



دبي التجارة
DUBAI TRADE

DUBAI CUSTOMS Online Bank Account User's Manual

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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.

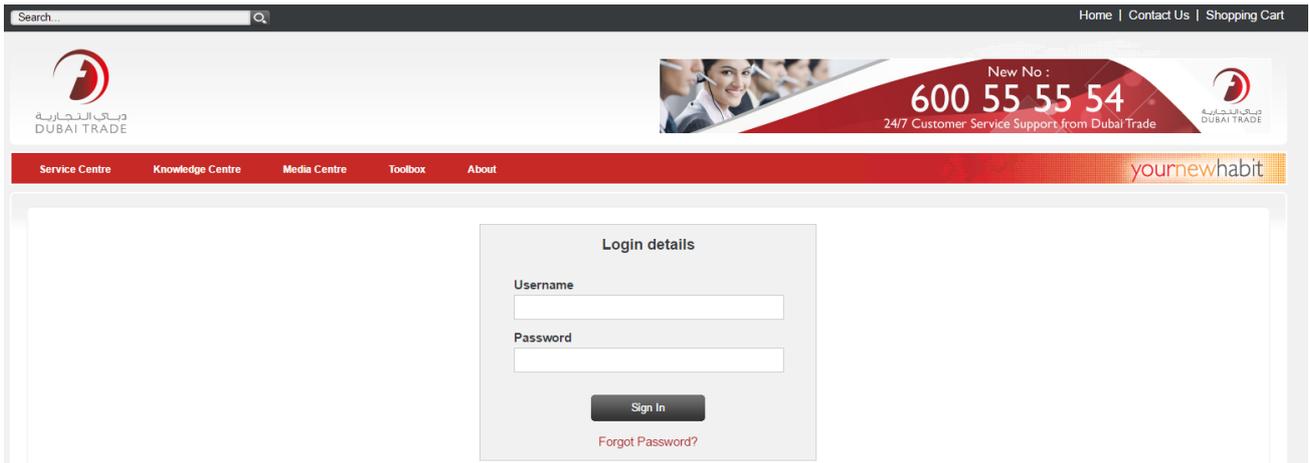
It is highly recommended to make sure:

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

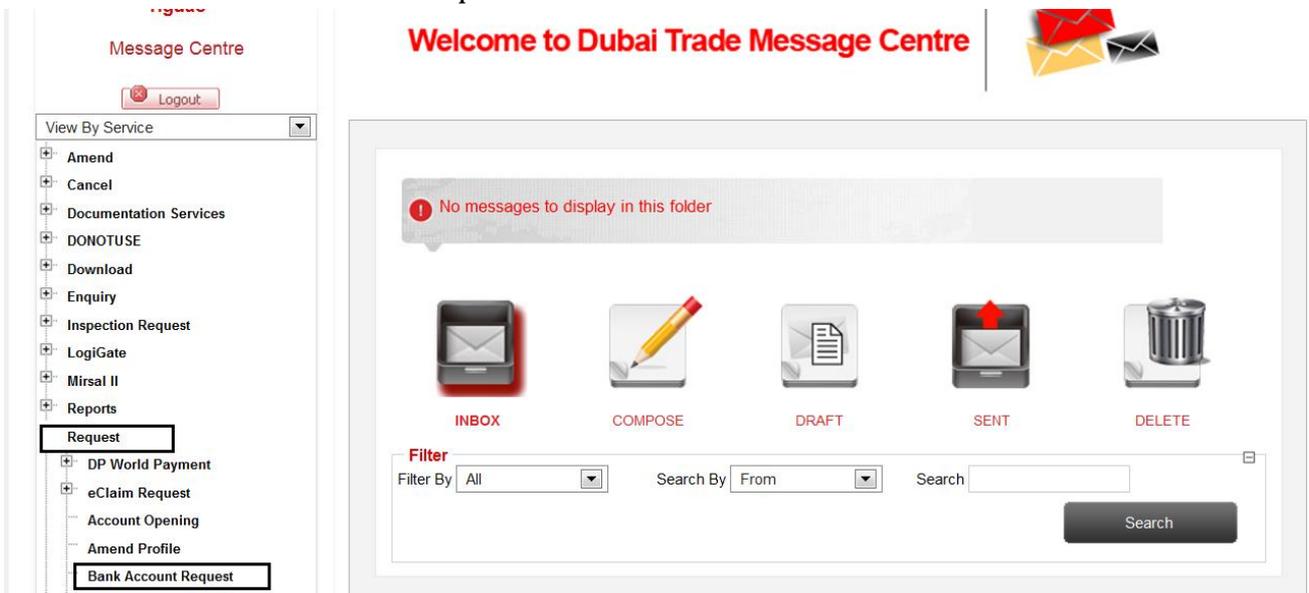
2 Online Bank Account

2.1 New Bank Account

- Go to www.dubaitrade.ae
- Login into your Dubai Trade Portal Account



- Go to Request
- Click on Bank Account Request



The following page will be displayed

Welcome
CnPUAT
C0092-Clearing Agent-CnPUAT01
Message Centre (4)

