

# DUBAI CUSTOMS Online Bank Account User's Manual

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## **DOCUMENT DETAILS**

# **Document Information**

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### **1** Introduction

All companies that wish to open an Online Bank Account with Dubai Customs can do it through Dubai Trade Login. Customer can also Amend/Update their account details from this service.

It is highly recommended to make sure:

- Accurate Bank Account Details are given
- Clear scanned copies (from the originals) of all requested documents must be uploaded.

# 2 Online Bank Account

### 2.1 New Bank Account

- Go to <u>www.dubaitrade.ae</u>
- Login into your Dubai Trade Portal Account

میکانیکری UBAITRADE	24/2	600 55 55 54 7 Customer Service Support from Dubal Trade
ervice Centre Knowledge Centre Media C	entre Toolbox About	yournewhabit
	Login details	
	lisername	
	O Ser name	
	Password	
	Sign In	
	Forgot Password?	
Go to Request		
	-	
Click on Bank Ac	count Request	
	count Request	
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Message Centre	Welcome to Dubai Trade Message Co	entre
Message Centre	Welcome to Dubai Trade Message Co	entre
Message Centre	Welcome to Dubai Trade Message Co	entre
Message Centre	Welcome to Dubai Trade Message Co	entre
Message Centre	Welcome to Dubai Trade Message Co	entre
Message Centre           View By Service           Amend           Cancel	Welcome to Dubai Trade Message Co	entre
Message Centre   Message Centre   Amend Cancel Documentation Services DONOTUSE	Welcome to Dubai Trade Message Co     No messages to display in this folder	entre
Message Centre  Logout  /iew By Service  Amend Cancel Documentation Services DONOTUSE Download	Welcome to Dubai Trade Message Co     No messages to display in this folder	entre
Message Centre   Message Centre	Welcome to Dubai Trade Message Co     No messages to display in this folder	entre
Message Centre	Welcome to Dubai Trade Message Co	entre
Message Centre  Message Centre  Amend Cancel Documentation Services DONOTUSE Download Enquiry Inspection Request LogiGate	Welcome to Dubai Trade Message Co	entre
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Message Centre	Welcome to Dubai Trade Message Co No messages to display in this folder No messages to display	entre

The following page will be displayed

Welcome CnPUAT C0092-Clearing Agent-CnPUAT01 Message Centre (4)	Request (Create n	ew bank account)			
Logout	Bank Account Details				
View By Service	Consignee Type	Clearing Agent	Consignee Code	C0092	
Amend	oonoignoo typo	ologing Agone	Consigned Code	00001	
Cancel	Consignee Name	CNPUAT01TEST			
🖲 Cargo Booking					
Customer Suggestion	Assessment Numbers * [		Park Name & Diana a L		
DONOTUSE	Account Number		Dank Name Please Selec	ct	•
Download	Valio	late Account			
Enquiry					
🖲 Hamriya					

### • Enter the Bank Account Number

quest (Create n	ew bank account)			
ank Account Details				
Consignee Type	Clearing Agent	Consignee Code	C0092	
Consignee Name	CNPUAT01TEST			

### • Select the Bank Name from the list

ank Account Details				
Consignee Type	Clearing Agent	Consignee Code	C0092	
Consignee Name	CNPUAT01TEST			
Account Number *		Bank Name * Pleas	e Select	

### • Then click Validate Account

equest (Create r	new bank account)			
Bank Account Details				
Consignee Type Consignee Name	Clearing Agent CNPUAT01TEST	Consignee Code	C0092	
Account Number * 123		Bank Name * ABN AM	IRO BANK, ABUDHABI	
Va	lidate Account			L

NOTE: If the entered information is valid, remaining fields will display to enter

Request (Crea	ite new bank account)			
Bank Account Detai	S			
Consignee Type	Clearing Agent	Consignee Code	C0092	
Consignee Name	CNPUAT01TEST			
Account Number*	102	Bank Name *		
Account Number	Validate Account	Account Name *	CNPUAT01TEST	
			(As per Bank Name)	
IBAN *		Confirm IBAN *		
	□ Is this a Default Account			
	Is this Bank Account Active			
	Upload Documents			
	Su	bmit Clear		

### • Enter the Account Name (As per Bank Name)

#### Request (Create new bank account)

Bank Account Detail	ls			
Consignee Type	Clearing Agent	Consignee Code	C0092	
Consignee Name	CNPUAT01TEST			
Account Number *	123	Bank Name *	ABN AMRO BANK, ABUDHABI	•
	Validate Account	Account Name *	CNPUAT01TEST	
			(As per Bank Name)	
IBAN *		Confirm IBAN *		
	□ Is this a Default Account			
	✓ Is this Bank Account Active			
	Upload Documents			
	Submit	Clear		

