



استمارة طلب تسجيل مخول بتوقيع شيكات إلكترونية E-Cheque Authorized Signatory Registration Request Form

نوع الطلب جديد تعديل حذف
Type of Request New Modify Delete

اسم العميل
Customer name

نوع الهوية السجل التجاري بطاقة الهوية الوطنية هوية خليجية أخرى
ID type CR CPR GCC ID Other

إذا اخترت (أخرى)، يرجى التحديد
If Other, please specify

رقم الهوية
ID Number:

اسم المخول بالتوقيع
Authorized Signatory Name

رقم هوية المخول بالتوقيع
Authorized Signatory ID Number

البريد الإلكتروني
Email

رقم الهاتف
Mobile number

تاريخ الميلاد (اختياري)
Date of Birth (optional)

تحرير شيكات /
Cheque Issuance /

نعم لا
Yes No

الموافقة على طلب دفتر الشيكات /
Approve Cheque book Request /

نعم لا
Yes No

تفاصيل الحسابات /
Accounts' details /

No.	A/C No. رقم الحساب	Class الفئة
1		
2		
3		

By signing the Request Form, I hereby confirm that I have read and fully understood the underlying terms & conditions and the BENEFIT Privacy Policy. I acknowledge and consent to the use and processing of my personal information and the beneficiary's personal information by BDB and BENEFIT for the purpose of using the e-cheque service, executing the contract in relation thereto and in accordance with the underlying terms and conditions.

توقيع العميل /
Customer Signature

* For the use of Bank Administrator

Bank Administrator

Branch name

Process Date

Bank Administrator Signature

Processed to E-Cheque system Yes No

Licensed by Central Bank of Bahrain as Ancillary Service Provider

General/Retail

- 1- Customers should safeguard their device used for this purpose from loss or unauthorized use and access.
- 2- Customers are required to immediately revoke their Key in case of device compromise or loss.
- 3- Customer shall ensure the confidentiality of the Access Passwords and OTP messages.
- 4- Cheque book request issuance is subject to the bank's approval, which shall be provided within 2 Business Days
- 5- Once a cheque is signed it can only be canceled by the beneficiary.
- 6- Customers shall ensure the correctness of the cheque data when writing and signing a cheque.
- 7- Customers receiving electronic cheques can verify the authenticity of the cheque and if the cheque is written to his/her name once registered on the E-Cheque System.
- 8- Cheque deposits is subject to the deposit bank's approval. Deposit requests received before 11:30 AM on a business day will be processed by maximum 12:00 PM on the same day. Deposit requests received after 11:30 AM on a business day will be processed by maximum 12:00 PM on the next business day.
- 9- Customer shall grant Bahrain E-Cheque System the permission to share or deposit the E-Cheque.
- 10- Cheque clearing and settlement is subject to the issuing bank's approval
- 11- Settlement and credit of approved deposited cheques is expected to be processed by 2:45 PM on the same business day.
- 12- Issuing E-Cheques is subject to the same legal terms of the paper cheque
- 13- By using the E-Cheque System you consent to the use and processing of your personal information including but not limited to your mobile number and ID number.
- 14- Any personal information provided by you will be used solely for the purpose of processing cheques and/or E-Cheques.
- 15- Issuing customers will be able to issue cheques against your name using your registered mobile number or ID number.
- 16- For registering to the E-Cheque, Benefit will record the below information:
 - a. Your name
 - b. Your ID Number
 - c. Your ID Type
 - d. Your Address
 - e. Your Email
 - f. Your Mobile Number

Corporate

- 1- The corporate is responsible of providing accurate information to its bank in the registration request form
- 2- The registration request is subject to the bank's approval
- 3- The registration requests should be approved by the authorized signatories of the corporate.
- 4- Each authorized signatory registered in E-Cheque must sign their own request form confirming the accuracy of the information submitted.
- 5- The corporate customer is responsible of informing the bank using the proper request forms and authorized signatories in case of changes in their profiles registered on the E-Cheque
- 6- The corporate customer is responsible for informing the bank using the proper request forms in case of changes to their authorized signatories registered on the E-Cheque
- 7- The corporate is responsible for its authorized signatories / users actions.
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- 7- Authorized signatories of writer user creation shall verify and validate the request prior approval
- 8- Authorized signatories are responsible for their approval and rejection actions.
- 9- Benefit will use and process your personal data as well as your company's data in order to operate the E-Cheque services
- 10- Customer shall grant Bahrain E-Cheque System the permission to share or deposit the E-Cheque.

