

2018



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# Internet banking retail user guideline

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## Introduction

## Banking is no longer a place that you visit but is now something that you do from anywhere at any time.

We are struggling to embrace and keep pace with digital disruption driven by changing customer expectations and a new generation of fintechs and other nontraditional players flooding the financial services market. We are truly in the age of disruption whereby the equilibrium has permanently shifted to the customer.

### Who are our customers?

Customers have evolved; and banking needs to change too. Customers are mobile, socially connected and want to be identified as unique individuals. Millennials are the new customers and they have high expectations

### What are customer's expectations?

Customer expectations are being shaped by digital experiences outside of the banking industry where content, interactions and features are richer. 'Word of mouth' peer conversation and independent influencer have replaced the role of bank as financial expert

Customers have become 'self-directed' and less reliant upon traditional sources of financial advice. The access to volumes research information and tools has opened up a wide range of choices for consumers, outside the boundaries of traditional banking services.



Our Internet banking will enable you to:

- Check your account details
- Generate account statement
- Send Notification to the bank
- Perform transfers within your account, within the bank, within the country, and International
- Browse our Internet banking through any device you have, PC, Mobile, IPad
- Use our mobile application for OS and android

## How to log in:

\*In order to login you have to first browse AIB's official website www.aib.af and click on AIB Online Banking popping up at the right hand side of the screen.



\*Clicking on AIB Internet Banking will direct you to the main page of the Internet Banking, which will look like as following screenshot.



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At the top of the right hand side there is a "Login" button, you have to click there to get log in to the system with your given user name and password. After entering the user name and password, you have to click on Login button right under the "forgot password" option.

= @A	AIB	
	Afghanistan International Bank	urity guarant
	<sup>오</sup> asarjam	
	Forgot Password ?	
	Login	range of proc
a (		[⊛

## **Main Dashboard**

Once you logged in the first option you see is main dashboard, main dashboard is design to provide all necessary options right to your main screen and to enable you have all option in one screen.

You have following options

1 – Summary of your account(s)

2 – Mini statement which will be the recent transactions you perform, beside you have a view option to check the statement more

3 – You have an option called **My Account**, which will enable you to have your mini statement of selected accounts and full account statement requests

4 – You have Payment option, that directly you can perform your payments from the main dashboard

5 – You have Chequebook request that can help you requesting, inquiry and blocking of your Chequebook





## Account:

• Current and Saving Account.

In this portion you will have all the necessary information about your all the accounts you have with AIB, You can check your account details, you can view your account statement and also request, make inquiry and block your Chequebook.

#### Account Details,

After clicking on Account details you find a small window, you have to select your required account number from the drop down and click on proceed.



After proceeding, you will find a new window as below, which shows all the details of the account.

Account Details				
Account Details	View Statement	Cheque Book Request	Cheque Status Inquiry	Stop/Unblock Cheque
Customer Name Mohammad Ajmal	Account No 0500701	umber Net I	Balance NCC,	⊕ Add Nickname
Basics				Balance Details
Customer ID 0020065				Available Balance AFN 1994 1999
Holding Pattern Single				Amount on Hold AFN0.00
Branch AIB MAIN BRANCH	, AIB Main Branch, Shah	r-e-Naw, Haji Yaqoob Square,S	hahabudin Watt,,	Unclear Funds AFN0.00
Status				Overdraft Limit AFN0.00
Active				Advance Against Unclear Funds Limit AFN0.00

#### **View Statement**

Next to Account Details, you have "View Statement" which shows your account statement with full details. You can also download your statement in different formats for example pdf, excel, csv etc. nevertheless, you can also have your pre-generated statement.

Account Number	Opening Balance	AFN130,11000 Closing	Balance -AFN72,115-68		Download Statement
0500701011111116	Date	Description	Reference No	Amount	Balance
View Options	01 Jan 2018	International AFN TO EUR OBDX UAT	000OIFT180010005	AFN2 FIG 00 Dr	-AFN7
Current Period	01 Jan 2018	International _ AFN TO USD_OBDX UAT	0000IFT180010004	AFN150,010142 Dr	-AFN44,011.00
All	01 Jan 2018	International _ AFN TO USD_OBDX UAT	0000IFT180010004	AFN1,575.80 Dr	AFN90,570.50
Apply Filter Reset	01 Jan 2018	Domestic Account T_AFN TO EUR_OBDX UAT	0000DAW180010010	AFN24 440.09 Dr	AFN20,044266
Pre-Generated Statement	01 Jan 2018	Domestic Account T_AFN TO EUR_OBDX UAT	0000DAW180010010	AFN1 <b>, HAND</b> r	AFN
	01 Jan 2018	Domestic Account T_AFN TO USD_OBDX UAT	0000DAW180010009	AFN 1 <b>4,0000</b> 4 Dr	AFN140,13908
	01 Jan 2018	Domestic Account T_AFN TO USD_OBDX UAT	0000DAW180010009	AFN1272.00.Dr	AFN MUTALE2
	01 Jan 2018	Domestic Account T_AFN TO AFN_OBDX UAT	0000DAW180010008	AFN 400000 Dr	AFN13 <b>4,0100</b> 2
	01 Tan 2018	Domestic Account T AFN TO AFN ORDX	0000DAW180010008	AFN1	AFN13



