

Controls Dashboard Report

Comprehensive Analysis Report
Generated on: 2025-10-19 03:42:01

| # | 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 | None |
| 17 | 1.1.4.d Mission, Vision, and Goals4 | None |
| 18 | 1.1.4.d Mission, Vision, and Goals3 | None |
| 19 | 1.1.4.d Mission, Vision, and Goals2 | None |
| 20 | 1.1.4.d Mission, Vision, and Goals test | None |
| 21 | 1.1.4.c test | Information Security |
| 22 | Control 2 | Information Security |

| # | Control Name | Function Name |
|----|---|----------------------|
| 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 |
| 48 | RCM Test | 6 Of October |
| 49 | RCM Test | 10th of Ramadan |

| # | Control Name | Function Name |
|----|---|--|
| 50 | RCM Test | 6 Of October |
| 51 | RCM Test | 6 Of October |
| 52 | RCM Test | 10th of Ramadan |
| 53 | FFFFFFFFF | 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 | ADI 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 the system | Insurance |
| 72 | | |
| 73 | | |
| 74 | | Microfinance |
| 75 | | (Microfinance.....) |
| 76 | | (Microfinance) Microfinance (Microfinance) |

| # | Control Name | Function Name |
|-------------------|--------------|----------------------|
| 7 | | Shareholder + |
| | | Shareholder |
| 9 | | Microfinance |
| | | Microfinance |
| 8 | | Investor Relations |
| 82 | | Investor Relations |
| 8 | | Investor Relations (|
| 8 | | Investor Relations |
| / 8 | | Investor Relations |
| 86 | | Microfinance |
| 8 | | Microfinance |
| 8 | | Microfinance |
| 89 | | Microfinance |
| / 8 | 500 | Investor Relations |
| | | Investor Relations |
| 9 | | Investor Relations |
| | | Investor Relations |
| 94 | | Microfinance |
| 45 | | (31/3 - 30/6 - 30/9) |
| 90 | | Investor Relations |
| 96 | | Investor Relations |
| 97 | | Investor Relations |
| | | Investor Relations |
| Makers & Checkers | | Investor Relations |
| 100 | | Microfinance |
| 1 | | Investor Relations |

| # | Control Name | Function Name |
|-----|--------------------|--------------------|
| 100 | Microfinance | Microfinance |
| 103 | Microfinance | Microfinance |
| 106 | Legal | Legal |
| 107 | Legal | Legal |
| 109 | Microfinance | Microfinance |
| 110 | Microfinance | Microfinance |
| 111 | Microfinance | Microfinance |
| 112 | Microfinance | Microfinance |
| 113 | Microfinance | Microfinance |
| 114 | Microfinance | Microfinance |
| 115 | Insurance | Insurance |
| 116 | BCM | BCM |
| 117 | IT | IT |
| 118 | Trade Finance | Trade Finance |
| 119 | Trade Finance | Trade Finance |
| 120 | Liability Products | Liability Products |
| 121 | Insurance | Insurance |
| 122 | Human Resources | Human Resources |
| 123 | Trade Finance | Trade Finance |
| 124 | IT | IT |

| # | Control Name | Function Name |
|-----|---|----------------------|
| 125 | The IT committee composed of executive, IT charter policy , IT org chart and job description | IT |
| 126 | Ensure that all users (internal, external and temporary) and their activity on IT systems are identified and authorized mechanisms, such as passwords, tokens or digital signatures, for enforcing access rights according to the sensitivity of the data. | Information Security |
| 127 | Tests are carried out in compliance with the tests plan based on communication test plan | BCM |
| 128 | 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. | 6 Of October |
| 129 | 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. | Alexandria Fouad St. |
| 130 | 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. | Arabela |
| 131 | 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. | Assiut Gomhoria |
| 132 | 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. | Assiut Saad Zagloul |
| 133 | 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. | Aswan |
| 134 | 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. | Zakazik Galla St. |
| 135 | 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. | Zamalek |
| 136 | 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. | 10th of Ramadan |
| 137 | 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. | Sohag Nasser City |
| 138 | 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. | Sohag Nile St. |
| 139 | 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. | Tanta - AlGeish |
| 140 | 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. | Thawra |

| # | Control Name | Function Name |
|---|--------------|----------------------|
| he 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 |
| he 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. |
| he 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 |
| he 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 |
| he 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 |
| he 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 |
| he 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 |
| he 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 |
| he 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 |
| he 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 |
| he 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 |
| he 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 |
| he 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 |
| he 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 |

| # | Control Name | Function Name |
|---|--------------|------------------|
| he 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 |
| he 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 |
| he 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 |
| he 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 |
| he 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 |
| he 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 |
| he 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 |
| he 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 |
| he 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 |
| he 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 |
| he 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 |
| he 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 |
| he 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 |
| he 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 |

| # | Control Name | Function Name |
|---|--------------|---------------------|
| he 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 |
| he 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 |
| he 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 |
| he 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 |
| he 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 |
| he 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 |
| he 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 |
| he 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 |
| he 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 |
| he 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 |
| he 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 |
| he 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 |
| he 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 |
| he 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 |

| # | 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. 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 |
| 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. 195 | | El-Shams 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. 196 | | Emad El-Din |




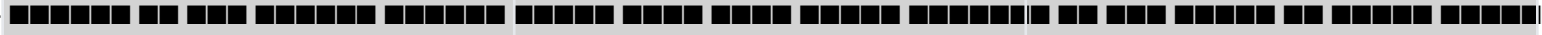


| # | Control Name | Function Name |
|-----|--|----------------------------------|
| 197 | the Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cash for the pending alerts, the business communicated with the branch for calling the 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 ORC, BRC and BOD respectively | Capital and the ORC, BRC and BOD |
| 204 | ICAAP report is prepared by provisions officer and checked by the provisions head, then reviewed by the ORC, BRC and BOD respectively | Capital and the ORC, BRC and BOD |
| 205 | recovered by recovery solution- in order to restore some of PCs, laptops with in same time in order to calculate BCM time to determine all m | 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 | Cash and Central Bank |
| 208 | The branch make s each opening account transaction the customer to fulfil all the required KYC data and to be signed by him. | Asiut and October |
| 209 | The branch make s each opening account transaction the customer to fulfil all the required KYC data and to be signed by him. | Alexandria and October |
| 210 | The branch make s each opening account transaction the customer to fulfil all the required KYC data and to be signed by him. | Araba |
| 211 | The branch make s each opening account transaction the customer to fulfil all the required KYC data and to be signed by him. | Assiut and October |
| 212 | The branch make s each opening account transaction the customer to fulfil all the required KYC data and to be signed by him. | Assiut and Zagazig |
| 213 | The branch make s each opening account transaction the customer to fulfil all the required KYC data and to be signed by him. | Assiut |
| 214 | The branch make s each opening account transaction the customer to fulfil all the required KYC data and to be signed by him. | Zakazik and Baha |
| 215 | The branch make s each opening account transaction the customer to fulfil all the required KYC data and to be signed by him. | Zakazik |
| 216 | The branch make s each opening account transaction the customer to fulfil all the required KYC data and to be signed by him. | Matruh and Baha |
| 217 | The branch make s each opening account transaction the customer to fulfil all the required KYC data and to be signed by him. | Sidi Barrani and City |
| 218 | The branch make s each opening account transaction the customer to fulfil all the required KYC data and to be signed by him. | Sidi Barrani |