Request (Create new bank account)

Bank Account Details

Consignee Type	Clearing Agent	Consignee Code	C0092
Consignee Name	CNPUAT01TEST		

Account Number *

Bank Name * Please Select

Validate Account

- Enter the Bank Account Number

Request (Create new bank account)

Bank Account Details

Consignee Type	Clearing Agent	Consignee Code	C0092
Consignee Name	CNPUAT01TEST		

Account Number *

Bank Name * Please Select

Validate Account

- Select the Bank Name from the list

Request (Create new bank account)

Bank Account Details

Consignee Type	Clearing Agent	Consignee Code	C0092
Consignee Name	CNPUAT01TEST		

Account Number *

Bank Name * Please Select

Validate Account

- Then click Validate Account

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

Validate Account

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

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
<input type="button" value="Validate Account"/>		Account Name *	CNPUAT01TEST
IBAN *		(As per Bank Name)	
		Confirm IBAN *	

Is this a Default Account
 Is this Bank Account Active

- Enter the Account Name (As per Bank Name)

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
<input type="button" value="Validate Account"/>		Account Name *	CNPUAT01TEST
IBAN *		(As per Bank Name)	
		Confirm IBAN *	

Is this a Default Account
 Is this Bank Account Active

- Enter the IBAN #

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
<input type="button" value="Validate Account"/>		Account Name *	CNPUAT01TEST
IBAN *		(As per Bank Name)	
		Confirm IBAN *	

Is this a Default Account
 Is this Bank Account Active

- Confirm the IBAN #

Request (Create new bank account)

Bank Account Details

Consignee Type	Clearing Agent	Consignee Code	C0092
Consignee Name	CNPUAT01TEST		

Account Number * 123 Validate Account

IBAN *

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

Request (Create new bank account)

Bank Account Details

Consignee Type	Clearing Agent	Consignee Code	C0092
Consignee Name	CNPUAT01TEST		

Account Number * 123 Validate Account

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 Validate Account

IBAN *

Is this a Default Account
 Is this Bank Account Active

Upload Documents

Submit Clear

Document Upload

Only file types of jpg, jpeg & pdf are allowed to upload.
Attachments should be in colour

Document Type * Trade Licenses

Select File * Browse...

Upload Done

IBAN * ABS11111111111111111123

Confirm IBAN * ABS11111111111111111123

Is this a Default Account

Is this Bank Account Active

Upload Documents

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

- Then click Submit

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

Account Name * CNPUAT01TEST

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	58	Account Number	123
Bank Name	ABN AMRO BANK, ABUDHABI	Account Name	CNPUAT01TEST
IBAN	ABS11111111111111111123		

View Email

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

View/Print Request

Request Details

Request Number	58	Request Date	28-Sep-17
Account Number	123	Account Name	CNPUAT01TEST
Bank Name	ABN AMRO BANK, ABUDHABI	IBAN	ABS1111111111111111123
Default Account	No	Account Status	Active
Request Status	Pending	Request Status Date	28-Sep-17

Document Name	Format	View
CBA_58_22_CannotinsertNULL-docsnotclearedandsubmittingnewrequest.jpg	jpg	
CBA_58_29_UploadformatDT.jpg	jpg	

