



## Dashboard Report

Comprehensive Analysis Report  
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#	Control Name	Function Name
1	here is a new control	Information Security
2	testing control uploaded23	Information Security
3	testing control uploaded2	Information Security
4	testing control uploaded	Information Security
5	best practicies5	Information Security
6	safe guard5	Information Security
7	Other	Information Security
8	new control12345	Information Security
9	new control1234	Information Security Team
10	new control123	Information Security Team
11	new control	Information Security Team
12	Reconciliation	10th of Ramadan
13	Reconciliation	Alexandria Fouad St.
14	test 1-10	Information Security Team
15	1.1.4.d Mission, Vision, and Goals8	Information Security Team
16	1.1.4.d Mission, Vision, and Goals5	N/A
17	1.1.4.d Mission, Vision, and Goals4	N/A
18	1.1.4.d Mission, Vision, and Goals3	N/A
19	1.1.4.d Mission, Vision, and Goals2	N/A
20	1.1.4.d Mission, Vision, and Goals test	N/A

#	Control Name	Function Name
21	1.1.4.c test	Information Security
22	Control 2	Information Security
23	test 16-8	Information Security
24	test 14-8	Information Security
25	test 14-8	Information Security
26	test 14-8	Information Security
27	test 14-8	Information Security
28	test 14-8	Information Security
29	securty_test2	Information Security
30	Security	Information Security
31	1.1.3 People	Information Security
32	5.2.5.k Log Collection	Information Security
33	5.2.5.j Web application firewall (WAF)	Information Security
34	5.2.5.i DNS security	Information Security
35	5.2.5.h Privileged Access Management	Information Security
36	5.2.5.g DDoS mitigation	Information Security
37	5.2.5.f Multi-Factor Authentication	Information Security
38	5.2.5.e Application Firewall	Information Security
39	5.2.5.d Endpoint Detection and Response (EDR)	Information Security
40	5.2.5.c Verbose Logging	Information Security
41	5.1.4.f Onboarding/Off boarding	Information Security
42	4.7.6.a Layer 2/3 Security	Information Security
43	4.7.4.e Wireless Standards	Information Security
44	4.2.5.b Data Disposal and Retention	Information Security
45	4.1.4.a Onboarding/Off boarding	Information Security
46	3.1 Incident Management 11111	Information Security
47	1.4.5.e Phishing Awareness	Information Security

#	Control Name	Function Name
48	RCM Test	6 Of October
49	RCM Test	10th of Ramadan
50	RCM Test	6 Of October
51	RCM Test	6 Of October
52	RCM Test	10th of Ramadan
53	FFFFFFFFFF	10th of Ramadan
54	Automated transaction monitoring system with alerts	Damietta
55	Final	Credit Admin
56	new test	Credit Admin
57	testOrm	6 Of October
58	why	Damietta
59	why	Damietta
60	Automated transaction monitoring system with alert security	API Consumer Finance - Takka
61	4.8.5.j Security Incident and Event Monitoring (SIEM)	Information Security
62	4.8.5.h DNS security	Information Security
63	4.8.5.g Device Fingerprinting	Information Security
64	4.8.5.f Biometric Authentication	Information Security
65	4.6.5.e Log Collection	Information Security
66	4.4.5.h Email Encryption/Authentication	Information Security
67	4.4.5.f Outbound Compliance Filtering	Information Security
68	4.3.4.b Vulnerability Management Program	Information Security
69	4.2.5.c Data Integrity Monitoring	Information Security
70	2.3.5.a High Availability System	Information Security
71	Manual reconciliation using the reports sent from the provider as no transactions done through our system	Insurance
72	Manual reconciliation using the reports sent from the provider as no transactions done through our system	Insurance
73	Manual reconciliation using the reports sent from the provider as no transactions done through our system	Insurance
74	Manual reconciliation using the reports sent from the provider as no transactions done through our system	Microfinance



#	Control Name	Function Name
100		Microfinance
101		Microfinance
102		Microfinance
103		Microfinance
104		Microfinance
105		Microfinance
106		Legal
107		Legal
108		Microfinance
109		Microfinance
110		Microfinance
111		Microfinance
112		Microfinance
113		Microfinance
114		Microfinance
115		Insurance
116	VPN activated, alternative locations are ready	BCM
117	Verifying business confirmation on monthly regulatory reports .	IT
118		Trade Finance
119		Trade Finance
120	Updated product catalogue training / Inductions	Liability Products
121		Insurance

#	Control Name	Function Name
122	Training plan is to be prepared and sent yearly to HR to have the training quarterly plan for the premises	Premises
123	Trade is required to make a monthly proof on monthly bases	Trade Finance
124	IT is IT program and project management methodology process & Project review meetings	IT
125	IT committee composed of executive, IT charter policy , IT org chart and job description	IT
126	authorization mechanisms, such as passwords, tokens or digital signatures, for enforcing access rights according to the sensitivity and Ensure that all users (internal, external and temporary) and their activity on IT systems is recorded	Information Security
127	Tests are carried out in compliance with the tests plan based on communication test plan	BCM
128	he Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cash for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents.	6 Of October
129	he Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cash for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents.	Alexandria Fouad St.
130	he Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cash for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents.	Arabela
131	he Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cash for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents.	Assiut Gomhoria
132	he Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cash for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents.	Assiut Saad Zagloul
133	he Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cash for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents.	Aswan
134	he Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cash for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents.	Zakazik Galla St.
135	he Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cash for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents.	Zamalek
136	he Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cash for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents.	10th of Ramadan
137	he Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cash for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents.	Sohag Nasser City
138	he Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cash for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents.	Sohag Nile St.

#	Control Name	Function Name
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 139		Tanta - AlGeish
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 140		Thawra
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 141		Zahraa EL Maadi
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 142		Zakazik Awkaff Buil.
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 143		Sheraton
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 144		Shobra
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 145		Shobra El khima
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 146		Shooting Club
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 147		Smouha
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 148		Sodic
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 149		Rehab
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 150		Roushdy
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 151		Salah Salem
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 152		Sawah

#	Control Name	Function Name
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 153		Shebin El Kom
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 154		Sheikh Zayed
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 155		Obour city
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 156		October Plaza
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 157		Opera
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 158		Port Said
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 159		Qalioub
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 160		Qeuna
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 161		Miami
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 162		Mohandessein
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 163		Mokatam
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 164		Mostafa El-Nahas
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 165		Nasr City
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 166		New Cairo



#	Control Name	Function Name
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 167		Maadi 9 St
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 168		Madinty
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 169		Mahalla ElKobra
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 170		Mall Of Egypt
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 171		Mansoura
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 172		Menia Kornish
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 173		Korba
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 174		Lagoun
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 175		Lebanon
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 176		Louran
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 177		Luxour
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 178		Maadi
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 179		Heliopolis Meryland
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 180		Helwan

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the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 181		Hurghada
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 182		Ismailia
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 183		Kafr El Shiekh
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 184		Kafr Sakar
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 185		Fakous
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 186		Farskour
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 187		Fayoum
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 188		Garden City
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 189		Haram
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 190		Heliopolis Andalos
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 191		Damietta
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 192		Dokki
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 193		El Manial
the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cashier for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents. 194		Elborsa

#	Control Name	Function Name
195	the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cash for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents.	El-Shams Club
196	the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cash for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents.	Emad El-Din
197	the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cash for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents.	Azhar
198	the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cash for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents.	Banha
199	the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cash for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents.	Bani Sweif
200	the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cash for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents.	Belbais
201	the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cash for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents.	CFC
202	the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cash for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents.	Damanhour
203	recovery plan is prepared by the provisions officer and checked by the provisions head, then approved by the PRO, BR Manager and BOD	Capital and PRO, BR Manager and BOD
204	ICAAP report is prepared by provisions officer and checked by the provisions head, then reviewed by the PRO, BR Manager and BOD	Capital and PRO, BR Manager and BOD
205	covered by recovery solutions- in order to restore some of PCs, laptops with in same time in order to calculate BCM	BCM
206	The corrective actions plan determined from previous tests is taken into account BCM	BCM
207	control party in the entity check the report with the limits & address the parties who missed reportation	Controlled Central with the cash manager
208	The branch make sure each opening account transaction the customer to fulfil all the required KYC data	Asma and Mohamed Signed by him.
209	The branch make sure each opening account transaction the customer to fulfil all the required KYC data	Alshamsia and Mohamed Signed by him.
210	The branch make sure each opening account transaction the customer to fulfil all the required KYC data	Amr and Mohamed Signed by him.
211	The branch make sure each opening account transaction the customer to fulfil all the required KYC data	Asma and Mohamed Signed by him.
212	The branch make sure each opening account transaction the customer to fulfil all the required KYC data	Asma and Mohamed Signed by him.
213	The branch make sure each opening account transaction the customer to fulfil all the required KYC data	Asma and Mohamed Signed by him.
214	The branch make sure each opening account transaction the customer to fulfil all the required KYC data	Zakaria and Mohamed Signed by him.

#	Control Name	Function Name
The branch make s215	each opening account transaction the customer to fulfil all the required KYC data	Zamalek to be signed by him.
The branch make s216	each opening account transaction the customer to fulfil all the required KYC data	El Bahari to be signed by him.
The branch make s217	each opening account transaction the customer to fulfil all the required KYC data	Shahag Nasser City to be signed by him.
The branch make s218	each opening account transaction the customer to fulfil all the required KYC data	Shahag Nile St to be signed by him.
The branch make s219	each opening account transaction the customer to fulfil all the required KYC data	Faata and Al Gobi to be signed by him.
The branch make s220	each opening account transaction the customer to fulfil all the required KYC data	Thawra to be signed by him.
The branch make s221	each opening account transaction the customer to fulfil all the required KYC data	Zahran El Masry to be signed by him.
The branch make s222	each opening account transaction the customer to fulfil all the required KYC data	Zakaria Awad to be signed by him.
The branch make s223	each opening account transaction the customer to fulfil all the required KYC data	Shed to be signed by him.
The branch make s224	each opening account transaction the customer to fulfil all the required KYC data	Shed to be signed by him.
The branch make s225	each opening account transaction the customer to fulfil all the required KYC data	Shaban El Khana to be signed by him.
The branch make s226	each opening account transaction the customer to fulfil all the required KYC data	Shawingy Gobi to be signed by him.
The branch make s227	each opening account transaction the customer to fulfil all the required KYC data	Sand to be signed by him.
The branch make s228	each opening account transaction the customer to fulfil all the required KYC data	Sadi to be signed by him.
The branch make s229	each opening account transaction the customer to fulfil all the required KYC data	Reda to be signed by him.
The branch make s230	each opening account transaction the customer to fulfil all the required KYC data	Panush to be signed by him.
The branch make s231	each opening account transaction the customer to fulfil all the required KYC data	Salah Saleh to be signed by him.
The branch make s232	each opening account transaction the customer to fulfil all the required KYC data	Sawth to be signed by him.
The branch make s233	each opening account transaction the customer to fulfil all the required KYC data	Shahin El Kora to be signed by him.
The branch make s234	each opening account transaction the customer to fulfil all the required KYC data	Shahin Zayed to be signed by him.
The branch make s235	each opening account transaction the customer to fulfil all the required KYC data	Shad to be signed by him.
The branch make s236	each opening account transaction the customer to fulfil all the required KYC data	Shahert Elhas to be signed by him.
The branch make s237	each opening account transaction the customer to fulfil all the required KYC data	Opeta to be signed by him.
The branch make s238	each opening account transaction the customer to fulfil all the required KYC data	Pant Saib to be signed by him.
The branch make s239	each opening account transaction the customer to fulfil all the required KYC data	Galid to be signed by him.
The branch make s240	each opening account transaction the customer to fulfil all the required KYC data	Qadra to be signed by him.
The branch make s241	each opening account transaction the customer to fulfil all the required KYC data	Midra to be signed by him.

#	Control Name	Function Name
The branch make s242	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Mahmoud Essam
The branch make s243	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Mohamed
The branch make s244	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Mostafa El-Nahas
The branch make s245	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Nasr City
The branch make s246	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	New Cairo
The branch make s247	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Madi 10 St
The branch make s248	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Madi
The branch make s249	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Mahmoud El-Kobry
The branch make s250	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Mah Of Egypt
The branch make s251	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Mansoura
The branch make s252	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Maria Kottia
The branch make s253	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Kottia
The branch make s254	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Langdon
The branch make s255	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Labanon
The branch make s256	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Laadon
The branch make s257	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Luxor
The branch make s258	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Madi
The branch make s259	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Heliopolis Madyan
The branch make s260	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Helwan
The branch make s261	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Hanghadia
The branch make s262	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Imatia
The branch make s263	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Kara El Shiba
The branch make s264	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Kam Saka
The branch make s265	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Fakdos
The branch make s266	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Fanskou
The branch make s267	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Fayoum
The branch make s268	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Garden City

#	Control Name	Function Name
269	The branch make s	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.
270	The branch make s	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.
271	The branch make s	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.
272	The branch make s	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.
273	The branch make s	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.
274	The branch make s	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.
275	The branch make s	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.
276	The branch make s	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.
277	The branch make s	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.
278	The branch make s	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.
279	The branch make s	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.
280	The branch make s	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.
281	The branch make s	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.
282	The branch make s	each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.
283	test all location manin and backup sites	BCM
284	Tax calculations are automated on Oracle system. of change in parameters, it should be processed from the vendor and assessed from HR Information system manager and HR head of Human Resources	
285	by the risk committee	oper policy guidelines to ensure proper renewal in place enclosing business continuity DRB, based on stress
286	Talent	Review model is in place and being implemeneted Human Resources
287	&E department memb	that insure the easy workflow of action being made, and are in continues update and following instruction bei
288	Sustainable finance policy as mandated by CBE.	Sustainability
289	ability head checks the	environmental permit and the IFC checklist received via email from the credit risk, before applying financing th
290	Signatures on all type of documents should be verified & contains clear signatures with its powers, Limits & signatures numbers. Check Printing Unit	
291	Signature circular are distributed to other banks and the I SCORE system is Operate Printing Unit	
292	der to make sure about	EA bcp plane, their scope durining crises mode,...etc in addition provide us evidence of test plan , bcp test, o
293	Send form 2 to social insurance office on a yearly basis	Human Resources
294	re-visiting capacity plan and to be approved	Liability Products



#	Control Name	Function Name
295	Reviewing international spend transactions on a customer level	Cards Products
296	Review the support contracts in place against planned SLA, define (outdates SLA, soon to outdate, unbudgeted by needed)	IT
297	Within the month and send them to the cards operations to block and review mail confirmation that they have all been blocked with correct	Collections
298	Review the initiated product and ensure having stakeholders approvals	Liability Products
299	review selling scripts - Mistry shopping to branches - training sessions to bank staff on referral script and welcome calls and meet the customer to investigate if the complaint involved a bank staff. if not he's referred to the company directly -customer is referred back to the insurance provider HO to raise his concerns	Insurance
300	Review RTS reasons and report to Business Planning Team to consider in payout	Cards Products
301	Review compliance with all CBE Rules & Regulations, including the following : 1-Financing rules & regulations ( CBE section 3&4)	Corporate Credit Risk
302	Report the receiving documents from postal department to stakeholder in order to inform the related customer accordingly.  Reconcile the existing documents with stakeholders on monthly basis.	Trade Finance
303	Regular security testing from external and internal to verify flaws are not accessible or used. Direct access on the servers the users are log in through CITRIX and F5 is directing the login session to the available server as a load balancer Servers are highly protected against external cyber attacks Some applications is accessed through Citrix by Internal users.	Information Security
304	Regular review of Application Access Control via DB queries and screenshots	Information Security
305	raise a legal action for all customers who met the legal dunning criteria.	Collections
306	Prepare capacity plan and to be approved	Cards Products
307	Physical access control " existing allowed access for all DC users & Role of each user	IT
308	Periodically review to all the used spreadsheets to include : • Input Control : reconciled with the source of data by a seniority level in the department. • Version Control: approved version of spreadsheets are used. • Calculation testing: the spreadsheet formulas to be tested and any changes to be approved from Finance side. • Protected spreadsheet	SME Risk
309	Periodically review to all the used spreadsheets to include : • Input Control : reconciled with the source of data by a seniority level in the department.	Swift
310	Periodically review to all the used spreadsheets to include : • Input Control : reconciled with the source of data by a seniority level in the department. • Version Control: approved version of spreadsheets are used. • Calculation testing: the spreadsheet formulas to be tested and any changes to be approved from Finance side. • Protected spreadsheet	Premises

#	Control Name	Function Name
311	<p>Periodically review to all the used spreadsheets to include :</p> <ul style="list-style-type: none"> <li>• Input Control : reconciled with the source of data by a seniority level in the department.</li> <li>• Version Control: approved version of spreadsheets are used.</li> </ul> <p>• Calculation testing: the spreadsheet formulas to be tested and any changes to be approved from Finance side.</p> <p>• Protected spreadsheet</p>	Marketing
312	<p>Periodically review to all the used spreadsheets to include :</p> <ul style="list-style-type: none"> <li>• Input Control : reconciled with the source of data by a seniority level in the department.</li> <li>• Version Control: approved version of spreadsheets are used.</li> </ul> <p>• Calculation testing: the spreadsheet formulas to be tested and any changes to be approved from Finance side.</p> <p>• Protected spreadsheet</p>	Human Resources
313	<p>Periodically review to all the used spreadsheets to include :</p> <ul style="list-style-type: none"> <li>• Input Control : reconciled with the source of data by a seniority level in the department.</li> <li>• Version Control: approved version of spreadsheets are used.</li> </ul> <p>• Calculation testing: the spreadsheet formulas to be tested and any changes to be approved from Finance side.</p> <p>• Protected spreadsheet</p>	Cards Products
314	<p>Periodically review to all the used spreadsheets to include :</p> <ul style="list-style-type: none"> <li>• Input Control : reconciled with the source of data by a seniority level in the department.</li> <li>• Version Control: approved version of spreadsheets are used.</li> </ul> <p>• Calculation testing: the spreadsheet formulas to be tested and any changes to be approved from Finance side.</p> <p>• Protected spreadsheet</p>	Mortgage Product
315	<p>Periodically review to all the used spreadsheets to include :</p> <ul style="list-style-type: none"> <li>• Input Control : reconciled with the source of data by a seniority level in the department.</li> <li>• Version Control: approved version of spreadsheets are used.</li> </ul> <p>• Calculation testing: the spreadsheet formulas to be tested and any changes to be approved from Finance side.</p> <p>• Protected spreadsheet</p>	Compliance
316	<p>Periodically review to all the used spreadsheets to include :</p> <ul style="list-style-type: none"> <li>- Input Control : reconciled with the source of data by a seniority level in the department.</li> <li>- Version Control: approved version of spreadsheets are used.</li> </ul> <p>- Calculation testing: the spreadsheet formulas to be tested and any changes to be approved from Finance side.</p> <p>- Protected spreadsheet</p>	Trade Finance
317	<p>Periodically review to all the used spreadsheets to include :</p> <ul style="list-style-type: none"> <li>• Version Control: approved version of spreadsheets are used.</li> </ul> <p>• Calculation testing: the spreadsheet formulas to be tested and any changes to be approved from Finance side.</p>	Remittance
318	<p>Periodically review to all the used spreadsheets to include :</p> <ul style="list-style-type: none"> <li>• Version Control: approved version of spreadsheets are used.</li> </ul>	Microfinance
319	<p>Periodically review to all the used spreadsheets to include :</p> <ul style="list-style-type: none"> <li>• Version Control: approved version of spreadsheets are used.</li> </ul>	Microfinance
320	<p>Periodically review to all the used spreadsheets to include :</p> <ul style="list-style-type: none"> <li>• Version Control: approved version of spreadsheets are used.</li> </ul>	Microfinance
321	<p>Periodically review to all the used spreadsheets to include :</p> <ul style="list-style-type: none"> <li>• Version Control: approved version of spreadsheets are used.</li> </ul>	Microfinance



