**Dec. 28 AM-Cheques -Request/CUCBD/for forex accounts**

Cheque Book Request from FX Current account

* 1. Invoke menu option – **CHBRQ**
  2. Function Mode – Add
  3. Account Number – Enter the FX Current account
  4. Cheque Book Type – Select from searcher - **CHQ100, CHBRQ 50**
  5. Address Type – Select from searcher as **Mailing**
  6. Identification Details:
  7. Name – Enter the name
  8. Telephone No- Enter the telephone number
  9. Dialing Code – Select from searcher
  10. Mobile No – Enter the mobile number
  11. Identity Type – Select from searcher
  12. Identity No – Enter the ID number
  13. Click on Submit
  14. Note down the Request No \_\_\_\_\_\_

Verify the Cheque Book Request from Current account using another user ID

1. Invoke menu option – CHBRQ
2. Function Mode – Verify
3. Request Number – Enter the request number/select from on Request ID searcher
4. Click on Go
5. View the details
6. Click on Submit
7. The request is verified, and charges collected from current account as charges transaction ID is generated.

Once the cheque book request reaches ICT it is then forwarded to the vendor for processing and once ready it forwarded back to the branch as follows

1. Invoke menu CUCBD
2. Upload the previously prepared file on notepad which follows the below format
3. Ac ID|Begin Cheque|!|cheque book type|U for example
4. 22100000062020|201|!|100|U