

How to change custodian information for Rateb Card/ Pin number through CBDIB

- 1- Open iBusiness through <u>www.cbd.ae</u>.
- 2- Enter your iBusiness User ID.
- 3- Enter the PIN(4 digits) + TOKEN (6 digits number displayed on the user device)
- 4- Click on Login Button



- 5- Click on **Services** tab reflecting in the top menu.
- 6- Click on E-Forms option in the left side menu.
- 7- Choose **Product** as Rateb cards from drop down.
- 8- Choose Services as Rateb Company Amendments drop down
- 9- Choose **Request** as Rateb Company Amendment from the drop down.
- 10- Select the Charge Account from the drop down.
- 11- Select Company Account and Company Name from the drop down.

Home	Enquire	Transact	Queue		Trade & Guarantees	Services
iBusiness 04-08-2020 16:27:15 GMT +0530		A > Services > E-Forms				
		Product Name *	Rateb Cards	~		
Cheque Book Request		Service *	Rateb Company Am	nendments 🗸		
Rateb Card Activation		Request *	Rateb Company Am	nendment 🗸		
Domestic Standing Ord	er					
PCM Products		Charge Account *	1000932234 AED 0	CBD PCM 👻		
WPS Registration		Company Account *	1000932234	~		
Value Added Tax (VAT)		Company Name *	CBD PCM TEST BU	JSINESS 1 ¥		
Complaint Management		Employer Information	on			
E-Forms		Company Name *	CBD PCM TEST B	USINESS 1	Company Embossing CBD P	CM TEST BU

12- Move to Custodian Company Information section

13- Modify the Existing Custodian for card details from Card Custodian1 Name* and Card Custodian1 Mobile* 14- Modify the Existing Custodian for card details from PIN Custodian1 Name* and PIN Custodian1 Mobile*

Note: Rateb Card custodian and Rateb PIN Custodian should NOT be the same person.

PCM Products Custodian Company Information	Custodian Company Information				
WPS Registration Card Custodian1 Name* ANUSHRI CHORDIA Card Custodian1 Mobile* 0501533702					
Value Added Tax (VAT) Card Custodian2 Name Card Custodian2 Mobile Eg:05******	r				
E-Forms PIN Custodian1 Name * SIVA PALLA PIN Custodian1 Mobile * 0505373695					
Digital Documentation PIN Custodian2 Name PIN Custodian2 Mobile Eg:05******					

- 15- Check the check box for Terms and conditions.
- 16- Click on **INITIATE** to proceed further.

PCM Products		MOL ID 000000001112	Little CBD PCM Test Business 2	
WPS Registration		000000001112 EZD	CBD PCM Test Business 2 CBD PCM TEST BUSINESS 2	
Value Added Tax (VAT)	•			
Complaint Management	* Indicates mandatory fie	elds		
E-Forms	Accept <u>terms a</u>	na Conditions		
Digital Documentation				INITIATE

17- By clicking the INITIATE button, you will be navigated to the pre-confirmation screen to review the request details.18- Click on CONFIRM button

Home	Enquire	Transact	Queue	Trade & Guarantees	Services
Business 04-08-2020 16:27:15 GMT +0530		Card Custodian 1 Name	ANUSHRI CHORDIA	Card Custodian 1 Mobile Card Custodian 2 Mobiel	0501533702
Cheque Book Request	A	PIN Custodian 1 Name	SIVA PALLA	PIN Custodian 1 Mobile	0505373695
Rateb Card Activation		PIN Custodian 2 Name		PIN Custodian 2 Mobile	
Domestic Standing Order					
International Standing Order		Account Information	1		
PCM Products		Account Number	1000932234	Account Type	CCA24
WPS Registration		Account Branch	99	Account Branch Name	Head Office
Value Added Tax (VAT)	0	Branch Phone		RIM	983200
Complaint Managemen	t				
E-Forms					
Digital Documentation					BACK CONFIRM

19- System will prompt you to the RSA token screen where you can enter the token code (PIN + 6 digits number displayed on the device). Click on **SUBMIT** button to complete the action.



	Home	Enquire	Transact	Queue	Trade & Guarantees	Services
iBusiness 04-08-2020 16:27:15 GMT +0530		15 GMT +0530	A	vith the code displayed on y	our RSA token:	
Cheque Book Request		A	D 6 4 Tokon 5			
	Rateb Card Activation		RSA Token *			
Domestic Standing Order		er	* indicates mandatory fields.			SUBMIT
	International Standing O	rder				
	PCM Products					
	WPS Registration					
	Value Added Tax (VAT)	•				
	Complaint Management					
	E-Forms					