

ProCash Cheque Book Request

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1. Cheque Book Request

This guide provides you with an explanation on how to raise a cheque book request in ProCash. For more information on other ProCash modules or other payment types, please refer to their respective guides.

1.1 Initiation

To initiate a cheque book request you must go to the Initiation page of “Cheque Book Request” module and for that you should follow the below steps (image 1):

- i) Select “Account Services” on the left panel
- ii) Select “Cheque book Request” under Cheque Services
- iii) Select “Initiate”

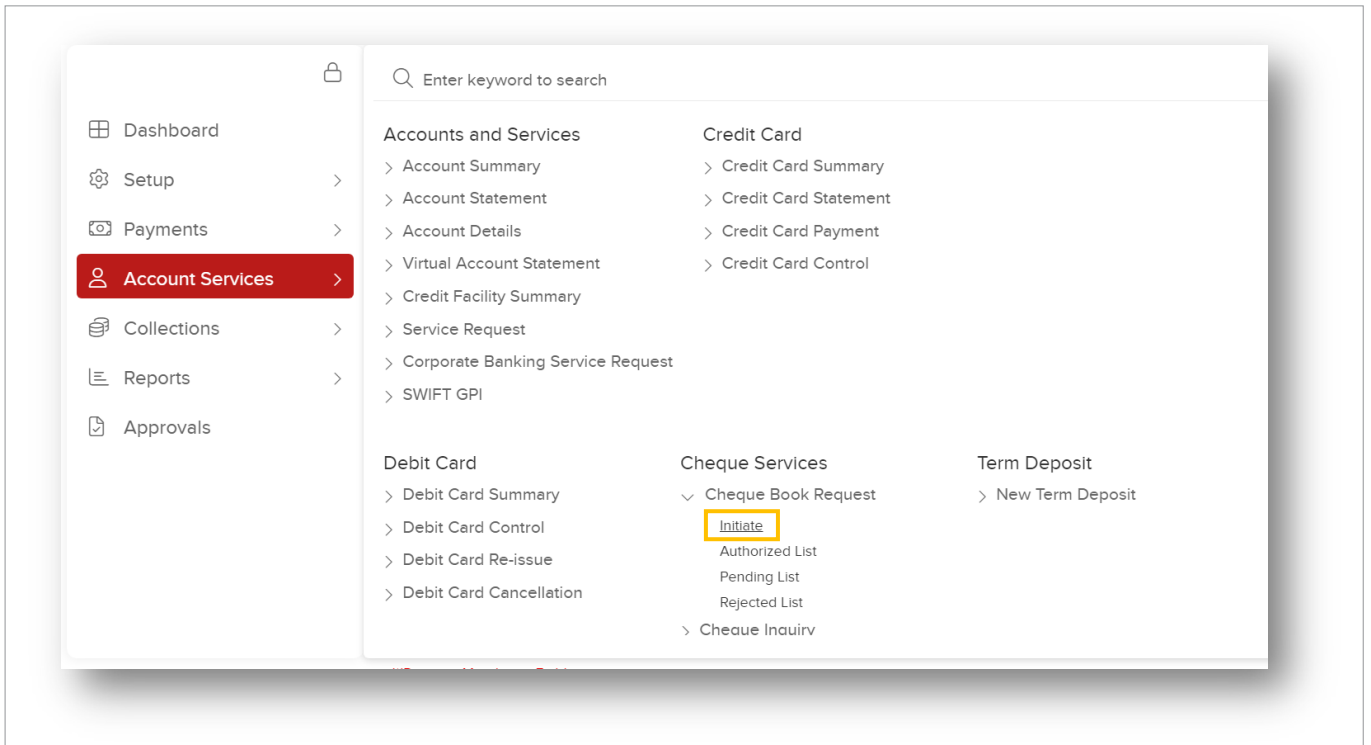


Image 1 – Cheque Book Request | Initiate option

When landing on the initiation page (image 2) you will be asked to provide the following mandatory details:

- Account number / IBAN for which you need cheque book(s).
- Number of cheque books – Maximum 10 cheque books can be requested per request.
- Collector's name – person who is going to collect the cheque book upon receiving the courier.
- Collector's mobile number to facilitate courier representative to contact the collector.
- Collector's ID proof under the designated person's photo ID which will be validated by courier representative against the physical ID while delivering the shipment.
- ID number of the selected ID proof.

The screenshot shows a web form titled "Request Details" and "Collector Details".