| # | Control Name | Function Name |
|----------------------|--|--------------------|
| The branch make s210 | each opening account transaction the customer to fulfil all the required KYC data and to be signed by him. | Fatma Al-Gheis |
| The branch make s220 | each opening account transaction the customer to fulfil all the required KYC data and to be signed by him. | Thawab |
| The branch make s221 | each opening account transaction the customer to fulfil all the required KYC data and to be signed by him. | Zahran El-Masri |
| The branch make s222 | each opening account transaction the customer to fulfil all the required KYC data and to be signed by him. | Zahran Al-Khalifeh |
| The branch make s223 | each opening account transaction the customer to fulfil all the required KYC data and to be signed by him. | Shadi |
| The branch make s224 | each opening account transaction the customer to fulfil all the required KYC data and to be signed by him. | Shadi |
| The branch make s225 | each opening account transaction the customer to fulfil all the required KYC data and to be signed by him. | Shaban El-Khreis |
| The branch make s226 | each opening account transaction the customer to fulfil all the required KYC data and to be signed by him. | Shamir Gheis |
| The branch make s227 | each opening account transaction the customer to fulfil all the required KYC data and to be signed by him. | Samir |
| The branch make s228 | each opening account transaction the customer to fulfil all the required KYC data and to be signed by him. | Sadi |
| The branch make s229 | each opening account transaction the customer to fulfil all the required KYC data and to be signed by him. | Adnan |
| The branch make s230 | each opening account transaction the customer to fulfil all the required KYC data and to be signed by him. | Ramzi |
| The branch make s231 | each opening account transaction the customer to fulfil all the required KYC data and to be signed by him. | Salah Saleh |
| The branch make s232 | each opening account transaction the customer to fulfil all the required KYC data and to be signed by him. | Sawa |
| The branch make s233 | each opening account transaction the customer to fulfil all the required KYC data and to be signed by him. | Shahin El-Khreis |
| The branch make s234 | each opening account transaction the customer to fulfil all the required KYC data and to be signed by him. | Shahin Zayed |
| The branch make s235 | each opening account transaction the customer to fulfil all the required KYC data and to be signed by him. | Omar |
| The branch make s236 | each opening account transaction the customer to fulfil all the required KYC data and to be signed by him. | Omar El-Haz |
| The branch make s237 | each opening account transaction the customer to fulfil all the required KYC data and to be signed by him. | Omar |
| The branch make s238 | each opening account transaction the customer to fulfil all the required KYC data and to be signed by him. | Pamir Said |
| The branch make s239 | each opening account transaction the customer to fulfil all the required KYC data and to be signed by him. | Qaid |
| The branch make s240 | each opening account transaction the customer to fulfil all the required KYC data and to be signed by him. | Qaid |
| The branch make s241 | each opening account transaction the customer to fulfil all the required KYC data and to be signed by him. | Wadi |
| The branch make s242 | each opening account transaction the customer to fulfil all the required KYC data and to be signed by him. | Mahmud Essam |
| The branch make s243 | each opening account transaction the customer to fulfil all the required KYC data and to be signed by him. | Makram |
| The branch make s244 | each opening account transaction the customer to fulfil all the required KYC data and to be signed by him. | Mustafa El-Nahis |
| The branch make s245 | each opening account transaction the customer to fulfil all the required KYC data and to be signed by him. | Nasr Gheis |

| # | Control Name | Function Name |
|----------------------|---|------------------------------------|
| The branch make s246 | each opening account transaction the customer to fulfil all the required KYC data | New Cairo be signed by him. |
| The branch make s247 | each opening account transaction the customer to fulfil all the required KYC data | Madiya be signed by him. |
| The branch make s248 | each opening account transaction the customer to fulfil all the required KYC data | Madiya be signed by him. |
| The branch make s249 | each opening account transaction the customer to fulfil all the required KYC data | Mahalla El Kobra be signed by him. |
| The branch make s250 | each opening account transaction the customer to fulfil all the required KYC data | Mah El Egypt be signed by him. |
| The branch make s251 | each opening account transaction the customer to fulfil all the required KYC data | Mansoura be signed by him. |
| The branch make s252 | each opening account transaction the customer to fulfil all the required KYC data | Maria Katria be signed by him. |
| The branch make s253 | each opening account transaction the customer to fulfil all the required KYC data | Kocha be signed by him. |
| The branch make s254 | each opening account transaction the customer to fulfil all the required KYC data | Langda be signed by him. |
| The branch make s255 | each opening account transaction the customer to fulfil all the required KYC data | Langda be signed by him. |
| The branch make s256 | each opening account transaction the customer to fulfil all the required KYC data | Langda be signed by him. |
| The branch make s257 | each opening account transaction the customer to fulfil all the required KYC data | Langda be signed by him. |
| The branch make s258 | each opening account transaction the customer to fulfil all the required KYC data | Madi be signed by him. |
| The branch make s259 | each opening account transaction the customer to fulfil all the required KYC data | Helwan be signed by him. |
| The branch make s260 | each opening account transaction the customer to fulfil all the required KYC data | Helwan be signed by him. |
| The branch make s261 | each opening account transaction the customer to fulfil all the required KYC data | Helwan be signed by him. |
| The branch make s262 | each opening account transaction the customer to fulfil all the required KYC data | Langda be signed by him. |
| The branch make s263 | each opening account transaction the customer to fulfil all the required KYC data | Kara El Shiba be signed by him. |
| The branch make s264 | each opening account transaction the customer to fulfil all the required KYC data | Kara El Shiba be signed by him. |
| The branch make s265 | each opening account transaction the customer to fulfil all the required KYC data | Fakda be signed by him. |
| The branch make s266 | each opening account transaction the customer to fulfil all the required KYC data | Fakda be signed by him. |
| The branch make s267 | each opening account transaction the customer to fulfil all the required KYC data | Fakda be signed by him. |
| The branch make s268 | each opening account transaction the customer to fulfil all the required KYC data | Garden City be signed by him. |
| The branch make s269 | each opening account transaction the customer to fulfil all the required KYC data | Langda be signed by him. |
| The branch make s270 | each opening account transaction the customer to fulfil all the required KYC data | Helwan be signed by him. |
| The branch make s271 | each opening account transaction the customer to fulfil all the required KYC data | Dandia be signed by him. |
| The branch make s272 | each opening account transaction the customer to fulfil all the required KYC data | Dandia be signed by him. |

| # | Control Name | Function Name |
|-----|--|---------------------|
| 273 | The branch make each opening account transaction the customer to fulfil all the required KYC data and make signed by him. | Finance |
| 274 | The branch make each opening account transaction the customer to fulfil all the required KYC data and make signed by him. | Finance |
| 275 | The branch make each opening account transaction the customer to fulfil all the required KYC data and make signed by him. | Finance |
| 276 | The branch make each opening account transaction the customer to fulfil all the required KYC data and make signed by him. | Finance |
| 277 | The branch make each opening account transaction the customer to fulfil all the required KYC data and make signed by him. | Finance |
| 278 | The branch make each opening account transaction the customer to fulfil all the required KYC data and make signed by him. | Finance |
| 279 | The branch make each opening account transaction the customer to fulfil all the required KYC data and make signed by him. | Finance |
| 280 | The branch make each opening account transaction the customer to fulfil all the required KYC data and make signed by him. | Finance |
| 281 | The branch make each opening account transaction the customer to fulfil all the required KYC data and make signed by him. | Finance |
| 282 | The branch make each opening account transaction the customer to fulfil all the required KYC data and make signed by him. | Finance |
| 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 | Human Resources |
| 285 | by the risk committee Super policy guidelines to ensure proper renewal in place enclosing business strategy Over Risk based on stress | Strategy Over Risk |
| 286 | Talent Review model is in place and being implemeneted | Human Resources |
| 287 | &E department member that insure the easy workflow of action being made, and are in continues update and following instruction bei | Production |
| 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 | Sustainability |
| 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 updated | Check Printing Unit |
| 292 | der to make sure about A bcp plane, their scope during crises mode,...etc in addtion provide us evidence BCM test plan , bcp test, o | BCM |
| 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 |
| 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 | thin the month and send them to the cards operations to block and review mail confirmation that they have all been blocked with correct | Collections |

| # | Control Name | Function Name |
|-----|--|-----------------------|
| 298 | Review the initiated product and ensure having stakeholders approvals | Liability Products |
| | 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 | |
| 299 | -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 | Credit Products |
| | Review compliance with all CBE Rules & Regulations, including the following : 1-Financing rules & regulations (CBE section 3&4) | |
| 301 | | Corporate Credit Risk |
| | Report the receiving documents from postal department to stakeholder in order to inform the related customer accordingly. | |
| 302 | Reconcile the existing documents with stakeholders on monthly basis. | Trade Finance |
| | 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 | |
| 303 | 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 | |
| | 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. | |
| 308 | • Protected spreadsheet | SME Risk |
| | 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. | |
| 309 | | Swift |
| | 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. | |
| 310 | • Protected spreadsheet | Premises |
| | 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. | |
| 311 | • Protected spreadsheet | Marketing |
| | 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. | |
| 312 | • Protected spreadsheet | Human Resources |