#	Control Name	Function Name
1- 322	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Alexandria Fouad St.
1- 323	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Arabela
1- 324	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Assiut Gomhoria
1- 325	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Assiut Saad Zaghloul
1- 326	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Aswan
1- 327	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Zakazik Galla St.
1- 328	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	10th of Ramadan
1- 329	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Zamalek

#	Control Name	Function Name
1- 330	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Sohag Nasser City
1- 331	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Sohag Nile St.
1- 332	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Tanta - AlGeish
1- 333	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Thawra
1- 334	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Zahraa EL Maadi
1- 335	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Zakazik Awkaff Bul.
1- 336	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Sheraton
1- 337	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Shobra

#	Control Name	Function Name
1- 338	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Shobra El khima
1- 339	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Shooting Club
1- 340	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Smouha
1- 341	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Sodic
1- 342	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Rehab
1- 343	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Roushdy
1- 344	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Salah Salem
1- 345	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Sawah

#	Control Name	Function Name
1- 346	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Shebin El Kom
1- 347	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Sheikh Zayed
1- 348	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Obour city
1- 349	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	October Plaza
1- 350	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Opera
1- 351	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Port Said
1- 352	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Qalioub
1- 353	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Qeuna

#	Control Name	Function Name
1- 354	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Miami
1- 355	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Mohandessein
1- 356	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Mokatam
1- 357	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Mostafa El-Nahas
1- 358	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Nasr City
1- 359	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	New Cairo
1- 360	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Maadi 9 St
1- 361	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Madinty

#	Control Name	Function Name
1- 362	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Mahalla ElKobra
1- 363	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Mall Of Egypt
1- 364	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Mansoura
1- 365	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Menia Kornish
1- 366	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Korba
1- 367	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Lagoun
1- 368	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Lebanon
1- 369	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Louran

#	Control Name	Function Name
1- 370	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Luxour
1- 371	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Maadi
1- 372	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Heliopolis Meryland
1- 373	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Helwan
1- 374	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Hurghada
1- 375	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Ismailia
1- 376	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Kafr El Shiekh
1- 377	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Kafr Sakar

#	Control Name	Function Name
1- 378	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Fakous
1- 379	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Farskour
1- 380	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Fayoum
1- 381	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Garden City
1- 382	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Haram
1- 383	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Heliopolis Andalos
1- 384	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Damietta
1- 385	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Dokki



#	Control Name	Function Name
1- 386	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	El Manial
1- 387	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Elborsa
1- 388	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	El-Shams Club
1- 389	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Emad El-Din
1- 390	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Azhar
1- 391	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Banha
1- 392	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Bani Sweif
1- 393	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Belbais

#	Control Name	Function Name
1- 394	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	CFC
1- 395	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming	Damanhour
1- 396	Ops officer ensure the below: 1- The physical custody is matched with the register and the extracted reports for all the branch custody. h designation	6 Of October
1- 397	Ops officer ensure the below: 1- The physical custody is matched with the register and the extracted reports for all the branch custody. h designation	Alexandria Fouad St.
1- 398	Ops officer ensure the below: 1- The physical custody is matched with the register and the extracted reports for all the branch custody. h designation	Arabela
1- 399	Ops officer ensure the below: 1- The physical custody is matched with the register and the extracted reports for all the branch custody. h designation	Assiut Gomhoria

#	Control Name	Function Name
1- The physical custody is matched with the register and the extracted reports for all the branch custody. h designation ■■■■■ ■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■: 1- ■■■■■■ ■■■■■■ ■■■■■■■■ ■■ ■■■■■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■■■ ■■■ ■■■■ ■■■■	Ops officer ensure the below:	
400		Assiut Saad Zagloul
1- The physical custody is matched with the register and the extracted reports for all the branch custody. h designation ■■■■■ ■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■: 1- ■■■■■■ ■■■■■■ ■■■■■■■■ ■■ ■■■■■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■■■ ■■■ ■■■■ ■■■■	Ops officer ensure the below:	
401		Aswan
1- The physical custody is matched with the register and the extracted reports for all the branch custody. h designation ■■■■■ ■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■: 1- ■■■■■■ ■■■■■■ ■■■■■■■■ ■■ ■■■■■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■■■ ■■■ ■■■■ ■■■■	Ops officer ensure the below:	
402		10th of Ramadan
1- The physical custody is matched with the register and the extracted reports for all the branch custody. h designation ■■■■■ ■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■: 1- ■■■■■■ ■■■■■■ ■■■■■■■■ ■■ ■■■■■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■■■ ■■■ ■■■■ ■■■■	Ops officer ensure the below:	
403		Zakazik Galla St.
1- The physical custody is matched with the register and the extracted reports for all the branch custody. h designation ■■■■■ ■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■: 1- ■■■■■■ ■■■■■■ ■■■■■■■■ ■■ ■■■■■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■■■ ■■■ ■■■■ ■■■■	Ops officer ensure the below:	
404		Zamalek





#	Control Name	Function Name
1- The physical custody is matched with the register and the extracted reports for all the branch custody. h designation ■■■■■ ■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■: 1- ■■■■■■ ■■■■■■ ■■■■■■■■ ■■ ■■■■■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■■■ ■■■ ■■■■ ■■■■	Ops officer ensure the below:	
415		Smouha
1- The physical custody is matched with the register and the extracted reports for all the branch custody. h designation ■■■■■ ■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■: 1- ■■■■■■ ■■■■■■ ■■■■■■■■ ■■ ■■■■■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■■■ ■■■ ■■■■ ■■■■	Ops officer ensure the below:	
416		Sodic
1- The physical custody is matched with the register and the extracted reports for all the branch custody. h designation ■■■■■ ■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■: 1- ■■■■■■ ■■■■■■ ■■■■■■■■ ■■ ■■■■■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■■■ ■■■ ■■■■ ■■■■	Ops officer ensure the below:	
417		Rehab
1- The physical custody is matched with the register and the extracted reports for all the branch custody. h designation ■■■■■ ■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■: 1- ■■■■■■ ■■■■■■ ■■■■■■■■ ■■ ■■■■■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■■■ ■■■ ■■■■ ■■■■	Ops officer ensure the below:	
418		Roushdy
1- The physical custody is matched with the register and the extracted reports for all the branch custody. h designation ■■■■■ ■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■: 1- ■■■■■■ ■■■■■■ ■■■■■■■■ ■■ ■■■■■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■■■ ■■■ ■■■■ ■■■■	Ops officer ensure the below:	
419		Salah Salem







#	Control Name	Function Name
1- The physical custody is matched with the register and the extracted reports for all the branch custody. h designation ■■■■■ ■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■: 1- ■■■■■■ ■■■■■■ ■■■■■■■■ ■■ ■■■■■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■■■ ■■■ ■■■■ ■■■■	Ops officer ensure the below:	
430		Mohandessein
1- The physical custody is matched with the register and the extracted reports for all the branch custody. h designation ■■■■■ ■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■: 1- ■■■■■■ ■■■■■■ ■■■■■■■■ ■■ ■■■■■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■■■ ■■■ ■■■■ ■■■■	Ops officer ensure the below:	
431		Mokatam
1- The physical custody is matched with the register and the extracted reports for all the branch custody. h designation ■■■■■ ■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■: 1- ■■■■■■ ■■■■■■ ■■■■■■■■ ■■ ■■■■■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■■■ ■■■ ■■■■ ■■■■	Ops officer ensure the below:	
432		Mostafa El-Nahas
1- The physical custody is matched with the register and the extracted reports for all the branch custody. h designation ■■■■■ ■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■: 1- ■■■■■■ ■■■■■■ ■■■■■■■■ ■■ ■■■■■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■■■ ■■■ ■■■■ ■■■■	Ops officer ensure the below:	
433		Nasr City
1- The physical custody is matched with the register and the extracted reports for all the branch custody. h designation ■■■■■ ■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■: 1- ■■■■■■ ■■■■■■ ■■■■■■■■ ■■ ■■■■■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■■■ ■■■ ■■■■ ■■■■	Ops officer ensure the below:	
434		New Cairo



#	Control Name	Function Name
1- The physical custody is matched with the register and the extracted reports for all the branch custody. h designation ■■■■■ ■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■: 1- ■■■■■■ ■■■■■■ ■■■■■■■■ ■■ ■■■■■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■■■ ■■■ ■■■■ ■■■■	Ops officer ensure the below:	
440		Menia Kornish
1- The physical custody is matched with the register and the extracted reports for all the branch custody. h designation ■■■■■ ■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■: 1- ■■■■■■ ■■■■■■ ■■■■■■■■ ■■ ■■■■■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■■■ ■■■ ■■■■ ■■■■	Ops officer ensure the below:	
441		Korba
1- The physical custody is matched with the register and the extracted reports for all the branch custody. h designation ■■■■■ ■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■: 1- ■■■■■■ ■■■■■■ ■■■■■■■■ ■■ ■■■■■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■■■ ■■■ ■■■■ ■■■■	Ops officer ensure the below:	
442		Lagoun
1- The physical custody is matched with the register and the extracted reports for all the branch custody. h designation ■■■■■ ■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■: 1- ■■■■■■ ■■■■■■ ■■■■■■■■ ■■ ■■■■■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■■■ ■■■ ■■■■ ■■■■	Ops officer ensure the below:	
443		Lebanon
1- The physical custody is matched with the register and the extracted reports for all the branch custody. h designation ■■■■■ ■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■: 1- ■■■■■■ ■■■■■■ ■■■■■■■■ ■■ ■■■■■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■■■ ■■■ ■■■■ ■■■■	Ops officer ensure the below:	
444		Louran





#	Control Name	Function Name
1- The physical custody is matched with the register and the extracted reports for all the branch custody. h designation ■■■■■ ■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■: 1- ■■■■■■ ■■■■■■ ■■■■■■■■ ■■ ■■■■■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■■■ ■■■ ■■■■ ■■■■	Ops officer ensure the below:	
455		Fayoum
1- The physical custody is matched with the register and the extracted reports for all the branch custody. h designation ■■■■■ ■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■: 1- ■■■■■■ ■■■■■■ ■■■■■■■■ ■■ ■■■■■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■■■ ■■■ ■■■■ ■■■■	Ops officer ensure the below:	
456		Garden City
1- The physical custody is matched with the register and the extracted reports for all the branch custody. h designation ■■■■■ ■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■: 1- ■■■■■■ ■■■■■■ ■■■■■■■■ ■■ ■■■■■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■■■ ■■■ ■■■■ ■■■■	Ops officer ensure the below:	
457		Haram
1- The physical custody is matched with the register and the extracted reports for all the branch custody. h designation ■■■■■ ■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■: 1- ■■■■■■ ■■■■■■ ■■■■■■■■ ■■ ■■■■■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■■■ ■■■ ■■■■ ■■■■	Ops officer ensure the below:	
458		Heliopolis Andalos
1- The physical custody is matched with the register and the extracted reports for all the branch custody. h designation ■■■■■ ■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■: 1- ■■■■■■ ■■■■■■ ■■■■■■■■ ■■ ■■■■■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■■■ ■■■ ■■■■ ■■■■	Ops officer ensure the below:	
459		Damietta







#	Control Name	Function Name
1-	Ops officer ensure the below: 1- The physical custody is matched with the register and the extracted reports for all the branch custody. h designation ■■■■■ ■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■■■: 1- ■■■■■■ ■■■■■■ ■■■■■■■■ ■■ ■■■■■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■■■ ■■■■ ■■■■ ■■■■■■	
470		Damanhour
471	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■■■	6 Of October
472	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■■■	Alexandria Fouad St.
473	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■■■	Arabela
474	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■■■	Assiut Gomhoria
475	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■■■	Assiut Saad Zaghloul
476	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■■■	10th of Ramadan
477	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■■■	Zakazik Awkaff Buil.
478	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■■■	Zakazik Galla St.
479	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■■■	Zamalek

#	Control Name	Function Name
480	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Sodic
481	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Sohag Nasser City
482	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Sohag Nile St.
483	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Tanta - AlGeish
484	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Thawra
485	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Zahraa EL Maadi
486	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Sheikh Zayed
487	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Sheraton
488	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Shobra
489	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Shobra El khima
490	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Shooting Club
491	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Smouha

#	Control Name	Function Name
492	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Qeuna
493	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Rehab
494	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Roushdy
495	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Salah Salem
496	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Sawah
497	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Shebin El Kom
498	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	New Cairo
499	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Obour city
500	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	October Plaza
501	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Opera
502	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Port Said
503	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Qalioub

#	Control Name	Function Name
504	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Menia Kornish
505	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Miami
506	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Mohandessein
507	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Mokatam
508	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Mostafa El-Nahas
509	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Nasr City
510	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Maadi
511	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Maadi 9 St
512	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Madinty
513	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Mahalla ElKobra
514	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Mall Of Egypt
515	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Mansoura

#	Control Name	Function Name
516	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Kafr Sakar
517	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Korba
518	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Lagoun
519	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Lebanon
520	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Louran
521	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Luxour
522	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Heliopolis Andalos
523	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Heliopolis Meryland
524	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Helwan
525	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Hurghada
526	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Ismailia
527	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Kafr El Shiekh

#	Control Name	Function Name
528	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Emad El-Din
529	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Fakous
530	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Farskour
531	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Fayoum
532	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Garden City
533	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Haram
534	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Damanhour
535	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Damietta
536	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Dokki
537	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	El Manial
538	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	Elborsa
539	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■	El-Shams Club

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#	Control Name	Function Name
(8) officer & branch manager review the physical cases at the branch against the branch stop payment GL and stop payment record on system BM to sign SPC report on quarterly bases.	Salem Branch	Cash Disbursement - Payments
(9) officer & branch manager review the physical cases at the branch against the branch stop payment GL and stop payment record on system BM to sign SPC report on quarterly bases.	Bethesda Branch	Cash Disbursement - Payments
(10) officer & branch manager review the physical cases at the branch against the branch stop payment GL and stop payment record on system BM to sign SPC report on quarterly bases.	Springdale Branch	Cash Disbursement - Payments
(11) officer & branch manager review the physical cases at the branch against the branch stop payment GL and stop payment record on system BM to sign SPC report on quarterly bases.	Farmington Branch	Cash Disbursement - Payments
(12) officer & branch manager review the physical cases at the branch against the branch stop payment GL and stop payment record on system BM to sign SPC report on quarterly bases.	New Britain Branch	Cash Disbursement - Payments
(13) officer & branch manager review the physical cases at the branch against the branch stop payment GL and stop payment record on system BM to sign SPC report on quarterly bases.	Middlebury Branch	Cash Disbursement - Payments
(14) officer & branch manager review the physical cases at the branch against the branch stop payment GL and stop payment record on system BM to sign SPC report on quarterly bases.	Hartford Branch	Cash Disbursement - Payments
(15) officer & branch manager review the physical cases at the branch against the branch stop payment GL and stop payment record on system BM to sign SPC report on quarterly bases.	Danbury Branch	Cash Disbursement - Payments
(16) officer & branch manager review the physical cases at the branch against the branch stop payment GL and stop payment record on system BM to sign SPC report on quarterly bases.	Groton Branch	Cash Disbursement - Payments
(17) officer & branch manager review the physical cases at the branch against the branch stop payment GL and stop payment record on system BM to sign SPC report on quarterly bases.	Thompson's Point Branch	Cash Disbursement - Payments
(18) officer & branch manager review the physical cases at the branch against the branch stop payment GL and stop payment record on system BM to sign SPC report on quarterly bases.	Pittsfield Branch	Cash Disbursement - Payments
(19) officer & branch manager review the physical cases at the branch against the branch stop payment GL and stop payment record on system BM to sign SPC report on quarterly bases.	Greenwich Branch	Cash Disbursement - Payments
(20) officer & branch manager review the physical cases at the branch against the branch stop payment GL and stop payment record on system BM to sign SPC report on quarterly bases.	Putnam Branch	Cash Disbursement - Payments
(21) officer & branch manager review the physical cases at the branch against the branch stop payment GL and stop payment record on system BM to sign SPC report on quarterly bases.	Roseland Branch	Cash Disbursement - Payments



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#	Control Name	Function Name
697	Operation Officer to ensure the following : 1. Customer position is printed , returned check form/template is filled with the reason of rejection and signed by authorized sig. <b>XXXXXXXXXX XXXXXXXXXX XX XXXX XXXXXX / XXXXXXXX:</b> <b>XXXXXXXXXXXX (XXXX XXXXX) XXXXXXXX XXXXXXX XXXXX XXXXXXX XXXXX XXX XXXXXXX XXXXXXX XXXXXXXXXXXXXXX XXXXXXX</b>	Alexandria Fouad St.
698	Operation Officer to ensure the following : 1. Customer position is printed , returned check form/template is filled with the reason of rejection and signed by authorized sig. <b>XXXXXXXXXX XXXXXXXXXX XX XXXX XXXXXX / XXXXXXXX:</b> <b>XXXXXXXXXXXX (XXXX XXXXX) XXXXXXXX XXXXXXX XXXXX XXXXXXX XXXXX XXX XXXXXXX XXXXXXX XXXXXXXXXXXXXXX XXXXXXX</b>	Arabela
699	Operation Officer to ensure the following : 1. Customer position is printed , returned check form/template is filled with the reason of rejection and signed by authorized sig. <b>XXXXXXXXXX XXXXXXXXXX XX XXXX XXXXXX / XXXXXXXX:</b> <b>XXXXXXXXXXXX (XXXX XXXXX) XXXXXXXX XXXXXXX XXXXX XXXXXXX XXXXX XXX XXXXXXX XXXXXXX XXXXXXXXXXXXXXX XXXXXXX</b>	Assiut Gomhoria
700	Operation Officer to ensure the following : 1. Customer position is printed , returned check form/template is filled with the reason of rejection and signed by authorized sig. <b>XXXXXXXXXX XXXXXXXXXX XX XXXX XXXXXX / XXXXXXXX:</b> <b>XXXXXXXXXXXX (XXXX XXXXX) XXXXXXXX XXXXXXX XXXXX XXXXXXX XXXXX XXX XXXXXXX XXXXXXX XXXXXXXXXXXXXXX XXXXXXX</b>	Assiut Saad Zaghloul
701	Operation Officer to ensure the following : 1. Customer position is printed , returned check form/template is filled with the reason of rejection and signed by authorized sig. <b>XXXXXXXXXX XXXXXXXXXX XX XXXX XXXXXX / XXXXXXXX:</b> <b>XXXXXXXXXXXX (XXXX XXXXX) XXXXXXXX XXXXXXX XXXXX XXXXXXX XXXXX XXX XXXXXXX XXXXXXX XXXXXXXXXXXXXXX XXXXXXX</b>	Aswan
702	Operation Officer to ensure the following : 1. Customer position is printed , returned check form/template is filled with the reason of rejection and signed by authorized sig. <b>XXXXXXXXXX XXXXXXXXXX XX XXXX XXXXXX / XXXXXXXX:</b> <b>XXXXXXXXXXXX (XXXX XXXXX) XXXXXXXX XXXXXXX XXXXX XXXXXXX XXXXX XXX XXXXXXX XXXXXXX XXXXXXXXXXXXXXX XXXXXXX</b>	Zakazik Awkaff Buil.