## Cheque Book Request

You have Cheque Book Request option as well in the accounts section; you can use this option to request for a Cheque Book clearly mentioned the Cheque Book leaves and number of Chequebook.

Account Details	View Statement	Cheque	Book Reques	t	]
Account Number 0500701002006516	l				-
Balance : AFN139,180.	00				
Number of Cheque Books	Mention the no o book here	of cheque			
Number of Leaves per Bo	ok			1 .	select the number of
Cheque Book with 50 L	eaves		~		leaves required in a cheque book
Delivery Location					
Branch Near Me					
City					
Kabul – Afghanistan			×   ¢	select the	e city you need
Branch Near Me				delivered	to.
AIB GREEN VILLAGE	BRANCH		$\sim$	A	
AIB GREEN VILLAGI Stratex Hospitality Gree KAIA Gate-3, Off of Ja Kabul – Afghanistan Afghanistan	SBRANCH m Village lalabad Road,			speci are g chequ	fy the branch you oing to collect your ue book



#### Cheque Status Inquiry

Through Cheque status inquiry option, you can monitor your Cheque; you can either search your Cheque by number or by status or even by range of your Chequebook. Once you have done entering the Cheque number or range or status you have to click submit to proceed and check your required Cheque.

= ⊛A	B	Dashboard	Payments	
Cheque Status Inquiry				
Account Details	View Statement	Cheque Book Request	Cheque Status Inquiry	
Account Number				
0500701				
Balance : AFN1	•			
Search Cheque by <ul> <li>Number</li> <li>Rang</li> </ul>	e 🔾 Status	searching you number or by Status.	ur cheque by Range or by	
Cheque Number		-		
		¢	enter the cheque number if yo searching by cheque number submit to proceed.	ou are and then click
⊘ Submit 😣	Cancel			

#### Stop/Unlock Cheque.

Using this facility, you can directly stop or unblock your Cheque, first you have to specify whether you are required to unblock your Cheque or stop your Cheque, then you are required to provide the Cheque details either number or range. After entering the range or number you can simply click on submit to proceed the request to the Bank.

Stop/Unblock Cheque				
Account Details	View Statement	Cheque Book Request	Cheque Status Inquiry	Stop/Unblock Cheque
Account Number 0500701002006516 Balance : AFN139,180	.00			
Select Action  Stop Unbloc	* Specify v	vhether you are stopping or ing a cheque		
Specify Reason		sto sto	ecity the reason of pping or unblocking cheque	
Give Cheque Details Number Rar	nge	C→ Specify	fy the number or of the cheque	
Cheque Number				
			enter the cheque numb and then click submit proceed.	to a
C Submit	Const			

## **PAYMENTS**

#### Money Transfer:

Once you choose this option, you will get fund transfer screen where you need to follow below options

- 1 Creation of Beneficiary or payee, by selecting new payee option
- 2 While creating the beneficiary selection of fund transfer types (Intern, Domestic & International)
- 3 Transferring of funds between your accounts

Manage Payee (Beneficiary maintenance)

As mentioned above for **Internal, Domestic and International payments** you need to first maintain beneficiary and then process your transfer. You can creation beneficiary as per below

Internal Beneficiary Maintenance

While creating beneficiary for internal account transfer (Transfer within AIB) you need to enter account including branch code the total account and branch code must be 19 digits.

Payee Name Siraj jamil	
Account Type Internal Domestic International	
Account Number 0000500701012783700 Please Enter the 3 Digit BranchCode and 16 Digit Account Number	
Account Name Siraj Jamil	
Nickname	Enter 1 or more
Siraj jamil Internal	

## Domestic Beneficiary maintenance

While creating beneficiary maintenance for domestic account transfer you need to select Domestic option and select the bank you want to transfer the money + account number.