| # | Control Name | Function Name |
|-----|---|---|
| 313 | 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 | Cards Products |
| 314 | 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 | Mortgage Product |
| 315 | 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 | Compliance |
| 316 | 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 | Trade Finance |
| 317 | • Version Control: approved version of spreadsheets are used. | Remittance |
| 318 | Version Control: approved version of spreadsheets are used. | CSH |
| 319 | We matched our list with the regional managers, and coordinated it with all involved departments (Legal, Admin, Consumer Protection). | Enter (Legal, Admin, Consumer Protection) |
| 320 | Ops staff are kept updated with their roles & responsibilities. | Microfinance |
| 321 | Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming   | 6 Of October |
| 322 | Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming   | Alexandria Fouad St. |
| 323 | Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming   | Arabela |

| # | Control Name | Function Name |
|--------|--|---------------------|
| 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 Zagloul |
| 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 |
| 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. |

| # | Control Name | Function Name |
|--------|--|----------------------|
| 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 Buil. |
| 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 |
| 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 |

| # | Control Name | Function Name |
|--------|--|---------------|
| 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 |
| 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 |

| # | Control Name | Function Name |
|--------|--|---------------|
| 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 |
| 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 |

| # | Control Name | Function Name |
|--------|--|------------------|
| 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 |
| 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 |

| # | Control Name | Function Name |
|--------|--|---------------|
| 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 |
| 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 |

| # | Control Name | Function Name |
|--------|--|---------------------|
| 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 |
| 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 |

| # | Control Name | Function Name |
|--------|--|--------------------|
| 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 |
| 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 |

| # | Control Name | Function Name |
|--------|--|---------------|
| 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 |
| 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 |

| # | Control Name | Function Name |
|-----|---|----------------------|
| 396 | <p>Ops officer ensure the below:</p> <p>1- The physical custody is matched with the register and the extracted reports for all the branch custody. h designation</p> <p>1- [REDACTED]</p> | 6 Of October |
| 397 | <p>Ops officer ensure the below:</p> <p>1- The physical custody is matched with the register and the extracted reports for all the branch custody. h designation</p> <p>1- [REDACTED]</p> | Alexandria Fouad St. |
| 398 | <p>Ops officer ensure the below:</p> <p>1- The physical custody is matched with the register and the extracted reports for all the branch custody. h designation</p> <p>1- [REDACTED]</p> | Arabela |
| 399 | <p>Ops officer ensure the below:</p> <p>1- The physical custody is matched with the register and the extracted reports for all the branch custody. h designation</p> <p>1- [REDACTED]</p> | Assiut Gomhoria |
| 400 | <p>Ops officer ensure the below:</p> <p>1- The physical custody is matched with the register and the extracted reports for all the branch custody. h designation</p> <p>1- [REDACTED]</p> | Assiut Saad Zaghloul |

| # | Control Name | Function Name |
|-----|---|-------------------|
| | 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 [REDACTED] : 1- [REDACTED] | |
| 401 | | Aswan |
| | 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 [REDACTED] : 1- [REDACTED] | |
| 402 | | 10th of Ramadan |
| | 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 [REDACTED] : 1- [REDACTED] | |
| 403 | | Zakazik Galla St. |
| | 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 [REDACTED] : 1- [REDACTED] | |
| 404 | | Zamalek |
| | 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 [REDACTED] : 1- [REDACTED] | |
| 405 | | Sohag Nasser City |

| # | 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: | |
| 411 | | Sheraton |
| 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: | |
| 412 | | Shobra |
| 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: | |
| 413 | | Shobra El khima |
| 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: | |
| 414 | | Shooting Club |
| 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 |

| # | 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: | |
| 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 |
| 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: | |
| 420 | | Sawah |

| # | Control Name | Function Name |
|-----|---|---------------|
| | 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 [REDACTED] | |
| 421 | | Shebin El Kom |
| | 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 [REDACTED] | |
| 422 | | Sheikh Zayed |
| | 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 [REDACTED] | |
| 423 | | Obour city |
| | 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 [REDACTED] | |
| 424 | | October Plaza |
| | 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 [REDACTED] | |
| 425 | | Opera |

[illegible]

| # | Control Name | Function Name |
|-----|--|---------------|
| | 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- ■■■■■■ ■■■■■■ ■■■■■■■■ ■■ ■■■■■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■■■ ■■■ ■■■■ ■■■■ | |
| 441 | | Korba |
| | 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- ■■■■■■ ■■■■■■ ■■■■■■■■ ■■ ■■■■■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■■■ ■■■ ■■■■ ■■■■ | |
| 442 | | Lagoun |
| | 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- ■■■■■■ ■■■■■■ ■■■■■■■■ ■■ ■■■■■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■■■ ■■■ ■■■■ ■■■■ | |
| 443 | | Lebanon |
| | 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- ■■■■■■ ■■■■■■ ■■■■■■■■ ■■ ■■■■■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■■■ ■■■ ■■■■ ■■■■ | |
| 444 | | Louran |
| | 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- ■■■■■■ ■■■■■■ ■■■■■■■■ ■■ ■■■■■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■ ■■■■■■ ■■■ ■■■■ ■■■■ | |
| 445 | | Luxour |

| # | Control Name | Function Name |
|-----|--|----------------------|
| 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 Zagloul |
| 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 |
| 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 |

| # | Control Name | Function Name |
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| 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 |
| 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 |

| # | Control Name | Function Name |
|-----|--|---------------|
| 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 |
| 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 |

| # | Control Name | Function Name |
|-----|--|------------------|
| 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 |
| 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 |

| # | Control Name | Function Name |
|-----|--|---------------------|
| 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 |
| 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 |

| # | Control Name | Function Name |
|-----|--|---------------|
| 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 |
| 540 | Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■ | Aswan |
| 541 | Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■ | Azhar |
| 542 | Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■ | Banha |
| 543 | Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- ■■■■■■ ■■ ■■■■■■ ■■■■■■ | Bani Sweif |

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[illegible]

| # | Control Name | Function Name |
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| 690 | Operation 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. | Stop payment GL and stop payment record on system |
| 691 | Operation 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. | Stop payment GL and stop payment record on system |
| 692 | Operation 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. | Stop payment GL and stop payment record on system |
| 693 | Operation 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. | Stop payment GL and stop payment record on system |
| 694 | Operation 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. | Stop payment GL and stop payment record on system |
| 695 | Operation 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. | Stop payment GL and stop payment record on system |
| 696 | 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. | 6 Of October |
| 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. | 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. | 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. | Assiut Gomhoria |

| # | Control Name | Function Name |
|-----|---|---------------------|
| 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. العمليات ضمان التأكد من أن موقع المستفيد / الموظف : | Assiut Saad Zagloul |
| 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. العمليات ضمان التأكد من أن موقع المستفيد / الموظف : | 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. العمليات ضمان التأكد من أن موقع المستفيد / الموظف : | Zakazik Awkaff Bul. |
| 703 | 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. العمليات ضمان التأكد من أن موقع المستفيد / الموظف : | Zakazik Galla St. |
| 704 | 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. العمليات ضمان التأكد من أن موقع المستفيد / الموظف : | Zamalek |
| 705 | 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. العمليات ضمان التأكد من أن موقع المستفيد / الموظف : | Sodic |

