

Online Corporate Banking Service (eCorp)

User Guide

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1. Official Service Website:

ecorp.kfhonline.com

2. Contact and Technical Support:

- Email: **GCB-Ecorp@kfh.com**

3. Service Requirements:

- Active Bank Account
- Mobile Number
- Valid Civil ID's for All Users

4. Registration Types

Single Access:

Service will be provided to One user only who can utilize below limited services:

- Account Summary
- Advanced/Details Account Statement
- Salary Upload
- Merchant Reports

Dual Access:

Service will be provided to multiple users with different access levels Ensuring processing requests by a minimum of 2 users

- Corporate Service Admin (CSA):
Main user of the service who will manage all users details and access level, in addition to having the privileges on approving submitted requests
- Initiator:
User who initiates all Financial and Non-Financial requests
- Reviewer (Optional):
User who reviews any request submitted by Initiator user and forward it to the higher user level
- Approver (Optional):
User who acts on submitted request based on given privileges

Available services:

- User Management
- Accounts Summary
- Advanced/Details Account Statement
- Salary Upload
- Merchant Reports
- Transfers (own accounts, internal transfer, other bank transfer)
- Cheque Book Request
- Standing Order Management
- Monthly Account Statement Subscription

In Addition to more available services

5. New User Sign Up:

- Select (New User Sign Up)

■ سعودي

■ **New User Sign Up**

■ Forgot your password

■ Service Knowledge

■ Privacy Notice

■ Cookies

■ Exchange Rates

■ Currency Converter

■ Transfer eForms

■ eCorp for Corporates

■ News

■ Reports

Please enter Username and last 5 digits account number

Username :

Account No. :
Last 5 digits from the account number

Login

- Fill in required information **Account Number (12 Digits)**

■ سعودي

■ If you are already registered click here

Please Enter the company account number and your personal Civil ID of the authorized person

Account No. :

User's Civil ID (12 digits) :

Next

- Click on Send OTP, and enter it
- Read and Accept the applicable Terms and Conditions

Notes

- username length must be between 6 – 16 characters and contains letters and numbers only
- Password length must be between 7-14 characters.
- Password must not contain username or part of it, character repetition, consecutive letter or number.
- Password must contain at least one Uppercase character (A-Z), Lowercase character (a-z), Number (0-9) and Special character.
- Allowed special characters (~!@#\$\$%^&*~+= \{}[];:'"<>.,?)
- Underscore "_" is not a special character.

Please choose a login name and a password

User Name :

Password :

Confirm Password :

Password expires after : Choose one

Submit

- Enter Username
- Choose Password and Select Password validity period

Notes

- username length must be between 6 – 16 characters and contains letters and numbers only
- Password length must be between 7-14 characters.
- Password must not contain username or part of it, character repetition, consecutive letter or number.
- Password must contain at least one Uppercase character (A-Z), Lowercase character (a-z), Number (0-9) and Special character.
- Allowed special characters (~!@#\$%^&*~+= "\{}[];:'<>.,/?)
- Underscore "_" is not a special character.

Please choose a login name and a password

User Name :

Password :

Confirm Password :

Password expires after :

- Redirect to Login page after successful registration
- Enter Username
- Enter Last 5 digits of account number

- [كوردبي](#)
- [New User Sign Up](#)
- [Forgot your password](#)
- [Service Knowledge](#)

Please enter your User Name and 5 digits of your account number

User Name :

Account No. : * * * * * * *

- Enter Site key answers

Site Key Registration

- Challenge questions help prevent unauthorized people from getting access to your KFHe-Corporate account because only you will know their answers.
- Every time you login, you will see one of these questions, which you will be asked to answer.
- In future logins, should you ever see a question that is strange to you and for which you did not provide an answer here, don't proceed with the login and contact Allo Baitak "1803333".

Please answer the following question

1. What was your dream job as a child

2. What is your favorite holiday destination






3. What is your favorite hobby






- Select an Image

Site Key Registration

- Please choose one of the displayed images. The chosen image will appear every time you login to KFHe-Corporate.
- You should now remember and later recognize the chosen image to be sure that you are accessing the real KFHe-Corporate site every time you login.

Please choose one of the images and then click submit

- Enter Image Description

- Enter Password to Login

6. Select Registration Type:

- Go to Main Page
- Click on Corporate Registration

- Select Registration Type

Single Access (Details)

Corporate Super Admin User Details

Username *

Arabic Full Name * Last Name * Middle Name First Name *

English Full Name * First Name * Middle Name Last Name *

Authorized Signatory Civil ID * Wrong Civil ID no.
(Civil ID will be used for PACI authentication in the next steps)

Mobile No 9XXX2526

Email * Email is required

Submit

- Click **send OTP** to insert the code then to click on **Next** after confirming on T&C

Mobile No: 9XXX2257

OTP code : *

Send OTP
Send Count 0

☐ I acknowledge that I have carefully read and accepted the applicable **Terms and Conditions** as published on KFH website at **www.kfh.com** prior to signing up to the service.

☐ I confirm I have registered in KUWAIT MOBILE ID App related to Public Authority of Civil Information

Next

We will send you PACI authentication request in the next step

- Follow the steps of the authentication on Kuwait Mobile ID App as shown below, then click on **I have Accepted the Authentication request**

Kuwait Mobile ID Authentication Request

We have sent you an Authentication request in KUWAIT MOBILE ID App , please follow the following steps to complete the authentication process.

first, please make sure you have downloaded KUWAIT MOBILE ID in your device and you register.

Please click below "I have Accept the Authentication request" after your authentication from KUWAIT MOBILE ID App

I have Accepted the Authentication request

Resend Authentication request

Proceed without PACI Authentication

After this step your full access request will be sent to us and our team will contact you soon to activate it.

- After the authentication is successfully done, the concerned team will contact you soon to activate the service

■ Dual Access: Super Admin User & Additional User (Details):

Corporate Super Admin User Details

Username *

Arabic Full Name *

Last Name *
Middle Name
First Name *

English Full Name *

First Name *
Middle Name
Last Name *

Authorized Signatory Civil ID *

Wrong Civil ID no.
(Civil ID will be used for PACI authentication in the next steps)

Mobile No

9XXX2526

Email *

Email is required

Additional User Details

Arabic Full Name *

Last Name *
Middle Name
First Name *

English Full Name *

First Name *
Middle Name
Last Name *

Authorized Signatory Civil ID *

Wrong Civil ID no.

Mobile No *

Enter correct Mobile no.

Email *

Email is required

New User Civil ID copy *

Choose File
No file chosen

User Type *

☐ Initiator (to initiate transactions and requests)
☐ Reviewer (to Review transactions and requests)
☐ Approver (to approve transactions and requests)

Add New Additional User +
Submit

- Follow the steps of the authentication on Kuwait Mobile ID App as shown below, then click on **I have Accepted the Authentication request**



Please click below "I have Accept the Authentication request" after your authentication from KUWAIT MOBILE ID App

I have Accepted the Authentication request

Resend Authentication request

Proceed without PACI Authentication

After this step your full access request will be sent to us and our team will contact you soon to activate it.

- After the authentication is successfully done, the concerned team will contact you soon to activate the service

-



Online Corporate Banking Services – User Guide

- Go to (**Manage Roles**)
 - Select the required department
 - Select the required group
 - Enter the name of required Role
 - Click on (**Add**)

Roles Management

Note: Required fields are marked with an asterisk (*)

Manage Roles

Department Name *

Group Name *

Role Name *

Add

- New Role will be added in below table
- Click on (**Manage**)

Roles Management

Note: Required fields are marked with an asterisk (*)

Manage Roles

Department Name *

Group Name *

Role Name *

Add

Department Name	Group Name	Role Name	
New Department	New Group	New Role	Manage Edit Delete

- Select Role Type (**Financial Services/Administrative Services**)

Roles Management

Manage Roles

Choose Role Services Type

Note: Admin Roles Should be only for token holders.

Role Type

☐ Administration Services

☐ Financial Services

Confirm **Clear**

- Select the required services to grant the access for

Roles Management

New Role

Financial Services

All Financial Services

- KNET Payment Gateway-Private
- KNET Payment Gateway-Public
- Monthly Statements
- Multiple Payment
- Open Time Deposit
- Portfolio Position
- Real Estate
- Report Lost Card
- Single Payment
- Standing Order For Charity
- Standing Orders
- Standing Orders Statement
- Subscribe Card 3D Secure Service
- Transaction Report
- Transfer for Charity

Applied Financial services

- Account Summary
- Advanced Statement
- Detailed Statement
- Own Accounts Transfer
- Salary Processing
- Single Transfer
- Telex Transfer

Submit Cancel

- Select Each service and link it to required account(s) all services should be linked to continue
- Click on (**Save**)

Roles Management

Account selection for applied service

Role: New Role

Applied Financial services: Own Accounts Transfer

Accounts

☐ Select All

- ☒ XXXXXX - Saving Premium Account - KWD
- ☒ XXXXXX - Investment Saving Account - KWD
- ☒ XXXXXX - Electronic - KWD
- ☒ XXXXXX - Current - KWD
- ☒ XXXXXX - Investment Saving Account - USD
- ☒ XXXXXX - Current - KWD
- ☒ XXXXXX - Saving Premium Account - KWD

Add Accounts Cancel

Role Service Access

Service	Account	Edit
Account Summary	[+] Accounts	Edit
Advanced Statement	[+] Accounts	Edit
Detailed Statement	[+] Accounts	Edit
Own Accounts Transfer	[+] Accounts	Edit
Salary Processing	[+] Accounts	Edit
Single Transfer	[+] Accounts	Edit
Telex Transfer	[+] Accounts	Edit

Save

- Go to (**User Roles**)
 - Select the user
 - Select the required role

User Roles

Note: Required fields are marked with an asterisk (*)

Service Access Management

User * Jassim

Roles * ☒ الدور الافتراضي ☐ Admin ☐ New Role

Confirm

- Go to (**Corporate Service Limits**)
 - User can set required limits related to each financial service.
 - Select service from the list
 - Enter all required details
 - Click on (**Save**)
 - Repeat above steps for each service

Corporate Services Limits

Note: Required fields are marked with an asterisk (*)

Corporate Services Limits

Service	Minimum Limit (KWD)	Maximum Limit (KWD)	Transaction Limit (KWD)	Reset Counter (Days)	No. Of Transactions		
Single Transfer	1.000	30,000.000	30,000.000	1	99	Edit	Delete
Telex Transfer	30.000	30,000.000	30,000.000	1	99	Edit	Delete
Own Accounts Transfer	1.000	30,000.000	20,000.000	1	99	Edit	Delete
Salary Processing	1.000	30,000.000	30,000.000	1	99	Edit	Delete
Transfer for Charity	1.000	30,000.000	30,000.000	1	99	Edit	Delete

Limits Definition

Service * Single Transfer

Minimum Limit * 1.000 KFH Limit : 1.000 (KWD)

Maximum Limit * 30000.000 KFH Limit : 30,000.000 (KWD)

Transaction Limit * 30000.000 KFH Limit : 30,000.000 (KWD)

Reset Counter (Days) 1

No. Of Transactions * 99

Save

- Go to (**Users Service Limits**)

User can set required limits related to each financial service for each user exclusively.