#### • Enter the IBAN #

#### Request (Create new bank account)

Bank Account Deta	ils				
Consignee Type	Clearing Agent		Consignee Code	C0092	
Consignee Name	CNPUAT01TEST				
Account Number	* 123		Bank Name *		
, locount Humber	Validate Account		Account Name *	CNPUAT01TEST	
	Validate Account			(As per Bank Name)	
IBAN	*		Confirm IBAN *		
	□ Is this a Default Account				
	✓ Is this Bank Account Active				
	Upload Documents				
		Submit	Clear		

• Confirm the IBAN #

R	equest (Crea	ate new bank account)				
	Bank Account Detai	ils				
	Consignee Type	Clearing Agent		Consignee Code	C0092	
	Consignee Name	CNPUAT01TEST				
	Account Number *	123		Bank Name *	ABN AMRO BANK, ABUDHABI	•
		Validate Account		Account Name *	CNPUAT01TEST	
	IBAN '	•		Confirm IBAN *	(As per Bank Name)	
		□ Is this a Default Account Is this Bank Account Active				
		Upload Documents				
			Submit	Clear		

• Select if this is a Default Account and if this Bank Account is Active

R	equest (Crea	te new bank account)				
	Bank Account Detail	S				
	Consignee Type	Clearing Agent		Consignee Code	C0092	
	Consignee Name	CNPUAT01TEST				
	Account Number *	103		Bank Name *		
		Validate Account		Account Name *	CNPUAT01TEST	
	]	Valuate Account			(As per Bank Name)	
	IBAN *			Confirm IBAN *		
		□ Is this a Default Account ✓ Is this Bank Account Active				
		Upload Documents				
			Submit	Clear		

### • Click Upload Documents

#### Request (Create new bank account)

Bank Account Details				
Consignee Type	Clearing Agent	Consignee Code	C0092	
Consignee Name	CNPUAT01TEST			
Account Number * 123		Bank Name *	ABN AMRO BANK, ABUDHABI	
Val	idate Account	Account Name *	CNPUAT01TEST	
			(As per Bank Name)	
IBAN *		Confirm IBAN *		
□ Is th	is a Default Account			
Is the second s	is Bank Account Active			
Uplo	ad Documents			
		Submit Clear		

Reque	Document Upload	
Bank Ac Consign	Only file types of jpg, jpeg & pdf are allowed to upload. Attachments should be in colour	
Consigr	Document Type * Trade Licenses Select File * Browse	
Acc	Upload X Done	
	IBAN *     ABS111111111111111111111111111111111111	
	Uptoad Documents	

NOTE: Upload Trade License Copy and Bank Statement OR Letter from Bank

• Then click Submit

Request (Cre	eate new bank account)				
Bank Account Det	ails				
Consignee Type	Clearing Agent		Consignee Code	C0092	
Consignee Name	CNPUAT01TEST				
Account Number	r* 123		Bank Name *	ABN AMRO BANK, ABUDHABI	
	Validate Account		Account Name *	CNPUAT01TEST	
				(As per Bank Name)	
IBAN			Confirm IBAN *		
	□ Is this a Default Account				
	✓ Is this Bank Account Active				
	Upload Documents			-	
		Submit	Clear		

#### • Confirmation Message will be displayed

#### Acknowledge Bank Account

Your request has been submitted for approval					
Request Number Bank Name IBAN	58 ABN AMRO BANK, ABUDHABI ABS1111111111111111123	Account Number Account Name	123 CNPUAT01TEST		
	View	Email			

• Click View to View/Print the Request OR Email to email a confirmation to yourself

Request Details					
Request Number	58	Request Date	28-Sep-17		
Account Number	123	Account Name	CNPUAT01TEST		
Bank Name	ABN AMRO BANK, ABUDHABI	IBAN	ABS111111111111	1111123	
Default Account	No	Account Status	Active		
Request Status	Pending	Request Status Date	28-Sep-17		
ocument Name				Format	View
BA_58_22_CannotinsertNULL	docsnotclearedandsubmittingnewrequest.jpg			jpg	*
BA 58 29 UploadformatDT.j	Pg			ipq	초

# 2.2 Amend Bank Account

- Go to <u>www.dubaitrade.ae</u>
- Login into your Dubai Trade Portal Account

Search Q	Home   Contact Us   Shopping Cart
aujuali trade	600 55 55 54 24/7 Customer Service Support from Dubal Trade
Service Centre Knowledge Centre Media Cen	tre Toolbox About yournewhabit
	Login details Username Password Sign In Forgot Password?
<ul> <li>Go to Amend</li> <li>Click on Bank Actinguate</li> <li>Message Centre</li> </ul>	count Amend Welcome to Dubai Trade Message Centre
Logout View By Service Amend • eClaim Amend • Account Opening • Amend ECertificates	No messages to display in this folder
Amend No Objection Certificate     Amend Refund Request CU     Amend Shipping Note     Amend Stuffing Tally Sheet     Bank Account Amend	