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| # | Control Name | Function Name |
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| 730 | 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. XXXXXXXXXX XXXXXXXXXX XX XXXX XXXXXX/ XXXXXXXX: XXXXXXXXXX (XXXX XXXXX) XXXXXXXX XXXXXXX XXXX XXXXXXX XXXX XXX XXXXXXX XXXXXXX XXXXXXXXXXXXXXX XXXXXXX | Mohandessein |
| 731 | 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. XXXXXXXXXX XXXXXXXXXX XX XXXX XXXXXX/ XXXXXXXX: XXXXXXXXXX (XXXX XXXXX) XXXXXXXX XXXXXXX XXXX XXXXXXX XXXX XXX XXXXXXX XXXXXXX XXXXXXXXXXXXXXX XXXXXXX | Mokatam |
| 732 | 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. XXXXXXXXXX XXXXXXXXXX XX XXXX XXXXXX/ XXXXXXXX: XXXXXXXXXX (XXXX XXXXX) XXXXXXXX XXXXXXX XXXX XXXXXXX XXXX XXX XXXXXXX XXXXXXX XXXXXXXXXXXXXXX XXXXXXX | Mostafa El-Nahas |
| 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. XXXXXXXXXX XXXXXXXXXX XX XXXX XXXXXX/ XXXXXXXX: XXXXXXXXXX (XXXX XXXXX) XXXXXXXX XXXXXXX XXXX XXXXXXX XXXX XXX XXXXXXX XXXXXXX XXXXXXXXXXXXXXX XXXXXXX | 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. XXXXXXXXXX XXXXXXXXXX XX XXXX XXXXXX/ XXXXXXXX: XXXXXXXXXX (XXXX XXXXX) XXXXXXXX XXXXXXX XXXX XXXXXXX XXXX XXX XXXXXXX XXXXXXX XXXXXXXXXXXXXXX XXXXXXX | 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. XXXXXXXXXX XXXXXXXXXX XX XXXX XXXXXX/ XXXXXXXX: XXXXXXXXXX (XXXX XXXXX) XXXXXXXX XXXXXXX XXXX XXXXXXX XXXX XXX XXXXXXX XXXXXXX XXXXXXXXXXXXXXX XXXXXXX | Maadi 9 St |

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| # | Control Name | Function Name |
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| 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 |
| 745 | 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> | Luxour |
| 746 | 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> | Maadi |
| 747 | 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> | Heliopolis Maryland |

| # | Control Name | Function Name |
|-----|--|----------------|
| 748 | 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. [REDACTED] [REDACTED] ([REDACTED]) [REDACTED] | Helwan |
| 749 | 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. [REDACTED] [REDACTED] ([REDACTED]) [REDACTED] | Hurghada |
| 750 | 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. [REDACTED] [REDACTED] ([REDACTED]) [REDACTED] | Ismailia |
| 751 | 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. [REDACTED] [REDACTED] ([REDACTED]) [REDACTED] | Kافر El Shiekh |
| 752 | 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. [REDACTED] [REDACTED] ([REDACTED]) [REDACTED] | Kافر Sakar |
| 753 | 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. [REDACTED] [REDACTED] ([REDACTED]) [REDACTED] | Fakous |

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[illegible]

[illegible]

| # | Control Name | Function Name |
|-----|---|-----------------------------------|
| 776 | preventive maintenance visits and inspections made by contractors while coordinating with both the Security department and Branch management | Premises |
| 777 | Monitoring of Risk appetite limits by provisions officer and checked by provisions head , in case of Capital and Provisions Management are reported | Capital and Provisions Management |
| 778 | by provisions officer and checked by the provisions head to ensure that all figures are within the Capital and Provisions Management | Capital and Provisions Management |
| 779 | ilities/components. | IT |
| 780 | Manual review and monitor for firewall configuration changes. Identify and report on risk including compliance to initiate corrective action and meet business regulatory requirements | Information Security |
| 781 | process is in place however Process is not properly enforced Patch management KRI will be added to the process, to highlight the critical | Information Security |
| 782 | Archiving project that will ensure the presence of all necessary documents that are sent and/or received between P&E and any other department | P&E |
| 783 | of ADIB branches to ensure a reference to all employees in the P&E department to maintain the same look and feel for renovated and converted | P&E |
| 784 | Maker / checker from business Side maker review the case and the price | Liability Products |
| 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.Signed the Check the cash balance existing in ADIB premises with the vendor's officer for several times should be daily. | 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 Product sales coordinators | Mortgage Product |
| 792 | initiation and updated the liabilities procedures | Liability Products |
| 793 | olicies 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 |

| # | Control Name | Function Name |
|-----|--|----------------------|
| 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 awareness against live forms of phishing trends and other social engineering threats. Security side customized | 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 | ec overtime register from relevant stakeholders via emails and the register is included in the payroll payments Oracle system and va | Human Resources |
| 798 | st working day of resigned employees and reviewed by HR staff payment governmental relations Management Oracle 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 Human Resources or his designee | Human Resources |
| 802 | Highlighting any pending issue from either of the related parties on spot & providing the required Central Mail | Cashier Central Mail |
| 803 | Health Insurance exemption process is done on annual basis by and delivered to the concerned Human Resources | Human Resources |
| 804 | Head Of product approval before circulating to front liners to launch any new product/program/scheme . Risk approval before the launch | Mortgage Product |
| 805 | ources and Organisation obtains approvals from remuneration committee through minutes of meeting, the Scheme is approved for ceos operations review the final approved sheet received from com and ben | Human Resources |
| 806 | ources and Organisation obtains approvals from remuneration committee through minutes of meeting, the Scheme is approved for ceos operations review the final approved sheet received from com and ben | Human Resources |
| 807 | Having job description for the existing staff and new hiring | Marketing |
| 808 | Get backup schedule and restore frequency of below services <ul style="list-style-type: none"> • PHX • FP • G12 • IBS • SWIFT • SUNGARD • BO • TRADWINDS | IT |

| # | Control Name | Function Name |
|-----|--|---------------|
| 809 | Generate regular report from TW Close all expired LCs & LGs in case there is no pending action on it like: - Business consent - Legal advise - Customer consent - Limit issue - Pending Documents - Etc ... | Trade Finance |
| 810 | high risk to occur on each of the new location, making sure of the Legibility and authorization levels of the contractual documents to a | Premises |
| 811 | full job descriptions and defined roles and responsibilities are made and regularly revises for HR staff | HR |
| 812 | For Out-dated Core Banking Platform/Limited Supplier (ITS) controls as below : 1. Escrow agreement in place - 2. Highly skilled ITS calibers are hired/retained ITS on all open issues get the max. support possible "we got letter from the vendor (ITS) to ensure that the Application will be supp | IT |
| 813 | For Head office projects, Working on making a yearly plan. willing to extend in before the beginning of every new year and determine the number of branches required Premises and also to obtain | Premises |
| 814 | Extract list of terminated users and valdiate related actions | IT |
| 815 | Extract list of services incidnets and check process complaince | IT |
| 816 | Extract list of requests and valdiate related approvals | IT |
| 817 | Extract list of requests and valdiate related approvals | IT |
| | Evacuation plan tested successfully and BCP implemented successfully several times [REDACTED] | Dubai |
| | Evacuation plan tested successfully and BCP implemented successfully several times [REDACTED] d St. | |
| | Evacuation plan tested successfully and BCP implemented successfully several times [REDACTED] | Alexandria |
| | Evacuation plan tested successfully and BCP implemented successfully several times [REDACTED] ria | |
| | Evacuation plan tested successfully and BCP implemented successfully several times [REDACTED] gloul | |
| | Evacuation plan tested successfully and BCP implemented successfully several times [REDACTED] | Alexandria |
| | Evacuation plan tested successfully and BCP implemented successfully several times [REDACTED] adi | |
| | Evacuation plan tested successfully and BCP implemented successfully several times [REDACTED] Buil. | |
| | Evacuation plan tested successfully and BCP implemented successfully several times [REDACTED] St. | |

| # | Control Name | Function Name |
|----|--|---------------|
| 1 | Evacuation plan tested successfully and BCP implemented successfully several times | 2023-01-01 |
| 2 | Evacuation plan tested successfully and BCP implemented successfully several times | 2023-01-01 |
| 3 | Evacuation plan tested successfully and BCP implemented successfully several times | 2023-01-01 |
| 4 | Evacuation plan tested successfully and BCP implemented successfully several times | 2023-01-01 |
| 5 | Evacuation plan tested successfully and BCP implemented successfully several times | 2023-01-01 |
| 6 | Evacuation plan tested successfully and BCP implemented successfully several times | 2023-01-01 |
| 7 | Evacuation plan tested successfully and BCP implemented successfully several times | 2023-01-01 |
| 8 | Evacuation plan tested successfully and BCP implemented successfully several times | 2023-01-01 |
| 9 | Evacuation plan tested successfully and BCP implemented successfully several times | 2023-01-01 |
| 10 | Evacuation plan tested successfully and BCP implemented successfully several times | 2023-01-01 |
| 11 | Evacuation plan tested successfully and BCP implemented successfully several times | 2023-01-01 |
| 12 | Evacuation plan tested successfully and BCP implemented successfully several times | 2023-01-01 |
| 13 | Evacuation plan tested successfully and BCP implemented successfully several times | 2023-01-01 |
| 14 | Evacuation plan tested successfully and BCP implemented successfully several times | 2023-01-01 |
| 15 | Evacuation plan tested successfully and BCP implemented successfully several times | 2023-01-01 |
| 16 | Evacuation plan tested successfully and BCP implemented successfully several times | 2023-01-01 |
| 17 | Evacuation plan tested successfully and BCP implemented successfully several times | 2023-01-01 |
| 18 | Evacuation plan tested successfully and BCP implemented successfully several times | 2023-01-01 |
| 19 | Evacuation plan tested successfully and BCP implemented successfully several times | 2023-01-01 |
| 20 | Evacuation plan tested successfully and BCP implemented successfully several times | 2023-01-01 |

