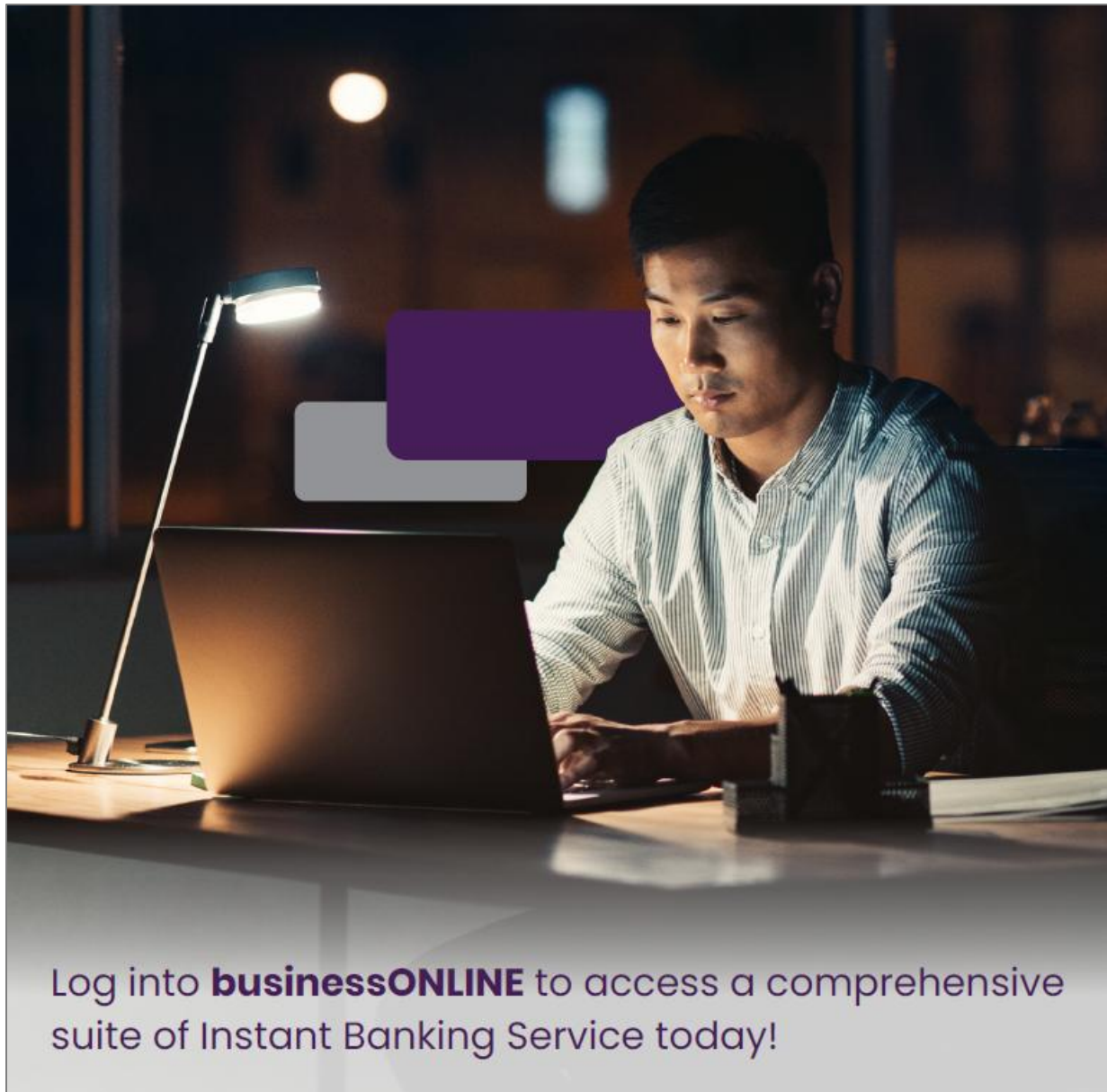
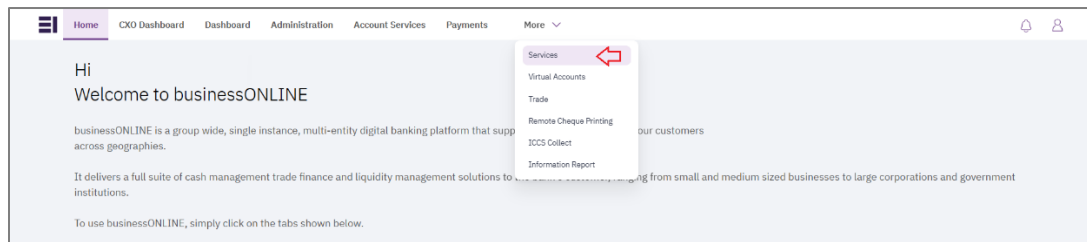