- Select user
- Select service from the list
- Enter all required details and Click on (**Save**)
- Repeat above steps for each service

Users Service Limits

Note: Required fields are marked with an asterisk (*)

User Services Limits

Service	Minimum Limit (KWD)	Maximum Limit (KWD)	Transaction Limit (KWD)	Reset Counter (Days)	No. Of Transactions		
Single Transfer	1.000	30,000.000	30,000.000	1	99	Edit	Reset Limit
Telex Transfer	30.000	30,000.000	30,000.000	1	99	Edit	Reset Limit
Salary Processing	1.000	100,000.000	100,000.000	1	99	Edit	Reset Limit
Own Accounts Transfer	1.000	30,000.000	30,000.000	1	99	Edit	Reset Limit
Transfer for Charity	1.000	30,000.000	30,000.000	1	99	Edit	Reset Limit

Limits Definition

Username *

f87

Service *

-- Select Service --

Minimum Limit *

0.000

Corporate Limit

Maximum Limit *

0.000

Corporate Limit

Transaction Limit *

0.000

Corporate Limit

Reset Counter (Days)

1

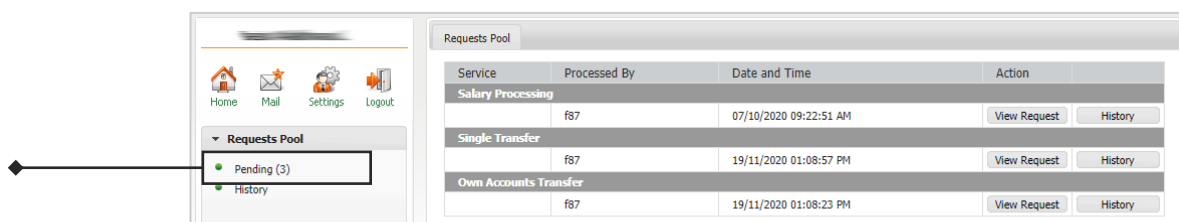
No. Of Transactions *

0

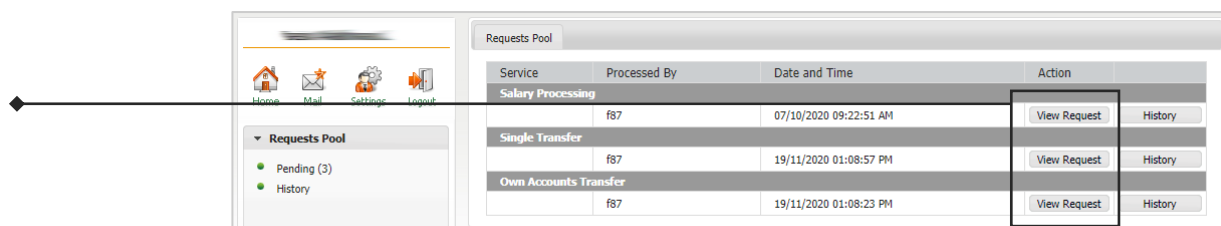
Save

8. Approving Requests

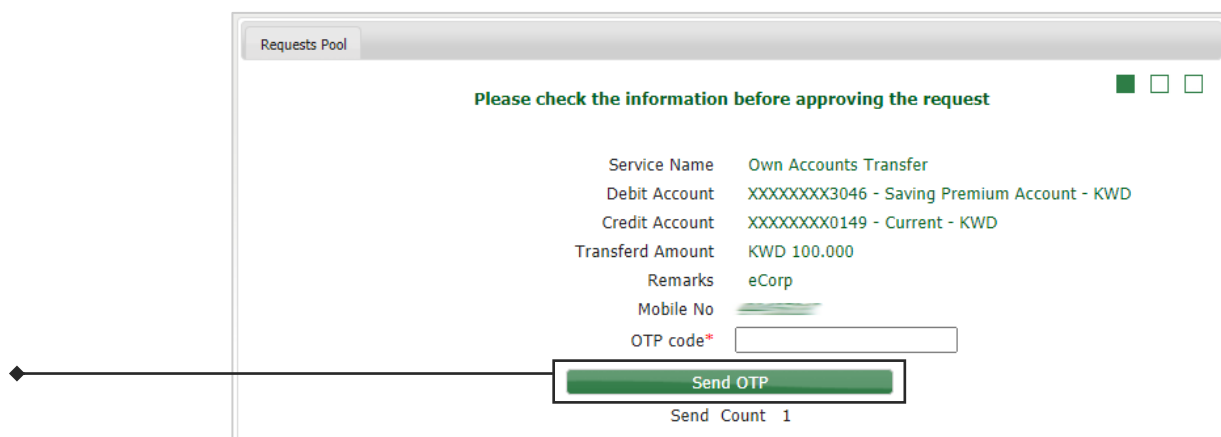
- Login with **(CSA/Approver)** user
- Go to **(Request Pool)**
- Click on **(Pending)**



- Click on **(View Request)**



- Check request details
- Click on **(Send OTP)**



- Enter (OTP)
- Click on (Approve/Reject) request

Requests Pool

Please check the information before approving the request

Service Name: Own Accounts Transfer

Debit Account: XXXXXXXX3046 - Saving Premium Account - KWD

Credit Account: XXXXXXXX0149 - Current - KWD

Transferd Amount: KWD 100.000

Remarks: eCorp

Mobile No: [Redacted]

OTP code*: [Input Field]

Remaining time to resend sms code 04:20

Send OTP

Send Count 1

Approve Reject Cancel

9. Salary Upload

Create New Template

- Login with (Initiator) user
- Go to (Salary Upload)
- Click on (Add New Template)

Salary Upload

Notes

- Salary upload Service is available from 4:00 till 20:00

Sorry, you don't have templates.

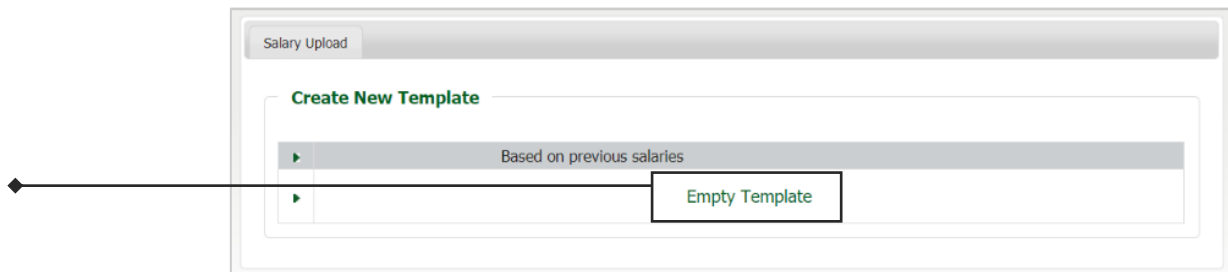
Add New Template

* The Employer will incur the following payroll-related fees such as (To whom it may concern)\Mosai, Salary fees\employee) Terms & Conditions Applied

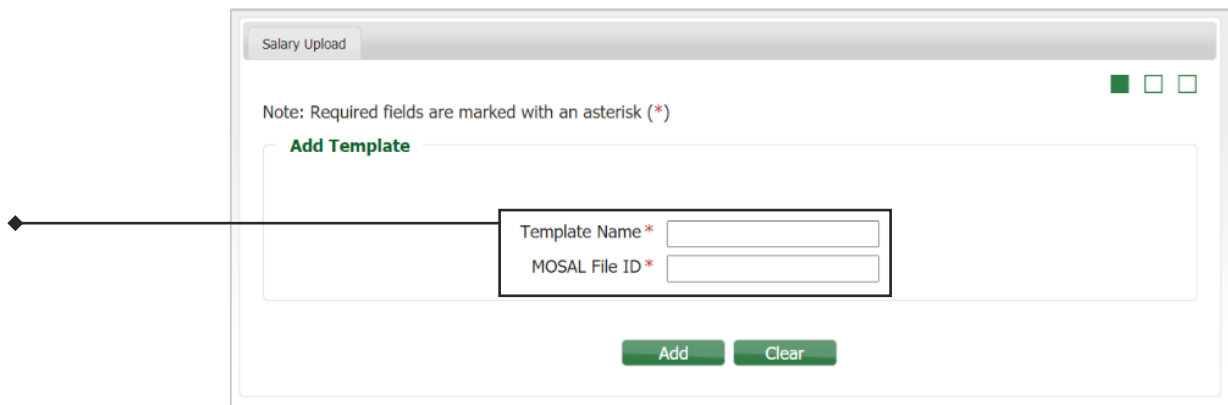
* The maximum number of templates allowed is 20 per company and each template has a limit of 2500 employees

* It is not allowed to submit the (End Of Service) requests through the salaries system; in case of misuse; the request will be considered as a salary transfer and KFH shall not bear any responsibility.

- Select (**Empty Template**)

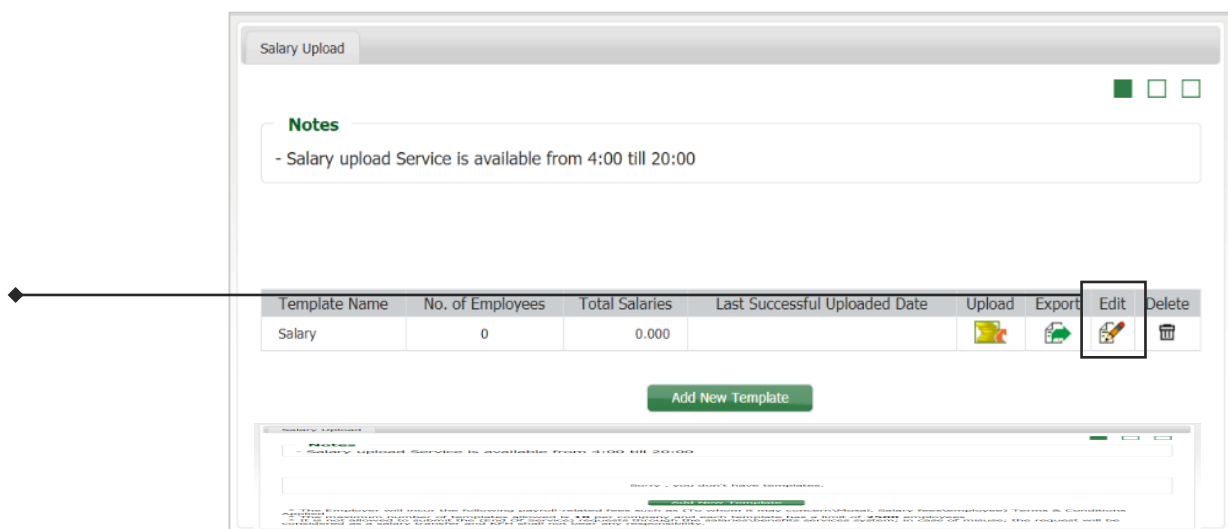


- Enter template name
- Enter MOSAL ID

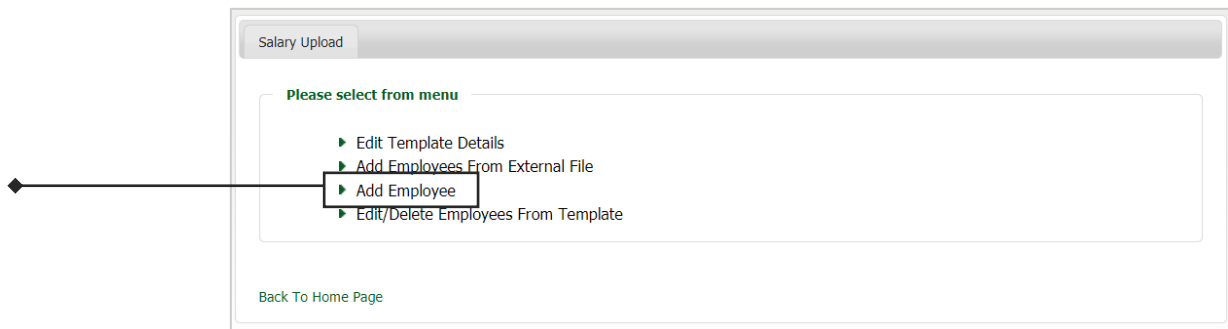


Add Employee(s) (Manual)