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#	Control Name	Function Name
709	Operation Officer to ensure the following : 1. Customer position is printed , returned check form/template is filled with the reason of rejection and signed by authorized sig. <b>XXXXXXXXXX XXXXXXXXXXXX XX XXXXX XXXXXXX/ XXXXXXXX:</b> <b>XXXXXXXXXXXXXXXX (XXXX XXXXX) XXXXXXXX XXXXXXX XXXXX XXXXXXX XXXXX XXX XXXXXXX XXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXX</b>	Thawra
710	Operation Officer to ensure the following : 1. Customer position is printed , returned check form/template is filled with the reason of rejection and signed by authorized sig. <b>XXXXXXXXXX XXXXXXXXXXXX XX XXXXX XXXXXXX/ XXXXXXXX:</b> <b>XXXXXXXXXXXXXXXX (XXXX XXXXX) XXXXXXXX XXXXXXX XXXXX XXXXXXX XXXXX XXX XXXXXXX XXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXX</b>	Zahraa EL Maadi
711	Operation Officer to ensure the following : 1. Customer position is printed , returned check form/template is filled with the reason of rejection and signed by authorized sig. <b>XXXXXXXXXX XXXXXXXXXXXX XX XXXXX XXXXXXX/ XXXXXXXX:</b> <b>XXXXXXXXXXXXXXXX (XXXX XXXXX) XXXXXXXX XXXXXXX XXXXX XXXXXXX XXXXX XXX XXXXXXX XXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXX</b>	Sheraton
712	Operation Officer to ensure the following : 1. Customer position is printed , returned check form/template is filled with the reason of rejection and signed by authorized sig. <b>XXXXXXXXXX XXXXXXXXXXXX XX XXXXX XXXXXXX/ XXXXXXXX:</b> <b>XXXXXXXXXXXXXXXX (XXXX XXXXX) XXXXXXXX XXXXXXX XXXXX XXXXXXX XXXXX XXX XXXXXXX XXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXX</b>	Shobra
713	Operation Officer to ensure the following : 1. Customer position is printed , returned check form/template is filled with the reason of rejection and signed by authorized sig. <b>XXXXXXXXXX XXXXXXXXXXXX XX XXXXX XXXXXXX/ XXXXXXXX:</b> <b>XXXXXXXXXXXXXXXX (XXXX XXXXX) XXXXXXXX XXXXXXX XXXXX XXXXXXX XXXXX XXX XXXXXXX XXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXX</b>	Shobra El khima
714	Operation Officer to ensure the following : 1. Customer position is printed , returned check form/template is filled with the reason of rejection and signed by authorized sig. <b>XXXXXXXXXX XXXXXXXXXXXX XX XXXXX XXXXXXX/ XXXXXXXX:</b> <b>XXXXXXXXXXXXXXXX (XXXX XXXXX) XXXXXXXX XXXXXXX XXXXX XXXXXXX XXXXX XXX XXXXXXX XXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXX</b>	Shooting Club

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#	Control Name	Function Name
733	Operation Officer to ensure the following : 1. Customer position is printed , returned check form/template is filled with the reason of rejection and signed by authorized sig. <b>XXXXXXXXXX XXXXXXXXXXXX XX XXXXX XXXXXXX/ XXXXXXXXXX:</b> <b>XXXXXXXXXXXXXXXX (XXXX XXXXX) XXXXXXXXXXX XXXXXXX XXXXX XXXXXXX XXXXX XXX XXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX</b>	Nasr City
734	Operation Officer to ensure the following : 1. Customer position is printed , returned check form/template is filled with the reason of rejection and signed by authorized sig. <b>XXXXXXXXXX XXXXXXXXXXXX XX XXXXX XXXXXXX/ XXXXXXXXXX:</b> <b>XXXXXXXXXXXXXXXX (XXXX XXXXX) XXXXXXXXXXX XXXXXXX XXXXX XXXXXXX XXXXX XXX XXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX</b>	New Cairo
735	Operation Officer to ensure the following : 1. Customer position is printed , returned check form/template is filled with the reason of rejection and signed by authorized sig. <b>XXXXXXXXXX XXXXXXXXXXXX XX XXXXX XXXXXXX/ XXXXXXXXXX:</b> <b>XXXXXXXXXXXXXXXX (XXXX XXXXX) XXXXXXXXXXX XXXXXXX XXXXX XXXXXXX XXXXX XXX XXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX</b>	Maadi 9 St
736	Operation Officer to ensure the following : 1. Customer position is printed , returned check form/template is filled with the reason of rejection and signed by authorized sig. <b>XXXXXXXXXX XXXXXXXXXXXX XX XXXXX XXXXXXX/ XXXXXXXXXX:</b> <b>XXXXXXXXXXXXXXXX (XXXX XXXXX) XXXXXXXXXXX XXXXXXX XXXXX XXXXXXX XXXXX XXX XXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX</b>	Madinty
737	Operation Officer to ensure the following : 1. Customer position is printed , returned check form/template is filled with the reason of rejection and signed by authorized sig. <b>XXXXXXXXXX XXXXXXXXXXXX XX XXXXX XXXXXXX/ XXXXXXXXXX:</b> <b>XXXXXXXXXXXXXXXX (XXXX XXXXX) XXXXXXXXXXX XXXXXXX XXXXX XXXXXXX XXXXX XXX XXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX</b>	Mahalla ElKobra
738	Operation Officer to ensure the following : 1. Customer position is printed , returned check form/template is filled with the reason of rejection and signed by authorized sig. <b>XXXXXXXXXX XXXXXXXXXXXX XX XXXXX XXXXXXX/ XXXXXXXXXX:</b> <b>XXXXXXXXXXXXXXXX (XXXX XXXXX) XXXXXXXXXXX XXXXXXX XXXXX XXXXXXX XXXXX XXX XXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX</b>	Mall Of Egypt

#	Control Name	Function Name
739	Operation Officer to ensure the following : 1. Customer position is printed , returned check form/template is filled with the reason of rejection and signed by authorized sig. <div> <div> </div> <div> </div> </div>	Mansoura
740	Operation Officer to ensure the following : 1. Customer position is printed , returned check form/template is filled with the reason of rejection and signed by authorized sig. <div> <div> </div> <div> </div> </div>	Menia Kornish
741	Operation Officer to ensure the following : 1. Customer position is printed , returned check form/template is filled with the reason of rejection and signed by authorized sig. <div> <div> </div> <div> </div> </div>	Korba
742	Operation Officer to ensure the following : 1. Customer position is printed , returned check form/template is filled with the reason of rejection and signed by authorized sig. <div> <div> </div> <div> </div> </div>	Lagoun
743	Operation Officer to ensure the following : 1. Customer position is printed , returned check form/template is filled with the reason of rejection and signed by authorized sig. <div> <div> </div> <div> </div> </div>	Lebanon
744	Operation Officer to ensure the following : 1. Customer position is printed , returned check form/template is filled with the reason of rejection and signed by authorized sig. <div> <div> </div> <div> </div> </div>	Louran



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#	Control Name	Function Name
785	make sure to distribute masks, or washable Masks ,sanitizers, and gloves	BCM
786	Main & backup sites are using different sources of power & communications & the distance is about 35 KM.	BCM
787	List of Users who can implement changes to the production environment indicate the User ID, name and designation of the User	IT
788	Keeping official manual receipts of the vendor & the branches & the related emails. the cash volume existing with him in ADIB premises, but posting the amount on the system to avoid the cash insurance risks. Signing the Check the cash balance existing in ADIB premises with the vendor's officer for several times a day.	Cash and Treasury
789	IT SOPs is reviewed on Bi- annual basis by IT team and its already auto renewed ,unless there is change need to be updated IT Process – auto renewed without expiry date , unless there is change need to be updated Operational risk, compliance and Audit team can raise flag to update any IT SOP, accordingly proposed change will be assessed.	IT
790	Integrate and Monitor Application Logs with SIEM Monthly review of application audit logs reports done by IAM team for non-Integrated services	Information Security
791	Product team only to approve deducting from cost center, appraisal fees invoices to be delivered from mortgage support	Mortgage Products
792	initiation and updated the liabilities procedures	Liability Products
793	policies cycle for update starts in Q3 of each year and is communicated to the policy stakeholder by Q4 of the year with summary of changes Follow up with the policy committee to avoid the delay KPIs to measure the effectiveness of the policies will be part of the updated Information Security Policy	Information Security
794	with defined plan for the program ,Conduct regular information security training for employees and stakeholders. The budget allocated for Information Security KPIs have been developed Face to face information security workshops, induction to new hires Supports raising business users awareness against live forms of phishing trends and other social engineering threats	Information Security
795	Implement DAM Database activity monitoring solution to monitor all bank DBs	Information Security
796	1- Ensuring that the proper approval by division/department head are obtained on TSM system before providing approval 2- New Joiners announcement provide from HR side	Information Security
797	ed overtime register from relevant stakeholders via emails and the register is included in the payroll payment system and va	Human Resources
798	st working day of resigned employees and reviewed by HR staff payment governmental relations Management system to ensure	Human Resources
799	es the decisions communicated from disciplinary committee secretary on Oracle system and being reviewed by HR staff payment gover	Human Resources
800	Hiring plan in place and managed by HR team with regular update from Senior HR Business Partner, Human Resources and IT Heads	IT
801	Hiring documents are uploaded on Taleo after obtaining all the required approvals and signing the offer letter by HR or his designee	Human Resources
802	Highlighting any pending issue from either of the related parties on spot & providing the required Central Unit	Cash and Treasury
803	Health Insurance exemption process is done on annual basis by and delivered to the concerned authorities	Human Resources

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#	Control Name	Function Name
Evacuation plan tested successfully and BCP implemented successfully several times	[REDACTED]	[REDACTED] St.
Evacuation plan tested successfully and BCP implemented successfully several times	[REDACTED]	[REDACTED]
Evacuation plan tested successfully and BCP implemented successfully several times	[REDACTED]	[REDACTED]ria
Evacuation plan tested successfully and BCP implemented successfully several times	[REDACTED]	[REDACTED]gloul
Evacuation plan tested successfully and BCP implemented successfully several times	[REDACTED]	[REDACTED]
Evacuation plan tested successfully and BCP implemented successfully several times	[REDACTED]	[REDACTED]adi
Evacuation plan tested successfully and BCP implemented successfully several times	[REDACTED]	[REDACTED]Buil.
Evacuation plan tested successfully and BCP implemented successfully several times	[REDACTED]	[REDACTED] St.
Evacuation plan tested successfully and BCP implemented successfully several times	[REDACTED]	[REDACTED]
Evacuation plan tested successfully and BCP implemented successfully several times	[REDACTED]	[REDACTED]
Evacuation plan tested successfully and BCP implemented successfully several times	[REDACTED]	[REDACTED]
Evacuation plan tested successfully and BCP implemented successfully several times	[REDACTED]	[REDACTED]City
Evacuation plan tested successfully and BCP implemented successfully several times	[REDACTED]	[REDACTED] St.
Evacuation plan tested successfully and BCP implemented successfully several times	[REDACTED]	[REDACTED]sh
Evacuation plan tested successfully and BCP implemented successfully several times	[REDACTED]	[REDACTED]
Evacuation plan tested successfully and BCP implemented successfully several times	[REDACTED]	[REDACTED]
Evacuation plan tested successfully and BCP implemented successfully several times	[REDACTED]	[REDACTED]
Evacuation plan tested successfully and BCP implemented successfully several times	[REDACTED]	[REDACTED]ma



#	Control Name	Function Name
Evacuation plan tested successfully and BCP implemented successfully several times [REDACTED]	[REDACTED]	[REDACTED]an
Evacuation plan tested successfully and BCP implemented successfully several times [REDACTED]	[REDACTED]	[REDACTED]b
Evacuation plan tested successfully and BCP implemented successfully several times [REDACTED]	[REDACTED]	[REDACTED]
Evacuation plan tested successfully and BCP implemented successfully several times [REDACTED]	[REDACTED]	[REDACTED]
Evacuation plan tested successfully and BCP implemented successfully several times [REDACTED]	[REDACTED]	[REDACTED]y
Evacuation plan tested successfully and BCP implemented successfully several times [REDACTED]	[REDACTED]	[REDACTED]n
Evacuation plan tested successfully and BCP implemented successfully several times [REDACTED]	[REDACTED]	[REDACTED]
Evacuation plan tested successfully and BCP implemented successfully several times [REDACTED]	[REDACTED]	[REDACTED]m
Evacuation plan tested successfully and BCP implemented successfully several times [REDACTED]	[REDACTED]	[REDACTED]y
Evacuation plan tested successfully and BCP implemented successfully several times [REDACTED]	[REDACTED]	[REDACTED]a
Evacuation plan tested successfully and BCP implemented successfully several times [REDACTED]	[REDACTED]	[REDACTED]
Evacuation plan tested successfully and BCP implemented successfully several times [REDACTED]	[REDACTED]	[REDACTED]
Evacuation plan tested successfully and BCP implemented successfully several times [REDACTED]	[REDACTED]	[REDACTED]in
Evacuation plan tested successfully and BCP implemented successfully several times [REDACTED]	[REDACTED]	[REDACTED]/[REDACTED]
Evacuation plan tested successfully and BCP implemented successfully several times [REDACTED]	[REDACTED]	[REDACTED]has
Evacuation plan tested successfully and BCP implemented successfully several times [REDACTED]	[REDACTED]	[REDACTED]y
Evacuation plan tested successfully and BCP implemented successfully several times [REDACTED]	[REDACTED]	[REDACTED]e

#	Control Name	Function Name
1	Evacuation plan tested successfully and BCP implemented successfully several times	Emergency Response
2	Evacuation plan tested successfully and BCP implemented successfully several times	Emergency Response
3	Evacuation plan tested successfully and BCP implemented successfully several times	Emergency Response
4	Evacuation plan tested successfully and BCP implemented successfully several times	Emergency Response
5	Evacuation plan tested successfully and BCP implemented successfully several times	Emergency Response
6	Evacuation plan tested successfully and BCP implemented successfully several times	Emergency Response
7	Evacuation plan tested successfully and BCP implemented successfully several times	Emergency Response
8	Evacuation plan tested successfully and BCP implemented successfully several times	Emergency Response
9	Evacuation plan tested successfully and BCP implemented successfully several times	Emergency Response
10	Evacuation plan tested successfully and BCP implemented successfully several times	Emergency Response
11	Evacuation plan tested successfully and BCP implemented successfully several times	Emergency Response
12	Evacuation plan tested successfully and BCP implemented successfully several times	Emergency Response
13	Evacuation plan tested successfully and BCP implemented successfully several times	Emergency Response
14	Evacuation plan tested successfully and BCP implemented successfully several times	Emergency Response
15	Evacuation plan tested successfully and BCP implemented successfully several times	Emergency Response
16	Evacuation plan tested successfully and BCP implemented successfully several times	Emergency Response
17	Evacuation plan tested successfully and BCP implemented successfully several times	Emergency Response
18	Evacuation plan tested successfully and BCP implemented successfully several times	Emergency Response
19	Evacuation plan tested successfully and BCP implemented successfully several times	Emergency Response
20	Evacuation plan tested successfully and BCP implemented successfully several times	Emergency Response

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#	Control Name	Function Name
896	Escrow agreement in place to be renew anually	IT
897	ensuring testing quarterly to ensure efficiancy of CSU plan	CSU
898	Ensure that our signatures record are matched with the received circulars and Check Printing Unit	Check Printing Unit
899	Ensure that all eligible customers are getting charged with the monthly statement of sales	Cafes Products
900	# & name with the requested number of leafs. - Keeping the checks in fireproof container to avoid financial loss	Check Printing Unit
901	staff , are compliance and AML Trained , also ensure training is provided frequently	Compliance
902	Ensure proper follow up from MIS Head to submit reports on a time	Capital and Provision Management
903	Successfully implemented successfully & that there is a current Continuity of Business (COB) Plan which obeys co	COB Plan
904	Successfully, implemented successfully and that there is a current continuity of business (COB) plan which obeys co	COB Plan
905	Successfully implemented successfully & that there is a current Continuity of Business (COB) Plan which obeys co	COB Plan
906	Ensure all proced/Policies are updated and approved All functions are communicated by the agreed SLA	CS
907	Ensure all policies and processes are updated, reviewed and approved periodically.	Capital and Provision Management
908	Ensure that all processes in place and properly communicated.	Insurance
909	Employee File Management Process is in place and being applied Human Resources	Human Resources
910	Duties are segregated	Marketing
911	Links from different providers.	IT
912	Recovery site readiness	IT
913	Develop a detailed outline of the department manual, including policies, procedures, processes, and reports	Card and Patch
914	Develop IT strategy or IT plan (3-5 years) that is formally approved at an appropriate level	IT
915	Department head ensures the below is in place to ensure efficient handling for assigned responsibilities:	IT
916	1- Job description should be in place for all staff members to ensure their awareness & accountability for their responsibilities.	IT
917	Department head ensures proper segregation of duties & independency of functions to ensure proper risk	IT
918	Department head assigns maker and checker on setup in order to ensure accurate Setup.	IT
919	to ensure proper escalation of any breaches if any; worth noting that treasury and trade pre-booking	IT

#	Control Name	Function Name
	Daily follow up from Regional Ops team with branches until closing all the findings .	
920		Branches Regional Operation
921	Customers' documents (Signed contracts & Cheques) are safe kept under dual custody by Consumer Operations ensuring full segregation of duties	DSU
922	CRM data base are feed with SME CP criteria to ensure that all approved cases through the system are matching with it CRM reported figures should be matching with CBS to ensure that all approvals are lodged on CRM	SME Risk
923	Approved by ADIB board of directors whenever needed and followed by all stakeholders; department heads along with Credit Risker to ensure compliance	Corporate Credit Risk
924	Credit due diligence should be performed and in line with policy requirements: Validate all components of the credit approval package were completed as appropriate	Corporate Credit Risk
925	The Unit Head (his replacement) reviews bank's portal to verify sharing all new / updated laws and regulations with staff members and management	Compliance
926	Senior management know a yearly plan and the expansion plan for the upcoming years to set a proper business plan for the department	Premises
927	contingency plan are performed	BCM
928	contact crisis management team in order to make sure that all contact updated in addition send awareness to crisis team	BCM
929	consolidate all the received CBE circulars to ensure implementation	Liability Products
930	conduct call tree for coordinator and backup coordinator in addition send confirmation email to Senior management regarding call tree	BCM
931	conduct annual BCP test in order to test backup data center	BCM
932	Complaints escalation matrix is in place and effective	DSU
933	Comparing end of each month cash deposits after deducting withdrawals versus cash volume reported to CBE & other banks	Exported CBE & other banks
934	Collections system access is restricted and approved based on the role of the employee	Collections
935	Claims as defined by client in the e-mail and fax/MIFT Indemnity.Clients' inquiries received by phone , must be received by the pre designated staff	CSU
936	Clear designations are in place to segregate duties maintained within the unit	Microfinance
937	Clear designations are in place to segregate duties maintained within the unit	Collections
938	Recalculation performed to front liners with approved criteria after head of product approval	Appraisal Product
939	Checklist in place and prepared by the department to consolidate all the received CBE Circulars and Provision Management	Capital and Provision Management
940	Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation.	Sustainability
941	Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation	SME Risk
942	Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation	Remittance



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#	Control Name	Function Name
983	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests.  [REDACTED] • [REDACTED]	Qeuna
984	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests.  [REDACTED] • [REDACTED]	Rehab
985	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests.  [REDACTED] • [REDACTED]	Roushdy
986	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests.  [REDACTED] • [REDACTED]	Salah Salem
987	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests.  [REDACTED] • [REDACTED]	Sawah

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#	Control Name	Function Name
1008	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests.  [REDACTED] • [REDACTED]	Korba
1009	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests.  [REDACTED] • [REDACTED]	Lagoun
1010	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests.  [REDACTED] • [REDACTED]	Lebanon
1011	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests.  [REDACTED] • [REDACTED]	Louran
1012	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests.  [REDACTED] • [REDACTED]	Luxour















