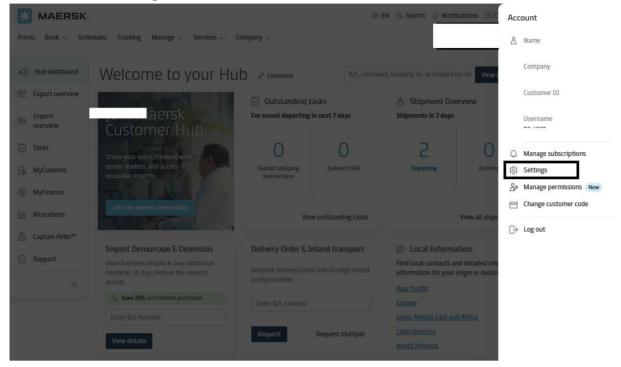
## Steps to submit a Bank details update

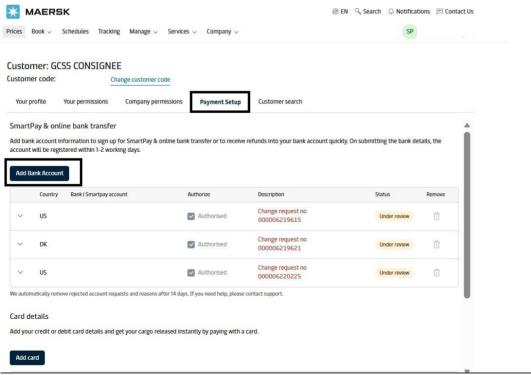
# **Step 1: Access Settings**

- Log in to MyFinance.
- Click on "Settings" from the main menu.



### **Step 2: Navigate to Payment Setup**

- Under Settings, select the "Payment Setup" tab.
- Click on "Add Bank Account".



#### **Step 3: Enter Bank Details**

Type your bank details exactly as they appear in your bank records.

These fields are required:

- Country
- Bank Name
- Bank Routing/Transit Number
- Bank Account Number
- BIC/SWIFT

### Step 3A: Extra Rule for Some Countries (IBAN)

Some countries need an IBAN (International Bank Account Number) for payments.

✓ How to know if you need IBAN:

- Look at the <u>IBAN Countries List</u> (pages 4 and 5).
- If your country is on the list → you must enter your IBAN.
- If your country is not on the list → skip IBAN and just fill the other required fields.

# Mandatory fields if **IBAN** is **required**:

- Country
- Bank Name
- Bank Routing/Transit Number
- Bank Account Number
- BIC/SWIFT
- IBAN

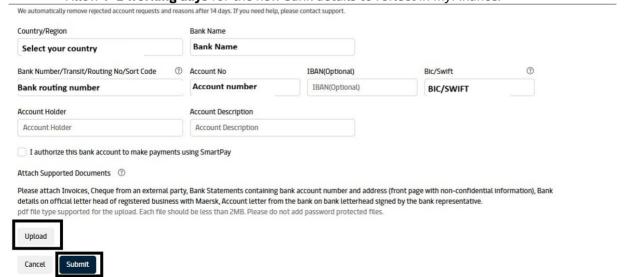
#### **Step 4: Attach Supporting Documents**

Please upload any of the following documents in **non-editable PDF format**:

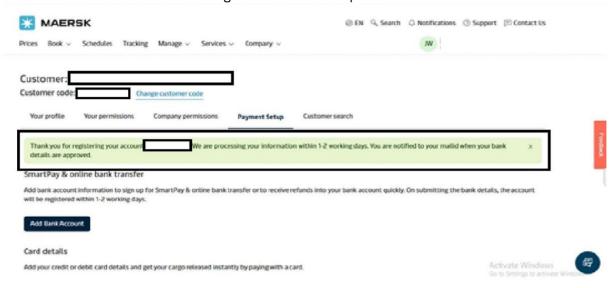
- Invoice
- Cheque from an external party
- Bank statement (front page with non-confidential info)
- Bank details on official letterhead of registered business with official stamp and signature
- Account letter from the bank signed by a bank representative

### Step 5: Submit

- Click Submit.
- You will receive a notification confirming successful submission.
- Allow 1-2 working days for the new bank details to reflect in MyFinance.

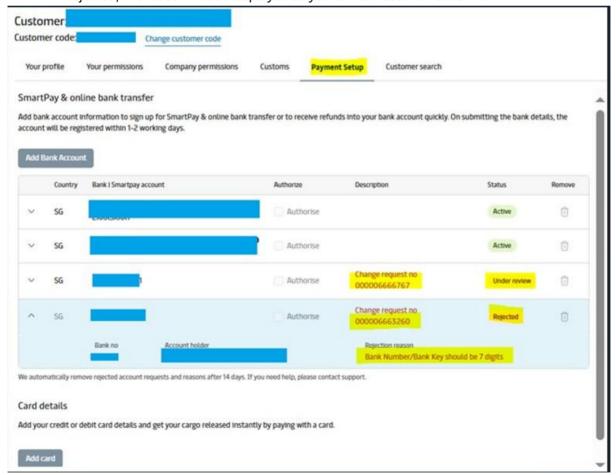


This screen will show after submitting the bank details request:



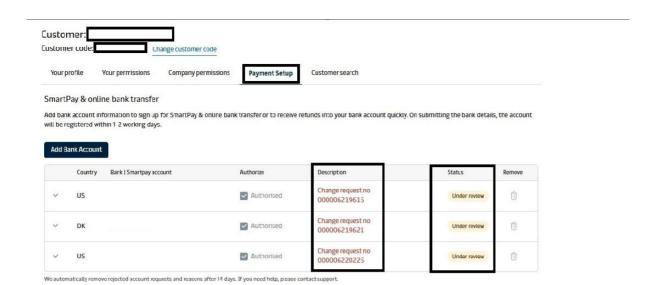
#### **Step 6: Check Status**

- Go to Payment Setup to track your request status.
- If rejected, the reason will be displayed so you can correct and resubmit.