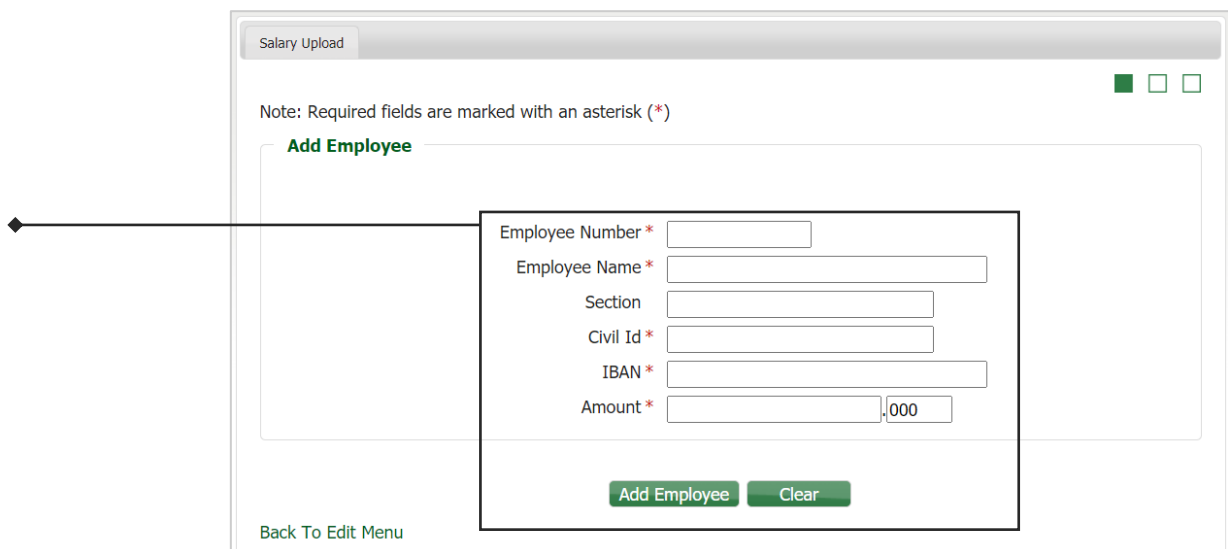
- Go to (**Salary Upload**)
- Click on (**Edit**) next to required template



- Select (**Add Employee**)

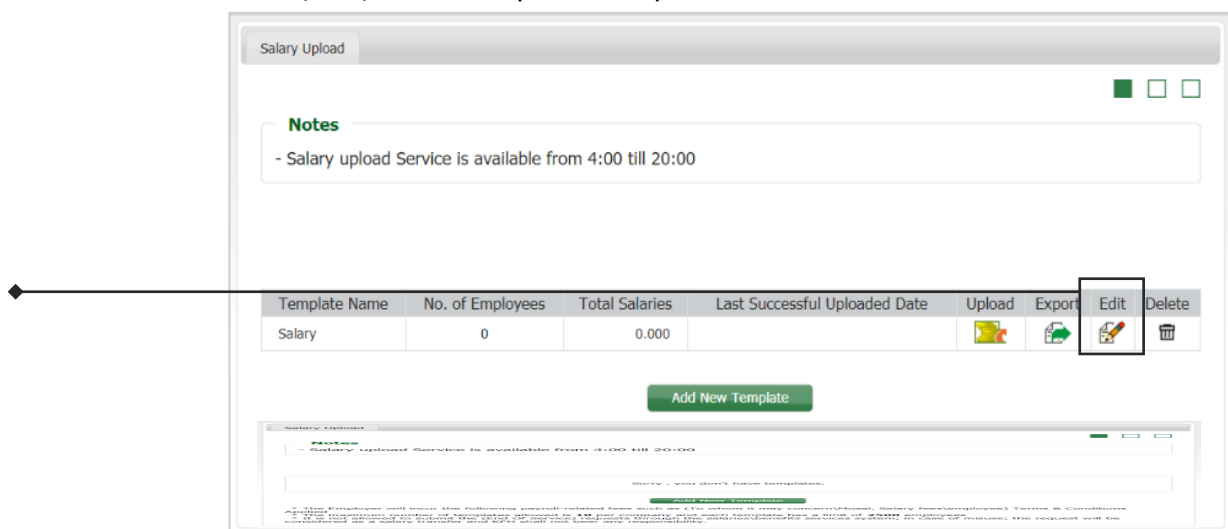


- Enter all required details
- Click on (**Add Employee**)

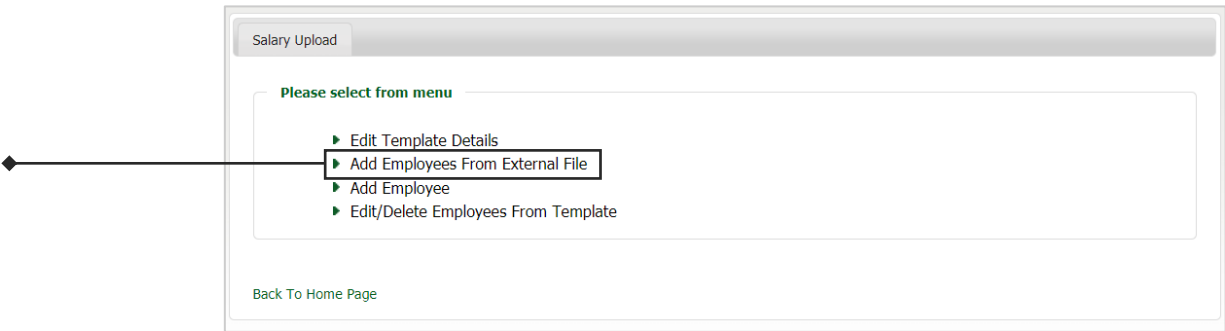


Add Employee(s) (Template)

- Go to (**Salary Upload**)
- Click on (**Edit**) next to required template

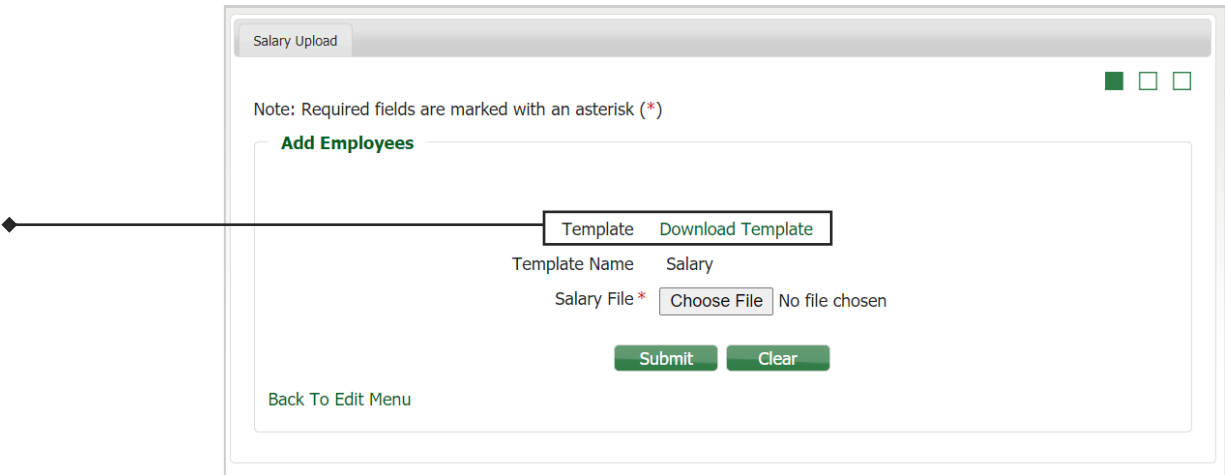


- Select **(Add Employees from External File)**




The screenshot shows a web application window titled "Salary Upload". Inside, there is a section titled "Please select from menu" containing a list of options: "Edit Template Details", "Add Employees From External File", "Add Employee", and "Edit/Delete Employees From Template". The option "Add Employees From External File" is highlighted with a black box. A black arrow points from the left margin to this box. At the bottom of the window, there is a link that says "Back To Home Page".

- Click on **(Download Template)**



The screenshot shows a web application window titled "Salary Upload". Inside, there is a section titled "Add Employees". At the top of this section, there is a note: "Note: Required fields are marked with an asterisk (*)". Below the note, there are two tabs: "Template" and "Download Template". The "Download Template" tab is highlighted with a black box. A black arrow points from the left margin to this box. Below the tabs, there are two labels: "Template Name" and "Salary". Under "Salary", there is a label "Salary File *" followed by a "Choose File" button and the text "No file chosen". At the bottom of the form, there are two buttons: "Submit" and "Clear". At the very bottom of the window, there is a link that says "Back To Edit Menu".

- Fill all template details



The screenshot shows an Excel spreadsheet template for salary upload. The spreadsheet has columns labeled A through G. Column A is labeled "No.", Column B is labeled "Civil ID", Column C is labeled "Name", Column D is labeled "Account No.", Column E is labeled "Amount", Column F is labeled "Bank", and Column G is labeled "Section". The rows are numbered 1 through 20. The first row (row 1) is highlighted in green, and the subsequent rows (rows 2 through 20) are highlighted in light gray.

- Upload the updated template

Salary Upload

Note: Required fields are marked with an asterisk (*)

Add Employees

Template Download Template

Template Name Salary

Salary File * Choose File No file chosen

Submit Clear

Back To Edit Menu

- Check and confirm all uploaded details

Salary Upload

Please check the information before confirming the process

Template Name	Salary
Total Employees	2
Total Salaries	350.000

Confirm Back

[+] Employees Details :-

No.	Name	Account No.	Amount	Bank	Civil Id	Section
1722	Ahmad Jassim	KW30KFHO000000000	100.000	Kuwait Finance House		IT
1727	Jassim Ahmad	KW28KFHO000000000	250.000	Kuwait Finance House		Corporate

Salary Upload

- Go to (**Salary Upload**)
- Click on (**Upload**) next to required template

Salary Upload

Notes

- Salary upload Service is available from 4:00 till 20:00

Template Name	No. of Employees	Total Salaries	Last Successful Uploaded Date	Upload	Export	Edit	Delete
Salary	2	350.000					

Add New Template

* The Employer will incur the following payroll-related fees such as (To whom it may concern\Mosal, Salary fees\employee) Terms & Conditions Applied

* The maximum number of templates allowed is **20** per company and each template has a limit of **2500** employees

* It is not allowed to submit the (End Of Service) requests through the salaries system; in case of misuse; the request will be considered as a salary transfer and KFH shall not bear any responsibility.