Print
Back

2.2 Amend Bank Account

- Go to www.dubaitrade.ae
- Login into your Dubai Trade Portal Account

- Go to Amend
- Click on Bank Account Amend

The following page will be displayed

Amend Request

Request Number

- Enter the Request Number and click Search

Amend Request

Request Number

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		

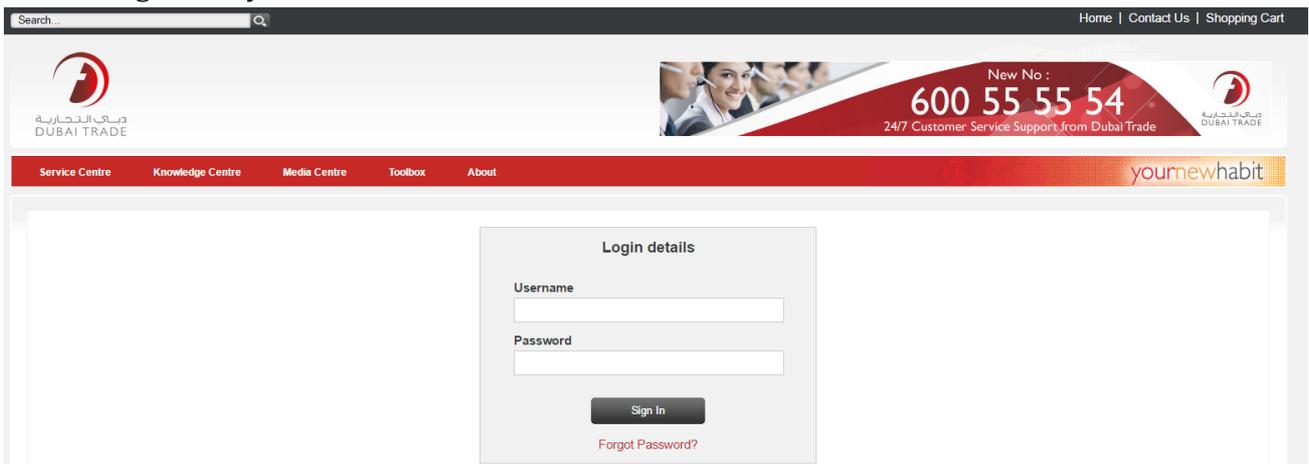
Account Number * <input type="text" value="123"/>	Bank Name * <input type="text" value="ABN AMRO BANK, ABUDHABI"/>
<input type="button" value="Validate Account"/>	Account Name * <input type="text" value="CNPUAT01TEST"/>
IBAN * <input type="text" value="ABS1111111111111111123"/>	(As per Bank Name)
	Confirm IBAN * <input type="text" value="ABS1111111111111111123"/>

Is this a Default Account
 Is this Bank Account Active

Document Type	File Name	View	Delete
Trade Licenses	CBA_58_22_CannotinsertNULL-docsnotclearedandsubmittingnewrequest.jpg	<input type="button" value="View"/>	<input type="button" value="Delete"/>
Bank Stmt OR Letter From Bank	CBA_58_29_UploadformatDT.jpg	<input type="button" value="View"/>	<input type="button" value="Delete"/>

2.3 Enquiry Bank Account

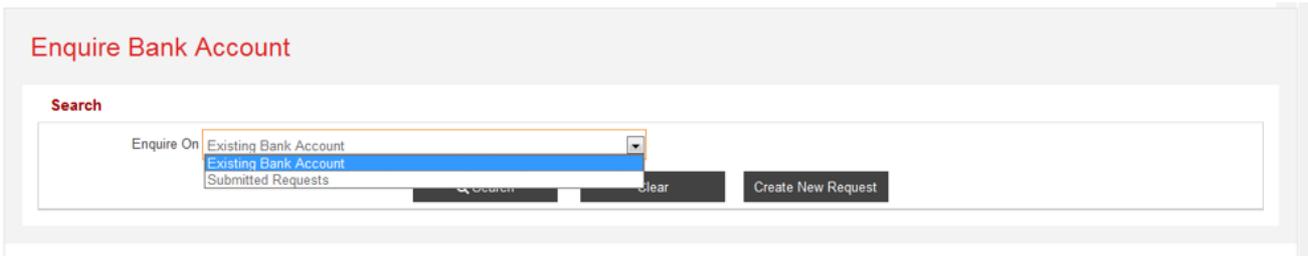
- Go to www.dubaitrade.ae
- Login into your Dubai Trade Portal Account



- Go to Enquiry
- Click on Bank Account Enquiry



The following page will be displayed



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



The following page will be displayed

Account Number	Account Name	IBAN	Default Account	Account Status	View	Modify
4444	CNPUAT01TEST	■■■■■■■■■■4444	Yes	Active		
111	CNPUAT01TEST	111111111111111111111111	No	Active		
123	CNPUAT01TEST	ABS111111111111111111123	No	Active		
555	UPDATE	444444444444444411555	No	Inactive		
909	CNPUAT01TEST	1111111111111111111909	No	Inactive		
111	CNPUAT01TEST	QQQQQQQQQQQQQQQQQQ111	No	Active		

- Click on  to View the Account Details

View/Print Bank Account

Account Details

Account Number	4444	Account Name	CNPUAT01TEST
Bank Name	ABUDHABI COMMERCIAL BANK, AL AIN	IBAN	IIIIIIIIIIIIIIIIIIII4444
Default Account	Yes	Account Status	Active

Print

Back

- Click on  to Modify the Account Details

Request (Modify existing bank account)

Bank Account Details

Consignee Type	Clearing Agent	Consignee Code	C0092
Consignee Name	CNPUAT01TEST	Account Number	4444
Bank Name	ABUDHABI COMMERCIAL BANK, AL AIN		

Account Name * CNPUAT01TEST
(As per Bank Name)

IBAN * IIIIIIIIIIIIIIIIIIII4444

Confirm IBAN * IIIIIIIIIIIIIIIIIIII4444

Is this a Default Account

Is this Bank Account Active

Upload Documents

Submit

Reset

Back

