Updating Salary Card Bulk Account Opening Form – User Manual

1. RM will provide the files mentioned below to the customer/ Authorized Company Representative (ACR) –
    i. BRACT CSV file BBQ v5.0 BB e-form secured.XLSX (excel spreadsheet)
    ii. BRACT CSV file DKB v.1.0 e-form secured_17Nov2020 (word document/account opening form)

2. The excel spreadsheet is linked to form/word document. Customer can fill up the data for all the concerned employees at once.

3. The excel spreadsheet is designed with data formatting compatible with bank's core banking system, and contains the data required to open accounts in DUKHAN BANK, the excel sheet should be filled by ACR exactly as the data format described in each header, then to be saved and sent to Central Operations (group email ID) through email for account opening purpose.

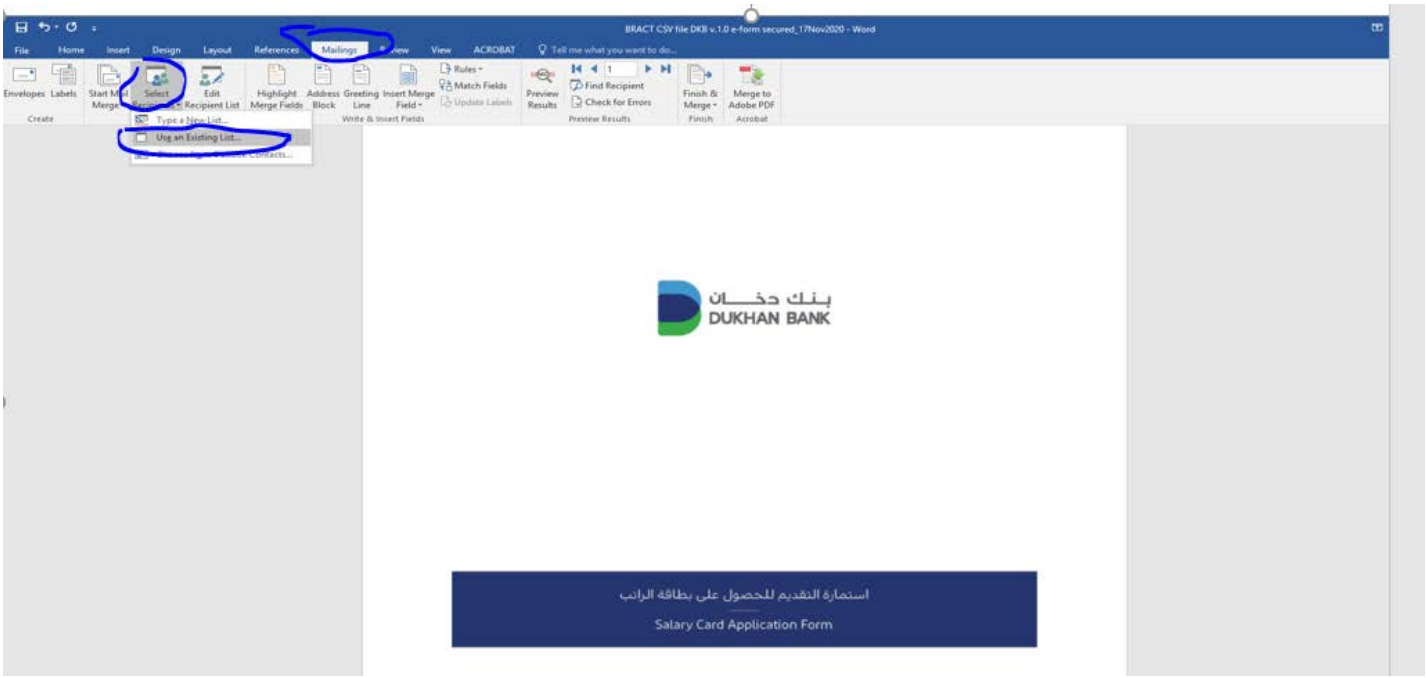
4. The word file is Account Opening Form and designed to be filled up automatically from the Excel sheet. i.e., when the Excel is updated with all the required employee details, after selecting the Mail Merge option in the word document, the word file will pull all the records from Excel file and create the Account Opening forms for each individuals/employees.

5. The forms later should be printed by the ACR to obtain the employees signatures on their respective forms. The forms along with the copies of RP & Passport (attested as true copies) should be forwarded/dispatched to Central Operations.