- Check all information
- Click on (**Upload Salaries**)

Salary Upload

Total Salaries 350.000 KWD
 Total Employees 2
 Salary Processing Fees 5.0 KWD
 KFH Accounts Fees 2.0 KWD
 Al-Amil Accounts Fees 0.0 KWD
 Other Bank Accounts Fees 0.0 KWD

No.	Name	Account No.	Amount	Bank	Civil Id	Section
1727	Jassim Ahmad	KW28KFHO000	250.000	Kuwait Finance House		Corporate
1722	Ahmad Jassim	KW30KFHO0	100.000	Kuwait Finance House		IT

Charges applied on executing Salaries files as per KFH Tariff List

[Back To Template List Page](#)

Upload Salaries

- Select (**Month**) and (**Year**)
- Enter Password
- Read and Accept the Declaration

Salary Upload

Note: Required fields are marked with an asterisk (*)

Notes

- To add / edit MOSAL File ID, please go to (Edit Template Details) Page
- **Terms & conditions applied.**

Upload Salaries

Account 01

Balance 10.441 KWD

Template Name Salary

Total Employees 2

Total Salaries 350.000 KWD

Total Fees 7.0 KWD

Total Amount 357.000 KWD

MOSAL File ID * 123456789000

Salary Month * --Select Salary Month--

Year * --Select Year--

Password *

☐ I acknowledge that the entered MOSAL file number is correct and I shall be responsible for any mistake or lack in the entered information

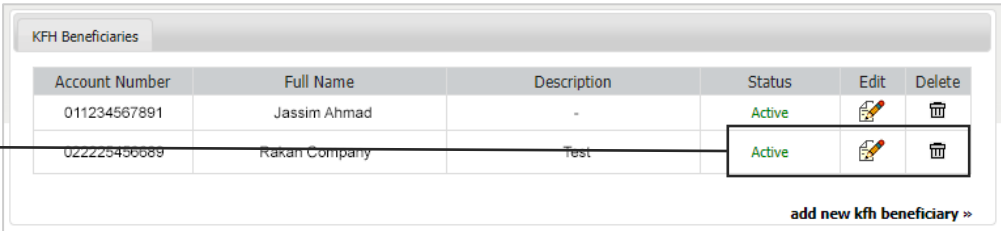
Submit **Back**

- System will redirect the request to CSA for required action

10. Beneficiaries Management

Add KFH Beneficiary

- Login with (**Initiator**) user
- Go to (**Beneficiaries**)
- Click on (**KFH Beneficiaries**)
- Click on (**Add New KFH Beneficiary**)

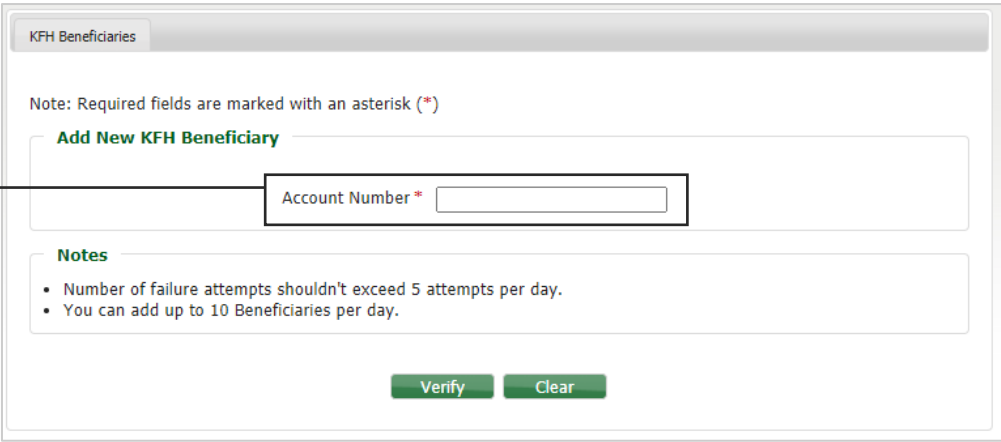


The screenshot shows a table titled 'KFH Beneficiaries' with the following data:

Account Number	Full Name	Description	Status	Edit	Delete
011234567891	Jassim Ahmad	-	Active		
022225496689	Rakan Company	Test	Active		

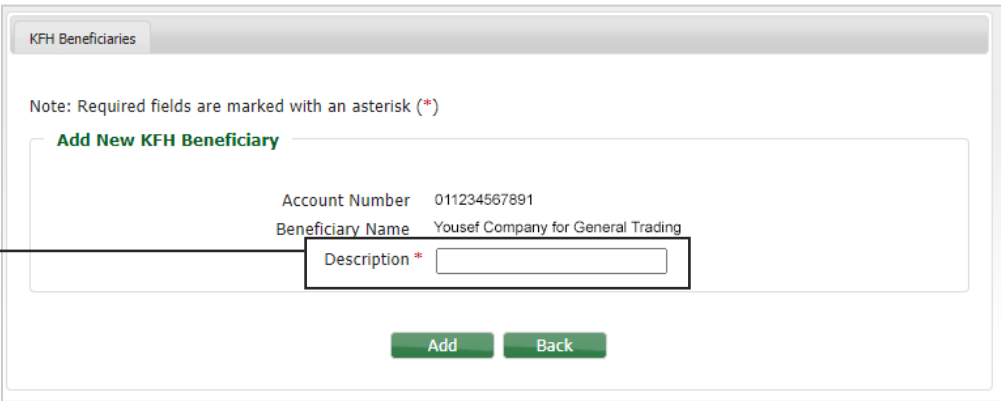
Below the table is a button labeled 'add new kfh beneficiary »'. A red box highlights this button, and a red arrow points to it from the left.

- Enter beneficiary account number (**12 Digits**)



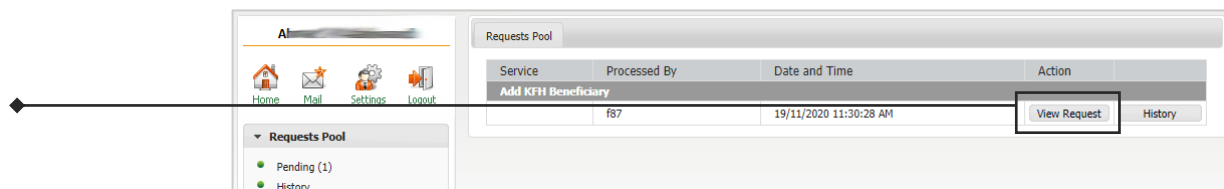
The screenshot shows the 'Add New KFH Beneficiary' form. It includes a note: 'Note: Required fields are marked with an asterisk (*)'. The form has a text input field for 'Account Number *'. A red box highlights this field, and a red arrow points to it from the left. Below the form are 'Verify' and 'Clear' buttons.

- Add Description for the beneficiary

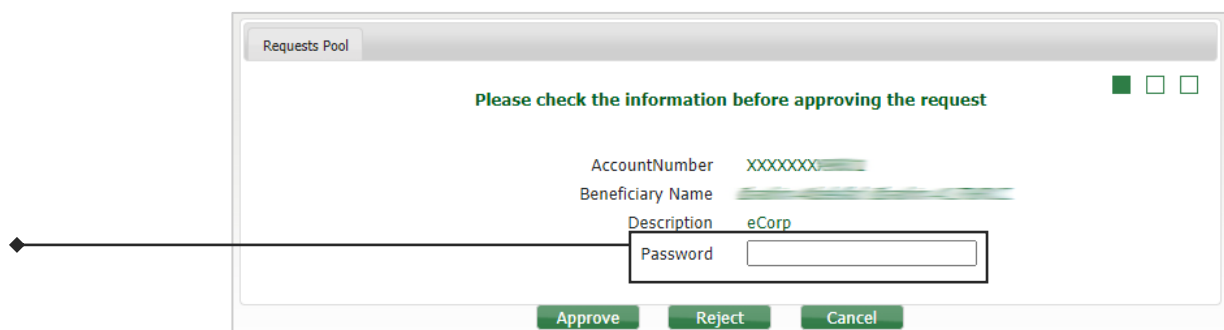


The screenshot shows the 'Add New KFH Beneficiary' form. It includes a note: 'Note: Required fields are marked with an asterisk (*)'. The form has text input fields for 'Account Number' (011234567891) and 'Beneficiary Name' (Yousef Company for General Trading). The 'Description *' field is highlighted with a red box, and a red arrow points to it from the left. Below the form are 'Add' and 'Back' buttons.

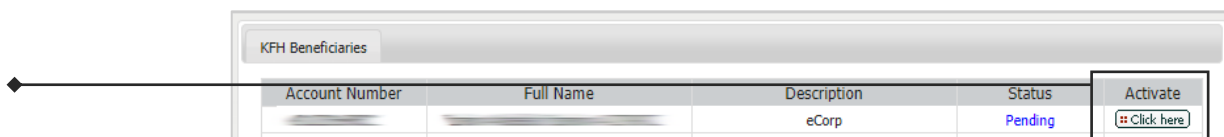
- Login with CSA/Approver to approve the request
- Click on (**Request Pool**)
- Click on (**View Request**)



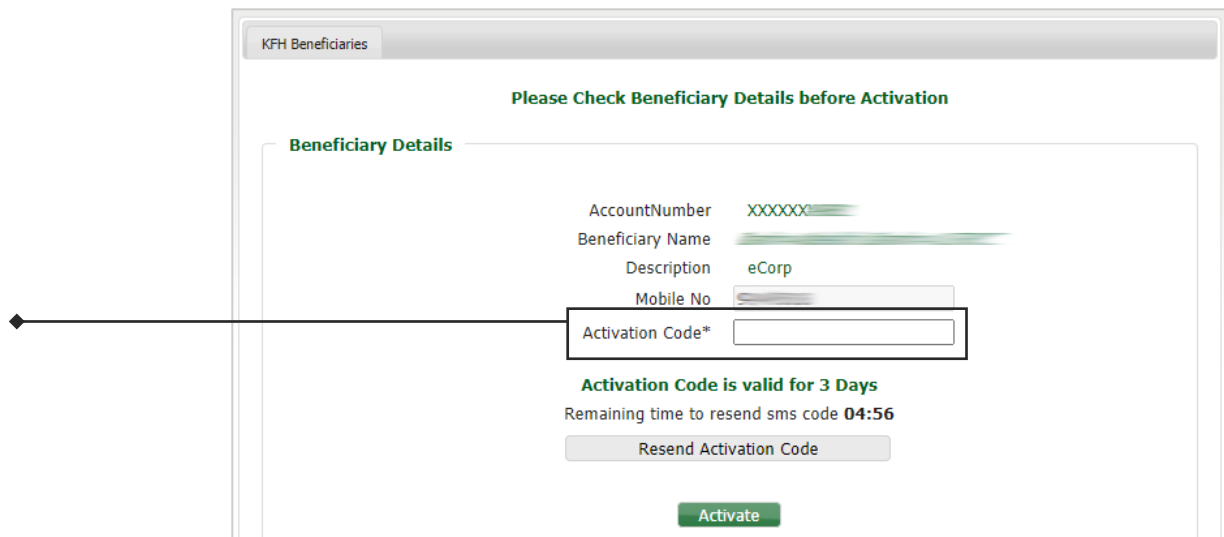
- Check Information
- Enter Password



- Go to (**Beneficiaries List**)
- Click on (**Activate**) next to the required beneficiary



- Enter OTP and Click on (**Activate**)



Add Other Banks Beneficiary

- Login with (**Initiator**) user
- Go to (**Beneficiaries**)
- Click on (**Other Banks Beneficiaries**)
- Click on (**Add New Other Banks Beneficiary**)
- Enter all beneficiary details

Other Banks Beneficiaries

Note: Required fields are marked with an asterisk (*), either with (*)

Note: After adding a new payee, it will be verified soon and you will be notified via the KFHe-Corporate mail box. After that, you can activate it by clicking on the activation link that will appear next to the new added payee.