### The following page will be displayed

Amend Request			
Request Number 🕻	Search	Clear	

### • Enter the Request Number and click Search

Ame	nd Request			
	Request Number 1		]	
		Search	Clear	

### The following page will be displayed showing request details

 Make the needful amendments/updates and click Submit to send the request for Approval
 Bank Request Details

Consignee Type	Clearing Agent	Consignee Code	C0092		
Consignee Name	CNPUAT01TEST				
Request Number	58	Request Date	28-Sep-17		
Request Status	Pending	Request Remarks			
Request Status Date	28-Sep-17				
Account Number * 123		Bank Name * ABh	N AMRO BANK, ABUDHABI		•
Validat	e Account	Account Name * CNF	PUAT01TEST		
		(As	(As per Bank Name)		
IBAN * ABS11111	111111111111123	Confirm IBAN * ABS	1111111111111111123		
□ Is this a	a Default Account				
☑ Is this E	Bank Account Active				
Document Type	File Name			View	Delete
Frade Licenses	CBA_58_22_Cannotinse	ertNULL-docsnotclearedandsubmittingnewrequest.jpg		*	×
Bank Stmt OR Letter From Bank	CBA_58_29_Uploadform	natDT.jpg		*	×
Upload	Documents				
opioud					
	Submit	Reset Back			

### 2.3 Enquiry Bank Account

- Go to <u>www.dubaitrade.ae</u>
- Login into your Dubai Trade Portal Account

میں DUBAI TRADE		600 55 24/7 Customer Service Su	No: 55554 Sport from Dubai/Trade
Service Centre Knowledge Centre Media Centre	Toolbox About		yournewhabit
	Login details Username Password Sign In Forgot Password?		
<ul> <li>Go to Enquiry</li> <li>Click on Bank Accord</li> <li>Message Centre</li> <li>Logout</li> <li>View By Service</li> </ul>	unt Enquiry <b>Welcome to Dubai Trac</b>	le Message Centre	
Amend     Cancel     Documentation Services     DONOTUSE     Download	No messages to display in this folder		
Enquiry R-two Claim Enquiry Account Opening Bank Account Enquiry			

The following page will be displayed

Enquire Bank /	Account			
Search				
Enquire On	Existing Bank Account Existing Bank Account Submitted Requests	<b>Q</b> Oburen	 Create New Request	

NOTE: Enquiry can be done for Existing Bank Account Details and also for Submitted Requests. Amendment/Updating of Existing Bank Account Details is also possible from Enquiry.

Select Existing Bank Account and click Search
Enquire Bank Account
Search
Enquire On Existing Bank Account  Existing Bank Account  Submitted Requests  Create New Request

The following page will be displayed

nquire Bank Account							
Search							
Enquire O	n Existing Bank Account						
		Q Search	Clear Create	New Request			
Consignee Type	Clearin	g Agent	Consignee Code	C0092			
Consignee Name	CNPUA	T01TEST					
Account Number	Account Name	IBAN		Default Account	Account Status	View	Modify
4444	CNPUAT01TEST	1111111111111114444		Yes	Active	₽	2
111	CNPUAT01TEST	1111111111111111111111111111		No	Active	₽	2
123	CNPUAT01TEST	ABS111111111111111111123		No	Active	₽	Ø
555	UPDATE	4444444444444444111555		No	Inactive	₽	Ø
909	CNPUAT01TEST	111111111111111111111909		No	Inactive		Ø
111	CNPUAT01TEST	000000000000000000000000000000000000000	111	No	Active	₽	

• Click on to View the Account Details

Account Details			
Account Number	4444	Account Name	CNPUAT01TEST
Bank Name	ABUDHABI COMMERCIAL BANK, AL AIN	IBAN	IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
Default Account	Yes	Account Status	Active

• Click on to Modify the Account Details

### Request (Modify existing bank account)

Bank Account Detail	S		
Consignee Type	Clearing Agent	Consignee Code	C0092
Consignee Name	CNPUAT01TEST	Account Number	4444
Bank Name	ABUDHABI COMMERCIAL BANK, AL AIN		
Account Name *	CNPUAT01TEST	IBAN *	114444
	(As per Bank Name)		
Confirm IBAN *	11111111111111114444	IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	
		✓ Is this	Bank Account Active
	Upload Documents		
	Submit	Reset Back	



www.dubaitrade.ae