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#	Control Name	Function Name
1120	Both the maker & the checker make sure that export proceeds are correctly / timely credited to trade finance account.	Trade Finance
1121	Both the maker & the checker make sure that any trade documents examined in line of its Trade Finance	Trade Finance
1122	Insurance policy in place to cover fraud risk & computer crime and professional indemnity	Insurance
1123	Based on the ASSET inventory related to ADIB core banking services( (database, OS, HW,SW) st its roadmap, patching, specs to ensure the delivery of the expected performance and service , else define the outdated or soon to out 2. Ensure to comply with baselines Discover the Outdated Asset	IT
1124	ATM depend on the physical security monitoring.	Information Security
1125	Archiving the hard copy of the report. Matching BO report out put with the data.Confirm report delivery to Cashier Central vaults from CBE	Cashier Central vaults
1126	Approved designations should be in place . Proper segregation of duties & independency of functions should be adhered to	Check Printing Unit
1127	Any claim should be reported to insurance provider with documents and ensure payments are made	Insurance
1128	Annual training plan is maintained to enroll the mandatory trainings to all staff	Human Resources
1129	Annual reviews are usually conducted for all credit names that have approved credit facilities writing team as an integral part of the portfolio review/analysis in order to ensure that all requirements are in place ,and any material change in the business File requirements may include some of the following items as appropriate: 1) Verify that business strategy, target market and customer segment are identified.	SME Risk
1130	Annual DR Test 8. Ensure availability of support contracts and appropriate SLAs	IT
1131	Annual Assessment of Departments roles and responsibilities to align with the Risk Appetite and Prioritization	Risk Appetite and Prioritization
1132	Analyze the bad cases according to the related trigger and handing over the case/cases to Remedial Team on behalf of the branch	Self Risk
1133	No suspicious related to the transactions & regular report with customer's transaction amount is being sent to AML team to for reviewing Restriction of Accounts for clients with aged alerts	Compliance
1134	All user requests form presented in accordance to maker/checker basis and no branch approval	Branches Regional Operation
1135	All telesales calls are recorded Monthly quality check by telesales head & Team leaders is conducted on the recorded calls	DSB
1136	all sales staff shall sign ADIB Code of conduct SM, SO, SA, and coordinators) to be deactivated unless permission is adequate matching business need and DSB, external communication	DSB
1137	All reversal transactions should be performed after obtaining proper approval	Branches Regional Operation
1138	Workflow and SLA between concerned departments are in place and properly communicated by department	Corporate Credit Risk
1139	All procedures and contracts are reviewed by Compliance unit and signoff is obtained prior to implementing to ensure CBE compliant - staff awareness , induction training, field visits, customers' and staff feedback	Insurance
1140	Not availed or transaction not drawn down in that time frame, the facilities/transaction must be re-approved by SME Risk	SME Risk

#	Control Name	Function Name
1141	All New Authorized Signatories that added to the Signature Booklet have to be approved by the appropriate Manager.	Operational Risk
1142	All job descriptions are reviewed annually and updated with HR	Microfinance
1143	All Invoices to be reviewed by the Department Manager & approved by Head Of Department before sending to the Payable Departments	Direct & Indirect Payable
1144	All DSU users' access permissions on the system (s) is inquiry only. Users' access permissions are to be reviewed Semiannually.	DSU
1145	Customers are screened manually either during the on-boarding process, before opening the account or during the life cycle of the customer's relationship.	Compliance
1146	Credit facilities are to be reviewed by SME Risk head at least annually to ensure the correct use and eligibility of the credit facilities.	SME Risk
1147	Credit facilities are to be reviewed at least once every 12 months to ensure that all file requirements are in place, and any material changes to credit facilities have been reported. File requirements may include some of the following items as appropriate for the unit: 1. Current financials.	Corporate Credit Risk
1148	Alco approval on applied rate whenever there is a change in margin	Mortgage Product
1149	Adherence to the staff gifts process	Human Resources
1150	Adherence to all CBE circulations received from compliance e.g corridor rate change, ID change	Mortgage Product
1151	Account opening needed sanction then send to fulfillment team to proceed with excel sheet to proceed with account opening.	Banking & Wealth Sales
1152	9. Latest financials are obtained & analyzed.	Corporate Credit Risk
1153	9. Extended credit facilities should be sharia compliant.	Corporate Credit Risk
1154	9) Ensure that the obligors in the program meet the credit program requirements	SME Risk
1155	8. Review of all obligors with ORRs 7 - 9 excluding PS names ensuring sufficient triggers and follow-up. All the above done by Risk department periodically ensuring sufficient monitoring and reporting.	Corporate Credit Risk
1156	8. Group facilities are aggregated	Corporate Credit Risk
1157	Customer credit reports are documented when customer calls are conducted and objectively address credit risk issues (should strictly comply with the policy)	Corporate Credit Risk
1158	8) The Risk Rating process is identified and its approval status.	SME Risk
1159	8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch policy.	Operational Risk
1160	8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch policy.	Operational Risk
1161	8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch policy.	Operational Risk
1162	8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch policy.	Operational Risk
1163	8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch policy.	Operational Risk

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#	Control Name	Function Name
8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch manager's signature.		Managerial
8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch manager's signature.		Inventory
8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch manager's signature.		Branch Manager
8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch manager's signature.		Logistics
8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch manager's signature.		Customer
8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch manager's signature.		Finance
8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch manager's signature.		Human Resources
8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch manager's signature.		Information Technology
8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch manager's signature.		Legal
8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch manager's signature.		Marketing
8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch manager's signature.		Operations
8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch manager's signature.		Purchasing
8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch manager's signature.		Sales
8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch manager's signature.		Shipping
8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch manager's signature.		Training
8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch manager's signature.		Vendor Management
8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch manager's signature.		Warehouse
8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch manager's signature.		Quality Control
8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch manager's signature.		Research & Development
8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch manager's signature.		Compliance
8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch manager's signature.		Facilities
8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch manager's signature.		Food Safety
8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch manager's signature.		Product Development
8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch manager's signature.		Customer Service
8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch manager's signature.		Supply Chain
8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch manager's signature.		Manufacturing



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#	Control Name	Function Name
• 6.2	Shredding of all unused or unneeded documents.	
• 6.3	Shredding of all unused or unneeded documents.	
• 6.4	Shredding of all unused or unneeded documents.	
• 6.5	Shredding of all unused or unneeded documents.	
• 6.6	Shredding of all unused or unneeded documents.	
• 6.7	Shredding of all unused or unneeded documents.	
• 6.8	Shredding of all unused or unneeded documents.	
• 6.9	Shredding of all unused or unneeded documents.	
• 6.10	Shredding of all unused or unneeded documents.	
• 6.11	Shredding of all unused or unneeded documents.	
• 6.12	Shredding of all unused or unneeded documents.	
• 6.13	Shredding of all unused or unneeded documents.	
• 6.14	Shredding of all unused or unneeded documents.	
• 6.15	Shredding of all unused or unneeded documents.	
• 6.16	Shredding of all unused or unneeded documents.	
• 6.17	Shredding of all unused or unneeded documents.	
• 6.18	Shredding of all unused or unneeded documents.	
• 6.19	Shredding of all unused or unneeded documents.	
• 6.20	Shredding of all unused or unneeded documents.	



#	Control Name	Function Name
• 1	6. Shredding of all unused or unneeded documents.	Shredding of all unused or unneeded documents.
• 2	6. Shredding of all unused or unneeded documents.	Shredding of all unused or unneeded documents.
• 3	6. Shredding of all unused or unneeded documents.	Shredding of all unused or unneeded documents.
• 4	6. Shredding of all unused or unneeded documents.	Shredding of all unused or unneeded documents.
• 5	6. Shredding of all unused or unneeded documents.	Shredding of all unused or unneeded documents.
• 6	6. Shredding of all unused or unneeded documents.	Shredding of all unused or unneeded documents.
• 7	6. Shredding of all unused or unneeded documents.	Shredding of all unused or unneeded documents.
• 8	6. Shredding of all unused or unneeded documents.	Shredding of all unused or unneeded documents.
• 9	6. Shredding of all unused or unneeded documents.	Shredding of all unused or unneeded documents.
• 10	6. Shredding of all unused or unneeded documents.	Shredding of all unused or unneeded documents.
• 11	6. Shredding of all unused or unneeded documents.	Shredding of all unused or unneeded documents.
• 12	6. Shredding of all unused or unneeded documents.	Shredding of all unused or unneeded documents.
• 13	6. Shredding of all unused or unneeded documents.	Shredding of all unused or unneeded documents.
• 14	6. Shredding of all unused or unneeded documents.	Shredding of all unused or unneeded documents.
• 15	6. Shredding of all unused or unneeded documents.	Shredding of all unused or unneeded documents.
• 16	6. Shredding of all unused or unneeded documents.	Shredding of all unused or unneeded documents.
• 17	6. Shredding of all unused or unneeded documents.	Shredding of all unused or unneeded documents.
• 18	6. Shredding of all unused or unneeded documents.	Shredding of all unused or unneeded documents.
• 19	6. Shredding of all unused or unneeded documents.	Shredding of all unused or unneeded documents.



#	Control Name	Function Name
	6. Shredding of all unused or unneeded documents.	
• 1463.9	Shredding of all unused or unneeded documents.	Corporate Credit Risk
• 1463.10	Shredding of all unused or unneeded documents.	Corporate Credit Risk
• 1463.11	Shredding of all unused or unneeded documents.	Corporate Credit Risk
• 1463.12	Shredding of all unused or unneeded documents.	Corporate Credit Risk
• 1463.13	Shredding of all unused or unneeded documents.	Corporate Credit Risk
• 1463.14	Shredding of all unused or unneeded documents.	Corporate Credit Risk
• 1463.15	Shredding of all unused or unneeded documents.	Corporate Credit Risk
• 1463.16	Shredding of all unused or unneeded documents.	Corporate Credit Risk
• 1463.17	Shredding of all unused or unneeded documents.	Corporate Credit Risk
• 1463.18	Shredding of all unused or unneeded documents.	Corporate Credit Risk
• 1463.19	Shredding of all unused or unneeded documents.	Corporate Credit Risk
• 1463.20	Shredding of all unused or unneeded documents.	Corporate Credit Risk
• 1463.21	Shredding of all unused or unneeded documents.	Corporate Credit Risk
• 1463.22	Shredding of all unused or unneeded documents.	Corporate Credit Risk
1463	6. Senior calls are done as per policy including SCOs, Cos in addition to Corporate Credit Risk	Corporate Credit Risk
	6. Officer performing the SV is independent from the officer conducting the call back.	
	• Account must be reviewed if transfer has been executed before	
	• Request must be marked with avoid duplication stamp/markings	
• Branch to send originals that have avoid duplication stamps/markings directly to CSU without taking any action from their side.		
• Remittance team to reject any unconfirmed by CSU transfers that have avoid duplication stamps/markings		
• Approvals from CSU is mandatory by branch before executing any transfer related to /csu handled companies		
	the original receipts to be escalated (if any)	
• CSU manager to stop dealing with any MIFT once receiving any changes in the company from the AOU.		
• CSU manager are checking frequently the call log system & reporting any missing call to IT.		
1464		CSU
1465	6. Ensure that repayment schedule and pricing are as per the credit app	Corporate Credit Risk













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#	Control Name	Function Name
63	Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation.	Safeguarding Information Assets
63	Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation.	Safeguarding Information Assets
63	Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation.	Safeguarding Information Assets
64	Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation.	Business Continuity Management
64	Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation.	Business Continuity Management
64	Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation.	Business Continuity Management
64	Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation.	Business Continuity Management
64	Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation.	Business Continuity Management
64	Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation.	Business Continuity Management
64	Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation.	Business Continuity Management
64	Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation.	Business Continuity Management
64	Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation.	Business Continuity Management
64	Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation.	Business Continuity Management
65	Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation.	Operational Resilience
65	Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation.	Operational Resilience
65	Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation.	Operational Resilience
65	Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation.	Operational Resilience
65	Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation.	Operational Resilience













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#	Control Name	Function Name
2093	Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch designation	Trade Finance
2094	Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch designation	Remittance
2095	Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch designation	Remittance
2096	Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch designation	Remittance
2097	Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch designation	Remittance
2098	Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch designation	Remittance
2099	Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch designation	Remittance
20934-	Authorized access to the floor using access cards to allow only authorized staff	Trade Finance
2094	all transactions proccsed by maker are approved by checker	Remittance
2095	4- All supporting Docs & approvals are in place before execution.	Remittance
2096	All instructions must be approved for processing by the designated persons to a	Remittance
2097	Admin - Premises addition to any other department that may affect the new local	Premises
2098	Maker should handle pending transactions not proceesed by system due to inward issue.	Remittance
2099	3-Credit Checking requirements as per CBE &Policy guidelines .	Corporate Credit Risk











#	Control Name	Function Name
3. 3. Ops officer branch manager ensure the customer request is in place.		
2179	3. Ongoing meeting with all stakeholders to ensure applying the roles as per the timeframes	Finances
2180	3. Monitoring the approved projects budget as per the planned budget	Premises
2181	3. Investment will be conducted to the submitted cases and to be verified prior submitting to the Resource.	Human Resources
2182	3. pray's mail mentioned in the MIFT. The signature(s) on the instruction match one or more of the signature(s) on the	Customer
2183	3. Exit Interviews results are reviewed, analyzed and included in monthly report on attrition and communication with management	Human Resources
2184	3. ensure that target market exceptions are properly approved.	Corporate Credit Risk
2185	3. dates to be reviewed and actively linked to risk management and portfolio decisions, whereby the Risk Rating or Credit Risk	Corporate Credit Risk
2186	3. Define documented reporting sources, owners for the IS risks.	Information Security
2187	3. Communication is being sent to the concerned line manager month prior the end of the probation period	Human Resources
2188	3. source service providers after each project to build up a database to be useful when recommending for new projects, where specification	Projects
2189	3. Checklist containing the CBE circulars to ensure abiding to all CBE regulations which are published on the portal by Compliance	Compliance
2190	3. Branches are requested to check the serials of each requested checkbook before applying for system	Operations
2191	3. Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient.	Customer
2192	3. Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient.	Customer
2193	3. Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient.	Customer
2194	3. Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient.	Customer
2195	3. Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient.	Customer
2196	3. Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient.	Customer
2197	3. Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient.	Customer
2198	3. Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient.	Customer
2199	3. Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient.	Customer







#	Control Name	Function Name
3. Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient.		
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3. Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient.		
3. Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient.		
3. Branch Manager or SPB to ensure the following : • That the PO issuance is prior customer receiving the Murbha checks in case customer is requesting Auto Murbha facility. the step of allocating of goods to the customer is afterward receiving the Murbha checks in case customer is requesting LME Murbha facility.		
2266		6 Of October
3. Branch Manager or SPB to ensure the following : • That the PO issuance is prior customer receiving the Murbha checks in case customer is requesting Auto Murbha facility. the step of allocating of goods to the customer is afterward receiving the Murbha checks in case customer is requesting LME Murbha facility.		
2267		Alexandria Fouad St.
3. Branch Manager or SPB to ensure the following : • That the PO issuance is prior customer receiving the Murbha checks in case customer is requesting Auto Murbha facility. the step of allocating of goods to the customer is afterward receiving the Murbha checks in case customer is requesting LME Murbha facility.		
2268		Arabela
3. Branch Manager or SPB to ensure the following : • That the PO issuance is prior customer receiving the Murbha checks in case customer is requesting Auto Murbha facility. the step of allocating of goods to the customer is afterward receiving the Murbha checks in case customer is requesting LME Murbha facility.		
2269		Assiut Gomhoria



















#	Control Name	Function Name
2334	3. Branch Manager or SPB to ensure the following : • That the PO issuance is prior customer receiving the Murbha checks in case customer is requesting Auto Murbha facility. the step of allocating of goods to the customer is afterward receiving the Murbha checks in case customer is requesting LME Murbha facility.	Emad El-Din
2335	3. Branch Manager or SPB to ensure the following : • That the PO issuance is prior customer receiving the Murbha checks in case customer is requesting Auto Murbha facility. the step of allocating of goods to the customer is afterward receiving the Murbha checks in case customer is requesting LME Murbha facility.	Azhar
2336	3. Branch Manager or SPB to ensure the following : • That the PO issuance is prior customer receiving the Murbha checks in case customer is requesting Auto Murbha facility. the step of allocating of goods to the customer is afterward receiving the Murbha checks in case customer is requesting LME Murbha facility.	Banha
2337	3. Branch Manager or SPB to ensure the following : • That the PO issuance is prior customer receiving the Murbha checks in case customer is requesting Auto Murbha facility. the step of allocating of goods to the customer is afterward receiving the Murbha checks in case customer is requesting LME Murbha facility.	Bani Sweif
2338	3. Branch Manager or SPB to ensure the following : • That the PO issuance is prior customer receiving the Murbha checks in case customer is requesting Auto Murbha facility. the step of allocating of goods to the customer is afterward receiving the Murbha checks in case customer is requesting LME Murbha facility.	Belbais
2339	3. Branch Manager or SPB to ensure the following : • That the PO issuance is prior customer receiving the Murbha checks in case customer is requesting Auto Murbha facility. the step of allocating of goods to the customer is afterward receiving the Murbha checks in case customer is requesting LME Murbha facility.	CFC
2340	3. Branch Manager or SPB to ensure the following : • That the PO issuance is prior customer receiving the Murbha checks in case customer is requesting Auto Murbha facility. the step of allocating of goods to the customer is afterward receiving the Murbha checks in case customer is requesting LME Murbha facility.	Damanhour
2341	3. Apply penalties on service providers in case of any delay	Premises
2342	3. All Simplex machines are closed. •	6 Of October
2343	3. All Simplex machines are closed. •	Alexandria Fouad St.
2344	3. All Simplex machines are closed. •	Arabela

#	Control Name	Function Name
2345	3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■	Assiut Gomhoria
2346	3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■	Assiut Saad Zagloul
2347	3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■	Aswan
2348	3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■	Thawra
2349	3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■	Zahraa EL Maadi
2350	3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■	Zakazik Awkaff Bul.
2351	3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■	Zakazik Galla St.
2352	3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■	Zamalek
2353	3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■	Shooting Club
2354	3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■	Smouha
2355	3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■	Sodic
2356	3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■	Sohag Nasser City
2357	3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■	Sohag Nile St.
2358	3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■	Tanta - AlGeish
2359	3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■	Sawah
2360	3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■	Shebin El Kom
2361	3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■	Sheikh Zayed
2362	3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■	Sheraton
2363	3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■	Shobra





#	Control Name	Function Name
2383	3. All Simplex machines are closed.	Louran
2384	3. All Simplex machines are closed.	Luxour
2385	3. All Simplex machines are closed.	Maadi
2386	3. All Simplex machines are closed.	Maadi 9 St
2387	3. All Simplex machines are closed.	Madinty
2388	3. All Simplex machines are closed.	Mahalla ElKobra
2389	3. All Simplex machines are closed.	Kafr Sakar
2390	3. All Simplex machines are closed.	Korba
2391	3. All Simplex machines are closed.	Lagoun
2392	3. All Simplex machines are closed.	Lebanon
2393	3. All Simplex machines are closed.	10th of Ramadan
2394	3. All Simplex machines are closed.	Heliopolis Andalos
2395	3. All Simplex machines are closed.	Heliopolis Maryland
2396	3. All Simplex machines are closed.	Helwan
2397	3. All Simplex machines are closed.	Hurghada
2398	3. All Simplex machines are closed.	Ismailia
2399	3. All Simplex machines are closed.	Kafr El Shiekh
2400	3. All Simplex machines are closed.	Emad El-Din
2401	3. All Simplex machines are closed.	Fakous

#	Control Name	Function Name
2402	3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■	Farskour
2403	3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■	Fayoum
2404	3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■	Garden City
2405	3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■	Haram
2406	3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■	Damanhour
2407	3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■	Damietta
2408	3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■	Dokki
2409	3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■	El Manial
2410	3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■	Elborsa
2411	3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■	El-Shams Club
2412	3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■	Azhar
2413	3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■	Banha
2414	3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■	Bani Sweif
2415	3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■	Belbais
2416	3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■	CFC
2417	ce Monitoring to SLA conditions and reporting any violations to Senior Management & the proper Management line in order to take need	IT
2418	3)on going communication / discssion with business team to discuss and highlight any negative risks.	SME Risk
2419	3)on going communication / discssion with business team to discuss and highlight any negative risks.	SME Risk
2420	and for Capacity Plan, to ensure Capacity meet business requirements. previous detailed pipeline report is a SME Risk	SME Risk
2421	2421) Automation and use of smart solution for developed workflows and applications	SME Risk



