Request Details:

- Account Selection:** Radio buttons for "Account Number" and "IBAN" (selected). A dropdown menu shows "IBAN*" and "Account Title".
- Number of Cheque Books*:** A dropdown menu.
- Collection Mode*:** A dropdown menu showing "Courier to...".

Collector Details:

- Collector's Name*:** A text input field.
- Mobile Number*:** A text input field with a country code dropdown set to "+971".
- Designated Person's Photo ID*:** A dropdown menu with a search icon. The search results are: "Emirates ID (EIDA)", "Passport", and "UAE Driving License".
- ID Number*:** A text input field.

DISCLAIMER:
**Denotes Mandatory Fields
In case the above - mentioned designated person for delivery is not available to receive the cheque book(s), the Bank reserves the right to contact the collector's mobile number to re-route the shipment accordingly. The expected delivery time of the security item is minimum 3 business days (for local delivery).

Image 2 – Cheque Book Request | Initiate Page

Once all the details are given, click on the "Review" button to review all the details then press Submit. Post submission, the bank will be instructed about it and the Cheque Book is delivered (image 3).

If you are a Super user, the request will land in authorized entries. In case you are a maker then the request will land in pending entries for further approval of the checker.

Request Details

Account Selection	IBAN	Account Title
IBAN	AE12345678919111213	INTERNET BANKING PROJECT DUMMY AC1
Number of Cheque Books	Collection Mode	
1	Courier to...	

Collector Details

Collector's Name	Mobile Number	Designated Person's Photo ID
Frederico	+971 - 123456789	Passport
Id Number		
CB123456		

DISCLAIMER
*Denotes Mandatory Fields
 In case the above - mentioned designated person for delivery is not available to receive the cheque book(s), the Bank reserves the right to contact the Authorized Signatory at the registered telephone/ mobile number to re-route the shipment accordingly. The expected delivery time of the security item is minimum 3 business days (for local delivery).
 Please note that the type of cheque book allocated may be changed depending on your Client profile.

I hereby declare that I have read, understood and agreed to be bound by the Banks Terms and Conditions pertaining to cheque book. The Bank will debit the charges and commissions to my account for processing the Cheque Book Issuance Request as published on adcb.com and amended from time to time at the discretion of the Bank. I also acknowledge that the rates may differ from rates provided to other customers of the Bank and may be withdrawn or changed without prior notice.

CANCEL **PREVIOUS** **SUBMIT**

Image 3 – Cheque Book Request | Review page

1.2. Authorized List

To view the list of authorized requests, you must first follow the below steps (image 4):

- i) Select "Account Services" on the left panel
- ii) Select "Authorized List" under Cheque Book Request

Authorized List (57) | Pending List (93) | Rejected List (55) | + INITIATE

Authorized List

Reference Number	Request Date	Account No/IBAN	Number of Cheque Books	Collection Mode	Collector's Name	Actions
27: 045	22-Apr-2024 11:31:42	31 01	6	Courier to...	DFF	🔍
27: 028	02-Apr-2024 12:27:23	31 01	1	Courier to...	JAN KARLO BIASSBAS	🔍
27: 006	30-Mar-2024 10:18:31	31 01	10	Courier to...	MARY	🔍
27: 067	08-Jul-2023 13:05:13	31 01	1	Courier to...	JAY HERMOSO	🔍
27: 144	31-May-2023 11:44:23	31 01	2	Courier to...	Ali Salem	🔍
27: 189	01-May-2023 18:11:22	31 02	1	Courier to...	dsfsdf	🔍
27: 107	19-Feb-2022 21:16:11	31 03	6	Courier to...	RES	🔍
27: 106	19-Feb-2022 21:12:55	31 01	2	Courier to...	TEST1	🔍
27: 126	10-Dec-2020 21:56:32	31 01	1	Courier to...	maddy	🔍
27: 108	19-May-2020 12:25:46	31 01	1	Courier to...	Meddy	🔍

Image 4 – Cheque Book Request | Authorized List Option

In the Authorized List, you can see a list in a table format with all authorized requests. On the action column you can view the details of the request (image 4).