Details should be in english and alphanumeric only

Other Banks Beneficiary Details

Beneficiary Name *

Beneficiary Account Number/IBAN *

Beneficiary Address *

Contact Number

- Login with CSA/Approver to approve the request
- Click on (**Request Pool**)
- Click on (**View Request**)

Requests Pool

Service Processed By Date and Time Action

Edit Other Banks Beneficiary f87 19/11/2020 11:46:48 AM View Request History

- Check Information
- Enter Password

Requests Pool

Please check the information before approving the request

Telex Payee Details

Beneficiary Name

Beneficiary Account Number/IBAN / IBAN KW61

Beneficiary Address KUW

Contact Number 9

Beneficiary Bank Details

Country Name Kuwait

Bank

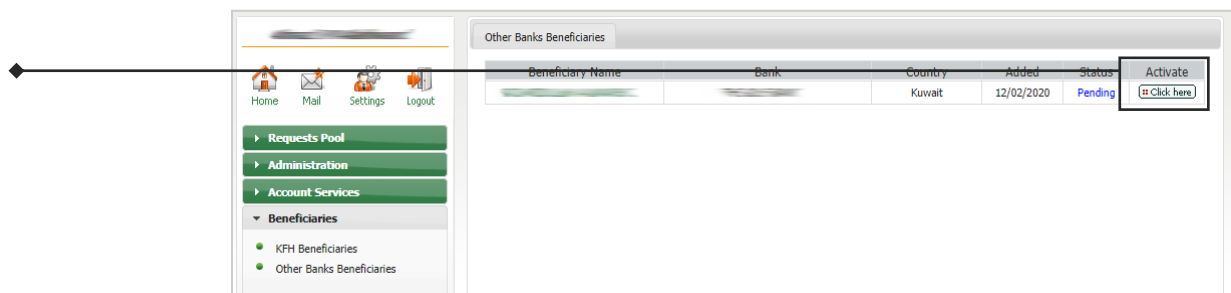
Currency Kuwaiti Dinar

Reason for Transfer Personal transfer

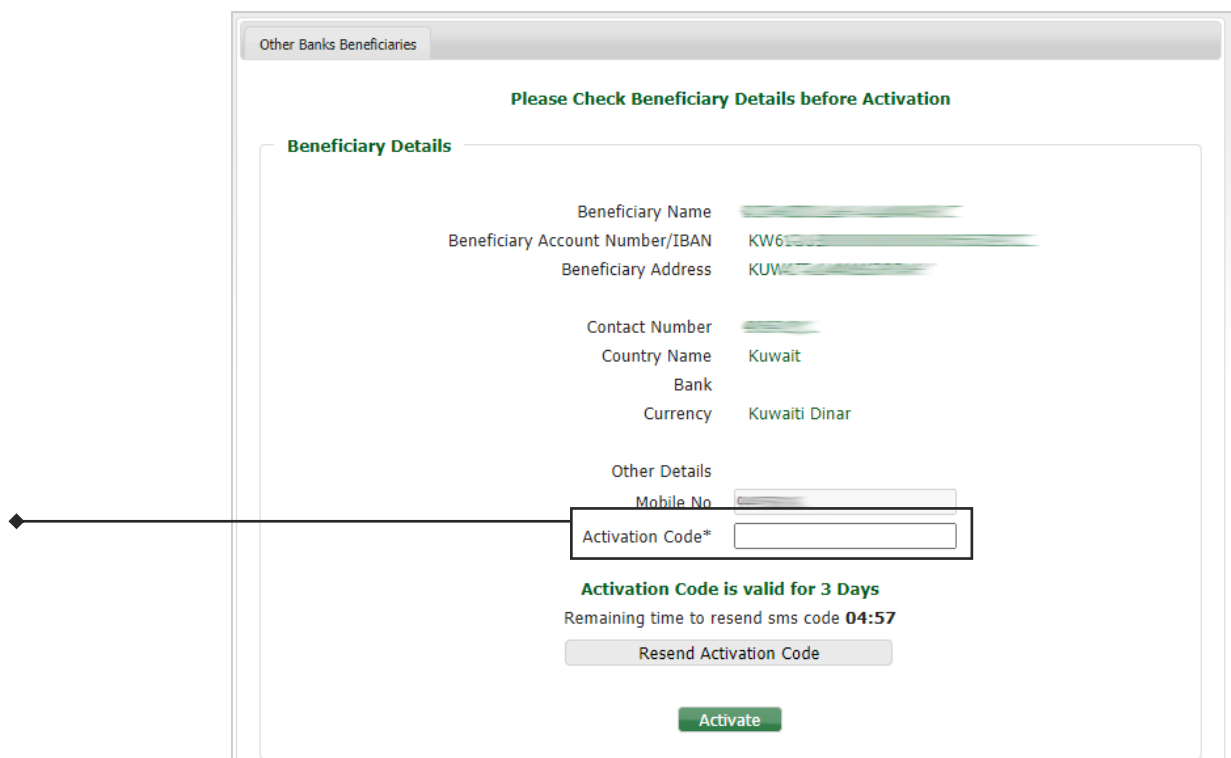
Password

Approve Reject Cancel

- Beneficiary will be reviewed and approved by KFH Backoffice within 2 business hours
- Go to (**Beneficiaries List**)
- Click on (**Activate**) next to the required beneficiary

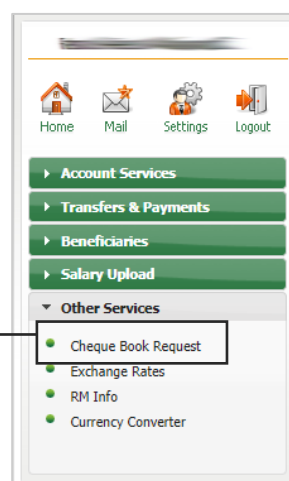


- Enter OTP and Click on (**Activate**)



11. Issue Cheque Book

- Login with (**Initiator**) user
- Go to (**Other Services**)
- Select (**Cheque Book Request**)



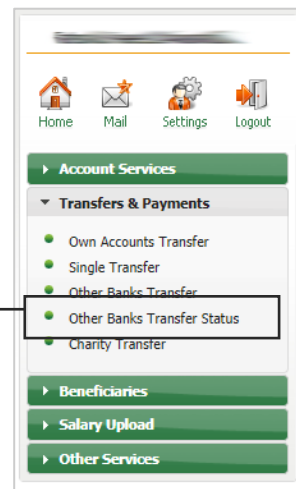
- Select account number (**Current Account Only**)
- Select book specification (**size and count**)
- Choose language of the book
- Select number of cheque books required

The screenshot displays the 'Cheque Book Request' form. At the top, there is a note: 'Note: Required fields are marked with an asterisk (*)'. The form title is 'Cheque book Request'. Below the title, there are four required fields, each with a dropdown menu: 'Debit Account *' (selected: XXXXXXXX0149 - Current - KWD), 'Cheque Book Type *' (selected: 25 Leaves Large), 'Language *' (selected: English), and 'Number of Books *' (selected: 2). At the bottom of the form, there are two buttons: 'Submit' and 'Clear'. A black arrow points from the left towards the form.

- Login with (**CSA/Approver**) user to approve the request
- Clients collect the cheque book from their related branch after 3 business days

12. Other Banks Transfer History

- Login with (**Initiator**) user
- Go to (**Transfers & Payments**)
- Select (**Other Banks Transfer History**)



- Search for the required transaction and click on (**Status**) to view more details

Other Banks Transfer Status

Other Banks Transfer Status

Period Starting

Period Ending

Account Number -- Select Account --

Reference No

Status Select Status

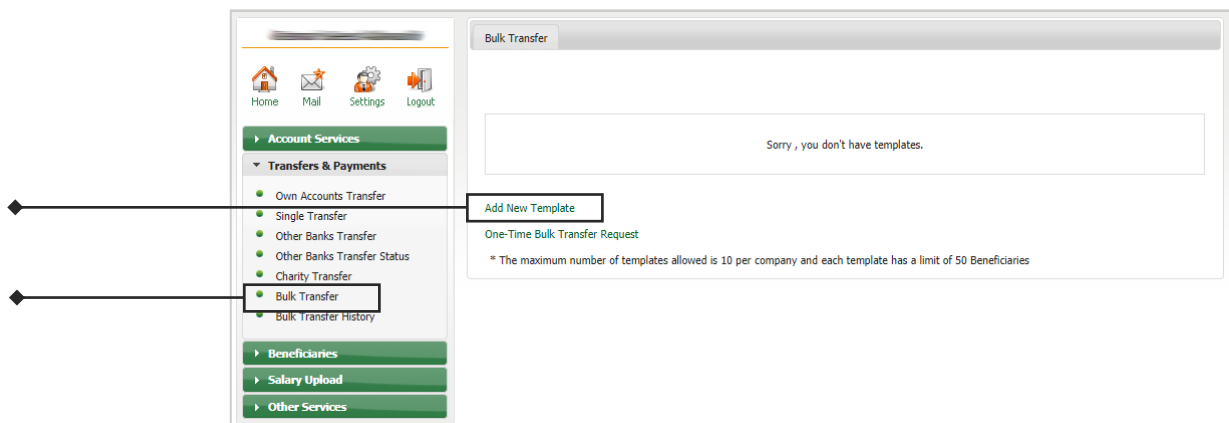
Beneficiary Name	Debit Account	Reference No	Transfer Date	Amount	Status	
A	XXXXXXXX6309	INT-003	27/10/2020	126.000 KWD	Debited	
	XXXXXXXX6309	INT-00	20/10/2020	1,500.000 KWD	Debited	
	XXXXXXXX6309	INT-0	18/10/2020	400.000 KWD	Debited	
	XXXXXXXX6309	INT-003	11/10/2020	3,975.000 KWD	Credited to Beneficiary	

Amount credited to beneficiary account

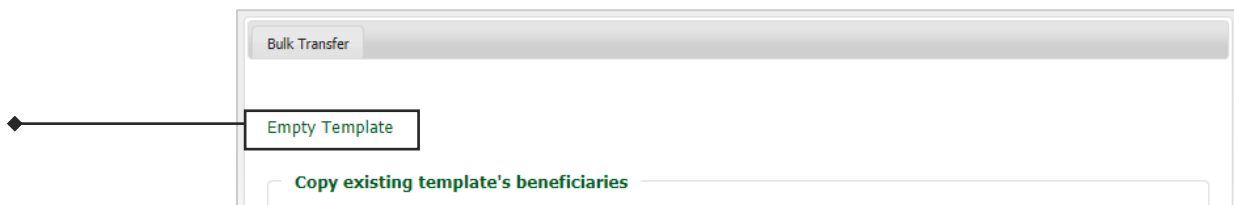
13. Bulk Transfer

Template Management:

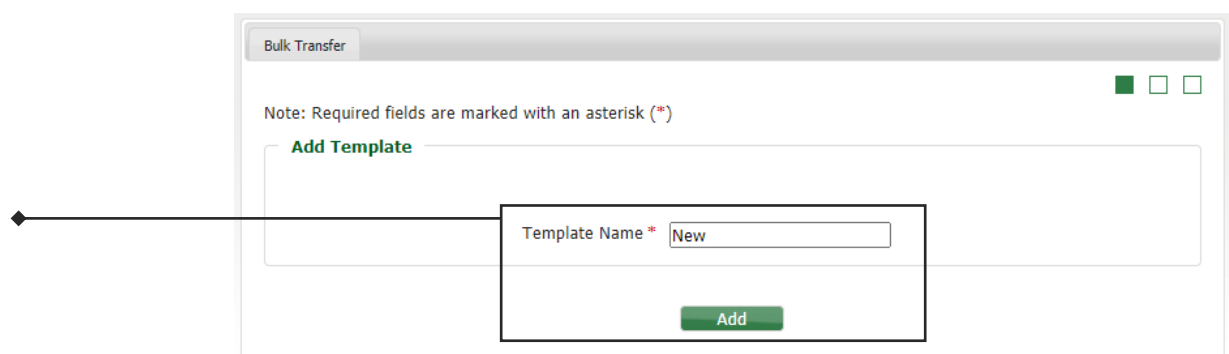
- Login with (**Initiator**) user
- Go to (**Transfers & Payments**)
- Click on (**Bulk Transfer**)
- Click on (**Add new Template**)



- Click on (**Empty Template**)



- Type the new template name and click on (**Add**)



- Add required beneficiaries (**Note: Beneficiaries should be added and in Active status**)
- Click on (**Next**)

Bulk Transfer

Note: Required fields are marked with an asterisk (*)

Template Name

Template Name: New

Add Beneficiary

Beneficiary Type * -- Select Beneficiary Type - ▾

Beneficiary Name * ▾

Beneficiary Account No

Currency

Amount * ▾ . 000 ▾

Transfer Currency * ▾

Add Beneficiary

Beneficiary Type	Beneficiary Name	Beneficiary Account No	Amount	Transfer Currency	Telex Cost	Delete
Other Banks Beneficiary	COMPANY	KW09 000000	250.0	KWD	Our	
Other Banks Beneficiary	Bader Jassim	KW5 000000	100.0	KWD	Our	
KFH Beneficiary	FAWAZ	16105	80.0	KWD		

Next

- Check the Information and Click on (**Confirm**)

Bulk Transfer

Please check the Information

Template Name

Template Name: New

Beneficiary Details

Beneficiary Type	Beneficiary Name	Beneficiary Account No	Amount	Transfer Currency	Telex Cost
Other Banks Beneficiary	Bader Jassim	KW 00000000	100.0	KWD	Our
KFH Beneficiary	FAWAZ MOHAMMA	16	80.0	KWD	
Other Banks Beneficiary	COMPANY	KW09NBOK000000000000	250.0	KWD	Our

Confirm **Cancel**

- Home

Mail

Settings

Logout

Account Services

Transfers & Payments

 - Own Accounts Transfer
 - Single Transfer
 - Other Banks Transfer
 - Other Banks Transfer Status
 - Charity Transfer
 - Bulk Transfer
 - Bulk Transfer History

Beneficiaries

Salary Upload

Other Services

Bulk Transfer

Template Name	Total Beneficiaries	Last Transfer Date	Edit	Delete	Transfer
New	3				

Add New Template

One-Time Bulk Transfer Request

* The maximum number of templates allowed is 10 per company and each template has a limit of 50 Beneficiaries

-

- Bulk Transfer**

Please check the Information

Transfer

Template Name: New

Total Beneficiaries: 3

Debit Account: 521 KWD

Balance: 2500.0 KWD

Remarks: Benefits

Total Amount: 430.000

Currency Rates:

No.	Name	Account Number	Amount	Transaction Amount	Amount Deducted	Bank	Beneficiary Type	Telex Cost	Status
1	Bader Jassim	KW51NBORXXXXXX KWD	100.000 KWD	100.000 KWD	100.000 KWD	NATIONAL BANK OF KUWAIT	Other Banks Beneficiary	Our	Air
2	FAWAZ MOHAMMAD	161XXXXX KWD	80.000 KWD	80.000 KWD	80.000 KWD	Kuwait Finance House	KFH Beneficiary		Air
3	[REDACTED] COMPANY	KW09NEXXXXXX KWD	250.000 KWD	250.000 KWD	250.000 KWD	NATIONAL BANK OF KUWAIT	Other Banks Beneficiary	Our	Air

Confirm Cancel

- Login with (**Initiator**) user
- Go to (**Transfers & Payments**)
- Click on (**Bulk Transfer**)
- Click on (**One-Time Bulk Trans**)



- Add required beneficiaries (**Note: Beneficiaries should be added and in Active status**)
- Click on (**Next**)

Bulk Transfer

Note: Required fields are marked with an asterisk (*)

Add Beneficiary

Beneficiary Type * -- Select Beneficiary Type --

Beneficiary Name * --

Beneficiary Account No

Currency

Amount * -- . 000

Transfer Currency * --

Add Beneficiary

Beneficiary Type	Beneficiary Name	Beneficiary Account No	Amount	Transfer Currency	Telex Cost	Delete

Next

- Select (**Debit Account**)
- Select transfer (**Remarks**)
- Click on (**Transfer**)

Bulk Transfer

Note: Required fields are marked with an asterisk (*)

Transfer

Total Beneficiaries: 2

Debit Account: * -- Select Account --

Balance

Remarks: * -- Select Remarks --

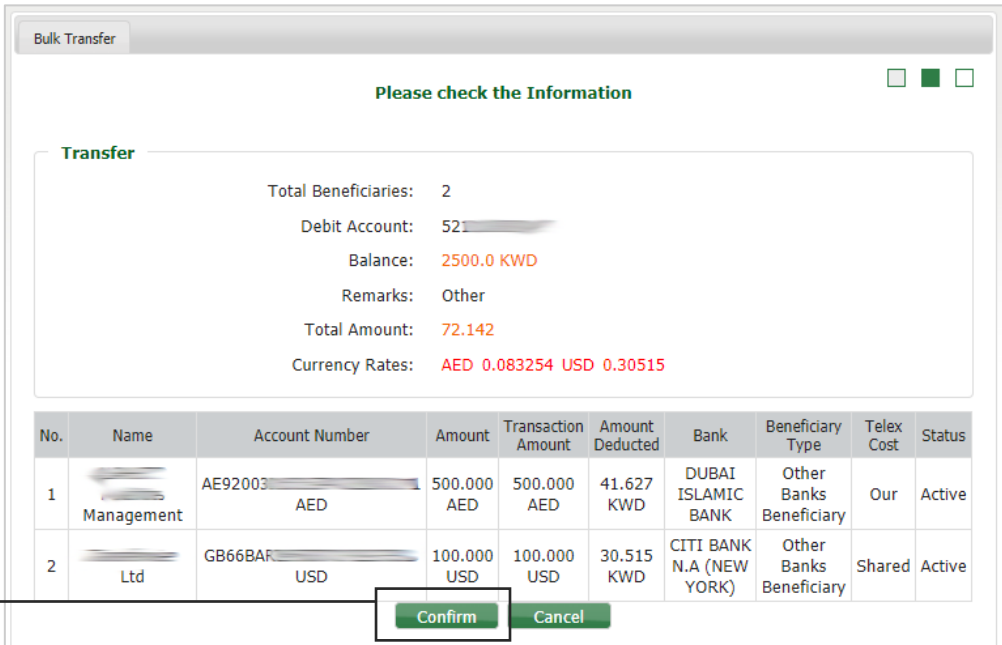
Total Amount:

Currency Rates: AED: 0.083254 , USD: 0.30515 ,

No.	Name	Account Number	Amount	Transaction Amount	Bank	Beneficiary Type	Telex Cost	Status
1	Management	AE9200300 AED	500.000 AED	500.000 AED	DUBAI ISLAMIC BANK	Other Banks Beneficiary	Our	Active
2	.Ltd	GB66BARC USD	100.000 USD	100.000 USD	CITI BANK N.A (NEW YORK)	Other Banks Beneficiary	Shared	Active

Transfer **Clear**

- Check the Information and Click on **(Confirm)**
- Maker/Checker workflow will be initiated to process the request



Bulk Transfer

Please check the Information

Transfer

Total Beneficiaries: 2

Debit Account: 521

Balance: 2500.0 KWD

Remarks: Other

Total Amount: 72.142

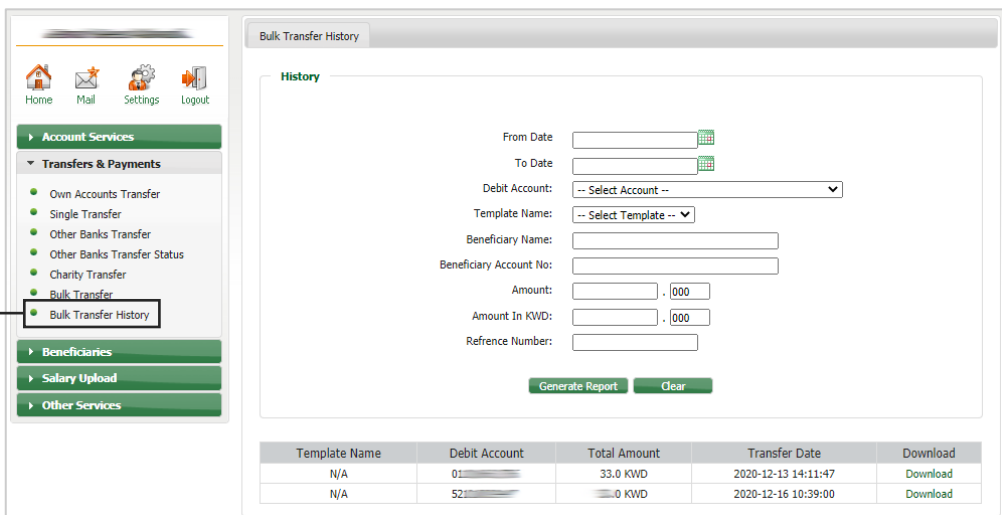
Currency Rates: AED 0.083254 USD 0.30515

No.	Name	Account Number	Amount	Transaction Amount	Amount Deducted	Bank	Beneficiary Type	Telex Cost	Status
1	Management	AE92003 AED	500.000 AED	500.000 AED	41.627 KWD	DUBAI ISLAMIC BANK	Other Banks Beneficiary	Our	Active
2	Ltd	GB66BAF USD	100.000 USD	100.000 USD	30.515 KWD	CITI BANK N.A (NEW YORK)	Other Banks Beneficiary	Shared	Active

Confirm **Cancel**

Bulk Transfer History

- Login with **(Initiator)** user
- Go to **(Transfers & Payments)**
- Click on **(Bulk Transfer History)**
- User can select search criteria to display the related record



Bulk Transfer History

History

From Date:

To Date:

Debit Account: -- Select Account --

Template Name: -- Select Template --

Beneficiary Name:

Beneficiary Account No:

Amount: . 000

Amount In KWD: . 000

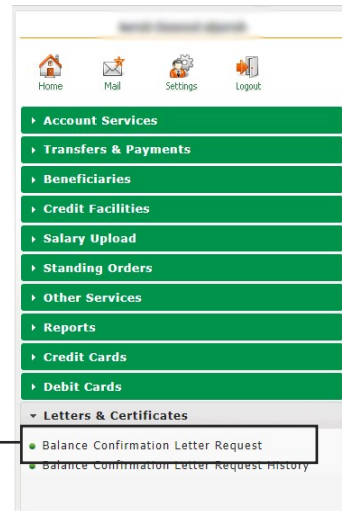
Reference Number:

