File Format Instructions
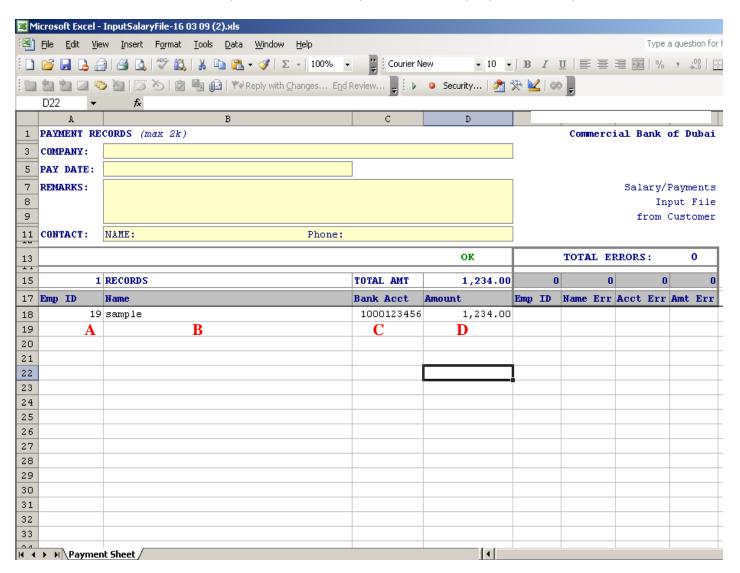## Internal CBD Salary (For CBD Accounts only)

I.   Instruction to create Internal CBD Salary File

1. COMPANY: Name of the company.
2. PAY DATE: Payment Value Date (current or future date)
3. REMARKS: Any Special instructions or remarks
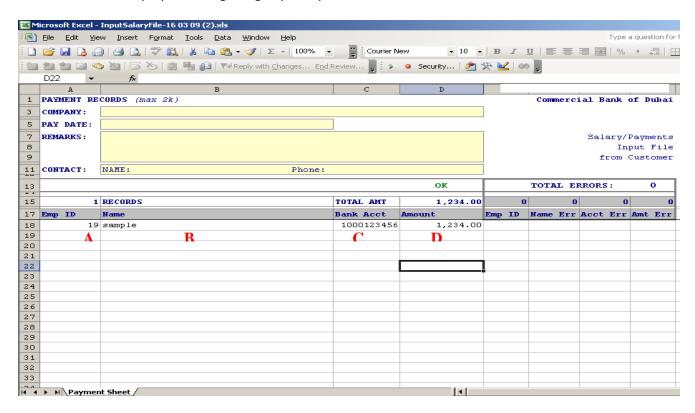4. CONTACT: Name: Phone:

   Give the Contact name and the phone number of the person in the company in case of any clarifications.

5. **Emp ID**: Provide the employee ID. If employee ID is not available, then serial number can be given.

6. **Name**: Write the name of the employee as per the A/C Title.

7. **Bank Acct**: New CBD account numbers to be provided (maximum length 10 characters), with no special characters (e.g : < - >, < / >, < space >, < branch id >, < . >, <CK/ SV>, < # >). Any wild characters in the account number field would not be accepted.

8. **Amount**: Fill in the salary amount not exceeding 2 decimal places, no rounding off of amounts and no currency code i.e. < AED >. If the employee is not getting any salary either fill in 0.00 or omit them from the list.

II.   Important Instructions:

1. Do not modify the file or add any extra lines or hide rows between each beneficiary

2. Do not modify the salary format as this would be directly loaded in the system for faster processing

3. All field are mandatory in the file

4. Any discrepancy in the account name, account number or the amount would be customer's responsibility.