

## COP PROCESS (CUSTOMER'S SIDE)

**FIRST PORTION OF THE APPLICATION:**

- ✓ Once Account Is Initiated Linked Will Be Sent to Your Personal Email Id Or Alternately You Can Login To **adcb.com/Verify** And **Enter** The Reference Number To Be Provided By The Bank.
- ✓ Once Login, Please press **Authorize**.
- ✓ Then **Proceed**.
- ✓ Then upload the passport– Upload your passport on exactly the same format as shown below:



- ✓ **Enter your Name** same as per passport.
- ✓ **Confirm** Details.
- ✓ **Email Verification**
- ✓ Then **Submit**

***(The application will be forwarded to the Agent to finish the final part of the application, please wait for the second part to be sent back to the customer's queue shortly)***

## **SECOND PORTION:**

- ✓ Please login again to **adcb.com/verify** and enter the same reference number
- ✓ Complete pending actions.
- ✓ Scroll down tick all the boxes
- ✓ Then press all the plus (+) sign at the right side then scroll down again, there are remaining boxes to be marked checked (/)
- ✓ Press **Submit** then upload your **Signature\***.

***Note: Please make sure you have a signature saved on your phone or laptop or desktop.***

### ***How to do it:***

- On a clean paper please put your signature.
- Take a photo of your signature.
- Then save to your phone or laptop or desktop.
- Please let me know if you find any difficulty while doing the process. I will be guiding you.