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Privacy Policy

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When you use the E-Cheque Service, we collect and store your personal information provided by you. We collect and store the information to ensure that you are provided an efficient, smooth and seamless experience. This also allows us to understand your needs and provide services and features that are suitable to your requirements. Additionally, the collection of such information is required to further enhance our service.

If you choose to utilize the E-Cheque Service we will be collecting information regarding your transaction behavior. We will also collect some additional information, such information are ID information, ID type, name, mobile number, address, account number, Email, beneficiary details etc., which may be used for providing better experience to you while using the E-Cheque Service. We also collect anonymized data for statistical purposes.

We may use the information obtained in order to detect, protect and prevent against error, fraud and other criminal activity and to enforce our terms and conditions which are condition precedent to use the E-Cheque Service.

We collect and process personal information to provide the services you request. However, we would like to use this information to keep you informed of any online and offline offers, products, services, and such updates shall be made available for use. If you wish to receive marketing notifications from BENEFIT, please tick the box at the end of these terms and conditions.

Personal data collected by BENEFIT is restricted to the minimum information required to provide our services or as required by regulators. The consequences of not providing mandatory information may result in our inability to provide services requested by you.

We have instituted adequate measures for providing an appropriate level of security aligned to the nature of the data being processed, and the risks that may arise from this processing. Our various security measures include encryption, firewalls and access controls. Data is shared within BENEFIT (including employees, contractors, agents, etc.) on a need to know basis and under strict confidentiality arrangements.

Data collected and processed by BENEFIT is also protected through encryption.

BENEFIT will only disclose your personal information to third parties that have agreed in writing to provide a sufficient level of privacy protection.

We may need to transfer data outside Bahrain for providing uninterrupted services to you.

BENEFIT retains data for as long as required and in accordance with local regulatory and professional retention requirements. BENEFIT will retain data regarding your organization and transactions for the duration of this agreement. After the termination of this agreement, the data will be retained by BENEFIT for 10 years. BENEFIT may retain anonymized information for significant periods of time for historical, research and analysis purposes

Governing Law

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استمارة تسجيل فئات التوقيع على الشيكات الإلكترونية E-Cheque Class Rules Request Form

نوع الطلب جديد تعديل حذف
Type of Request New Modify Delete

اسم العميل
Customer name _____

نوع الهوية سجل تجاري بطاقة الهوية الوطنية هوية خليجية أخرى
ID type CR CPR GCC ID Other

إذا اخترت (أخرى)، يرجى التحديد
If Other, please specify _____

رقم الهوية
ID Number: _____

Classes details / تفاصيل الفئات

No. رقم	الفئة Class	المبلغ المسموح بتحويله Rule Amount
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

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Customer Signature / توقيع العميل _____

For the use of Bank Administrator *

Bank Administrator _____

Branch name _____

Process Date _____

Bank Administrator Signature _____

Processed to E Cheque system Yes No

Licensed by Central Bank of Bahrain as Ancillary Service Provider

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t: +973 17 511111 f: +973 17 530682
e-mail: info@bdb-bh.com

www.bdb-bh.com



ص.ب: ٢٠٥٠١، المنامة، مملكة البحرين
هـ: +٩٧٣ ١٧ ٥١١١١١ ف: +٩٧٣ ١٧ ٥٣٠٦٨٢
البريد الإلكتروني: info@bdb-bh.com

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استمارة طلب التسجيل لإصدار شيكات إلكترونية E-Cheque Customer Registration Request Form

نوع الطلب

Type of Request

جديد
New

تعديل
Modify

حذف
Delete

اسم العميل

Customer name

نوع الهوية

ID type

سجل تجاري
CR

بطاقة الهوية الوطنية
CPR

هوية خليجية
GCC ID

أخرى
Other

إذا اخترت (أخرى)، يرجى التحديد

If Other, please specify

رقم الهوية

ID Number:

الكيان القانوني

Legal status

شركة ذات مسؤولية محدودة
Limited liability company

مؤسسة فردية
Sole proprietorship

أخرى
Other

إذا اخترت (أخرى)، يرجى التحديد

If Other, please specify

العنوان

Address

No.	رقم الحساب المصرفي الدولي IBAN	رقم الحساب A/C No.	العملة Currency	بشكل مشترك / منفصل Jointly/Separately

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التوقيع / Signature

P.O.Box: 20501, Manama, Kingdom of Bahrain

t: +973 17 511111 f: +973 17 530682

e-mail: info@bdb-bh.com

www.bdb-bh.com



ص.ب: ٢٠٥٠١، المنامة، مملكة البحرين

هـ: +٩٧٣ ١٧ ٥١١١١١ ف: +٩٧٣ ١٧ ٥٣٠٦٨٢

البريد الإلكتروني: info@bdb-bh.com

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