#### **Step 7: View Existing Bank Details**

Under Payment Setup, you can also view existing bank account details.



#### **Countries where IBAN is mandatory:**

Country	IBAN Length	Description
Albania	28	IBAN should start with AL followed by 26 numbers
		IBAN should start with DZ followed by 22 numbers
Algeria	24	DZNNXXXXXXXXXXXXXXXXXX
Andorra	24	IBAN should start with AD followed by 22 characters
Austria	20	IBAN should start with AT followed by 18 numbers
		IBAN should start with AZ Format
Azerbaijan	28	AZNNXXXXXXXXXXXXXXXXXXXXX
Bahrain	22	IBAN should start with BH followed by 20 characters
Belgium	16	IBAN should start with BE followed by 14 numbers
Bosnia and		
Herzegovina	20	IBAN should start with BA followed by 18 numbers
Brazil	29	IBAN should start with BR followed by 27 characters
Bulgaria	22	IBAN should start with BG followed by 20 characters
Croatia	21	IBAN should start with HR followed by 19 numbers
Cyprus	28	IBAN should start with CY followed by 26 characters
Czech	24	IBAN should start with CZ followed by 22 numbers
Denmark	18	IBAN should start with DK followed by 16 numbers
Estonia	20	IBAN should start with EE followed by 18 numbers
Faroe Island	18	IBAN should start with FO followed by 18 numbers
Finland	18	IBAN should start with FI followed by 16 numbers
France	27	IBAN should start with FR followed by 25 characters
Georgia	22	IBAN should start with GE followed by 20 characters
Germany	22	IBAN should start with DE followed by 20 numbers
Gibraltar	23	IBAN should start with GI followed by 21 characters
Great Britain	22	IBAN should start with GB followed by 20 characters
Greece	27	IBAN should start with GR followed by 25 characters
Greenland	18	IBAN should start with GL followed by 16 numbers
Hungary	28	IBAN should start with HU followed by 26 numbers
Iceland	26	IBAN should start with IS followed by 24 numbers
Ireland	22	IBAN should start with IE followed by 20 characters

Israel	27	IBAN should start with IL followed by 21 numbers
i isiaet	23	I IDAN SHOULU SLALL WILLI IL TOLLOWEU DV ZTHUHIDELS

Country	IBAN Length	Description
Italy	27	IBAN should start with IT followed by 25 characters
Jordan	30	IBAN should start with JO followed by 28 characters
Kazakhstan	20	IBAN should start with KZ followed by 18 characters
Kuwait	30	IBAN should start with KW followed by 28 characters
Latvia	21	IBAN should start with LV followed by 19 characters
Lebanon	28	IBAN should start with LB followed by 26 characters
Liechtenstein	21	IBAN should start with LI followed by 19 characters
Lithuania	20	IBAN should start with LT followed by 18 numbers
Luxembourg	20	IBAN should start with LU followed by 18 characters
Macedonia	19	IBAN should start with MK followed by 17 characters
Malta	31	IBAN should start with MT followed by 29 characters
Mauritania	27	IBAN should start with MR followed by 25 numbers
Mauritius	30	IBAN should start with MU followed by 28 characters
Monaco	27	IBAN should start with MC followed by 25 characters
Montenegro	22	IBAN should start with ME followed by 20 numbers
Netherland	18	IBAN should start with NL followed by 16 characters
Norway	15	IBAN should start with NO followed by 13 numbers
Pakistan	24	IBAN should start with PK Format PKNNAAAAXXXXXXXXXXXXXXXX
Poland	28	IBAN should start with PL followed by 26 numbers
Portugal	25	IBAN should start with PT followed by 23 numbers
		IBAN should start with QA Format
Qatar	29	QANNAAAXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Romania	24	IBAN should start with RO followed by 22 characters
San Marino	27	IBAN should start with SM followed by 25 characters
Saudi Arabia	24	IBAN should start with SA followed by 22 characters
		IBAN should start with RS35 followed by 18 characters. Format
Serbia	22	RS35NNNNNNNNNNNNNNNN
Slovenia	19	IBAN should start with SI followed by 17 numbers
Slovakia	24	IBAN should start with SK followed by 22 numbers
Spain	24	IBAN should start with ES followed by 22 numbers
Sweden	24	IBAN should start with SE followed by 22 numbers
Switzerland	21	IBAN should start with CH followed by 19 characters
Tunisia	24	IBAN should start with TN59 followed by 20 numbers
Turkey	26	IBAN should start with TR followed by 24 characters
Ukraine	29	IBAN is optional and must start with UA followed by 27 characters
United Arab Emirates	23	IBAN should start with AE followed by 21 numbers