#	Control Name	Function Name
2575	3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.	Debit Unit
2576	3- Quarterly ECL provision memo is approved by CRO	Capital and Provision Management
2577	other banks to identify the common fraudulent issues to share it with credit and EW Team to consider such issues in the due diligent	SW Risk
2578	3- password already granted to the authorized persons to enter the restricted area	Check Printing Unit
2579	3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P	Debit Unit
2580	3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P	Debit Unit
2581	3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P	Debit Unit
2582	3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P	Debit Unit
2583	3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P	Debit Unit
2584	3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P	Debit Unit
2585	3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P	Debit Unit
2586	3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P	Debit Unit
2587	3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P	Debit Unit
2588	3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P	Debit Unit
2589	3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P	Debit Unit
2590	3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P	Debit Unit
2591	3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P	Debit Unit
2592	3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P	Debit Unit
2593	3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P	Debit Unit
2594	3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P	Debit Unit
2595	3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P	Debit Unit
2596	3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P	Debit Unit
2597	3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P	Debit Unit
2598	3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P	Debit Unit
2599	3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P	Debit Unit







#	Control Name	Function Name
2655	3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P	Trade Finance
2655	3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P	Trade Finance
2654	3- Keeping the AWB with the daily patch to ensure receiving the printed checkbooks to the concerned branches.	Check Printing Unit
2655	3- In case of staff resignation or internal move, unit head sends a mail to the USER ACCESS GROUP to disable their access rights.	Trade Finance
2656	3- Fire proof cabinets	Trade Finance
2657	3- Cameras are covering the ATM Area / Operation areas.	6 Of October
2658	3- Cameras are covering the ATM Area / Operation areas.	Alexandria Fouad St.
2659	3- Cameras are covering the ATM Area / Operation areas.	Arabela
2660	3- Cameras are covering the ATM Area / Operation areas.	Assiut Gomhoria
2661	3- Cameras are covering the ATM Area / Operation areas.	Assiut Saad Zaghloul
2662	3- Cameras are covering the ATM Area / Operation areas.	Aswan
2663	3- Cameras are covering the ATM Area / Operation areas.	Zahraa EL Maadi
2664	3- Cameras are covering the ATM Area / Operation areas.	Zakazik Awkaff Buil.
2665	3- Cameras are covering the ATM Area / Operation areas.	Zakazik Galla St.
2666	3- Cameras are covering the ATM Area / Operation areas.	Zamalek
2667	3- Cameras are covering the ATM Area / Operation areas.	Smouha
2668	3- Cameras are covering the ATM Area / Operation areas.	Sodic
2669	3- Cameras are covering the ATM Area / Operation areas.	Sohag Nasser City
2670	3- Cameras are covering the ATM Area / Operation areas.	Sohag Nile St.
2671	3- Cameras are covering the ATM Area / Operation areas.	Tanta - AlGeish
2672	3- Cameras are covering the ATM Area / Operation areas.	Thawra
2673	3- Cameras are covering the ATM Area / Operation areas.	Shebin El Kom
2674	3- Cameras are covering the ATM Area / Operation areas.	Sheikh Zayed
2675	3- Cameras are covering the ATM Area / Operation areas.	Sheraton
2676	3- Cameras are covering the ATM Area / Operation areas.	Shobra
2677	3- Cameras are covering the ATM Area / Operation areas.	Shobra El khima

#		Control Name	Function Name
2678	3- Cameras are covering the ATM Area / Operation areas.		Shooting Club
2679	3- Cameras are covering the ATM Area / Operation areas.		Qalioub
2680	3- Cameras are covering the ATM Area / Operation areas.		Qeuna
2681	3- Cameras are covering the ATM Area / Operation areas.		Rehab
2682	3- Cameras are covering the ATM Area / Operation areas.		Roushdy
2683	3- Cameras are covering the ATM Area / Operation areas.		Salah Salem
2684	3- Cameras are covering the ATM Area / Operation areas.		Sawah
2685	3- Cameras are covering the ATM Area / Operation areas.		Nasr City
2686	3- Cameras are covering the ATM Area / Operation areas.		New Cairo
2687	3- Cameras are covering the ATM Area / Operation areas.		Obour city
2688	3- Cameras are covering the ATM Area / Operation areas.		October Plaza
2689	3- Cameras are covering the ATM Area / Operation areas.		Opera
2690	3- Cameras are covering the ATM Area / Operation areas.		Port Said
2691	3- Cameras are covering the ATM Area / Operation areas.		Mansoura
2692	3- Cameras are covering the ATM Area / Operation areas.		Menia Kornish
2693	3- Cameras are covering the ATM Area / Operation areas.		Miami
2694	3- Cameras are covering the ATM Area / Operation areas.		Mohandessein
2695	3- Cameras are covering the ATM Area / Operation areas.		Mokatam
2696	3- Cameras are covering the ATM Area / Operation areas.		Mostafa El-Nahas
2697	3- Cameras are covering the ATM Area / Operation areas.		Maadi
2698	3- Cameras are covering the ATM Area / Operation areas.		Maadi 9 St
2699	3- Cameras are covering the ATM Area / Operation areas.		Madinty
2700	3- Cameras are covering the ATM Area / Operation areas.		Mahalla ElKobra
2701	3- Cameras are covering the ATM Area / Operation areas.		Mall Of Egypt
2702	3- Cameras are covering the ATM Area / Operation areas.		Kafr Sakar
2703	3- Cameras are covering the ATM Area / Operation areas.		Korba
2704	3- Cameras are covering the ATM Area / Operation areas.		Lagoun



#	Control Name	Function Name
2705	3- Cameras are covering the ATM Area / Operation areas.	Lebanon
2706	3- Cameras are covering the ATM Area / Operation areas.	Louran
2707	3- Cameras are covering the ATM Area / Operation areas.	Luxour
2708	3- Cameras are covering the ATM Area / Operation areas.	Heliopolis Meryland
2709	3- Cameras are covering the ATM Area / Operation areas.	Helwan
2710	3- Cameras are covering the ATM Area / Operation areas.	10th of Ramadan
2711	3- Cameras are covering the ATM Area / Operation areas.	Hurghada
2712	3- Cameras are covering the ATM Area / Operation areas.	Ismailia
2713	3- Cameras are covering the ATM Area / Operation areas.	Kafr El Shiekh
2714	3- Cameras are covering the ATM Area / Operation areas.	Fakous
2715	3- Cameras are covering the ATM Area / Operation areas.	Farskour
2716	3- Cameras are covering the ATM Area / Operation areas.	Fayoum
2717	3- Cameras are covering the ATM Area / Operation areas.	Garden City
2718	3- Cameras are covering the ATM Area / Operation areas.	Haram
2719	3- Cameras are covering the ATM Area / Operation areas.	Heliopolis Andalos
2720	3- Cameras are covering the ATM Area / Operation areas.	Damietta
2721	3- Cameras are covering the ATM Area / Operation areas.	Dokki
2722	3- Cameras are covering the ATM Area / Operation areas.	El Manial
2723	3- Cameras are covering the ATM Area / Operation areas.	Elborsa
2724	3- Cameras are covering the ATM Area / Operation areas.	El-Shams Club
2725	3- Cameras are covering the ATM Area / Operation areas.	Emad El-Din
2726	3- Cameras are covering the ATM Area / Operation areas.	Azhar
2727	3- Cameras are covering the ATM Area / Operation areas.	Banha
2728	3- Cameras are covering the ATM Area / Operation areas.	Bani Sweif
2729	3- Cameras are covering the ATM Area / Operation areas.	Belbais
2730	3- Cameras are covering the ATM Area / Operation areas.	CFC
2731	3- Cameras are covering the ATM Area / Operation areas.	Damanhour

#	Control Name	Function Name
2732	3- Branch to keep a copy of the issued check in box file for easy reference. 3. [REDACTED]	6 Of October
2733	3- Branch to keep a copy of the issued check in box file for easy reference. 3. [REDACTED]	Alexandria Fouad St.
2734	3- Branch to keep a copy of the issued check in box file for easy reference. 3. [REDACTED]	Arabela
2735	3- Branch to keep a copy of the issued check in box file for easy reference. 3. [REDACTED]	Assiut Gomhoria
2736	3- Branch to keep a copy of the issued check in box file for easy reference. 3. [REDACTED]	Assiut Saad Zaghloul
2737	3- Branch to keep a copy of the issued check in box file for easy reference. 3. [REDACTED]	Thawra
2738	3- Branch to keep a copy of the issued check in box file for easy reference. 3. [REDACTED]	Zahraa EL Maadi
2739	3- Branch to keep a copy of the issued check in box file for easy reference. 3. [REDACTED]	Zakazik Awkaff Bul.
2740	3- Branch to keep a copy of the issued check in box file for easy reference. 3. [REDACTED]	Zakazik Galla St.
2741	3- Branch to keep a copy of the issued check in box file for easy reference. 3. [REDACTED]	Zamalek
2742	3- Branch to keep a copy of the issued check in box file for easy reference. 3. [REDACTED]	Shooting Club
2743	3- Branch to keep a copy of the issued check in box file for easy reference. 3. [REDACTED]	Smouha
2744	3- Branch to keep a copy of the issued check in box file for easy reference. 3. [REDACTED]	Sodic
2745	3- Branch to keep a copy of the issued check in box file for easy reference. 3. [REDACTED]	Sohag Nasser City
2746	3- Branch to keep a copy of the issued check in box file for easy reference. 3. [REDACTED]	Sohag Nile St.
2747	3- Branch to keep a copy of the issued check in box file for easy reference. 3. [REDACTED]	Tanta - AlGeish
2748	3- Branch to keep a copy of the issued check in box file for easy reference. 3. [REDACTED]	Sawah
2749	3- Branch to keep a copy of the issued check in box file for easy reference. 3. [REDACTED]	Shebin El Kom
2750	3- Branch to keep a copy of the issued check in box file for easy reference. 3. [REDACTED]	Sheikh Zayed

[illegible]

#	Control Name	Function Name
2770	3- Branch to keep a copy of the issued check in box file for easy reference. 3. [REDACTED]	Mohandessein
2771	3- Branch to keep a copy of the issued check in box file for easy reference. 3. [REDACTED]	Mokatam
2772	3- Branch to keep a copy of the issued check in box file for easy reference. 3. [REDACTED]	Louran
2773	3- Branch to keep a copy of the issued check in box file for easy reference. 3. [REDACTED]	Luxour
2774	3- Branch to keep a copy of the issued check in box file for easy reference. 3. [REDACTED]	Maadi
2775	3- Branch to keep a copy of the issued check in box file for easy reference. 3. [REDACTED]	Maadi 9 St
2776	3- Branch to keep a copy of the issued check in box file for easy reference. 3. [REDACTED]	Madinty
2777	3- Branch to keep a copy of the issued check in box file for easy reference. 3. [REDACTED]	Mahalla ElKobra
2778	3- Branch to keep a copy of the issued check in box file for easy reference. 3. [REDACTED]	Kafr El Shiekh
2779	3- Branch to keep a copy of the issued check in box file for easy reference. 3. [REDACTED]	Kafr Sakar
2780	3- Branch to keep a copy of the issued check in box file for easy reference. 3. [REDACTED]	Korba
2781	3- Branch to keep a copy of the issued check in box file for easy reference. 3. [REDACTED]	Lagoun
2782	3- Branch to keep a copy of the issued check in box file for easy reference. 3. [REDACTED]	Lebanon
2783	3- Branch to keep a copy of the issued check in box file for easy reference. 3. [REDACTED]	Heliopolis Andalos
2784	3- Branch to keep a copy of the issued check in box file for easy reference. 3. [REDACTED]	Heliopolis Meryland
2785	3- Branch to keep a copy of the issued check in box file for easy reference. 3. [REDACTED]	10th of Ramadan
2786	3- Branch to keep a copy of the issued check in box file for easy reference. 3. [REDACTED]	Helwan
2787	3- Branch to keep a copy of the issued check in box file for easy reference. 3. [REDACTED]	Hurghada
2788	3- Branch to keep a copy of the issued check in box file for easy reference. 3. [REDACTED]	Ismailia

#	Control Name	Function Name
2789	3- Branch to keep a copy of the issued check in box file for easy reference. 3. ██████████ ██████████ ██████████ ███ ██████████	Emad El-Din
2790	3- Branch to keep a copy of the issued check in box file for easy reference. 3. ██████████ ██████████ ██████████ ███ ██████████	Fakous
2791	3- Branch to keep a copy of the issued check in box file for easy reference. 3. ██████████ ██████████ ██████████ ███ ██████████	Farskour
2792	3- Branch to keep a copy of the issued check in box file for easy reference. 3. ██████████ ██████████ ██████████ ███ ██████████	Fayoum
2793	3- Branch to keep a copy of the issued check in box file for easy reference. 3. ██████████ ██████████ ██████████ ███ ██████████	Garden City
2794	3- Branch to keep a copy of the issued check in box file for easy reference. 3. ██████████ ██████████ ██████████ ███ ██████████	Haram
2795	3- Branch to keep a copy of the issued check in box file for easy reference. 3. ██████████ ██████████ ██████████ ███ ██████████	Damanhour
2796	3- Branch to keep a copy of the issued check in box file for easy reference. 3. ██████████ ██████████ ██████████ ███ ██████████	Damietta
2797	3- Branch to keep a copy of the issued check in box file for easy reference. 3. ██████████ ██████████ ██████████ ███ ██████████	Dokki
2798	3- Branch to keep a copy of the issued check in box file for easy reference. 3. ██████████ ██████████ ██████████ ███ ██████████	El Manial
2799	3- Branch to keep a copy of the issued check in box file for easy reference. 3. ██████████ ██████████ ██████████ ███ ██████████	Elborsa
2800	3- Branch to keep a copy of the issued check in box file for easy reference. 3. ██████████ ██████████ ██████████ ███ ██████████	El-Shams Club
2801	3- Branch to keep a copy of the issued check in box file for easy reference. 3. ██████████ ██████████ ██████████ ███ ██████████	Aswan
2802	3- Branch to keep a copy of the issued check in box file for easy reference. 3. ██████████ ██████████ ██████████ ███ ██████████	Azhar
2803	3- Branch to keep a copy of the issued check in box file for easy reference. 3. ██████████ ██████████ ██████████ ███ ██████████	Banha
2804	3- Branch to keep a copy of the issued check in box file for easy reference. 3. ██████████ ██████████ ██████████ ███ ██████████	Bani Sweif
2805	3- Branch to keep a copy of the issued check in box file for easy reference. 3. ██████████ ██████████ ██████████ ███ ██████████	Belbais
2806	3- Branch to keep a copy of the issued check in box file for easy reference. 3. ██████████ ██████████ ██████████ ███ ██████████	CFC
2807	3- Another alternatives in place For LCY; ACH and RTGS	Remittance



















#	Control Name	Function Name
2.	2-Checks to be printed with the correct serial.	
2.	2-Checks to be printed with the correct serial.	
2.	2-Checks to be printed with the correct serial.	
2964	24x7 Monitoring Weekly report sent to department head Implement Data Leakage Prevention (DLP) Measures	Information Security
2965	2. Turnover ratios monitored by department and reported to senior management.	Human Resources
2966	2. TNA plan is being prepared by Training team for implementation.	Human Resources
2967	2. The proposal is being approved from the segment head ( above 100k) then head of marketing and	Marketing
2968	2. Review all the invoices prior submitting to finance to ensure obtaining all the approvals and they were approved and signed based on	Marketing
2969	2. Sending the proofing results to Finance for verification and communicate to HR for fund disburse	Human Resources
2970	2. Validation on the reconciliation Vs previous inventory	Marketing
2971	2. Review the branch security register to ensure the branch security check the ATM after the working hours	Marketing
2972	2. Review the branch security register to ensure the branch security check the ATM after the working hours	Marketing
2973	2. Review the branch security register to ensure the branch security check the ATM after the working hours	Marketing
2974	2. Review the branch security register to ensure the branch security check the ATM after the working hours	Marketing
2975	2. Review the branch security register to ensure the branch security check the ATM after the working hours	Marketing
2976	2. Review the branch security register to ensure the branch security check the ATM after the working hours	Marketing
2977	2. Review the branch security register to ensure the branch security check the ATM after the working hours	Marketing
2978	2. Review the branch security register to ensure the branch security check the ATM after the working hours	Marketing
2979	2. Review the branch security register to ensure the branch security check the ATM after the working hours	Marketing
2980	2. Review the branch security register to ensure the branch security check the ATM after the working hours	Marketing
2981	2. Review the branch security register to ensure the branch security check the ATM after the working hours	Marketing
2982	2. Review the branch security register to ensure the branch security check the ATM after the working hours	Marketing
2983	2. Review the branch security register to ensure the branch security check the ATM after the working hours	Marketing
2984	2. Review the branch security register to ensure the branch security check the ATM after the working hours	Marketing
2985	2. Review the branch security register to ensure the branch security check the ATM after the working hours	Marketing
2986	2. Review the branch security register to ensure the branch security check the ATM after the working hours	Marketing
2987	2. Review the branch security register to ensure the branch security check the ATM after the working hours	Marketing
2988	2. Review the branch security register to ensure the branch security check the ATM after the working hours	Marketing
2989	2. Review the branch security register to ensure the branch security check the ATM after the working hours	Marketing
2990	2. Review the branch security register to ensure the branch security check the ATM after the working hours	Marketing











#	Control Name	Function Name
8	Returned checks fees is deducted from the customer account subject to balance sufficiency.	Strategic Support Services
9	Returned checks fees is deducted from the customer account subject to balance sufficiency.	Talent Center
10	Returned checks fees is deducted from the customer account subject to balance sufficiency.	Training
11	Returned checks fees is deducted from the customer account subject to balance sufficiency.	Travel Management
12	Returned checks fees is deducted from the customer account subject to balance sufficiency.	Employee Relations
13	Returned checks fees is deducted from the customer account subject to balance sufficiency.	Security
14	Returned checks fees is deducted from the customer account subject to balance sufficiency.	Safety
15	Returned checks fees is deducted from the customer account subject to balance sufficiency.	Subcontractors
16	Returned checks fees is deducted from the customer account subject to balance sufficiency.	Strategic Planning
17	Returned checks fees is deducted from the customer account subject to balance sufficiency.	System
18	Returned checks fees is deducted from the customer account subject to balance sufficiency.	Customer Care
19	Returned checks fees is deducted from the customer account subject to balance sufficiency.	Facilities
20	Returned checks fees is deducted from the customer account subject to balance sufficiency.	Risk Management
21	Returned checks fees is deducted from the customer account subject to balance sufficiency.	Business Development
22	Returned checks fees is deducted from the customer account subject to balance sufficiency.	Sales
23	Returned checks fees is deducted from the customer account subject to balance sufficiency.	Marketing Communications
24	Returned checks fees is deducted from the customer account subject to balance sufficiency.	Lead Generation
25	Returned checks fees is deducted from the customer account subject to balance sufficiency.	Technology
26	Returned checks fees is deducted from the customer account subject to balance sufficiency.	Cloud Migration



#	Control Name	Function Name
2. Returned checks fees is deducted from the customer account subject to balance sufficiency.		
6		
2. Returned checks fees is deducted from the customer account subject to balance sufficiency.		
7		
2. Returned checks fees is deducted from the customer account subject to balance sufficiency.		
8		
2. Returned checks fees is deducted from the customer account subject to balance sufficiency.		
9		
2. Returned checks fees is deducted from the customer account subject to balance sufficiency.		
10		
2. Returned checks fees is deducted from the customer account subject to balance sufficiency.		
11		
2. Returned checks fees is deducted from the customer account subject to balance sufficiency.		
12		
2. Returned checks fees is deducted from the customer account subject to balance sufficiency.		
13		
2. Returned checks fees is deducted from the customer account subject to balance sufficiency.		
14		
2. Returned checks fees is deducted from the customer account subject to balance sufficiency.		
15		
2. Returned checks fees is deducted from the customer account subject to balance sufficiency.		
16		
2. Returned checks fees is deducted from the customer account subject to balance sufficiency.		
17		
2. Returned checks fees is deducted from the customer account subject to balance sufficiency.		
18		
2. Returned checks fees is deducted from the customer account subject to balance sufficiency.		
19		
2. Returned checks fees is deducted from the customer account subject to balance sufficiency.		
20		
2. Returned checks fees is deducted from the customer account subject to balance sufficiency.		
21		
2. Returned checks fees is deducted from the customer account subject to balance sufficiency.		
22		
2. Returned checks fees is deducted from the customer account subject to balance sufficiency.		
23		
2. Returned checks fees is deducted from the customer account subject to balance sufficiency.		
24		

