Trade License details

Place of Issue *

| Trade License Number * | Please Select ▼ |

Country of Issue *

| Please Select ▼ | Issue date * 🗓 |

| Trade License Expiry Date * 🗓 | Trade License * Select the file to upload |

| Comments if any |

Add More Trade License

| << PASSPORT | Back | Update & Proceed |

Upload a clear copy of the renewed Trade License and related details
Please ensure to click "Update & Proceed" to successfully upload the document

Step 11: Click 'Application Preview & Submit'

<table>
<tr><td><< TRADE LICENSE</td><td>ADDRESS >></td><td>📄 MEMORANDUM & ARTICLES OF ASSOCIATION</td></tr>
</table>

📄 ADDRESS

📄 FATCA & CRS

Please ensure all sections are duly completed prior to submission.

Application Preview & Submit

Step 12: You will be navigated back to the 'Dashboard'.

CDD Non Individual Information

Emirates ID Information

Passport Information

Visa Information

Trade License Information

Incorporate and Memorandum Information

Physical Address Information

CRS & FATCA Information

☐ I agree to the Terms and Conditions for use of the website and uploading my documents*.

Back to Dashboard   **Submit**

Step 13: Click on Trade License Information to verify the details you entered

Trade License Information

Company information		Edit
Corporate name	Incorporation Date	Country of Incorporation
Operating	02-01-2020	UAE
Average annual income	Fund source	

Trade License details		Edit
Document code	Trade License Number	Place of Issue
12345	12345	UAE
Country of Issue	Issue date	Trade License Expiry Date
UAE	2020-02-01 00:00:00.0	2021-02-01 00:00:00.0
Trade License attachments	Comments if any for Trade License	
Click to View		

Step 14: Agree to the 'Terms & Conditions' and 'Submit'

Visa Information

Trade License Information

Incorporate and Memorandum Information

Physical Address Information

CRS & FATCA Information

☑ I agree to the Terms and Conditions for use of the website and uploading my documents*.

Cancel		Submit

Wait until a reference ID is generated. An automated service request will be created & you will receive the Service Request number by SMS and an email in the registered email ID & mobile number.

Note: Updating Trade License via our website can take up to 10 business days. Please ensure you upload a clear copy of your renewed Trade License well in advance to avoid Trade License expiry fees. In case of any change in Ownership/other changes in the Trade License, please update your profile by visiting your nearest Emirates Islamic branch or by contacting your Relationship Manager.