6. Below are the guidelines for updating the Excel and printing the Account Opening Forms:

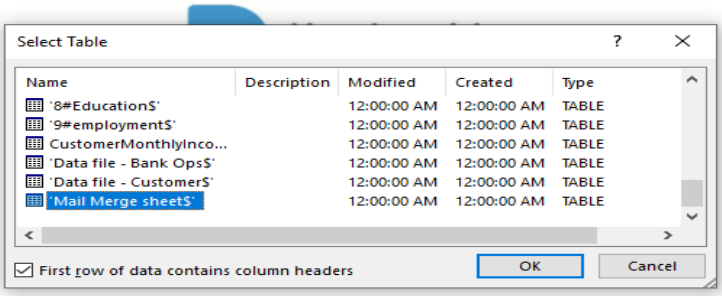
    I. Save the excel sheet (after it is filled as per the requested format) on your local PC.

II. Open the word file, Go to Mailing menu, click on select recipients and select “use existing list”.



III. Then browse to choose the source/excel file saved on your local PC.

IV. System will display the screen as “select table”, and then choose “Mail Merge Sheet”.



V. Now the excel & word are connected, in the same menu “Mailing” click on “finish merge”, and chose “edit individual documents”, the system will display the option “from/to”, so input the data: starting from 1 to the number of applications (i.e. if the excel sheet contains 20 records, then the “to” should be 20).

