

TIPS ON CHEQUE SECURITY MEASURES

Procurement and safe keeping

Request for new cheque book(s) should be made only by using requisition form provided by the Bank or the form attached in your cheque book. Alternatively the requests should be made through ATM, Banknet, Smart Business or Call Centre.

Count the cheque leaves immediately on receipt of a new cheque book to ensure that no leaf is missing or duplicated in the book.

Ensure to keep your cheque book under lock and key. The safekeeping of the cheque book is of prime importance and the responsibility of the owner.

Notify the Bank in writing immediately if a cheque is lost or stolen along with the acknowledgment of reporting such loss or theft to Police, in order to stop payment of the cheque.

Unused cheques should be returned to the Bank when the account is closed.

Improper cheque writing

Emirates NBD
بنك الإمارات دبي الوطني

GROUP HEAD OFFICE BRANCH
التاريخ 02-08-12

Pay against this cheque or bearer
Date 02-08-12

X OBAID ABC # #
Pay to the order of

Dirhams ONE THOUSAND ONLY # # درهم

AED 1,000 درهم

ABCDEF GHI JKLMNOP TEST
A/C No. 101 12345678 01
IBAN: AE34 0260 0010 1123 4567 801

Signature(s) التوقيع
Please do not write below this line

000003 60 26 20 1 4 5 1 2 3 4 5 6 7 8 0 1



Do not leave extra spaces between words



Avoid making alterations. Instead write a new cheque



Always draw a line through any unused space



Remember to cross your cheque whenever applicable



Do not write, sign, mark, pin, staple, paste, fold over the MICR line

Cheques are to be written in permanent ink and on forms (supplied and/or approved) by the Bank

Do not sign blank cheques. Always fill in the date, the name of the receiver and the amount before signing the cheque.

Take care to write the cheque without any gaps from the printed area in spaces provided to write the payee name, amount in words and figures

Always draw a line through any unused space

Any mistake made in writing the cheque should be altered by neatly striking it out and confirmed by your full signature against it.

Please do not write, pin, staple or paste on the MICR encoded strip at the foot of the cheque.

To prevent unauthorized encashment of the cheque, use crossing whenever possible.

Never sign in multiple places unless authenticating a change.

When you cancel a cheque, mutilate the MICR band and write "CANCEL" across the face of the cheque

Proper cheque writing

Emirates NBD بنك الإمارات دبي الوطني
شيك CHEQUE
HEAD OFFICE BRANCH
Date 02-08-2012 التاريخ

Pay against this cheque or bearer OBAID ALI هذا الشيك أو لحسابه
Dirhams ONE THOUSAND AND FIFTEEN TWENTY درهم
FIVE ONLY AED 1000.25

ABCDEF GHIJKL MNOP TEST
A/C No. 101 12345678 01
IBAN: AE34 0260 0010 1123 4567 801

Signature(s) [Signature] التوقيع
Please do not write below this line يرجى عدم الكتابة تحت هذا الخط

000004:60 26 20 14 5:0 1 2 3 4 56 780 1