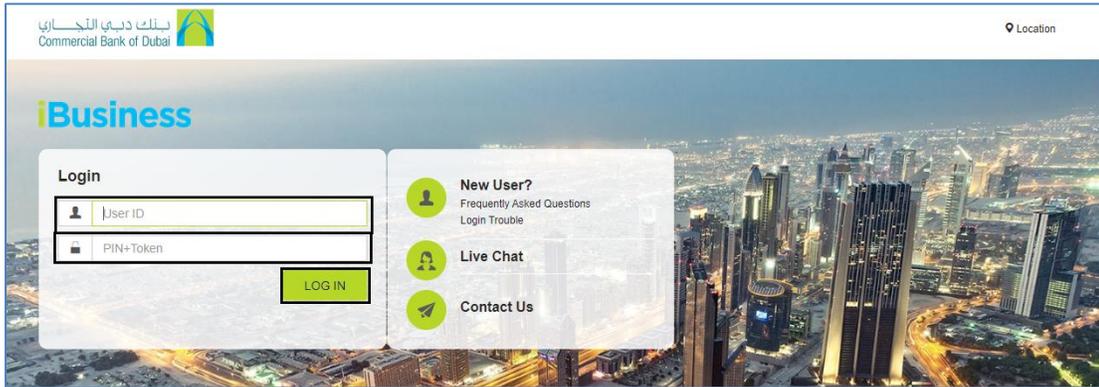




User Guide – iBusiness eForm Trade License Update

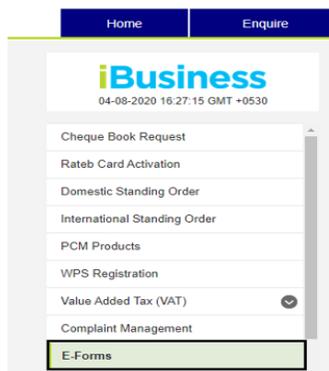
1. Open the website: <https://www.cbd.ae/iBusiness/channel.jsp>
2. Enter Your Admin or User ID and enter the PIN(4 digits) + Token (6 digits number displayed on the user device)
3. Click on Login Button



4. Click on **Services** Tab at the top



5. Select **eForm**



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



9. Select the expired Trade License from the list.

The screenshot shows the 'E-Forms' section of the CBDiBusiness portal. The 'Product Name', 'Service', and 'Request' dropdowns are all set to 'Trade License'. Below, a table lists trade licenses. The first row is selected, showing 'RIM NO 10880 & Co.LLC' with a 'Trade License No.' of 10880 and a 'Current Expiry date' of 05-02-2019. There are 'Upload' buttons for 'Attachment 1' and 'Attachment 2'.

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

This screenshot is similar to the previous one, but the 'New Expiry date' field in the table is now empty and highlighted with a black box. The 'Attachment 1' and 'Attachment 2' 'Upload' buttons are also highlighted with black boxes.

11. Accept Terms and Conditions and click Initiate.

The screenshot shows the 'Accept Terms and Conditions' section. A checkbox labeled 'I Accept Terms and Conditions' is checked and highlighted with a red box. To the right, the 'INITIATE' button is also highlighted with a red box.

12. Click Confirm

The screenshot shows the 'Notes' section at the bottom of the form. The 'CONFIRM' button is highlighted with a black box.

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).

The screenshot shows the 'RSA Token' input field, which is highlighted with a black box. Below it, the 'SUBMIT' button is also highlighted with a black box.

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.