#	Control Name	Function Name
3115	2. Returned checks fees is deducted from the customer account subject to balance sufficiency.	Human Resources
3116	2. Returned checks fees is deducted from the customer account subject to balance sufficiency.	Human Resources
3117	2. Returned checks fees is deducted from the customer account subject to balance sufficiency.	Human Resources
3118	2. Returned checks fees is deducted from the customer account subject to balance sufficiency.	Human Resources
3119	2. Returned checks fees is deducted from the customer account subject to balance sufficiency.	Human Resources
3120	2. Returned checks fees is deducted from the customer account subject to balance sufficiency.	Human Resources
3121	2. Returned checks fees is deducted from the customer account subject to balance sufficiency.	Human Resources
3122	2. Reference check is made from HR Risk & Governance	Human Resources
3123	2. Quarterly portfolio report is raised to Risk Committee and Audit Committee for review and Corporate Credit Risk if any.	Corporate Credit Risk
3124	2. Quarter review to the granted access to HR staff	Human Resources
3125	Preapproved budget for any exceptional project was not included in the yearly budget	Finance
3126	2. Periodic reporting to the management of the existing and identified risks as well as the progress of the Security plan.	Information Security
3127	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address.	Operations
3128	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address.	Operations
3129	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address.	Operations
3130	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address.	Operations
3131	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address.	Operations
3132	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address.	Operations
3133	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address.	Operations
3134	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address.	Operations
3135	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address.	Operations
3136	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address.	Operations
3137	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address.	Operations
3138	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address.	Operations
3139	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address.	Operations
3140	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address.	Operations













#	Control Name	Function Name
2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request	2. 3.13	2. 3.13
2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request	2. 3.14	2. 3.14
2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request	2. 3.15	2. 3.15
2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request	2. 3.16	2. 3.16
2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request	2. 3.17	2. 3.17
2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request	2. 3.18	2. 3.18
2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request	2. 3.19	2. 3.19
2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request	2. 3.20	2. 3.20
2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request	2. 3.21	2. 3.21
2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request	2. 3.22	2. 3.22
2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request	2. 3.23	2. 3.23
2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request	2. 3.24	2. 3.24
2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request	2. 3.25	2. 3.25
2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request	2. 3.26	2. 3.26
2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request	2. 3.27	2. 3.27
2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request	2. 3.28	2. 3.28
2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request	2. 3.29	2. 3.29
2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request	2. 3.30	2. 3.30
2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request	2. 3.31	2. 3.31





#	Control Name	Function Name
3290	Confirmations are being sent to the related committee secretary for implementation.	Human Resources
3291	2. Components Clustering (i.e. Dual Servers).	IT
3292	2. Clients' Instructions was sent from the authorized email address as defined by client in the fax /OSU indemently.	OSU
3293	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation.	Internal Control
3294	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation.	Internal Control
3295	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation.	Internal Control
3296	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation.	Internal Control
3297	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation.	Internal Control
3298	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation.	Internal Control
3299	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation.	Internal Control
3300	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation.	Internal Control
3301	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation.	Internal Control
3302	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation.	Internal Control
3303	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation.	Internal Control
3304	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation.	Internal Control
3305	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation.	Internal Control
3306	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation.	Internal Control
3307	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation.	Internal Control
3308	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation.	Internal Control
3309	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation.	Internal Control
3310	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation.	Internal Control
3311	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation.	Internal Control
3312	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation.	Internal Control
3313	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation.	Internal Control
3314	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation.	Internal Control
3315	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation.	Internal Control
3316	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation.	Internal Control
3317	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation.	Internal Control
3318	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation.	Internal Control
3319	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation.	Internal Control
3320	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation.	Internal Control

[illegible]



[illegible]

[illegible]

[illegible]



[illegible]

[illegible]

#	Control Name	Function Name
2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours.		Information Security
2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours.		Information Security
3446 2. Active Directory (AD) Tier model is strictly enforced to regulate access to information		Information Security
3447 2) Track and update Business, Underwriting and E/W calls.		SME Risk
34482) Throughput conditions are monitored by early warning officer on monthly basis		SME Risk
34492) Throughput conditions are monitored by early warning officer on monthly basis		SME Risk
3450 2) Pre-Screening & Customer Selection Criteria.		SME Risk
3451 communication , guidance & training to all concerned staff members , so as to have required knowledge to meet their required performance		SME Risk
3452) Any withdrawal or return of file is monitored through a log managed by CAD team		SME Risk
2- Vendor representative is registering the received serial on Excel sheet for further reference and to be able to track the checks serial.		
3453		Check Printing Unit
2- Update the signature card register with the received signature cards from customer service.		
3454. 2018/09/20		October
2- Update the signature card register with the received signature cards from customer service.		
3455. 2018/09/20		a Fouad St.
2- Update the signature card register with the received signature cards from customer service.		
3456. 2018/09/20		Abela
2- Update the signature card register with the received signature cards from customer service.		
3457. 2018/09/20		Gomhoria
2- Update the signature card register with the received signature cards from customer service.		
3458. 2018/09/20		Had Zagloul
2- Update the signature card register with the received signature cards from customer service.		
3459. 2018/09/20		AlGeish
2- Update the signature card register with the received signature cards from customer service.		
3460. 2018/09/20		awra
2- Update the signature card register with the received signature cards from customer service.		
3461. 2018/09/20		EL Maadi
2- Update the signature card register with the received signature cards from customer service.		
3462. 2018/09/20		Awkaff Buil.
2- Update the signature card register with the received signature cards from customer service.		
3463. 2018/09/20		Galla St.













#	Control Name	Function Name
3559	2- The custodian signed on the registers.	Opera
3560	2- The custodian signed on the registers.	Port Said
3561	2- The custodian signed on the registers.	Qalioub
3562	2- The custodian signed on the registers.	Menia Kornish
3563	2- The custodian signed on the registers.	Miami
3564	2- The custodian signed on the registers.	Mohandessein
3565	2- The custodian signed on the registers.	Mokatam
3566	2- The custodian signed on the registers.	Mostafa El-Nahas
3567	2- The custodian signed on the registers.	Nasr City
3568	2- The custodian signed on the registers.	Maadi
3569	2- The custodian signed on the registers.	Maadi 9 St
3570	2- The custodian signed on the registers.	Madinty
3571	2- The custodian signed on the registers.	Mahalla ElKobra
3572	2- The custodian signed on the registers.	Mall Of Egypt
3573	2- The custodian signed on the registers.	Mansoura
3574	2- The custodian signed on the registers.	Kafr Sakar
3575	2- The custodian signed on the registers.	Korba
3576	2- The custodian signed on the registers.	Lagoun
3577	2- The custodian signed on the registers.	Lebanon

#	Control Name	Function Name
3578	2- The custodian signed on the registers.	Louran
3579	2- The custodian signed on the registers.	Luxour
3580	2- The custodian signed on the registers.	Heliopolis Andalos
3581	2- The custodian signed on the registers.	Heliopolis Meryland
3582	2- The custodian signed on the registers.	Helwan
3583	2- The custodian signed on the registers.	Hurghada
3584	2- The custodian signed on the registers.	Ismailia
3585	2- The custodian signed on the registers.	Kafr El Shiekh
3586	2- The custodian signed on the registers.	Emad El-Din
3587	2- The custodian signed on the registers.	Fakous
3588	2- The custodian signed on the registers.	Farskour
3589	2- The custodian signed on the registers.	Fayoum
3590	2- The custodian signed on the registers.	Garden City
3591	2- The custodian signed on the registers.	Haram
3592	2- The custodian signed on the registers.	Damanhour
3593	2- The custodian signed on the registers.	Damietta
3594	2- The custodian signed on the registers.	Dokki
3595	2- The custodian signed on the registers.	El Manial
3596	2- The custodian signed on the registers.	Elborsa



[illegible]



#	Control Name	Function Name
1	Ensures that dormant accounts are addressed and customers are urged to activate them.	Account Activation Follow-up
2	Ensures that dormant accounts are addressed and customers are urged to activate them.	Account Activation Follow-up
3	Ensures that dormant accounts are addressed and customers are urged to activate them.	Account Activation Follow-up
4	Ensures that dormant accounts are addressed and customers are urged to activate them.	Account Activation Follow-up
5	Ensures that dormant accounts are addressed and customers are urged to activate them.	Account Activation Follow-up
6	Ensures that dormant accounts are addressed and customers are urged to activate them.	Account Activation Follow-up
7	Ensures that dormant accounts are addressed and customers are urged to activate them.	Account Activation Follow-up
8	Ensures that dormant accounts are addressed and customers are urged to activate them.	Account Activation Follow-up
9	Ensures that dormant accounts are addressed and customers are urged to activate them.	Account Activation Follow-up
10	Ensures that dormant accounts are addressed and customers are urged to activate them.	Account Activation Follow-up
11	Ensures that dormant accounts are addressed and customers are urged to activate them.	Account Activation Follow-up
12	Ensures that dormant accounts are addressed and customers are urged to activate them.	Account Activation Follow-up
13	Ensures that dormant accounts are addressed and customers are urged to activate them.	Account Activation Follow-up
14	Ensures that dormant accounts are addressed and customers are urged to activate them.	Account Activation Follow-up
15	Ensures that dormant accounts are addressed and customers are urged to activate them.	Account Activation Follow-up
16	Ensures that dormant accounts are addressed and customers are urged to activate them.	Account Activation Follow-up
17	Ensures that dormant accounts are addressed and customers are urged to activate them.	Account Activation Follow-up
18	Ensures that dormant accounts are addressed and customers are urged to activate them.	Account Activation Follow-up
19	Ensures that dormant accounts are addressed and customers are urged to activate them.	Account Activation Follow-up
20	Ensures that dormant accounts are addressed and customers are urged to activate them.	Account Activation Follow-up

[illegible]

#	Control Name	Function Name
	3666- makes sure to address dormant accounts customers to urge them to come to activate the accounts and prove the follow-up result on the	
	3667- makes sure to address dormant accounts customers to urge them to come to activate the accounts and prove the follow-up result on the	
	3668- makes sure to address dormant accounts customers to urge them to come to activate the accounts and prove the follow-up result on the	
	3669- makes sure to address dormant accounts customers to urge them to come to activate the accounts and prove the follow-up result on the	
	3670- makes sure to address dormant accounts customers to urge them to come to activate the accounts and prove the follow-up result on the	
3679	2- Swift DR Site also in place as a 2nd backup plan.	Remittance
3680	2- Spot checks from the checks departments Employees to insure that all markes are available as per the bank requirements.	Check Printing Unit
3681	2- Set succussion plan and program.	DSU
3682	2- Review all accesses rights with the access matrix as per the delegation access matrix	Global Printing Unit
3683	2- Quarterly physical count	Trade Finance
3684	2- Perform site visits to customers' work premises to cover any queries/ question raised by CME/ BWK Team	
	3685- cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha	
	3686- cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha	
	3687- cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha	
	3688- cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha	
	3689- cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha	
	3690- cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha	
	3691- cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha	
	3692- cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha	
	3693- cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha	
	3694- cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha	
	3695- cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha	
	3696- cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha	
	3697- cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha	
	3698- cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha	
	3699- cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha	

















#	Control Name	Function Name
2- 3832	2- Ops officer & branch manager conduct a daily review on the branch current campaign	Branch Manager
2- 3832	2- Ops officer & branch manager conduct a daily review on the branch current campaign	Branch Manager
2- 3832	2- Ops officer & branch manager conduct a daily review on the branch current campaign	Branch Manager
2- 3833	2- Ops officer & branch manager conduct a daily review on the branch current campaign	Branch Manager
2- 3833	2- Ops officer & branch manager conduct a daily review on the branch current campaign	Branch Manager
2- 3833	2- Ops officer & branch manager conduct a daily review on the branch current campaign	Branch Manager
2- 3833	2- Ops officer & branch manager conduct a daily review on the branch current campaign	Branch Manager
2- 3835	2- Ops officer & branch manager conduct a daily review on the branch current campaign	Branch Manager
2- 3836	2- Ops officer & branch manager conduct a daily review on the branch current campaign	Branch Manager
3835	as to download inward remittance report from finical system to make sure that inward remittance are processed successfully	Remittance
2- 3836	2- Job descriptions in place to ensure segregation of duties is clearly documented and implemented	DSH
3837	2- IFRS9 IT reports to be reviewed by CAD and TBO	Capital and Provision Management
2- 3838	2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash)	Head Teller
2- 3839	2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash)	Head Teller
2- 3840	2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash)	Head Teller
2- 3841	2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash)	Head Teller
2- 3842	2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash)	Head Teller
2- 3843	2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash)	Head Teller
2- 3844	2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash)	Head Teller
2- 3845	2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash)	Head Teller
2- 3846	2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash)	Head Teller

#	Control Name	Function Name
7	2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash)	Balance Cash
8	2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash)	Credit Card
9	2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash)	Savings
10	2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash)	Money Order/Cashier's Check
11	2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash)	Teller's Disbursement
12	2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash)	Tax and Other
13	2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash)	Fees
14	2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash)	Subsidies
15	2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash)	Shareholder
16	2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash)	Other
17	2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash)	Borrowing
18	2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash)	Transfer from
19	2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash)	Subsidy
20	2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash)	Dividend
21	2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash)	Rent
22	2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash)	Costly
23	2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash)	Share
24	2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash)	Salary
25	2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash)	Dividend

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#	Control Name	Function Name
2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash)		
2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash)		
2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash)		
2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash)		
2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash)		
2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash)		
2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash)		
2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash)		
2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash)		
2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash)		
2- Full review to ACH booking reports to ensure that all tarnsactions received are posted correctly & EOD Balancing to ACH GL.		
3913		Remittance
2- Ensure that the signatures are removed from the signature booklet & the I scores		Printing Unit
2- Ensure that no device is installed on the ATM		
39152-		of Ramadan
2- Ensure that no device is installed on the ATM		
39162-		Of October
2- Ensure that no device is installed on the ATM		
39172-		dria Fouad St.
2- Ensure that no device is installed on the ATM		
39182-		Arabela
2- Ensure that no device is installed on the ATM		
39192-		ut Gomhoria
2- Ensure that no device is installed on the ATM		
39202-		Thawra
2- Ensure that no device is installed on the ATM		
39212-		aa EL Maadi
2- Ensure that no device is installed on the ATM		
39222-		Awkaff Buil.

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#	Control Name	Function Name
39422-	2- Ensure that no device is installed on the ATM	Lasr City
39432-	2- Ensure that no device is installed on the ATM	ew Cairo
39442-	2- Ensure that no device is installed on the ATM	bour city
39452-	2- Ensure that no device is installed on the ATM	October Plaza
39462-	2- Ensure that no device is installed on the ATM	Opera
39472-	2- Ensure that no device is installed on the ATM	Port Said
39482-	2- Ensure that no device is installed on the ATM	ansoura
39492-	2- Ensure that no device is installed on the ATM	enia Kornish
39502-	2- Ensure that no device is installed on the ATM	Miami
39512-	2- Ensure that no device is installed on the ATM	handessein
39522-	2- Ensure that no device is installed on the ATM	Mokatam
39532-	2- Ensure that no device is installed on the ATM	Safa El-Nahas
39542-	2- Ensure that no device is installed on the ATM	Luxour
39552-	2- Ensure that no device is installed on the ATM	Maadi
39562-	2- Ensure that no device is installed on the ATM	Maadi 9 St
39572-	2- Ensure that no device is installed on the ATM	Madinty
39582-	2- Ensure that no device is installed on the ATM	alla ElKobra
39592-	2- Ensure that no device is installed on the ATM	I Of Egypt
39602-	2- Ensure that no device is installed on the ATM	El Shiekh

#	Control Name	Function Name
39612-	2- Ensure that no device is installed on the ATM	Mafr Sakar
39622-	2- Ensure that no device is installed on the ATM	Korba
39632-	2- Ensure that no device is installed on the ATM	Lagoun
39642-	2- Ensure that no device is installed on the ATM	Lebanon
39652-	2- Ensure that no device is installed on the ATM	Louran
39662-	2- Ensure that no device is installed on the ATM	Haram
39672-	2- Ensure that no device is installed on the ATM	opolis Andalos
39682-	2- Ensure that no device is installed on the ATM	opolis Maryland
39692-	2- Ensure that no device is installed on the ATM	Helwan
39702-	2- Ensure that no device is installed on the ATM	urghada
39712-	2- Ensure that no device is installed on the ATM	smailia
39722-	2- Ensure that no device is installed on the ATM	Shams Club
39732-	2- Ensure that no device is installed on the ATM	had El-Din
39742-	2- Ensure that no device is installed on the ATM	Fakous
39752-	2- Ensure that no device is installed on the ATM	Farskour
39762-	2- Ensure that no device is installed on the ATM	Fayoum
39772-	2- Ensure that no device is installed on the ATM	Garden City
39782-	2- Ensure that no device is installed on the ATM	CFC
39792-	2- Ensure that no device is installed on the ATM	amanhour

#	Control Name	Function Name
39802-	2- Ensure that no device is installed on the ATM	Damietta
39812-	2- Ensure that no device is installed on the ATM	Dokki
39822-	2- Ensure that no device is installed on the ATM	El Manial
39832-	2- Ensure that no device is installed on the ATM	Elborsa
39842-	2- Ensure that no device is installed on the ATM	Saad Zagloul
39852-	2- Ensure that no device is installed on the ATM	Aswan
39862-	2- Ensure that no device is installed on the ATM	Azhar
39872-	2- Ensure that no device is installed on the ATM	Banha
39882-	2- Ensure that no device is installed on the ATM	Egypti Sweif
39892-	2- Ensure that no device is installed on the ATM	Belbais
3990	2- Ensure that no device is installed on the ATM	Remittance
3991	2- Ensure that no device is installed on the ATM	Check Printing Unit
3992	2- Daily review for the access rights from Daily user activity report	Cash and Central Vault
3993	2- Customer's photo should have the customer's account number on the back of the photo	Check Printing Unit
3994	2- Customer's photo should have the customer's account number on the back of the photo	Remittance
3995	2- Clear workflow in place detailing all steps and actions requirements	DSU
3996	2- Checklist in place contains the report names with their frequency.	Sustainability
3997	2- Checklist in place contains the report names with their frequency.	Sustainability
3998	2- Checklist in place contains the report names with their frequency.	Sustainability
3999	2- Checklist in place contains the report names with their frequency.	Sustainability
4000	2- Checklist in place contains the report names with their frequency.	Sustainability
4001	2- Ensure that no device is installed on the ATM	Check Printing Unit

#	Control Name	Function Name
4002	2- Canceling the non used checks by the vendor in attendance of the department head.	Check Printing Unit
4003	2- Branch visits/ Trainings to ensure proper Alerts handling.	Compliance
4004	- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process	Compliance
4005	- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process	Compliance
4006	- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process	Compliance
4007	- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process	Compliance
4008	- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process	Compliance
4009	- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process	Compliance
4010	- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process	Compliance
4011	- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process	Compliance
4012	- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process	Compliance
4013	- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process	Compliance
4014	- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process	Compliance
4015	- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process	Compliance
4016	- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process	Compliance
4017	- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process	Compliance
4018	- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process	Compliance
4019	- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process	Compliance
4020	- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process	Compliance