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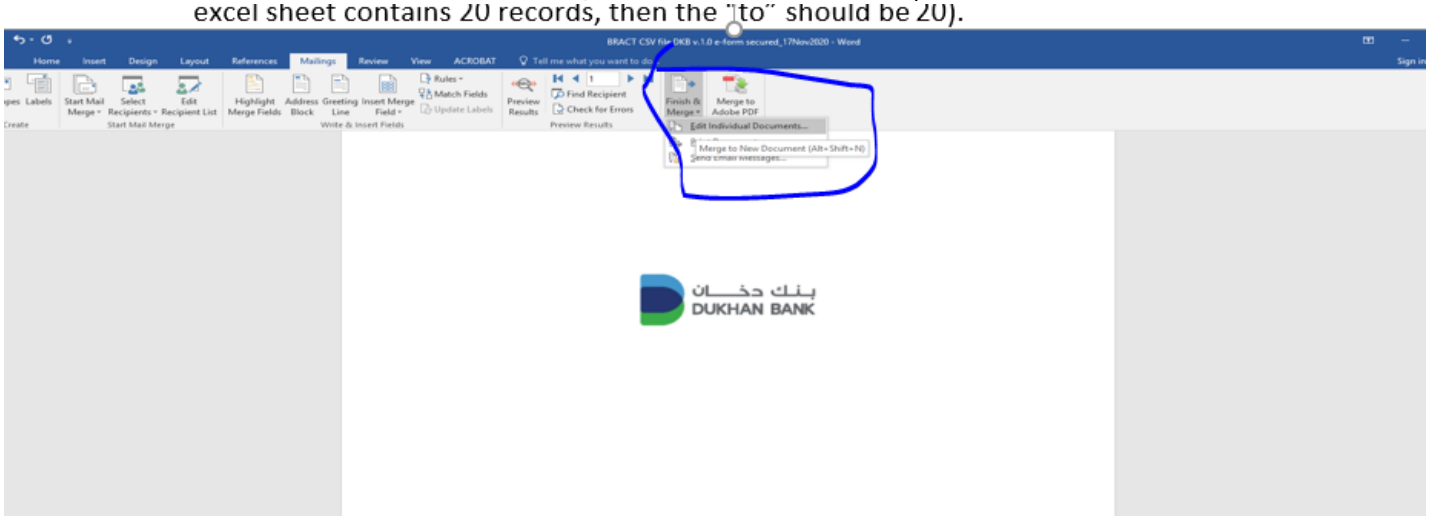
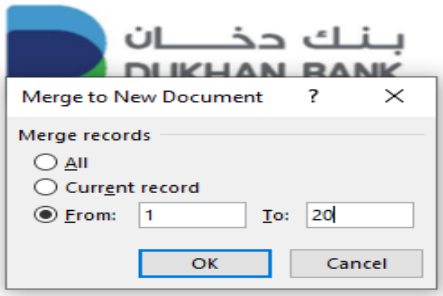
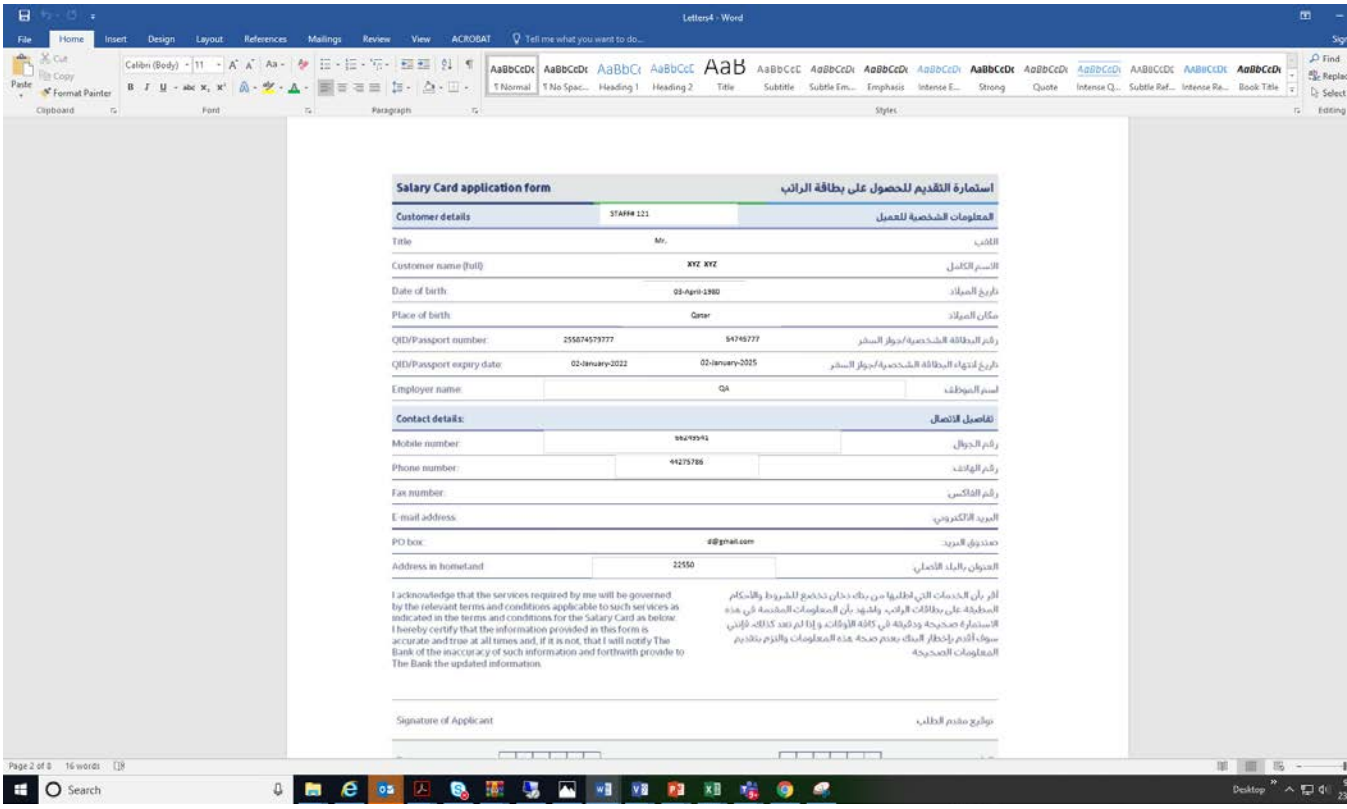




VI. The system will display the documents that must be printed and signed by the concerned employees.

See below:
Record 1:



Scroll down for next record.

Note: All the applications can be printed at once.

Mandatory cells

Cell	Cell name
E	EnglishCustomerFirstName
G	EnglishCustomerLastName
H	CustomerATMName
M	CustomerMobilePhone
R	CustomerIDnumber
S/T/U	Month of Birth / Day of Birth / Year of Birth
X	ID Number
Y/Z/AA	Issuing Month / Issuing Day / Issuing Year
AB/AC/AD	Expiry Month / Expiry Day / Expiry Year
AG	IDNumber_2
AH/AI/AJ	passport Issuance Month / passport IssuanceDay / passport Issuance Year
AK/AL/AM	passport Expiry Month/ passport Expiry Day /passport Expiry Year
AN	IssueCountry_2
AR	CustomerReligion
AS	CustomerNationalityID
AU	CustomerEmployerName
AV	Employee Salary
BC	CustomerAddress
BF	CustomerRegion
BG	CustomerPostalCode
BM	CustomerCountry2