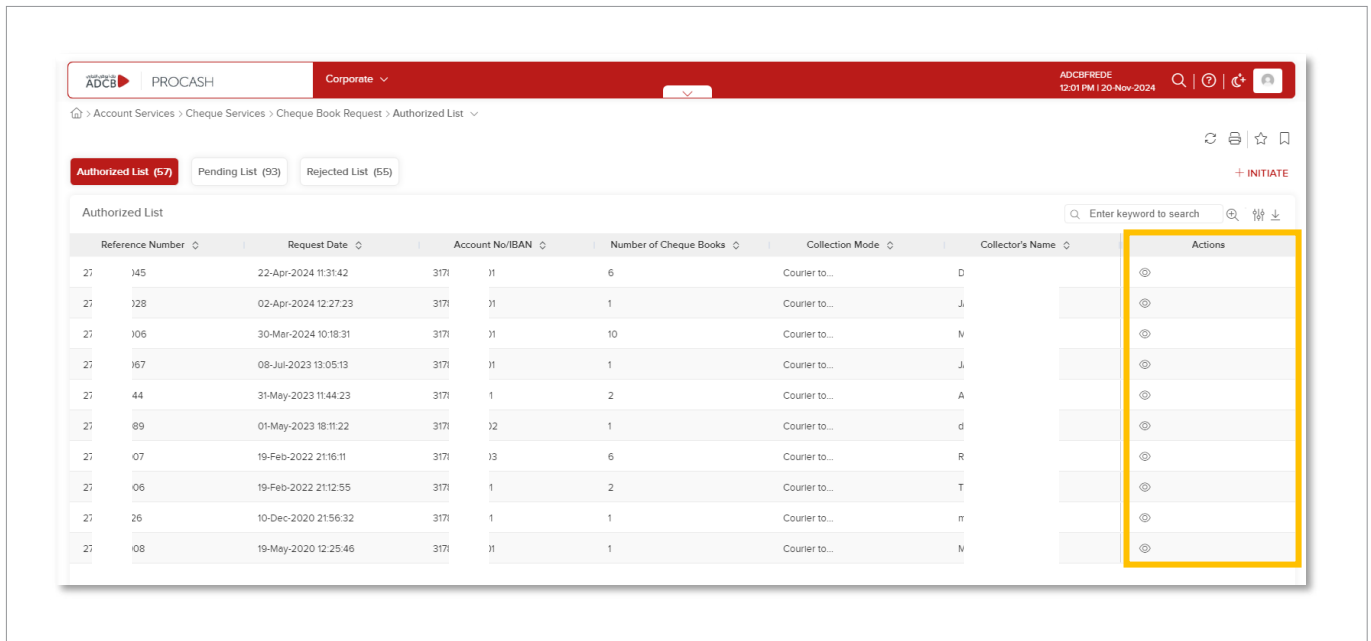


Image 4 – Cheque Book Request | Authorized List page

1.3. Pending List

To view the list of Cheque Book requests that are pending for any action (like approving or rejecting), you must follow the below steps (image 5):

- i) Select "Account Services" on the left panel
- ii) Select "Pending List" under Cheque Book Request

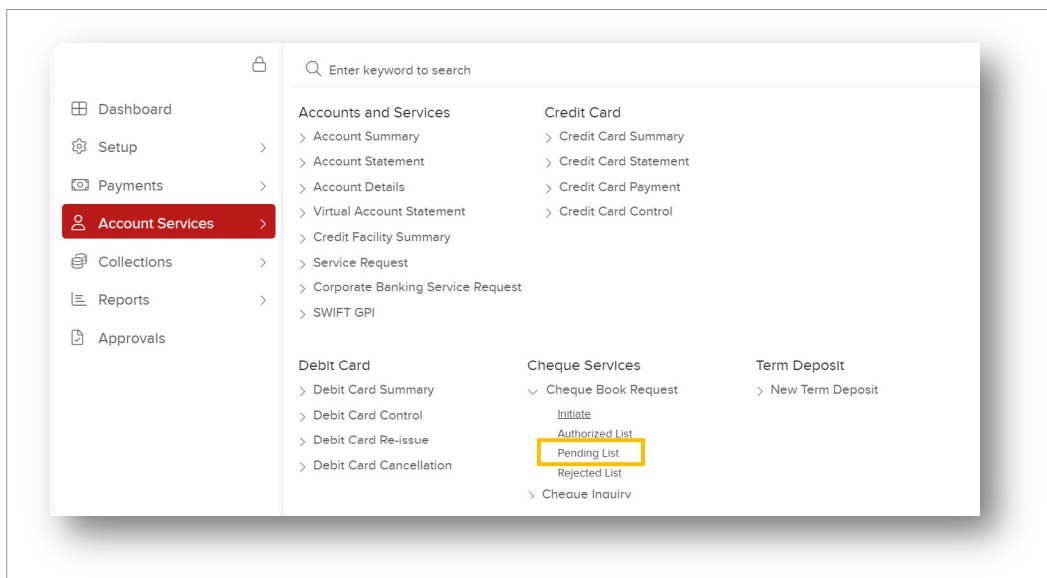


Image 5 – Cheque Book Request | Pending List

In the Authorized List, you can see a list in a table format with all authorized requests. On the action column you can (image 6):

