



QNB Corporate Cheque Printing Service Request Form

Customer Details

Company Name _____

P.O.Box _____ Tel. _____ Fax _____

Company Contact Details / Representative Details

Maker	▼	(Primary) Contact person Mr. / Mrs. / Ms. _____
Verifier	▼	Title / Designation _____ Mobile _____ Email _____
Authorizer	▼	

Maker	▼	Contact person Mr. / Mrs. / Ms. _____
Verifier	▼	Title / Designation _____ Mobile _____ Email _____
Authorizer	▼	

Maker	▼	Contact person Mr. / Mrs. / Ms. _____
Verifier	▼	Title / Designation _____ Mobile _____ Email _____
Authorizer	▼	

Maker	▼	Contact person Mr. / Mrs. / Ms. _____
Verifier	▼	Title / Designation _____ Mobile _____ Email _____
Authorizer	▼	

Account Details

Please list up all accounts which you want to print the corporate cheques via **QNB Corporate Cheque Printing Service**.

Account number (Current Account)	Currency	Add / Update / Delete	Note

File Transfer Options

Options for File Transfer for Corporate Cheque Printing service:

via **QNB e Business**

Files transferred via **QNB e Business** will use the approval matrix and workflow specified by the corporate.

The management accepts full responsibility for all actions taken on **QNB e Business** accessed through their User ID and Password combination for **QNB Corporate Cheque Printing Service**. The

authorized users are obligated, by signing below, to follow all QNB policies, procedures, standards and practices with regard to Information Security and Customer Confidentiality.

Company Authorized Signatory

Name _____	Signature _____	Date	<input type="text" value="D"/> <input type="text" value="D"/>	<input type="text" value="M"/> <input type="text" value="M"/>	<input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
Name _____	Signature _____	Date	<input type="text" value="D"/> <input type="text" value="D"/>	<input type="text" value="M"/> <input type="text" value="M"/>	<input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
Name _____	Signature _____	Date	<input type="text" value="D"/> <input type="text" value="D"/>	<input type="text" value="M"/> <input type="text" value="M"/>	<input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>

For Bank Use

Company's Signature Verified by I hereby that **QNB Corporate Cheque Printing Service** set-up for above request was completed.

Processed by _____	Signature _____	Date	<input type="text" value="D"/> <input type="text" value="D"/>	<input type="text" value="M"/> <input type="text" value="M"/>	<input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
Authorized by _____	Signature _____	Date	<input type="text" value="D"/> <input type="text" value="D"/>	<input type="text" value="M"/> <input type="text" value="M"/>	<input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>

[Requirement for the service]

The below information is the pre-requisite requirements and preparation for the service. For further inquiry or details, please consult with QNB Global Cash Management team.

Prerequisite for Cheque;

- QNB e Business
- Cheque Printing equipment, ie printer with MICR ink (QNB provide the recommendation below, for example)
 - HP Laser Jet 4250n (Product no: Q5401A), Toner: Q5942A
 - HP LaserJet P3015d
- Stationary request to QNB for Cheques
- Registration of the signature(s) for Cheque printing (Size the system accepts for signatures are **179x34** pixels). System can accept below formats for uploading
 - Gif
 - Jpg
 - Png
 - jpeg

More importantly, it is highly recommended that each corporate have to review and check the readiness for cheque printing operation procedure on customer site, ie a secured dedicated office or space for printing and authorized employees who can access the cheque printing area and operate the cheque printing.