| # | 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 |

[illegible]

| # | Control Name | Function Name |
|-----|---|--|
| | Evacuation plan tested successfully and BCP implemented successfully several times | |
| | Evacuation plan tested successfully and BCP implemented successfully several times | |
| | Evacuation plan tested successfully and BCP implemented successfully several times | |
| | Evacuation plan tested successfully and BCP implemented successfully several times | |
| | Evacuation plan tested successfully and BCP implemented successfully several times | |
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| | Evacuation plan tested successfully and BCP implemented successfully several times | |
| | Evacuation plan tested successfully and BCP implemented successfully several times | |
| | Evacuation plan tested successfully and BCP implemented successfully several times | |
| | Evacuation plan tested successfully and BCP implemented successfully several times | |
| 895 | Evacuation plan tested successfully and BCP implemented successfully several times | Missfinance |
| 894 | Evacuation plan tested successfully and BCP implemented successfully several times | Code Collections |
| 895 | Evacuation plan tested successfully and BCP implemented successfully several times | Branches Regional Operation |
| 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 |
| 899 | Ensure that all eligible customers are getting charged with the monthly statement | Cafes Products |
| 900 | # & name with the requested number of leafs. - Keeping the checks in fire | 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 | SME (CB) Plan which obeys |
| 904 | Successfully, implemented successfully and that there is a current continuity of business | Issu (CB) plan which obeys |
| 905 | Successfully implemented successfully & that there is a current Continuity of Business | Check (COB) Plan which obeys |
| 906 | /Policies are updated and approved | All functions are communicated by the agreed SLA |

| # | Control Name | Function Name |
|-----|---|----------------------------------|
| 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 | Ensure properly approved and communicated SLA between concerned departments. | Human Resources |
| 910 | Employee File Management Process is in place and being applied | Human Resources |
| 911 | Duties are segregated | Marketing |
| 912 | Links from different providers. | IT |
| 913 | Recovery site readiness | IT |
| 914 | Develop a detailed outline of the department manual, including policies, procedures, processes, and standards. | Corporate Documents |
| 915 | Develop IT strategy or IT plan (3-5 years) that is formally approved at an appropriate level | IT |
| 916 | Department head ensures the below is in place to ensure efficient handling for assigned responsibilities: 1- Job description should be in place for all staff members to ensure their awareness & accountability for their responsibilities. | Corporate Credit Risk |
| 917 | Department head ensures proper segregation of duties & independency of functions to ensure proper handling of processes. | Corporate Credit Risk |
| 918 | Department head assigns maker and checker on setup in order to ensure accurate Setup. to ensure proper escalation of any breaches if any; worth noting that treasury and trade credit pre-booking | Corporate Credit Risk |
| 919 | Documentation. | IT |
| 920 | Daily follow up from Regional Ops team with branches until closing all the findings . | Branches Regional Operation |
| 921 | Customers' documents (Signed contracts & Cheques) are safe kept under dual custody by Consumer Operations ensuring full segregation of duties. | Branches Regional Operation |
| 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 | By ADIB board of directors whenever needed and followed by all stakeholders; department heads along with Credit Risker to ensure | 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 all staff members and | Compliance |
| 926 | Staffs and top management know a yearly plan and the expansion plan for the upcoming years to set a proper business plan for the department. | Compliance |

| # | Control Name | Function Name |
|-----|---|--------------------------------|
| 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 Manager 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 | Capital & Provision Management |
| 934 | Collections system access is restricted and approved based on the role of the employee | Collections |
| 935 | the e-mail and fax/MIFT Indemnity.Clients' inquiries relieved by phone , must be received by the pre designated | 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 | Escalation performed to front liners with approved criteria after head of product approval | Mortgage Product |
| 939 | Checklist in place and prepared by the department to consolidate all the received CBE Circulars to ensure implementation | Capital & Provision Management |
| 940 | Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation. | Sustainable |
| 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 |
| 943 | Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation | Consumer Products |
| 944 | Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation | CSU |
| 945 | Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation | Remittance |
| 946 | checking card offer applied after issuance | Cards Products |
| 947 | checking & monitoring for the manually process that is performed by business and compliance | Compliance |
| 948 | Check with BCP the evacuation plan for call center | Marketing |
| 949 | Check RPO/RTO for SPOF of critical Services at the DR test "if any" | IT |
| 950 | CBE limit reviewed on daily basis | Branches Regional Operation |
| 951 | Instructions and related circulars should by distributed to all concerned staff to ensure that Credit approval is in accordance to | SME Risk |
| 952 | ed monthly and updated with actual figures of last month and reviewed by collections Head to access capacity of each team to decide n | Collections |
| 953 | Capacity plan should be prepared taking into consideration staff annual leaves proper communication & training to all concerned staff members , as to have the required knowledge to meet performance | Collections |

| # | Control Name | Function Name |
|-----|---|-------------------------------|
| 954 | assumptions taking into consideration annual leaves / approved P&P is circulated to all staff to ensure proper data | Modeling Product |
| 955 | by passing the required knowledge to stand of their required performance standards . | IT Infrastructure |
| 956 | consideration annual leaves / approved P&P is circulated to all staff to ensure proper data is communicated / training and guiding staff by p | DSU |
| 957 | consideration annual leaves / approved P&P is circulated to all staff to ensure proper data is communicated / training and guiding staff by p | Branches / Regional Operating |
| 958 | either obtain info security approval for going live or else many business functions will be blocked such as access management and ISG Information security approval is a must for all projects before going live when rectifying information security requirements | Information Security |
| 959 | Build and Maintain business continuity plan in coordination with BCM dep. And to be renewed and tested on a timely basis | Human Resources |
| 960 | Build and Maintain business continuity plan in coordination with BCM dep. And to be renewed and tested on a timely basis | Retention |
| 961 | er in case of issuance / amendment, upon receiving the details from the concerned department via email and finalizing the function | Talent Financial |
| 962 | <p>Branch Manager/ Operation Officer to ensure the following :</p> <p>1. All offices are clear and free from any documents / forms and customer requests.</p> <p>Branch Manager/ Operation Officer to ensure the following :</p> <p>1. All offices are clear and free from any documents / forms and customer requests.</p> | 6 Of October |
| 963 | <p>Branch Manager/ Operation Officer to ensure the following :</p> <p>1. All offices are clear and free from any documents / forms and customer requests.</p> | Alexandria Fouad St. |
| 964 | <p>Branch Manager/ Operation Officer to ensure the following :</p> <p>1. All offices are clear and free from any documents / forms and customer requests.</p> | Arabela |

[illegible]

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| # | Control Name | Function Name |
|-----|--|---------------|
| 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 |
| 988 | Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. [REDACTED] • [REDACTED] | Shebin El Kom |
| 989 | Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. [REDACTED] • [REDACTED] | New Cairo |

[illegible]

[illegible]

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[illegible]