Generate Report **Clear**

Template Name	Debit Account	Total Amount	Transfer Date	Download
N/A	01	33.0 KWD	2020-12-13 14:11:47	Download
N/A	521	0 KWD	2020-12-16 10:39:00	Download

14. Balance Confirmation Letter:

- Login with (**Initiator**) user
- Go to (**Letters & Certificates**)
- Click on (**Balance Confirmation Letter Request**)



- Fill in required information
- Accept Terms & Conditions
- Click (**Submit**)

Balance Confirmation Letter Request

Note: Required fields are marked with an asterisk (*)

Balance Confirmation Letter Request

Account Number * -- Select Account --

Issue Date AS of *

Auditor Name

Auditor Email address

Documents Upload No file chosen

☐ I acknowledge that I have carefully read and accepted the applicable: Terms and Conditions

- Please review all inserted data
- Click (**Confirm**)

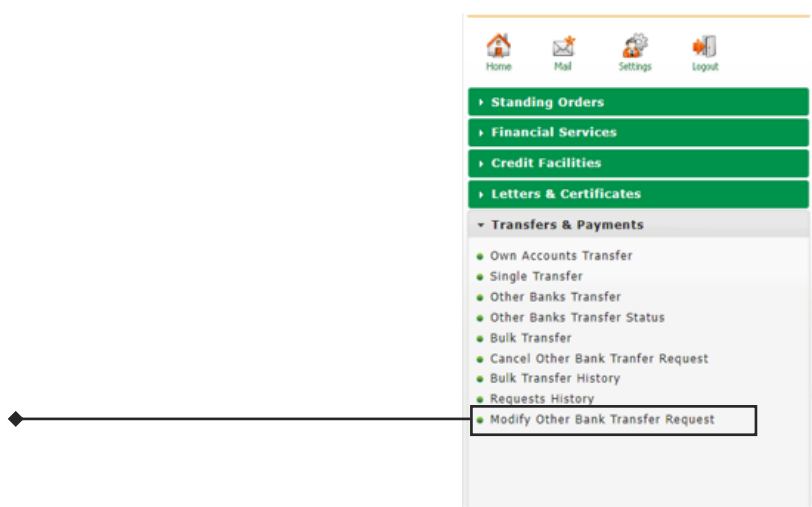
Balance Confirmation Letter Request

Please check the information before confirming the process

Service Name	Letters And Certificates
Service Type	Balance Confirmation Letter Request
Account No.	0000000000000000
Issue Date AS of	31/12/2023
Auditor Name	0000
Auditor Email address	0000000000000000

15. Modify Other Bank Transfer:

- Login with (**Initiator**) user
- Go to (**Transfers & Payments**)
- Click on (**Modify Other Banks Transfer Request**)
- Search for the desired transfer to modify.



- After Choosing the desired transfer, fill in the necessary information and click (**Proceed**).

The screenshot shows the 'Modify Other Banks Transfer' form in the Kfah Corporate Banking portal. The form displays transfer details and a 'Charges Debit Account' section. A red box highlights the 'Charges Debit Account' section, with a red arrow pointing to it from the left.

Reference No: ECO-003-12620678
Transfer Amount: 180.00
Transfer Currency: USD
Corporate Account: 3000000007374
Transfer Date: 01/22/2024 12:00 AM AST
Beneficiary Name: USA BENF
Beneficiary Bank: CITI BANK N.A (NEW YORK)
Beneficiary Account: 12345678901234
Charges Debit Account: 3000000007374

Charges Debit Account * -- Select Account --
Balance
Beneficiary Name *
Beneficiary Acc *
Payment Reason * Select Reason
☐ I acknowledge that I have carefully read and accepted the applicable Terms and Conditions.

Proceed Cancel

Modification is subject to beneficiary bank approval

- Check the confirmation and click **(Confirm)** to send the request.

Modify Other Bank Transfer Request

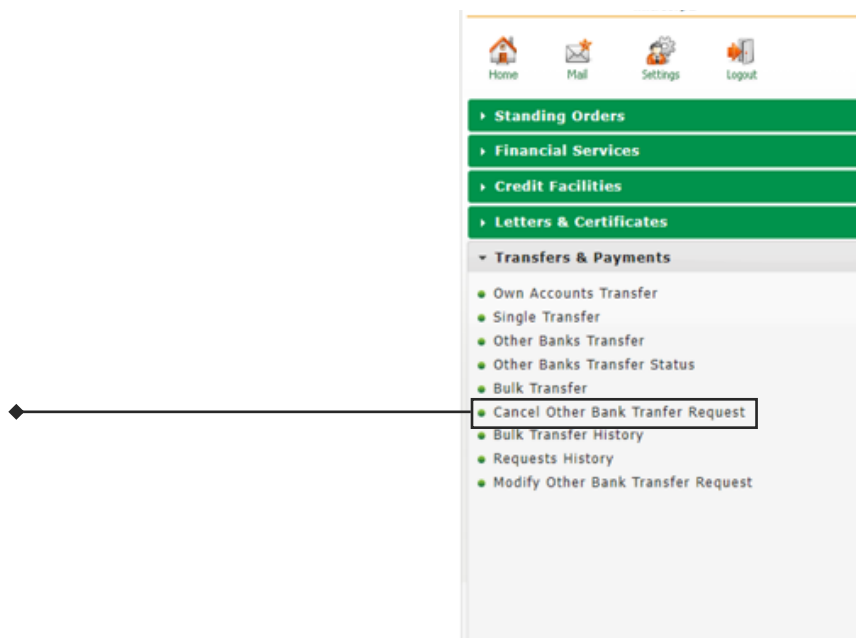
Please check the information before confirming the process

Service Name	Modify Other Banks Transfer
Reference No	ECO-003-12620678
Transfer Amount	180.00
Transfer Currency	USD
Transfer Date	01/22/2024 12:00 AM AST
Charges Debit Account	XXXXXXXX4770
Beneficiary Name	test
Beneficiary Bank	CITI BANK N.A (NEW YORK)
Beneficiary Account	12345678914
Payment Reason	Bill settlement
Charges Debit Account	XXXXXXXX4770

Confirm Back

16. Cancel Other Bank Transfer:

- Login with **(Initiator)** user
- Go to **(Transfers & Payments)**
- Click on **(Cancel Other Banks Transfer Request)**
- Search for the desired transfer to cancel.



- Select the Debit Account to charge from and click (**Proceed**).

Cancel Other Bank Transfer Request

Cancel Other Banks Transfer

Reference No	ECO-003-12616157
Transfer Amount	18.25
Transfer Currency	JOD
Corporate Account	XXXXXXXX7374
Transfer Date	01/21/2024 12:00 AM AST
Beneficiary Name	JORDN ACCOUNT
Beneficiary Bank	JORDAN ISLAMIC BANK FOR FINANCE & INV.
Beneficiary Account No	01109936510400002
Charges Debit Account *	-- Select Account --

Balance

☐ I acknowledge that I have carefully read and accepted the applicable Terms and Conditions.

Proceed **Cancel**

- Check information and then click (**Confirm**) to send your request.

Cancel Other Bank Transfer Request

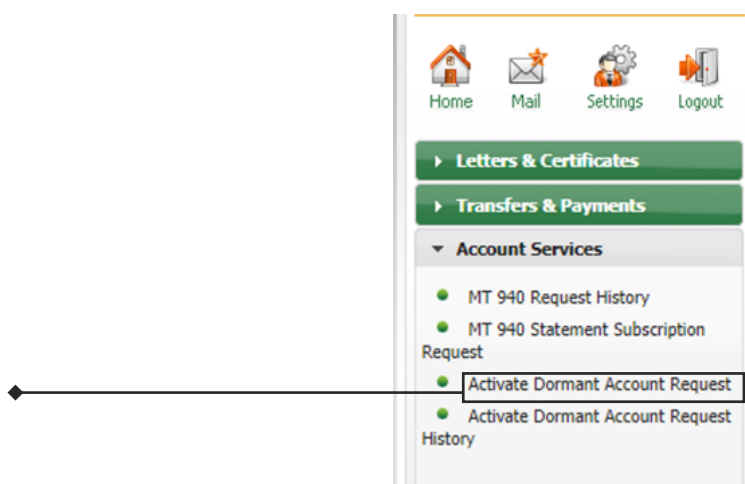
Please check the information before confirming the process

Service Name	Cancel Other Banks Transfer
Reference No	ECO-003-12616157
Transfer Amount	18.25
Transfer Currency	JOD
Transfer Date	01/21/2024 12:00 AM AST
Beneficiary Name	JORDN ACCOUNT
Beneficiary Account	01109936510400002
Beneficiary Bank	JORDAN ISLAMIC BANK FOR FINANCE & INV.
Charges Debit Account	XXXXXXXXS165

Confirm **Back**

17. Activate Dormant Account:

- Login with (**Initiator**) user
- Go to (**Account Services**)
- Click on (**Activate Dormant Account Request**).



- Find the request account to reactivate and click **(Reactivate)**

Activate Dormant Account Request

Account	Account Type	Currency	Total Balance	Available Balance	Status	
XXXXXXXX5238	Current	TRY	10,000.00	10,000.00	Dormant	Reactivate

Page 1 of 1
Notes

- 5KD will be deducted to activate dormant account as per KFH fees and commissions list.

- Choose the account to charge from.
- Confirm with Acknowledgement check box.
- Click **(Reactivate)**.

Reactivate Dormant Accounts

Dormant Account : XXXXXXXX5238

Debit Account Number : -- Select Account --

Account Balance :

Corporate Name :

Account Type : Current

Currency : TRY

Status : Dormant

☐ I acknowledge that I have carefully read and accepted the applicable: Terms and Conditions

Reactivate **Cancel**

Notes

- 5KD will be deducted to activate dormant account as per KFH fees and commissions list.

- Check the information and click **(Confirm)** to reactivate.

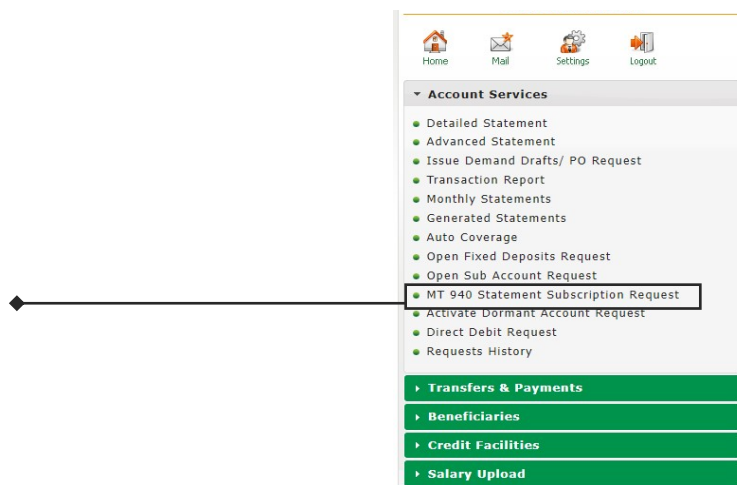
Please check the information before confirming the process

Service Name	Reactivate Dormant Accounts
Dormant Account	XXXXXXXX5238
Account Type	Current
Corporate Name	rim 1707164 rim 1707164
Full Name	initcorp1
User Id	7203
Rim No.	1707164
Corporate ID	4643

Confirm **Back**

18. MT940 Subscription request:

- Login with (**Initiator**) user
- Go to (**Account Services**)
- Click on (**MT940 Statement Subscription Request**).