UAE VAT REGISTRATION UPDATE

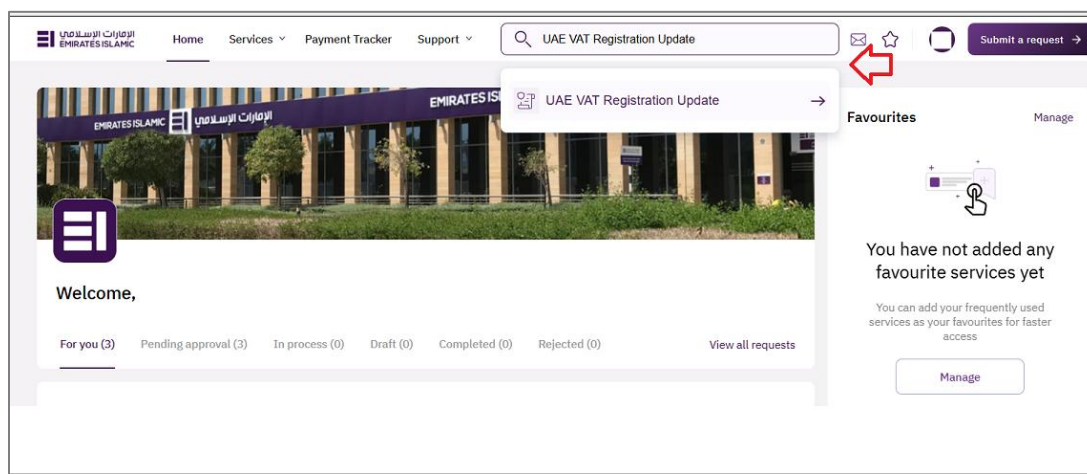


Log into **businessONLINE** to access a comprehensive suite of Instant Banking Service today!

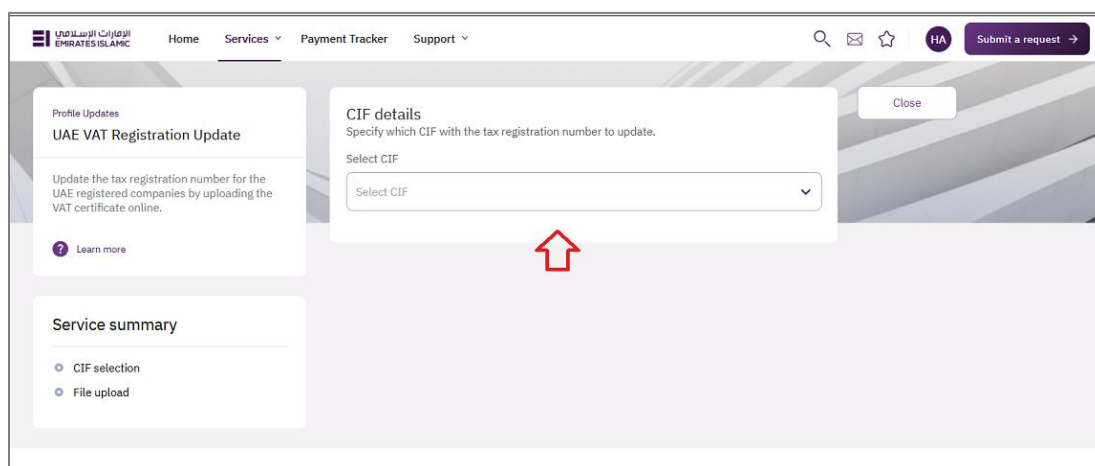
- Log in to BusinessONLINE
- Click 'Services' Tab



- In services page select 'Services' and click 'View All'.
- Alternatively, you may search in search bar for the services (IBAN, Trade License etc.)
-



- Select the company CIF from the dropdown



- Post selecting the CIF the system will fetch the current tax registration number
- Click on 'Select a file' and upload the latest UAE VAT registration certificate

- Click on 'Overwrite' if you want to change the existing details

- Details of the document uploaded will be shown in the below field and if the details are correct you can select 'All are Correct' and submit the request, If some details vary then you can click on 'Some are incorrect' and submit the request. Bank will review the document and update the details accordingly

- Click on 'Submit' and then 'Proceed'

- 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.'

- In case of second approval required.
- Log in with authorizer in businessONLINE.
- Click 'Services' and 'Pending approval'.
- Select the request and select 'Authorize' to approve the request.

- If the company name differ from the document attached and your current name then the below error will appear and you have to re upload the correct document