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| # | Control Name | Function Name |
|------|---|----------------------|
| | Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place | Trade Finance |
| | Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place | Trade Finance |
| | Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place | Trade Finance |
| | Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place | Trade Finance |
| | Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place | Trade Finance |
| | Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place | Trade Finance |
| | Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place | Trade Finance |
| 1112 | Transaction make sure that the related rules covering the transaction is stated in the Trade instrument & to be limited within its rulings that | Trade Finance |
| 1113 | Maker & the checker make sure that the transaction related commissions is correctly applied / collected other than the referral approvals with | Trade Finance |
| 1114 | the checker make sure that the trade instrument is issued in line with the approved tenor as per approval | Trade Finance |
| 1115 | the checker make sure that the approved trade template (which contain all the mandatory fields) is being used to finalize the related approval | Trade Finance |
| 1116 | Both the maker & the checker make sure that shipping documents are correctly / timely | Trade Finance |
| 1117 | Both the maker & the checker make sure that shipping documents are timely delivered to the customer | Trade Finance |
| 1118 | Both the maker & the checker make sure that payments are effected in line of the trade instrument | Trade Finance |
| 1119 | Both the maker & the checker make sure that payments are correctly / timely effected on Trade Finance date | Trade Finance |
| 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 Center via | Cashier Center |
| 1126 | Approved designations should be in place . Proper segregation of duties & independency of functions should be adhered | Check Printing Unit |
| 1127 | Any claim should be reported to insurance provider with documents and ensure payments | Insurance |

| # | Control Name | Function Name |
|------|--|---------------------------------------|
| 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 changes are identified and reported to the credit review team 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 Provision Framework | Risk Capital and Provision Management |
| 1132 | Bad cases are analyzed according to the related trigger and handing over the case/cases to Remedial Team on a daily basis | SME Risk |
| 1133 | Regular report with customer's transaction amount is being sent to AML team to for reviewing suspicious related to the transactions & Restriction of Accounts for clients with aged alerts | Compliance |
| 1134 | All user requests form presented in accordance to maker/checker basis and no exceptions | Branches Regional Operation |
| 1135 | All telesales calls are recorded Monthly quality check by telesales head & Team leaders is conducted on the recorded calls | DSU |
| 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 DSU, external communication | DSU |
| 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 heads | 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 at original level. Credit Ad | SME Risk |
| 1141 | All New Authorized Signatories that added to the Signature Booklet have to be approved by the approved Main User Policy. | Branches Regional Operation |
| 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 relevant Departments | Check to the Payable Departments |
| 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 | 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 | 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 |

| # | Control Name | Function Name |
|------|---|-----------------------|
| 1150 | 150. Did to all CBE circulations received from compliance e.g coridor rate change, DB Page Product | DB Page Product |
| 1151 | 151. Did to fulfillment team to proceed with excel sheet to proceed with account opening request Sales through AMC team | DB Page Product |
| 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 | reports are documented when customer calls are conducted and objectively address credit risk issues (should strictly comply with the p | 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 | Operational Risk |
| 1160 | 8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch | Operational Risk |
| 1161 | 8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch | Operational Risk |
| 1162 | 8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch | Operational Risk |
| 1163 | 8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch | Operational Risk |
| 1164 | 8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch | Operational Risk |
| 1165 | 8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch | Operational Risk |
| 1166 | 8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch | Operational Risk |
| 1167 | 8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch | Operational Risk |
| 1168 | 8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch | Operational Risk |
| 1169 | 8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch | Operational Risk |
| 1170 | 8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch | Operational Risk |

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[illegible]

[illegible]

| # | Control Name | Function Name |
|----|--|---------------|
| 6 | Shredding of all unused or unneeded documents. | |
| 7 | Shredding of all unused or unneeded documents. | |
| 8 | Shredding of all unused or unneeded documents. | |
| 9 | Shredding of all unused or unneeded documents. | |
| 10 | Shredding of all unused or unneeded documents. | |
| 11 | Shredding of all unused or unneeded documents. | |
| 12 | Shredding of all unused or unneeded documents. | |
| 6 | Shredding of all unused or unneeded documents. | |
| 4 | Shredding of all unused or unneeded documents. | |
| 6 | Shredding of all unused or unneeded documents. | |
| 6 | Shredding of all unused or unneeded documents. | |
| 7 | Shredding of all unused or unneeded documents. | |
| 8 | Shredding of all unused or unneeded documents. | |
| 9 | Shredding of all unused or unneeded documents. | |
| 10 | Shredding of all unused or unneeded documents. | |
| 11 | Shredding of all unused or unneeded documents. | |
| 12 | Shredding of all unused or unneeded documents. | |
| 6 | Shredding of all unused or unneeded documents. | |
| 4 | Shredding of all unused or unneeded documents. | |
| 6 | Shredding of all unused or unneeded documents. | |

[illegible]

| # | Control Name | Function Name |
|----|---|---------------|
| 6- | Ops officer ensure that the branch designation is updated on a quarterly basis or upon in any change in the custodian | Zachariah |
| 6- | Ops officer ensure that the branch designation is updated on a quarterly basis or upon in any change in the custodian | Tasha |
| 6- | Ops officer ensure that the branch designation is updated on a quarterly basis or upon in any change in the custodian | Zachariah |
| 6- | Ops officer ensure that the branch designation is updated on a quarterly basis or upon in any change in the custodian | Shirley |
| 6- | Ops officer ensure that the branch designation is updated on a quarterly basis or upon in any change in the custodian | Sherie |
| 6- | Ops officer ensure that the branch designation is updated on a quarterly basis or upon in any change in the custodian | Brian |
| 6- | Ops officer ensure that the branch designation is updated on a quarterly basis or upon in any change in the custodian | Danahel Day |
| 6- | Ops officer ensure that the branch designation is updated on a quarterly basis or upon in any change in the custodian | Chrysis |
| 6- | Ops officer ensure that the branch designation is updated on a quarterly basis or upon in any change in the custodian | Robert |
| 6- | Ops officer ensure that the branch designation is updated on a quarterly basis or upon in any change in the custodian | Debra |
| 6- | Ops officer ensure that the branch designation is updated on a quarterly basis or upon in any change in the custodian | Debra |
| 6- | Ops officer ensure that the branch designation is updated on a quarterly basis or upon in any change in the custodian | Sandra |
| 6- | Ops officer ensure that the branch designation is updated on a quarterly basis or upon in any change in the custodian | Shirley |
| 6- | Ops officer ensure that the branch designation is updated on a quarterly basis or upon in any change in the custodian | Robert |
| 6- | Ops officer ensure that the branch designation is updated on a quarterly basis or upon in any change in the custodian | Cathy |
| 6- | Ops officer ensure that the branch designation is updated on a quarterly basis or upon in any change in the custodian | Quinn |
| 6- | Ops officer ensure that the branch designation is updated on a quarterly basis or upon in any change in the custodian | Ruby |
| 6- | Ops officer ensure that the branch designation is updated on a quarterly basis or upon in any change in the custodian | Tasha |

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[illegible]

[illegible]

[illegible]

| # | Control Name | Function Name |
|----|---|----------------|
| 64 | 5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. | Cash |
| 64 | 5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. | Branch Cash |
| 64 | 5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. | Dual Custody |
| 64 | 5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. | Branch Cash |
| 64 | 5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. | Cash Flow |
| 65 | 5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. | Sports |
| 65 | 5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. | Paid |
| 65 | 5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. | Cell |
| 65 | 5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. | Fine |
| 65 | 5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. | Police Station |
| 65 | 5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. | Mechanic |
| 65 | 5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. | Bush-truck |
| 65 | 5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. | Cyber |
| 65 | 5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. | Card |
| 65 | 5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. | H96 |
| 65 | 5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. | Penalty |
| 66 | 5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. | Billboard |
| 66 | 5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. | Egypt |
| 66 | 5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. | Tulla |

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[illegible]