- Fill in the necessary information.
- Acknowledge.
- Click on (**Submit**) to send the request.

MT 940 Statement Subscription request

Account Number * -- Select Account --

Contact Name *

Email *

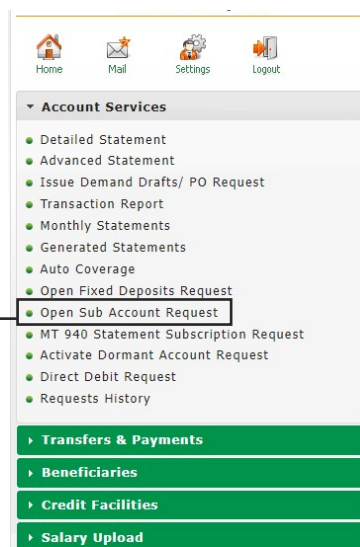
Contact Number *

Swift Business Identifier code (BIC)

☐ I acknowledge that I have carefully read and accepted the applicable: Terms and Conditions

19. Open Sub Account:

- Login with (**Initiator**) user
- Go to (**Account Services**)
- Click on (**Open Sub Account Request**).



- Fill in the necessary information.
- Acknowledge.
- click (**Submit**).

A screenshot of the 'Open Sub Account' form. The form contains several fields: 'Account Type' (dropdown), 'Account Currency' (dropdown), 'Debit Account Number' (dropdown), 'Balance' (text input), 'Opening Balance Amount' (text input), and 'Documents Upload' (button labeled 'Choose File' and 'No file chosen'). There is a checkbox for 'I acknowledge that I have carefully read and accepted the applicable: Terms and Conditions'. At the bottom, there are two green buttons: 'Submit' and 'Clear'. The 'Submit' button is highlighted with a black box. A black arrow points from the left towards the 'Submit' button. A note at the bottom states: 'Note : Minimum Opening balance amount is 1000 KD for Current Account and 100 KD for call account (saving account).'.

- Check the information, then click on (**Confirm**) to send the request.

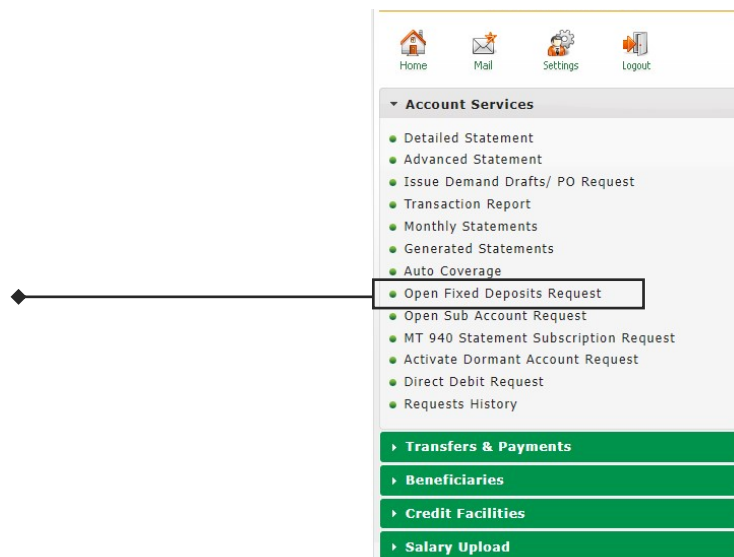
A screenshot of the confirmation screen for opening a sub-account. The screen displays a table with the following information:

Service Name	Account Services
Service Type	Open Sub Account
Account Type	Current
Account Currency	KWD
Debit Account Number	XXXXXXXX6544
Opening Balance Amount	1000 KWD

At the bottom, there are two green buttons: 'Confirm' and 'Back'. The 'Confirm' button is highlighted with a black box. A black arrow points from the left towards the 'Confirm' button.

20. Open Fixed Deposit:

- Login with (**Initiator**) user
- Go to (**Account Services**)
- Click on (**Open Fixed Deposits Request**).



- Fill in the necessary information.
- Acknowledge.
- Click (**Submit**).

Open Fixed Deposit

From Account * -- Select Account --
Balance
Profit Account * -- Select Account --
Balance
Deposit Type * -- Select Deposit --
Minimum Amount
Amount * 000
Maturity Instructions * ☐ Auto Renew ☒ Close Deposit at Maturity Date
Documents Upload * No file chosen
☐ * I acknowledge that I have carefully read and accepted the applicable: Terms and Conditions

Note :
Kuwait Finance House provide different types of investment deposits. Click on link below to learn more about the deposits:
Open Fixed Deposits.
To close any fixed deposit please visit the nearest KFH Branch

- Check the information.
- Click (**Confirm**) to send the request.

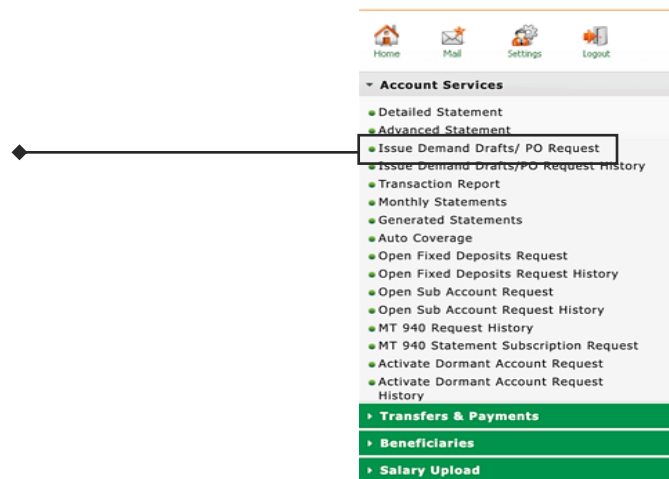
Open Fixed Deposits

Please check the information before confirming the process

Service Name	Open Fixed Deposit
Deposit Type	AL DIMAH DEPOSIT KWD 12M
From Account	XXXXXXXXX6544
Amount	5000.0 KWD
Profit Account	XXXXXXXXX6544
Maturity Instructions	Close Deposit at Maturity Date

21. Issue Demand Drafts / PO Request:

- Login with (**Initiator**) user
- Go to (**Account Services**)
- Click on (**Issue Demand Drafts / PO Request**).



- Fill in the necessary information.
- Acknowledge.
- Click (**Submit**).

Issue Demand Draft / Pay Order

Service Type * Demand Draft

Debit Account Number * XXXXXXXX6544 - Current - KWD

Account Balance : 18,762.909 KWD

Amount * . 000

Beneficiary Name *

Purposes * --- Select ---

Branch * --- Select ---

Attachments [Choose File] No file chosen

☐ I acknowledge that I have carefully read and accepted the applicable: Terms and Conditions

Submit **Clear**

Notes

- 5kd will be deducted from your account as Demand Draft / PO fees.

- Check the information.
- Click (**Confirm**) to send the request.

Please check the information before confirming the process

Service Name	Issue Demand Draft / Pay Order
Request Type	Demand Draft
Debit Account Number	XXXXXXXX6544
Amount	1000.000
Currency	KWD
Beneficiary Name	Test
Branch Name	AlShuwaikh Branch
Purposes	Expenses

Confirm **Back**

22. Issue LG Request:

- Login with **(Initiator)** user
- Go to **(Trade Finance)**
- Click on **(Issue LG Request)**
- Choose type of LG and fill in all required information



- Click on **(Next)**

A screenshot of a web form titled 'Issue LG Request'. The form contains several fields with asterisks indicating they are required: 'Type Of LG', 'Issuance Type', 'Charges debit Account', 'LG Amount', 'Currency', 'Purpose', 'Commencing Date', 'Expiry Date', 'Beneficiary Location' (with radio buttons for 'Local' and 'International'), and 'Bond delivery method'. At the bottom right of the form, there is a green button labeled 'Next'. A black arrow points from the left towards this button.

- Insert the beneficiary information then click on **(Submit)**

A screenshot of a web form titled 'Issue LG Request'. The form contains several fields with asterisks indicating they are required: 'Beneficiary Name', 'Beneficiary Address', 'Third Party' (with radio buttons for 'Yes' and 'No'), 'Client Email Address', and 'Documents Upload' (with a 'Choose File' button). At the bottom of the form, there is a checkbox labeled 'I acknowledge that I have carefully read and accepted the applicable: Terms and Conditions', which is checked. Below this checkbox are three buttons: 'Previous', 'Submit', and 'Clear'. The 'Submit' button is highlighted with a black rectangular box. A black arrow points from the left towards this box.

23. Issue LC Request:

- Login with (**Initiator**) user
- Go to (**Trade Finance**)
- Click on (**Issue LC Request**)

The screenshot shows the 'Issue LC Request' form in the online corporate banking system. The form is titled 'Issue LC' and includes a note: 'Note: Required fields are marked with an asterisk (*)'. The form is divided into two main sections: 'Issue LC Request' and 'Trade Finance'. The 'Trade Finance' section is expanded, showing options for 'LC Balances', 'LG Balances', 'Issue LG Request', 'Issue LC Request', and 'LC LG Request History'. The 'Issue LC Request' section contains the following fields:

- Type Of LC * (Dropdown menu: -- Select Value --)
- Issuance Type * (Dropdown menu: -- Select Value --)
- Charges debit Account * (Dropdown menu: -- Select Account --)
- Beneficiary Location * (Radio buttons: Local, International)
- Beneficiary Name * (Text input field)
- Beneficiary Address * (Text input field)
- Bank Name * (Text input field)
- Swift Code * (Text input field)

A 'Next' button is located at the bottom of the form.

- Choose type of LG and fill in all required information

The screenshot shows the 'Issue LC Request' form in the online corporate banking system, specifically the 'Trade Finance' section. The form is titled 'Issue LC Request' and includes a note: 'Note: Required fields are marked with an asterisk (*)'. The form is divided into two main sections: 'Issue LC Request' and 'Trade Finance'. The 'Trade Finance' section is expanded, showing options for 'LC Balances', 'LG Balances', 'Issue LG Request', 'Issue LC Request', and 'LC LG Request History'. The 'Issue LC Request' section contains the following fields:

- Beneficiary Contact Number * (Text input field)
- Client Email Address * (Text input field)
- LC Amount * (Text input field: 30000)
- Currency * (Dropdown menu: AED - UAE Dirhem)
- Draft At * (Dropdown menu: Mixed Payment)
- Mixed Payment Details * (Text input field: 200)
- Description of Goods * (Text input field)
- Last date of shipment * (Text input field: 15/06/2024)
- Expiry Date * (Text input field: 30/06/2024)
- Partial Shipment * (Radio buttons: Allowed, Not Allowed)
- Trans-shipment * (Radio buttons: Allowed, Not Allowed)
- Extra Terms and Conditions * (Text input field)
- Documents Upload * (Text input field: Choose File)

A checkbox is present for 'I acknowledge that I have carefully read and accepted the applicable: Terms and Conditions'. At the bottom, there are three buttons: 'Previous', 'Submit', and 'Clear'.

- Click on (**Next**)
- Insert the beneficiary information then click on (**Submit**)