

<u>User Guide – iBusiness eForm Trade License Update</u>

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

ي Co	بنك دبي النجــــار ommercial Bank of Dubai		♥ Location
	Business		
	Login	New User? Prequently Asked Questions Login Trouble	
West	PIN+Token	Live Chat	
× 13		Contact Us	
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4. Click on **Services** Tab at the top

بلك ديو الأجساري Commercial Bank of Dubai	\land				Welcome, induser induser Last logged on 28-01-2020 16:00:30
Home	Enquire	Transact	Queue	Trade & Guarantees	Services
CBD Bu	siness 58 GMT +0400	番 > Services > E-Forms	•		

5. Select eForm



- 6. Select **Product Name**: Trade License
- 7. Select Service: Trade License
- 8. Select Request: Trade License

Home	Enquire	Transact	Queue	Trade & Guarantees	Services
CBDiBu	siness	∰ → Services → E	Forms		
11-03-2020 10:30.	56 GNIT -0400	Product Name *	Trade License	*	
Cheque Book Request	·	Service *	Trade License	¥	
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9. Select the expired Trade License from the list.

Home	Enquire	Transact	Queue	Т	rade & Guarantees		Services
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nternational Standing Or	rder	RIM Tide	Trade License No.	Current Expiry date	New Expiry date	Attachment 1	Attachment 2
Aailbox							
PCM Products		Co.LLC	10880	05-02-2019	۵ (Upload	Upload

10. Update the new Expiry Date and upload the copy of the valid trade License

Home	Enquire	Transact	Queue	т	rade & Guarantees		Services
	usiness	盛 > Services > E-For	ms				
		Product Name *	Trade License	•			
Cheque Book Request	r î	Service *	Trade License				
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International Standing	Order	RIM TIDe	Trade License No.	Current Expiry date	New Expiry date	Attachmont 1	Attachment 2
Mailbox		DULUD KARA A			7		
PCM Products		Co.LLC	10880	05-02-2019	首	Upload	Upload

11. Accept Terms and Conditions and click Initiate.

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	Internal Standing Order	* Indicates mandatory fields Company embossing name should be same as the company name.	
		I Accept Terms and Conditions	
			INITIATE
12. C	lick Confirm		
		Notes	
		т ВАСК	CONFIRM

13. You will be redirected to the RSA token screen where you can enter the token code (PIN + 6 digits number displayed on the device).

International Standing Order	^	R\$A Token *	
PCM Products			
WPS Registration		* indicates mandatory helds.	SU
Value Added Tax (VAT)	\odot		
Complaint Management	_		
E-Forms			
Digital Documentation	_		
Internal Standing Order			

- 14. Post submission, the request will be reviewed by the bank before the system is updated.
- 15. Once the request is completed from the bank side, the status will be updated in iBusiness.