[illegible]

| # | Control Name | Function Name |
|------------------------|--|---------------|
| 5. | Branch manager to ensure that Customers are contacted by PBR/ RM and follow up results are being proved in an excel sheet. [REDACTED] ([REDACTED]) [REDACTED] | [REDACTED] |
| 5. | Branch manager to ensure that Customers are contacted by PBR/ RM and follow up results are being proved in an excel sheet. [REDACTED] ([REDACTED]) [REDACTED] | [REDACTED] |
| 5. | Branch manager to ensure that Customers are contacted by PBR/ RM and follow up results are being proved in an excel sheet. [REDACTED] ([REDACTED]) [REDACTED] | [REDACTED] |
| 5. | Branch manager to ensure that Customers are contacted by PBR/ RM and follow up results are being proved in an excel sheet. [REDACTED] ([REDACTED]) [REDACTED] | [REDACTED] |
| 5. | Branch manager to ensure that Customers are contacted by PBR/ RM and follow up results are being proved in an excel sheet. [REDACTED] ([REDACTED]) [REDACTED] | [REDACTED] |
| 5. | Branch manager to ensure that Customers are contacted by PBR/ RM and follow up results are being proved in an excel sheet. [REDACTED] ([REDACTED]) [REDACTED] | [REDACTED] |
| 5. | Branch manager to ensure that Customers are contacted by PBR/ RM and follow up results are being proved in an excel sheet. [REDACTED] ([REDACTED]) [REDACTED] | [REDACTED] |
| 5. | Branch manager to ensure that Customers are contacted by PBR/ RM and follow up results are being proved in an excel sheet. [REDACTED] ([REDACTED]) [REDACTED] | [REDACTED] |
| 5. | Branch manager to ensure that Customers are contacted by PBR/ RM and follow up results are being proved in an excel sheet. [REDACTED] ([REDACTED]) [REDACTED] | [REDACTED] |
| 5. | Branch manager to ensure that Customers are contacted by PBR/ RM and follow up results are being proved in an excel sheet. [REDACTED] ([REDACTED]) [REDACTED] | [REDACTED] |
| 5. | Branch manager to ensure that Customers are contacted by PBR/ RM and follow up results are being proved in an excel sheet. [REDACTED] ([REDACTED]) [REDACTED] | [REDACTED] |
| 5. | Branch manager to ensure that Customers are contacted by PBR/ RM and follow up results are being proved in an excel sheet. [REDACTED] ([REDACTED]) [REDACTED] | [REDACTED] |
| 5. | Branch manager to ensure that Customers are contacted by PBR/ RM and follow up results are being proved in an excel sheet. [REDACTED] ([REDACTED]) [REDACTED] | [REDACTED] |
| 5. | Branch manager to ensure that Customers are contacted by PBR/ RM and follow up results are being proved in an excel sheet. [REDACTED] ([REDACTED]) [REDACTED] | [REDACTED] |
| 5. | Branch manager to ensure that Customers are contacted by PBR/ RM and follow up results are being proved in an excel sheet. [REDACTED] ([REDACTED]) [REDACTED] | [REDACTED] |
| 5. | Branch manager to ensure that Customers are contacted by PBR/ RM and follow up results are being proved in an excel sheet. [REDACTED] ([REDACTED]) [REDACTED] | [REDACTED] |
| 5. | Branch manager to ensure that Customers are contacted by PBR/ RM and follow up results are being proved in an excel sheet. [REDACTED] ([REDACTED]) [REDACTED] | [REDACTED] |
| 5.) Credit Maintenance | "Customer Files and Credit File Maintenance" should be completed as per SME Risk guidelines | SME Risk |
| 1774 | 5- Remittance department verifies the signature /initials of designated staff. | Remittance |
| 1775 | 5- Registration sheet for Secured Paper for LGs | Trade Finance |
| 1776 | 5- Ensure that all process/procedures approved by shariaa | DSU |
| 1777 | 5 any wrong entry are amended on maker checker basis | Remittance |
| 5 | Ops officer ensure that the branch custody registers are matching with the approved branch designation. | [REDACTED] |
| 5 | Ops officer ensure that the branch custody registers are matching with the approved branch designation. | [REDACTED] |

[illegible]

| # | Control Name | Function Name |
|---|---|---------------|
| 5 | Ops officer ensure that the branch custody registers are matching with the approved branch designation. | a |
| 5 | Ops officer ensure that the branch custody registers are matching with the approved branch designation. | R |
| 5 | Ops officer ensure that the branch custody registers are matching with the approved branch designation. | R |
| 5 | Ops officer ensure that the branch custody registers are matching with the approved branch designation. | P |
| 5 | Ops officer ensure that the branch custody registers are matching with the approved branch designation. | C |
| 5 | Ops officer ensure that the branch custody registers are matching with the approved branch designation. | S |
| 5 | Ops officer ensure that the branch custody registers are matching with the approved branch designation. | C |
| 5 | Ops officer ensure that the branch custody registers are matching with the approved branch designation. | D |
| 5 | Ops officer ensure that the branch custody registers are matching with the approved branch designation. | O |
| 5 | Ops officer ensure that the branch custody registers are matching with the approved branch designation. | C |
| 5 | Ops officer ensure that the branch custody registers are matching with the approved branch designation. | a |
| 5 | Ops officer ensure that the branch custody registers are matching with the approved branch designation. | M |
| 5 | Ops officer ensure that the branch custody registers are matching with the approved branch designation. | a |
| 5 | Ops officer ensure that the branch custody registers are matching with the approved branch designation. | f |
| 5 | Ops officer ensure that the branch custody registers are matching with the approved branch designation. | a |
| 5 | Ops officer ensure that the branch custody registers are matching with the approved branch designation. | / |

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[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

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[illegible]

[illegible]

| # | 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 | 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 | ing transactions not proceesed by system due to inward issue. | Remittance |
| 2099 | 3-Credit Checking requirements as per CBE &Policy guidelines . | Corporate Credit Risk |
| 2100 | The employee should not join the training if the commitment letter was not signed | Human Resources |
| 2101 | Specialized privileged accounts, distinct from regular user accounts, are employed to mitigate | Information Security |
| 2102 | 3. Send email to employees with their apparisals | Human Resources |
| 2103 | 3. Sanction list is screened from AML to the new vendor | Human Resources |
| 2104 | 3. Ops officer branch manager ensure the customer request is in place. | Trade Finance |
| 2105 | 3. Ops officer branch manager ensure the customer request is in place. | Trade Finance |
| 2106 | 3. Ops officer branch manager ensure the customer request is in place. | Trade Finance |
| 2107 | 3. Ops officer branch manager ensure the customer request is in place. | Trade Finance |
| 2108 | 3. Ops officer branch manager ensure the customer request is in place. | Trade Finance |