- View the details of the request by selecting the Eye icon
- Edit the Cheque Book request details by selecting the Edit icon
- Approve the Cheque Book request by selecting the Check icon
- Reject the Cheque book request by selecting the Cross icon
- Delete the request by selecting the Bin icon

The screenshot shows the PROCASH interface for the Pending List. The top navigation bar includes the ADCB logo, PROCASH text, and a Corporate dropdown menu. The breadcrumb trail indicates the path: Account Services > Cheque Services > Cheque Book Request > Pending List. There are three tabs: Authorized List (57), Pending List (93), and Rejected List (55). The Pending List tab is active. A search bar is present with the text 'Enter keyword to search'. The table below lists 12 pending requests with the following columns: Reference Number, Request Date, Account No/IBAN, Number of Cheque Books, Collection Mode, Collector's Name, and Actions. Each row includes a checkbox and icons for view, edit, approve, reject, and delete.

Reference Number	Request Date	Account No/IBAN	Number of Cheque Books	Collection Mode	Collector's Name	Actions
2: 147	06-Nov-2024 13:20:35	31 101	1	Courier to...	NAIEMEDMF	View, Edit, Approve, Reject, Delete
2: 100	09-Oct-2024 19:31:11	31 101	1	Courier to...	CARL MENDES	View, Edit, Approve, Reject, Delete
2: 080	09-Oct-2024 16:28:31	31 105	1	Courier to...	FF	View, Edit, Approve, Reject, Delete
2: 1068	26-Aug-2024 15:18:23	31 101	2	Courier to...	6GTDD	View, Edit, Approve, Reject, Delete
2: 035	17-Aug-2024 00:25:42	31 01	10	Courier to...	MHMD AYMN	View, Edit, Approve, Reject, Delete
2: 024	01-Aug-2024 12:11:19	31 101	1	Courier to...	MARY	View, Edit, Approve, Reject, Delete
2: 034	31-Jul-2024 12:10:11	31 101	1	Courier to...	KASIM	View, Edit, Approve, Reject, Delete
2: 1053	30-Jul-2024 14:44:45	31 105	1	Courier to...	TT	View, Edit, Approve, Reject, Delete
2: 074	18-Jul-2024 17:07:43	31 101	1	Courier to...	VIDYA	View, Edit, Approve, Reject, Delete
2: 152	11-Jun-2024 12:48:13	31 101	1	Courier to...	SAEED	View, Edit, Approve, Reject, Delete

Image 6 – Cheque Book Request | Pending List page

1.4. Rejected List

To view the list of Cheque Book requests that have been rejected, you must follow the below steps (image 7):

- i) Select "Account Services" on the left panel
- ii) Select "Rejected List" under Cheque Book Request