Add Payee	Search Bank Code				$\otimes$
Payse Name Siraj jamil	Search				
Account Type	Bank Name	Branch	Address	Bank Code	
Internal Domestic Intern Account Number	Afghanistan Bank	Central Bank, Da Afghanistan Bank	KABUL AFGBAFKAXXX KABUL Afghanistan	01	
0000500701012783700 Account Name	Bank-e-Millie Afghan	Bank-e-Millie Afghan	KABUL BMAFAFKAXXX KABUL India	02	
Siraj Jamil Bank Code	Pashtany Bank	Pashtany Bank	KABUL PIBAAFKAXXX KABUL Afghanistan	03	
Lookup Bank Code	National Bank of Pakistan	National Bank of Pakistan	KABUL NBPAAFKAXXX KABUL Afghanistan	04	
Siraj jamil001	Afghanistan International Bank CJSC	Afghanistan International Bank CJSC	KABUL AFIBAFKAXXX KABUL Afghanistan	05	
🕂 Add 🚫 Cancel	Standard Chartered Bank	Standard Chartered Bank	KABUL SCBLAFKAXXX KABUL Afghanistan	06	
	The First Microfinance	The First Microfinance	KABUI	07	

## International Beneficiary maintenance

For Creation of International beneficiary you need to follow the screen.

- 1 Enter beneficiary account Number
- 2 Enter beneficiary account name
- 3 Enter SWIFT Code

er				
12783700				
ie 🔵 Bank D	etails			
OX VACIONAL D'AN MERITXELL	NDORRA			
	012783700	de Bank Details XX NACIONAL D'ANDORRA MERITXELL	de Bank Details XX NACIONAL D'ANDORRA MERITXELL	de Bank Details

#### My account

Transfer between your own accounts, called my account, mainly here you need to select your accounts from drop down list, no need to maintain beneficiary.



#### Internal Fund transfer

Once you created beneficiary you need to go to payment option and select your beneficiary enter the amount and process the transfers.

بانك بين المللى افغانستان Afghanistan International Bank 🛞 AIB

Payee AFN INTERNAL 😣			
Account Type			
Internal			
Account Number	0717		
Assount bland			
RAMIN YOUSOFI			
Transfer From			
000478200053920	1	~	
Balance : -\$105.00			
Amount			
AFN 🗸	AFN100.00		
	View Limits		
Purpose			
OTHER SERVICES		$\checkmark$	
Note (Optional)			
tact			
(C)(			
76 Characters Left			
_	~		

## Domestic Fund Transfer

Domestic Account transfer means to transfer from your AIB account to one of the local Banks of Afghanistan for example, Azizi Bank, Bakhtar Bank, New Kabul Bank etc. Same here, you need to first maintain the payee and then you have to fill the below form,

Payee Da Afghanistan Bank 🛞	
Account Type Domestic	
Account Number 01214454474765	
Account Name Masood Painda	
Bank Details 01	
Transfer From	
0500702000221414 ~	
Balance : \$135,188.18	
Amount	
USD ~ \$120.00	
View Limits	
Purpose	
OTHER SERVICES	
Note (Optional)	Enter 1 or more
Purpose of remittence	
59 Characters Left	
Transfer 🛞 Cancel	

#### International Fund Transfer

International Account transfer means to transfer from your AIB account to any of the Bank around the world except the local Banks of Afghanistan, for international payments you also need to maintain the payee first and then you have to go for the payment, For international payments it is must to select the swift code while managing your payee. You are also required to select the correspondence charges from the dropdown present in the international account transfer form.

The payments for international account transfers must be filled as following.

Payee SIRAJ JAMIL INTERNATIONAL ACCOUNT TRANSFER	8	
Account Type International		
Account Number 21255454545		
Account Name SIRAJ JAMIL		
Bank Details WFBIUS6SLAX		
Transfer From		
0500702000221414	$\sim$	
Balance : \$135,188.18		
Amount		
USD 🗸 \$100.00		
View Limits		
Correspondence Charges		
PAYEE	$\sim$	
Payment Details		
test details		
Note (Optional)	2	Enter 1 or more characters, up to
Purpose of remittences		
58 Characters Left		
Y Transfer 🛞 Cancel		

#### **Favorite** Option

You can choose any of your transfer as a favorite where you can see it in the related option screen.



## **Additional Options:**

In the current version of Internet, banking you will have other options like

Forgot Password

Change password

My profile

ATM and Branches Locations

Manage Alerts

Limits

All above options can be use with the system instruction.

## **Mobile Application**

For the internet banking, we have mobile application as well for both

- Android
- iOS

All functionalities are available in mobile apps except bulk transfers.

You can find our applications from Play store and Apple store by the name of

AIB Digital Banking mobile App

## Contacts

Valued Customer,

You can contact us in following Emails and numbers

Customer.care@aib.af

ibank@aib.af

+93(20)255 0 255

+93 799 77 77 88

+93 790 255 255