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#	Control Name	Function Name
4078	Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process.	ITC
4079	Changes to the procedures are dually approved and communicated to related stakeholders.	Sales
4080	2- All functions are communicated by the agreed SLA	Remittance
4081	2- All functions are communicated by the agreed SLA	Premises
4082	2- All functions are communicated by the agreed SLA	Human Resources
4083	2- All functions are communicated by the agreed SLA	Cards Products
4084	2- Adhere to IFRS9 governance Memo instructions in calculating ECL	Provision Management
4085	2- Access rights are managed and reviewed on quarterly basis by the ICD to ensure compliant to bank's policies and procedures	IT
4086	2- segregation of duties is clearly documented and implemented to ensure independence	Corporate Credit Risk
4087	2- segregation of duties is clearly documented and implemented to ensure independence	Check Printing Unit
4088	2- Acquisition finance , Real estate , Brokerage Finance ,... ET	Corporate Credit Risk
4089	3-	IT
4090	1-Review the quarterly profile check report and evidence for action taken	Cash and Central Vault
4091	1-Performing monthly and snap checking to the Inventory to ensure that the stock is balanced through the serial number of the checks.	Check Printing Unit
4092	1-Performing monthly and snap checking to the Inventory to ensure that the stock is balanced through the serial number of the checks.	Check Printing Unit
4093	1-Issued drafts must be signed by 2 authorized signers before deliver to the customers. 1. 10th of Ramadan	10th of Ramadan
4094	1-Issued drafts must be signed by 2 authorized signers before deliver to the customers. 1. 6 Of October	6 Of October
4095	1-Issued drafts must be signed by 2 authorized signers before deliver to the customers. 1. Alexandria Fouad St.	Alexandria Fouad St.
4096	1-Issued drafts must be signed by 2 authorized signers before deliver to the customers. 1. Arabela	Arabela
4097	1-Issued drafts must be signed by 2 authorized signers before deliver to the customers. 1. Assiut Gomhoria	Assiut Gomhoria















#	Control Name	Function Name
1-A daily reprinting report is printed by the vendor and reviewed by the department head and attached with the daily batch. 4172		Check Printing Unit
4173	14- Group facilities should be aggregated	SME Risk
4174	13. proper credit checking in place	Corporate Credit Risk
4175	13) Score sheet must be validated and secured in the CRM.	SME Risk
4176	12. No signs of weakness that mandates classification.	Corporate Credit Risk
4177	11) Clean-up/Throughput Requirements is in place.	SME Risk
4178	10. CA conditions, covenants, triggers are being monitored and there is an evidence of this.	Corporate Credit Risk
4179	11) Clean-up/Throughput Requirements is in place.	SME Risk
4180	1.Obtaining the appropriate approvals prior granting any access to staff.	Human Resources
4181	1.Ensure that all changes followed the process either by CAB meetings or ECAB process " define workflow of each type" 2. Rollback action plan added as part from changes 3- Rollback action plan added as part from changes 4. Security approval for any production deployment through the Change advisory board meeting	IT
4182	1.Assess ADIB Network architecture and application to identify the SPOF and limitation in license. 2. Monitoring for devices utilization and performance 3.Review the Backup and restoration testing for the critical Services	IT
4183	1.All new hires have to answer the relatives question in the application form and sign the relatives declaration	Human Resources
4184	1. Yearly budgeting for bank premises projects , maintenance and cleaning OPEX and CAPEX requirements 2. Matching the signatures as per the signatures uploaded on the system.	CSU
4185	1. TNA preparation is being finalized from business partners with sector heads and obtain the required approvals.	Human Resources
4186	1. The invoices are being processed thru maker / checker and approved from the unit head.	Marketing
4187	1. The committees decisions are being communicated to the concerned in HR for implementations	Human Resources
4188		
4189		
4190		

#	Control Name	Function Name
4191	1. System prevents updating the ID# for the ex-employees in creating new joiners	Human Resources
4192	1. Staff Satisfaction Survey, Results analysis to be communicated to sector heads	Human Resources
4193	1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook	10th of Ramadan
4194	1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook	6 Of October
4195	1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook	Alexandria Fouad St.
4196	1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook	Arabela
4197	1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook	Assiut Gomhoria
4198	1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook	Assiut Saad Zagloul
4199	1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook	Zakazik Awkaff Buil.
4200	1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook	Zakazik Galla St.
4201	1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook	Zamalek
4202	1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook	Sodic
4203	1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook	Sohag Nasser City
4204	1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook	Sohag Nile St.
4205	1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook	Tanta - AlGeish



#	Control Name	Function Name
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4206		Thawra
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4207		Zahraa EL Maadi
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4208		Sheikh Zayed
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4209		Sheraton
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4210		Shobra
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4211		Shobra El khima
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4212		Shooting Club
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4213		Smouha
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4214		Qeuna
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4215		Rehab
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4216		Roushdy
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4217		Salah Salem
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4218		Sawah
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4219		Shebin El Kom

#	Control Name	Function Name
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4220		New Cairo
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4221		Obour city
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4222		October Plaza
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4223		Opera
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4224		Port Said
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4225		Qalioub
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4226		Menia Kornish
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4227		Miami
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4228		Mohandessein
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4229		Mokatam
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4230		Mostafa El-Nahas
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4231		Nasr City
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4232		Maadi
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4233		Maadi 9 St

#	Control Name	Function Name
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4234		Madinty
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4235		Mahalla ElKobra
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4236		Mall Of Egypt
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4237		Mansoura
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4238		Kafr Sakar
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4239		Korba
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4240		Lagoun
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4241		Lebanon
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4242		Louran
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4243		Luxour
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4244		Heliopolis Andalos
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4245		Heliopolis Meryland
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4246		Helwan
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4247		Hurghada

#	Control Name	Function Name
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4248		Ismailia
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4249		Kafr El Shiekh
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4250		Emad El-Din
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4251		Fakous
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4252		Farskour
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4253		Fayoum
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4254		Garden City
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4255		Haram
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4256		Damanhour
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4257		Damietta
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4258		Dokki
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4259		El Manial
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4260		Elborsa
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4261		El-Shams Club

#	Control Name	Function Name
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook		
4262		Aswan
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook		
4263		Azhar
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook		
4264		Banha
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook		
4265		Bani Sweif
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook		
4266		Belbais
1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook		
4267		CFC
1. SLAs Between all stakeholders for the direct orders to ensure getting the required approvals along with the approved budget.		
4268		Premises
& OLA in place with all stakeholders (IT, Administration, Security, Marketing and Finance) and sectors (Quality Assurance and Maintenance)		
4270	1. Reviewing all contracts to ensure signing appropriate SLAs.	IT
4271	1. Review periodical logs for system administrator activities. 2. An email security gateway is employed. 3. Email classification mechanisms are used. 4. Data Loss Prevention (DLP) monitoring is implemented. 5. The SOC team monitors email security 24/7. 6. Transport Layer Security (TLS) is enabled. 7. Domain-based Message Authentication, Reporting, and Conformance (DMARC) is enabled. 8. Domain Keys Identified Mail (DKIM) is enabled. 9. Sender Policy Framework (SPF) is enabled. 10. Regular employee awareness training is conducted. 11. Malicious email addresses are blocked using Indicators of Compromise (IOCs).	Information Security
4272	1. Register to log all the items in / out and being monitored thru the admin staff.	Marketing
4273	1. Reconcile the received appraisals forms against each sector head counts	Human Resources
4274	1. Quarterly review on Portfolio is properly conducted and raised to CRO.	Corporate Credit Risk
4275	Processing invoices are being done by maker / checker then approved by the unit head	Finance

#	Control Name	Function Name
4276	1. Posting any vacant position on the portal	Human Resources
4277	<p>1. The CSU team is notified that prior processing any transaction should be done by the CSU team.</p> <p>2. Workflow alert any duplicated transfers.</p> <ul style="list-style-type: none"> <li>Account must be reviewed if transfer has been executed before</li> <li>Request must be marked with avoid duplication stamp/markings</li> </ul> <p>• Branch to send originals that have avoid duplication stamps/markings directly to CSU without taking any action from their side.</p> <ul style="list-style-type: none"> <li>Remittance team to reject any unconfirmed by CSU transfers that have avoid duplication stamps/markings</li> <li>Approvals from CSU is mandatory by branch before executing any transfer related to /csu handled companies</li> </ul>	CSU
4278	1. Perform monthly check over the projects milestones.	Premises
4279	<p>1. Ops officer review the dormant accounts and ensure that the signature is not on the system.</p> <p>1. [REDACTED]</p>	10th of Ramadan
4280	<p>1. Ops officer review the dormant accounts and ensure that the signature is not on the system.</p> <p>1. [REDACTED]</p>	6 Of October
4281	<p>1. Ops officer review the dormant accounts and ensure that the signature is not on the system.</p> <p>1. [REDACTED]</p>	Alexandria Fouad St.
4282	<p>1. Ops officer review the dormant accounts and ensure that the signature is not on the system.</p> <p>1. [REDACTED]</p>	Arabela
4283	<p>1. Ops officer review the dormant accounts and ensure that the signature is not on the system.</p> <p>1. [REDACTED]</p>	Assiut Gomhoria
4284	<p>1. Ops officer review the dormant accounts and ensure that the signature is not on the system.</p> <p>1. [REDACTED]</p>	Assiut Saad Zaghloul
4285	<p>1. Ops officer review the dormant accounts and ensure that the signature is not on the system.</p> <p>1. [REDACTED]</p>	Zakazik Awkaff Buil.
4286	<p>1. Ops officer review the dormant accounts and ensure that the signature is not on the system.</p> <p>1. [REDACTED]</p>	Zakazik Galla St.
4287	<p>1. Ops officer review the dormant accounts and ensure that the signature is not on the system.</p> <p>1. [REDACTED]</p>	Zamalek

#	Control Name	Function Name
1. 1. Ops officer review the dormant accounts and ensure that the signature is not on the system. 4288		Sodic
1. 1. Ops officer review the dormant accounts and ensure that the signature is not on the system. 4289		Sohag Nasser City
1. 1. Ops officer review the dormant accounts and ensure that the signature is not on the system. 4290		Sohag Nile St.
1. 1. Ops officer review the dormant accounts and ensure that the signature is not on the system. 4291		Tanta - AlGeish
1. 1. Ops officer review the dormant accounts and ensure that the signature is not on the system. 4292		Thawra
1. 1. Ops officer review the dormant accounts and ensure that the signature is not on the system. 4293		Zahraa EL Maadi
1. 1. Ops officer review the dormant accounts and ensure that the signature is not on the system. 4294		Sheikh Zayed
1. 1. Ops officer review the dormant accounts and ensure that the signature is not on the system. 4295		Sheraton
1. 1. Ops officer review the dormant accounts and ensure that the signature is not on the system. 4296		Shobra
1. 1. Ops officer review the dormant accounts and ensure that the signature is not on the system. 4297		Shobra El khima
1. 1. Ops officer review the dormant accounts and ensure that the signature is not on the system. 4298		Shooting Club
1. 1. Ops officer review the dormant accounts and ensure that the signature is not on the system. 4299		Smouha













#	Control Name	Function Name
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4359		Assiut Saad Zagloul
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4360		Thawra
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4361		Zahraa EL Maadi
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4362		Zakazik Awkaff Buil.
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4363		Zakazik Galla St.
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4364		Zamalek
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4365		Shooting Club
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4366		Smouha
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4367		Sodic
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4368		Sohag Nasser City

#	Control Name	Function Name
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4369		Sohag Nile St.
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4370		Tanta - AlGeish
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4371		Sawah
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4372		Shebin El Kom
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4373		Sheikh Zayed
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4374		Sheraton
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4375		Shobra
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4376		Shobra El khima
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4377		Qalioub
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4378		Qeuna

#	Control Name	Function Name
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4379		Rehab
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4380		Roushdy
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4381		Salah Salem
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4382		Nasr City
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4383		New Cairo
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4384		Obour city
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4385		October Plaza
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4386		Opera
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4387		Port Said
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4388		Mansoura

#	Control Name	Function Name
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4389		Menia Kornish
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4390		Miami
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4391		Mohandessein
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4392		Mokatam
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4393		Mostafa El-Nahas
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4394		Luxour
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4395		Maadi
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4396		Maadi 9 St
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4397		Madinty
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4398		Mahalla ElKobra



#	Control Name	Function Name
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4399		Mall Of Egypt
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4400		Kafr El Shiekh
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4401		Kafr Sakar
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4402		Korba
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4403		Lagoun
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4404		Lebanon
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4405		Louran
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4406		Heliopolis Andalos
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4407		Heliopolis Maryland
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4408		Helwan

#	Control Name	Function Name
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4409		Hurghada
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4410		Ismailia
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4411		Emad El-Din
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4412		Fakous
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4413		Farskour
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4414		Fayoum
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4415		Garden City
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4416		Haram
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4417		Damanhour
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4418		Damietta

#	Control Name	Function Name
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4419		Dokki
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4420		El Manial
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4421		Elborsa
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4422		El-Shams Club
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4423		Aswan
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4424		Azhar
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4425		Banha
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4426		Bani Sweif
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4427		Belbais
1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis	Trial 2 & Trial 3	
4428		CFC

#	Control Name	Function Name
4429	1. Obtain the proper approval from Sharia prior dealing with all campaigns	Marketing
4430	1. Obtain People & Development head approval	Human Resources
4431	1. Monthly visits and inspections made by contractors while coordinating with both the Security department and Branch manager with the P	Premises
4432	1. Monthly report is sent to the life insurance service provider to add the new hires and remove the Resigned staff	Human Resources
4433	1. Monitoring of administrative activities through native system and application logs.	Information Security
4434	1. Mift indemnity agreement is signed from the customer.	CSU
4435	1. Internal procedures in place defining the roles for all stakeholders.	Premises
4436	more than one facility, validate prior approving any new facility request that the previously initiated Murabha is from the customer own f	10th of Ramadan
4437	more than one facility, validate prior approving any new facility request that the previously initiated Murabha is from the customer own f	6 Of October
4438	more than one facility, validate prior approving any new facility request that the previously initiated Murabha is from the customer own f	Alexandria Fouad St.
4439	more than one facility, validate prior approving any new facility request that the previously initiated Murabha is from the customer own f	Arabela
4440	more than one facility, validate prior approving any new facility request that the previously initiated Murabha is from the customer own f	Assiut Gomhoria
4441	more than one facility, validate prior approving any new facility request that the previously initiated Murabha is from the customer own f	Thawra
4442	more than one facility, validate prior approving any new facility request that the previously initiated Murabha is from the customer own f	Zahraa EL Maadi

















#	Control Name	Function Name
4514	1. GLs are being prepared and sent to GL owner for approval. 2. GLs are being sent to ICD along with the GL breakdown	Marketing
4515	1. Escrow agreement in place 2. Highly skilled ITS calibers are hired/retained and open position in hiring progress but delayed and risk severity increased 3. Close follow up with ITS on all open issues to get the max. support possible 4. Although their financial statement are ok, regular review to be performed by Vendor committee to ensure business continuity 5. Resource challenge is existing now 6. Phoenix is currently working with Sybase 16, G12 with windows 2016 7- Risks that related to changes need contours follow up	IT
4516	1. Email is being communicated to the medical service provider for the newly added staff along with the Resigned staff.	Human Resources
4517	1. Database is updated with the staff details from the hiring pack	Human Resources
4518	1. Customer complaints are being handled by the team leader / unit head to ensure proper investigation / closure within 3 business days	CSU
4519	1. Conducting the proofing process by HR Risk and Governance as independent unit	Human Resources
4520	1. Redundancy (i.e. Dual Role Controller Controllers).	IT
4521	1. Commitment letter is being signed by each eligibale employee prior starting the course.	Human Resources
4522	1. Call back is to be done with the client on the day of excution. 2. The transaction details is logged in daily ref. sheet as to confirm that no duplicate amount is excuted twice. 3. process to limit such risk and no transaction is excuted unless there is the cheker approval. • Call back to be done with the client on the day of excution. • The transaction details is logged in daily referer ce sheet. • Maker and checker process is applied to limit such risk. • Workflow alert for any duplicated transfers. • Reconciliation between the original received from the customers thru email and received from branch. • 3 Checkpoints; Customer (receiving Swift Alert) – Branch/CSU (Work Flow) – Remittance Unit (processing). • Account must be reviewed if transfer has been executed before • Request must be marked with avoid duplication stamp/markig • Branch to send originals that have avoid duplication stamps/markig directly to CSU without taking any action from their side. • Remittance team to reject any unconfirmed by CSU transfers that have avoid duplication stamps/markig • Approvals from CSU is mandatory by branch before executing any transfer related to /csu handled companies	CSU
4523	1. Branches are requested to send a confirmation email with all the details of the requested checkbooks that were sent previously through the	Check Printing Unit
4524	1. All vaults under dual custody as per the delegation matrix.	Premises
4525	1. All the grievance cases will be submitted to EG-Tazalomat.	Human Resources

#	Control Name	Function Name
4526	1. All the financial entries are being executed on a maker / checker basis to the maximum capabilities of the current system. 2. The entries to be signed by the maker and checker along with supporting documents proofing executing the entries 3. Executing the transactions are being done as per the roles and delegation memo 4. Sample review is being done from head of HR Operations for the financial batches submitted for review	Human Resources
4527	1. Admin staff ensure obtaining all the financial approvals prior starting any new activity.	Marketing
4528	1) Specify the calling requirements (ticket size, obligor status ...etc.).	SME Risk
4529	to determine the cause of the present problem; and to consider the options available to the Bank in order to fully recover its d	SME Risk
4530	to determine the cause of the present problem; and to consider the options available to the Bank in order to fully recover its d	SME Risk
4531	1) Capacity plan should be prepared taking into consideration annual leaves.	SME Risk
4532	As per the credit risk process, all credit files should be kept at the custody of the CAD team which are further saved in a fire proof room	SME Risk
4533	1) annual trainings plan 2) new projects training	Information Security
4534		Legal
4535	1- Vendor representative to ensure that the white checks include all required watermarks that match with the QR requirements.	Check Printing Unit
4536	1- Vendor representative to ensure that the white check serial is matched with the received receipt from the vendor.	Check Printing Unit
4537	Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a s cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.	6 Of October
4538	Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a s cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.	Alexandria Fouad St.
4539	Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a s cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.	Arabela

#	Control Name	Function Name
transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a s cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.		
4540		Assiut Gomhoria
transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a s cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.		
4541		Assiut Saad Zagloul
transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a s cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.		
4542		Aswan
transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a s cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.		
4543		Zahraa EL Maadi
transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a s cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.		
4544		Zakazik Awkaff Buil.
transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a s cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.		
4545		Zakazik Galla St.
transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a s cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.		
4546		Zamalek
transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a s cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.		
4547		10th of Ramadan

#	Control Name	Function Name
transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a s cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.		
4548		Smouha
transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a s cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.		
4549		Sodic
transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a s cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.		
4550		Sohag Nasser City
transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a s cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.		
4551		Sohag Nile St.
transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a s cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.		
4552		Tanta - AlGeish
transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a s cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.		
4553		Thawra
transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a s cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.		
4554		Shebin El Kom
transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a s cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.		
4555		Sheikh Zayed

#	Control Name	Function Name
	Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a s cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.	
4556		Sheraton
	Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a s cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.	
4557		Shobra
	Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a s cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.	
4558		Shobra El khima
	Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a s cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.	
4559		Shooting Club
	Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a s cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.	
4560		Qalioub
	Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a s cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.	
4561		Qeuna
	Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a s cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.	
4562		Rehab
	Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a s cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.	
4563		Roushdy