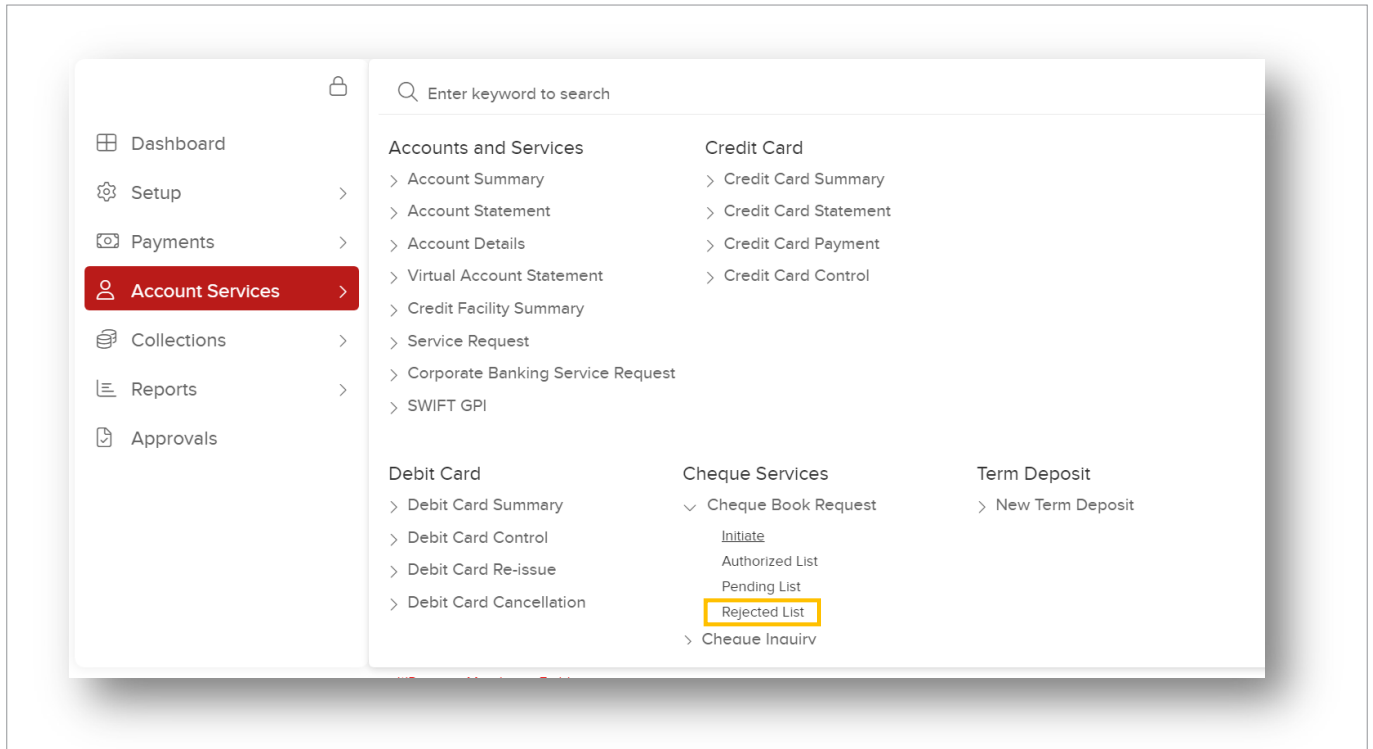


Image 7 – Cheque Book Request | Rejected List

In the Authorized List, you can see a list in a table format with all authorized requests. On the action column you can (image 8):

- View the details of the request by selecting the Eye icon
- Submit again the request by selecting the Arrow icon
- Accept the rejection by selecting the Check icon

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Account Services > Cheque Services > Cheque Book Request > Rejected List

Authorized List (57) Pending List (93) **Rejected List (55)** + INITIATE

Rejected List

Reference Number	Request Date	Account No/IBAN	Number of Cheque Books	Collection Mode	Collector's Name	Reject Reason	Actions
27 005	19-Feb-2022 21:11:01	31' 1001	2	Courier to...	TESTTAI	Test	⊞ ⊞ ⊞
27 019	30-May-2021 17:34:43	31' 001	1	Courier to...	mohamed	Test	⊞ ⊞ ⊞
27 002	25-Oct-2020 09:24:19	31' 1001	1	Courier to...	dfhgjhjk	Rejected	⊞ ⊞ ⊞
27 009	23-Jan-2020 14:23:00	31' 001	2	Courier to...	ADSFSA	Test	⊞ ⊞ ⊞
27 129	16-Jan-2020 19:37:59	31' 001	1	Courier to...	Madhavi	Test	⊞ ⊞ ⊞
27 016	05-Sep-2019 19:31:25	31' 001	1	Courier to...	dg.dksdjkfjksdkifj	Rejected	⊞ ⊞ ⊞
27 015	05-Sep-2019 19:30:39	31' 001	1	Courier to...	sdsfdis	Test	⊞ ⊞ ⊞
27 110	15-Aug-2019 18:17:43	31' 001	1	Courier to...	Madhavi	Test	⊞ ⊞ ⊞
27 109	14-Feb-2019 13:51:03	31' 001	1	Courier to...	Madhavi	TESTBQQ	⊞ ⊞ ⊞
27 108	14-Feb-2019 13:49:51	31' 001	1	Courier to...	Madhavi	TESTBQQ	⊞ ⊞ ⊞

Image 8 – Cheque Book Request | Rejected List page

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