#	Control Name	Function Name
4564		Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a safe. The checker reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more than 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.
		Salah Salem
4565		Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a safe. The checker reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more than 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.
		Sawah
4566		Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a safe. The checker reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more than 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.
		New Cairo
4567		Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a safe. The checker reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more than 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.
		Obour city
4568		Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a safe. The checker reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more than 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.
		October Plaza
4569		Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a safe. The checker reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more than 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.
		Opera
4570		Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a safe. The checker reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more than 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.
		Port Said
4571		Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a safe. The checker reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more than 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.
		Menia Kornish

#	Control Name	Function Name
4572		Miami
4573		Mohandessein
4574		Mokatam
4575		Mostafa El-Nahas
4576		Nasr City
4577		Maadi
4578		Maadi 9 St
4579		Madinty

#	Control Name	Function Name
Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a system. The maker and checker reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more than 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.		
4580		Mahalla ElKobra
Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a system. The maker and checker reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more than 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.		
4581		Mall Of Egypt
Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a system. The maker and checker reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more than 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.		
4582		Mansoura
Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a system. The maker and checker reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more than 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.		
4583		Kafr Sakar
Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a system. The maker and checker reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more than 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.		
4584		Korba
Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a system. The maker and checker reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more than 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.		
4585		Lagoun
Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a system. The maker and checker reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more than 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.		
4586		Lebanon
Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a system. The maker and checker reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more than 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.		
4587		Louran

#	Control Name	Function Name
4588		Luxour
4589		Heliopolis Andalos
4590		Heliopolis Meryland
4591		Helwan
4592		Hurghada
4593		Ismailia
4594		Kafr El Shiekh
4595		Emad El-Din

#	Control Name	Function Name
	Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a s cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.	
4596		Fakous
	Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a s cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.	
4597		Farskour
	Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a s cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.	
4598		Fayoum
	Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a s cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.	
4599		Garden City
	Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a s cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.	
4600		Haram
	Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a s cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.	
4601		Damietta
	Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a s cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.	
4602		Dokki
	Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a s cer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more tha 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.	
4603		El Manial

#	Control Name	Function Name
		Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a safe. The teller will reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more than 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.
4604		Elborsa
		Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a safe. The teller will reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more than 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.
4605		El-Shams Club
		Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a safe. The teller will reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more than 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.
4606		Azhar
		Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a safe. The teller will reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more than 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.
4607		Banha
		Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a safe. The teller will reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more than 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.
4608		Bani Sweif
		Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a safe. The teller will reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more than 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.
4609		Belbais
		Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a safe. The teller will reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more than 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.
4610		CFC
		Transactions are being executed on a maker / checker basis which are being reviewed by the head teller prior execution and file them in a safe. The teller will reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more than 3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases.
4611		Damanhour
		SWIFT messages received from correspondents are uploaded on financial systems to be processed through Remittance
4612	1- Review alerts generated by AML solution within the predefined time frame.	Compliance

#	Control Name	Function Name
1- Reports are being prepared annually by the head of sustainability and reviewed by head of ERM. 4614		Sustainability
1- Reports are being prepared annually by the head of sustainability and reviewed by head of ERM. 4615		Sustainability
communication, retail, Corporate, SMEs, ADIB Foundation and Sustainability Departments then a final review and consolidate and approval is done by Head of Sustainability and Sustainable Finance. 4616		Sustainability
being prepared and validated by the Risk Department then a final review and approval is done by Head of Sustainability and Sustainable Finance. 4617		Sustainability
Report is being prepared and validated by an external consultant and then approval is done by Head of Sustainability and Sustainable Finance. 4618		Sustainability
4619	1- Regular skills and capabilities development sessions	DSU
4620	1- Regular GL Reconciliation & Monthly proofing done for Incoming Payments. 2- Nostro Reconciliation is done daily by ICU Dept. 3- All queues are checked by an independent staff in Remittance to ensure all instruction received are processed. 4- EOD reports are reviewed by checkers to ensure all transactions are processed timely and accurately. Errors shown while processing incoming transactions, Remittance unit hold such transactions till reviewing EOD running to ensure that no errors are shown.	Remittance
4621	1- Periodically review formulas and protection of all used spreadsheets. 2- IFRS9 IT reports to be reviewed by CAD and TBO. 3- Quarterly ECL provision memo is approved by CRO.	Capital and Provision Management
4622	1- Ops staff are kept updated with their roles & responsibilities. 2- Job descriptions in place to ensure segregation of duties is clearly documented and implemented 3- All job descriptions are reviewed annually and updated with changes.	Branches Regional Operation
1. [REDACTED] 4623	1- Ops officer branch manager ensure having the hold mail under dual custody.	6 Of October
1. [REDACTED] 4624	1- Ops officer branch manager ensure having the hold mail under dual custody.	Alexandria Fouad St.
1. [REDACTED] 4625	1- Ops officer branch manager ensure having the hold mail under dual custody.	Arabela
1. [REDACTED] 4626	1- Ops officer branch manager ensure having the hold mail under dual custody.	Assiut Gomhoria





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#	Control Name	Function Name
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4699		Alexandria Fouad St.
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4700		Arabela
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4701		Assiut Gomhoria
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4702		Assiut Saad Zaghloul
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4703		Aswan
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4704		Zakazik Awkaff Bul.
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4705		Zakazik Galla St.
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4706		Zamalek
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4707		10th of Ramadan
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4708		Sodic
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4709		Sohag Nasser City
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4710		Sohag Nile St.

#	Control Name	Function Name
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4711		Tanta - AlGeish
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4712		Thawra
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4713		Zahraa EL Maadi
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4714		Sheikh Zayed
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4715		Sheraton
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4716		Shobra
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4717		Shobra El khima
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4718		Shooting Club
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4719		Smouha
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4720		Qeuna
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4721		Rehab
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4722		Roushdy

#	Control Name	Function Name
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4723		Salah Salem
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4724		Sawah
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4725		Shebin El Kom
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4726		New Cairo
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4727		Obour city
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4728		October Plaza
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4729		Opera
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4730		Port Said
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4731		Qalioub
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4732		Menia Kornish
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4733		Miami
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4734		Mohandessein



#	Control Name	Function Name
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4735		Mokatam
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4736		Mostafa El-Nahas
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4737		Nasr City
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4738		Maadi
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4739		Maadi 9 St
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4740		Madinty
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4741		Mahalla ElKobra
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4742		Mall Of Egypt
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4743		Mansoura
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4744		Kafr Sakar
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4745		Korba
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4746		Lagoun

#	Control Name	Function Name
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4747		Lebanon
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4748		Louran
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4749		Luxour
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4750		Heliopolis Andalos
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4751		Heliopolis Meryland
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4752		Helwan
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4753		Hurghada
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4754		Ismailia
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4755		Kafr El Shiekh
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4756		Fakous
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4757		Farskour
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4758		Fayoum

#	Control Name	Function Name
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4759		Garden City
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4760		Haram
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4761		Damietta
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4762		Dokki
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4763		El Manial
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4764		Elborsa
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4765		El-Shams Club
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4766		Emad El-Din
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4767		Azhar
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4768		Banha
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4769		Bani Sweif
1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches.		
4770		Belbais

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#	Control Name	Function Name
1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures.		
4844		Damietta
1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures.		
4845		Dokki
1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures.		
4846		El Manial
1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures.		
4847		Elborsa
1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures.		
4848		El-Shams Club
1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures.		
4849		Aswan
1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures.		
4850		Azhar
1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures.		
4851		Banha
1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures.		
4852		Bani Sweif
1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures.		
4853		Belbais
1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures.		
4854		CFC
1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA		Trade Finance

#	Control Name	Function Name
4856	1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA	Marketing
4857	1- Ensure all procedures/Policies are updated and approved	Human Resources
4858	1- Ensure all procedures/Policies are updated and approved	Cards Products
4859	1- Ensure all procedures/Policies are updated and approved	Remittance
4860	1- Ensure all procedures/Policies are updated and approved	Premises
4861	1- DSU are kept updated with their roles & responsibilities.	DSU
4862	1- Designated dual custodians	Trade Finance
4863	1- Daily monitoring to the tha ACH booking files received from EBC.	Remittance
4864	1- Customer's photo should be used for his own account.	Check Printing Unit
4865	program should be properly approved. This credit program should be established by SME's Risk and approved by SCPC/ADIB Egypt every function performed in the department should be in place - Ensure all procedures/SME Risk are updated and	SME Risk
4866	1- COB plan in place. SLA with ADIB (H.O) to execute payments for ADIB with POY	Remittance
4867	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to be implemented	Trade Finance
4868	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to be implemented	Marketing
4869	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to be implemented	Premises
4870	1- CD to be reviewed by two Staff before sending to SLMF to be uploaded on Portal	Check Printing Unit
4871	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- [REDACTED]	6 Of October
4872	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- [REDACTED]	Alexandria Fouad St.
4873	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- [REDACTED]	Arabela
4874	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- [REDACTED]	Assiut Gomhoria

#	Control Name	Function Name
1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 4875		Assiut Saad Zagloul
1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 4876		Aswan
1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 4877		Thawra
1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 4878		Zahraa EL Maadi
1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 4879		Zakazik Awkaff Buil.
1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 4880		Zakazik Galla St.
1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 4881		Zamalek
1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 4882		Smouha
1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 4883		Sodic
1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 4884		Sohag Nasser City
1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 4885		Sohag Nile St.
1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 4886		Tanta - AlGeish

#	Control Name	Function Name
1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 4887		Shebin El Kom
1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 4888		Sheikh Zayed
1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 4889		Sheraton
1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 4890		Shobra
1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 4891		Shobra El khima
1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 4892		Shooting Club
1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 4893		Qalioub
1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 4894		Qeuna
1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 4895		Rehab
1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 4896		Roushdy
1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 4897		Salah Salem
1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 4898		Sawah

#	Control Name	Function Name
1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process.		
4899		Nasr City
1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process.		
4900		New Cairo
1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process.		
4901		Obour city
1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process.		
4902		October Plaza
1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process.		
4903		Opera
1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process.		
4904		Port Said
1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process.		
4905		Mansoura
1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process.		
4906		Menia Kornish
1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process.		
4907		Miami
1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process.		
4908		Mohandessein
1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process.		
4909		Mokatam
1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process.		
4910		Mostafa El-Nahas

#	Control Name	Function Name
1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 10th of Ramadan	4911	10th of Ramadan
1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- Maadi	4912	Maadi
1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- Maadi 9 St	4913	Maadi 9 St
1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- Madinty	4914	Madinty
1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- Mahalla ElKobra	4915	Mahalla ElKobra
1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- Mall Of Egypt	4916	Mall Of Egypt
1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- Kafr Sakar	4917	Kafr Sakar
1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- Korba	4918	Korba
1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- Lagoun	4919	Lagoun
1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- Lebanon	4920	Lebanon
1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- Louran	4921	Louran
1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- Luxour	4922	Luxour

#	Control Name	Function Name
1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process.		
4923		Heliopolis Meryland
1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process.		
4924		Helwan
1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process.		
4925		Hurghada
1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process.		
4926		Ismailia
1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process.		
4927		Kafr El Shiekh
1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process.		
4928		Fakous
1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process.		
4929		Farskour
1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process.		
4930		Fayoum
1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process.		
4931		Garden City
1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process.		
4932		Haram
1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process.		
4933		Heliopolis Andalos
1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process.		
4934		Damietta



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1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 4935		Dokki
1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 4936		El Manial
1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 4937		Elborsa
1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 4938		El-Shams Club
1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 4939		Emad El-Din
1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 4940		Azhar
1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 4941		Banha
1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 4942		Bani Sweif
1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 4943		Belbais
1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 4944		CFC
1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 4945		Damanhour
4946 1- All transactions are processed as maker/checker as per checklist.		Remittance
4947 requests are sent from approved sources (Branches / CSU / Finance / Syndications Teams) to EG_Remittance directly scanned		Remittance

#	Control Name	Function Name
4948	1- All porocedures related to LME, Auto Murabaha, Cashback, Small Business Finance, & Mortgage are properly approved and in place.	DSL
4949	1- staff are kept updated with their roles & responsibilities. 2- Job descriptions in place to ensure segregation of duties is clearly documented and implemented	Mortgage Product
4950	How of reconciliation/interface report and reconciled accounts are investigated and resolved. Quality assurance is conducted on report received.	Collection
4951	Each delinquent account should be allocated to collector to ensure that all the delinquent customers are collected by the collection team.	Collection
4952	• Version Control: approved version of spreadsheets are used.	Swift
4953	• Updated collections process manual where all process changes are being properly documented and approved by collections head.	Collections
4954	• Used receipt books should be sent to archiving unit. A memo is prepared for this.	Collections
4955	Supervisor conducts periodic reviews with the respective agency manager on the agency's performance in line with the agreed performance.	Collection
4956	the collector attitude while calling the customer ,How can he/she deal with customer, Call efficiency, How can he/she solve any issue raised.	Collection
4957	• Review sample of BO reports manually. • Manually assessment of BO access and reports classification. • Maintaining access matrix for all BO Access and reports.	Information Security
4958	• Regional Branches Operations visit and monitor all branches as per yearly plan. • Maintain adequate operational control over branches functions. • Train branches operations staff during the visits or through roadshow.	Branches Regional Operation
4959	Sample of customers that the collection agencies have dealt with. Any issue should be identified and reported to the Collection Head and	Collection
4960	which are not yet delivered to the external agencies are kept in fire proof and on monthly basis an exercise is conducted to review and ensure	Collection
4961	Protected spreadsheet	Swift
4962	Each and every bucket are reviewed in line with the actual performance against annual targets and any amendment required is communicated.	Collections
4963	Conducted and state the exact time in which it occur by managers, ensure that all system features are working smoothly. Testing system and	Collections
4964	In preparing the collection agencies expenses ,Also an independent department ( MIS unit ) is reviewing the expense claims for the collection	Collection
4965	in place to cover most of operation issues and known issues added to vendor documentations, as part from knowledge management process.	IT
4966	Job descriptions in place to ensure segregation of duties is clearly documented and implemented.	Swift
4967	• Ensure that the tele-calling team prioritizes high-risk accounts.	Collections

#	Control Name	Function Name
4967	• Ensure that tele-calling manager applies the criteria of identifying high risk accounts within finances delinquent portfolio.	Collections
4968	• Ensure that all deceased accounts have been identified and raised to Ops team. • Ensure that all required documents have been sent to Ops team. • Ensure that insurance company settled all claims during the agreed period.	Collections
4969	• Ensure that all CBC accounts that hit 180 DPD are due to be written off. • Ensure that all assets accounts that hit 36+ months are due to be written off.	Collections
4970	• Each account written off should be reported “ written off “ to CBE according to its regulations.	Collections
4971	• Each account hit 180+ DPD should be reported “ Stop payment “ to CBE according to its regulations.	Collections
4972	• If a customer granted facility >100k and the bank raised a legal action against the customer should be reported “ Legal action “ to CBE according to its regulations.	Collections
4973	• Collections team to adhere to the call script.	Collections
4974	• Collections staff are trained on the collections processes from the time of joining and thereafter regularly through a training plan approved by the management.	Collections
4975	• Check the availability of the monthly log confirmed reviewing the receipt and the payment on the system within 2 business days .	Collections
4976	• Calculation testing: the spreadsheet formulas to be tested and any changes to be approved from Finance side.	Finance
4977	• Designated staff in the collections team for reconciliation and audit purpose. Any collection issues are escalated to the field collectors to resolve.	Collections
4978	• All Sent / Received e-mails to external collection agencies must be encrypted.	Collections
4979	• Agency staff are trained on TCF principles and Collection process.	Collections
4980	*The staff accounts transactions are reviewed via maker checker basis *AML system will shortly capture the staff transactions	Compliance
4981	*HR payment officer prepare payroll files to be posted on HR Oracle system. *HR staff payment and governmental relations Manager review the posted payroll files and upload them on core banking system. *Payroll register extracted from Oracle system is validated by Head of HR Operations prior processing.	Human Resources
4982	• Clearance checks for employees with resigned employees details are sent by HR operations officer to respective stakeholders (IT, Legal,HR operations etc.) for clearance. • HR personnel and service manager reviews the clearance check lists and ensures obtaining the clearances from relevant stakeholders.	Human Resources
4983	• Perform sample testing on customer account to ensure that the transactions are fired through SAS system according to set scenario/ threshold. • Review customer account during alert review (for a period of time) to ensure that the transactions are fired through SAS system according to set scenario.	Compliance
4984	* E-Wallet transaction daily / monthly limits support the monitoring *The reports reviewed by maker checker * Some data obtained from related business owner	Compliance









#	Control Name	Function Name
5059	ger or SPB to validate date of receiving the Murbha checks with that date of customer request and the date of processing the transa	5059
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5061	ger or SPB to validate date of receiving the Murbha checks with that date of customer request and the date of processing the transa	5061
5062	ger or SPB to validate date of receiving the Murbha checks with that date of customer request and the date of processing the transa	5062
5063	ger or SPB to validate date of receiving the Murbha checks with that date of customer request and the date of processing the transa	5063
5064	ger or SPB to validate date of receiving the Murbha checks with that date of customer request and the date of processing the transa	5064
5065	ger or SPB to validate date of receiving the Murbha checks with that date of customer request and the date of processing the transa	5065
5066	ger or SPB to validate date of receiving the Murbha checks with that date of customer request and the date of processing the transa	5066
5067	ger or SPB to validate date of receiving the Murbha checks with that date of customer request and the date of processing the transa	5067
5068	ger or SPB to validate date of receiving the Murbha checks with that date of customer request and the date of processing the transa	5068
5069	ger or SPB to validate date of receiving the Murbha checks with that date of customer request and the date of processing the transa	5069
5070	ger or SPB to validate date of receiving the Murbha checks with that date of customer request and the date of processing the transa	5070
5071	ger or SPB to validate date of receiving the Murbha checks with that date of customer request and the date of processing the transa	5071
5072	ger or SPB to validate date of receiving the Murbha checks with that date of customer request and the date of processing the transa	5072
5073	ger or SPB to validate date of receiving the Murbha checks with that date of customer request and the date of processing the transa	5073
5074	ger or SPB to validate date of receiving the Murbha checks with that date of customer request and the date of processing the transa	5074
5075	2. Applying all CBE regulations and requests during branch renovation or construction that is being updated by the CBE on yearly basis	5075
5076	11. Documentation / collateral are as per the documentation process and CA approval	5076
5077	checklist in place and prepared by the department to consolidate all the received CBE circulars from Compliance to ensure implementati	5077



#	Control Name	Function Name
5078		Microfinance
5079		Microfinance
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5081		Microfinance
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5083		Microfinance
5084	Data maintenance on the system is done on maker/checker basis as per system requirement	Microfinance
5085	All application are signature verified by MF officer	Microfinance
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5200		Microfinance

#	Control Name	Function Name
5103	Monthly report for the staff leaves balance as well as 2 consecutive leave status to be shared with HR	Human Resource
5104	Job descriptions in place to ensure segregation of duties is clearly documented and implemented	Microfinance
5105	Job description should be in place for all staff members to ensure their awareness and accountability for their roles and responsibilities	Microfinance
5106	- Segregation of duties is clearly documented and implemented to ensure indecency of transactions	Microfinance
5107	GL reconciliation process (automated and manual) are properly managed and timely verified and reconciled ,Reconciliation is done by a designated staff independent of transaction processing. ,ICU & Finance monthly reviews the GLs reconciliation proofing	Investor Relations
5108	Customer data are maintained on the system as per the application signed by the customer	Microfinance
5109	Classification triggers and set in place and approved periodically as part of classified credit report (CCR) as per Credit Policy to ensure proper	Corporate Credit Risk
5110	- Capacity plan should be prepared, taking into consideration annual leaves.	Microfinance
5111	communication, guidance and training to all concerned staff members, as to have required knowledge to handle their required performance	Microfinance
5112	4) Limits on the size of the Program as well as any other appropriate parameters are identified	SME Risk
5113	1. 2. 3) Major Risk and Risk mitigates are identified.	Legal
5114		SME Risk
5115		Microfinance