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| # | Control Name | Function Name |
|---|---|-----------------------|
| 3. ■■■■■■ ■■■■; ■■■■■■■■■■ ■■■■■■ ■■■■■■ ■■ ■■■■ ■■■ ■■■■■■ ■■■ ■■■ ■■■■■■■■■■ ■■■■■■ | 3. Ops officer branch manager ensure the customer request is in place. | |
| 3. ■■■■■■ ■■■■; ■■■■■■■■■■ ■■■■■■ ■■■■■■ ■■ ■■■■ ■■■ ■■■■■■ ■■■ ■■■ ■■■■■■■■■■ ■■■■■■ | 3. Ops officer branch manager ensure the customer request is in place. | |
| 3. ■■■■■■ ■■■■; ■■■■■■■■■■ ■■■■■■ ■■■■■■ ■■ ■■■■ ■■■ ■■■■■■ ■■■ ■■■ ■■■■■■■■■■ ■■■■■■ | 3. Ops officer branch manager ensure the customer request is in place. | |
| 3. ■■■■■■ ■■■■; ■■■■■■■■■■ ■■■■■■ ■■■■■■ ■■ ■■■■ ■■■ ■■■■■■ ■■■ ■■■ ■■■■■■■■■■ ■■■■■■ | 3. Ops officer branch manager ensure the customer request is in place. | |
| 3. ■■■■■■ ■■■■; ■■■■■■■■■■ ■■■■■■ ■■■■■■ ■■ ■■■■ ■■■ ■■■■■■ ■■■ ■■■ ■■■■■■■■■■ ■■■■■■ | 3. Ops officer branch manager ensure the customer request is in place. | |
| 3. ■■■■■■ ■■■■; ■■■■■■■■■■ ■■■■■■ ■■■■■■ ■■ ■■■■ ■■■ ■■■■■■ ■■■ ■■■ ■■■■■■■■■■ ■■■■■■ | 3. Ops officer branch manager ensure the customer request is in place. | |
| 3. ■■■■■■ ■■■■; ■■■■■■■■■■ ■■■■■■ ■■■■■■ ■■ ■■■■ ■■■ ■■■■■■ ■■■ ■■■ ■■■■■■■■■■ ■■■■■■ | 3. Ops officer branch manager ensure the customer request is in place. | |
| 3. ■■■■■■ ■■■■; ■■■■■■■■■■ ■■■■■■ ■■■■■■ ■■ ■■■■ ■■■ ■■■■■■ ■■■ ■■■ ■■■■■■■■■■ ■■■■■■ | 3. Ops officer branch manager ensure the customer request is in place. | |
| 3. ■■■■■■ ■■■■; ■■■■■■■■■■ ■■■■■■ ■■■■■■ ■■ ■■■■ ■■■ ■■■■■■ ■■■ ■■■ ■■■■■■■■■■ ■■■■■■ | 3. Ops officer branch manager ensure the customer request is in place. | |
| 3. ■■■■■■ ■■■■; ■■■■■■■■■■ ■■■■■■ ■■■■■■ ■■ ■■■■ ■■■ ■■■■■■ ■■■ ■■■ ■■■■■■■■■■ ■■■■■■ | 3. Ops officer branch manager ensure the customer request is in place. | |
| 3. ■■■■■■ ■■■■; ■■■■■■■■■■ ■■■■■■ ■■■■■■ ■■ ■■■■ ■■■ ■■■■■■ ■■■ ■■■ ■■■■■■■■■■ ■■■■■■ | 3. Ops officer branch manager ensure the customer request is in place. | |
| 3. ■■■■■■ ■■■■; ■■■■■■■■■■ ■■■■■■ ■■■■■■ ■■ ■■■■ ■■■ ■■■■■■ ■■■ ■■■ ■■■■■■■■■■ ■■■■■■ | 3. Ops officer branch manager ensure the customer request is in place. | |
| 3. ■■■■■■ ■■■■; ■■■■■■■■■■ ■■■■■■ ■■■■■■ ■■ ■■■■ ■■■ ■■■■■■ ■■■ ■■■ ■■■■■■■■■■ ■■■■■■ | 3. Ops officer branch manager ensure the customer request is in place. | |
| 3. ■■■■■■ ■■■■; ■■■■■■■■■■ ■■■■■■ ■■■■■■ ■■ ■■■■ ■■■ ■■■■■■ ■■■ ■■■ ■■■■■■■■■■ ■■■■■■ | 3. Ops officer branch manager ensure the customer request is in place. | |
| 3. ■■■■■■ ■■■■; ■■■■■■■■■■ ■■■■■■ ■■■■■■ ■■ ■■■■ ■■■ ■■■■■■ ■■■ ■■■ ■■■■■■■■■■ ■■■■■■ | 3. Ops officer branch manager ensure the customer request is in place. | |
| 3. ■■■■■■ ■■■■; ■■■■■■■■■■ ■■■■■■ ■■■■■■ ■■ ■■■■ ■■■ ■■■■■■ ■■■ ■■■ ■■■■■■■■■■ ■■■■■■ | 3. Ops officer branch manager ensure the customer request is in place. | |
| 2179 | Ongoing meeting with all stakeholders to ensure applying the roles as per the timeframes | Eligible |
| 2180 | 3. Monitoring the approved projects budget as per the planned budget | Premises |
| 3. ■■■■■■ ■■■■; ■■■■■■■■■■ ■■■■■■ ■■■■■■ ■■ ■■■■ ■■■ ■■■■■■ ■■■ ■■■ ■■■■■■■■■■ ■■■■■■ | 3. Investment will be conducted to the submitted cases and to be verified prior submitting to the Resource. | Human Resource |
| 2181 | pray's mail mentioned in the MIFT. The signature(s) on the instruction match one or more of the signature(s) on | CAU |
| 3. ■■■■■■ ■■■■; ■■■■■■■■■■ ■■■■■■ ■■■■■■ ■■ ■■■■ ■■■ ■■■■■■ ■■■ ■■■ ■■■■■■■■■■ ■■■■■■ | 3. Exit Interviews results are reviewed, analyzed and included in monthly report on attrition and communication with management | Human Resource |
| 2184 | 3. ensure that target market exceptions are properly approved. | Corporate Credit Risk |
| 2185 | dates to be reviewed & actively linked to risk management and portfolio decisions, whereby the Risk Reports are reviewed when | Corporate Credit Risk |
| 2186 | 3. Define documented reporting sources, owners for the IS risks. | Information Security |
| 3. ■■■■■■ ■■■■; ■■■■■■■■■■ ■■■■■■ ■■■■■■ ■■ ■■■■ ■■■ ■■■■■■ ■■■ ■■■ ■■■■■■■■■■ ■■■■■■ | 3. Communication is being sent to the concerned line manager month prior the end of the month | Human Resource |

| # | Control Name | Function Name |
|------|--|-----------------------|
| 2180 | For each project to build up a database to be useful when recommending for new projects. | Project specification |
| 2181 | 3. Checklist containing the CBE circulars to ensure abiding to all CBE regulations which are published on the portal by Compliance | Compliance |
| 2182 | 3. Branches are requested to check the serials of each requested checkbook before applying for printing unit | Printing Unit |
| 2183 | 3. Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient. | Customer Account |
| 2184 | 3. Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient. | Customer Account |
| 2185 | 3. Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient. | Customer Account |
| 2186 | 3. Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient. | Customer Account |
| 2187 | 3. Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient. | Customer Account |
| 2188 | 3. Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient. | Customer Account |
| 2189 | 3. Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient. | Customer Account |
| 2190 | 3. Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient. | Customer Account |
| 2191 | 3. Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient. | Customer Account |
| 2192 | 3. Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient. | Customer Account |
| 2193 | 3. Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient. | Customer Account |
| 2194 | 3. Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient. | Customer Account |
| 2195 | 3. Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient. | Customer Account |
| 2196 | 3. Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient. | Customer Account |
| 2197 | 3. Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient. | Customer Account |
| 2198 | 3. Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient. | Customer Account |
| 2199 | 3. Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient. | Customer Account |

| # | Control Name | Function Name |
|----|--|---------------|
| 3. | Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient. | Transfer |
| 3. | Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient. | Store |
| 3. | Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient. | Credit |
| 3. | Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient. | Debit |
| 3. | Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient. | Query |
| 3. | Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient. | Close |
| 3. | Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient. | Risk |
| 3. | Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient. | Identity |
| 3. | Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient. | Schedule |
| 3. | Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient. | Search |
| 3. | Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient. | Locality |
| 3. | Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient. | Security |
| 3. | Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient. | Compliance |
| 3. | Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient. | Mobile |
| 3. | Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient. | Open |
| 3. | Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient. | Position |
| 3. | Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient. | Feature |
| 3. | Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient. | View |

[illegible]

[illegible]

| # | Control Name | Function Name |
|---|---|----------------------|
| 3. Branch manager to ensure that Pop up message is added to the customer account in case balance is insufficient. | | |
| 2266 | 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. | 6 Of October |
| 2267 | 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. | Alexandria Fouad St. |
| 2268 | 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. | Arabela |
| 2269 | 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. | Assiut Gomhoria |
| 2270 | 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. | Assiut Saad Zagloul |
| 2271 | 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. | Aswan |
| 2272 | 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. | Zahraa EL Maadi |
| 2273 | 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. | Zakazik Awkaff Bul. |

| # | Control Name | Function Name |
|------|---|-------------------|
| 2274 | 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. | Zakazik Galla St. |
| 2275 | 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. | Zamalek |
| 2276 | 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. | Smouha |
| 2277 | 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. | Sodic |
| 2278 | 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. | Sohag Nasser City |
| 2279 | 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. | Sohag Nile St. |
| 2280 | 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. | Tanta - AlGeish |
| 2281 | 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. | Thawra |

| # | Control Name | Function Name |
|------|---|-----------------|
| 2282 | 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. | Shebin El Kom |
| 2283 | 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. | Sheikh Zayed |
| 2284 | 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. | Sheraton |
| 2285 | 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. | Shobra |
| 2286 | 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. | Shobra El khima |
| 2287 | 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. | Shooting Club |
| 2288 | 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. | Qalioub |
| 2289 | 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. | Qeuna |

| # | Control Name | Function Name |
|------|---|---------------|
| 2290 | 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. | Rehab |
| 2291 | 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. | Roushdy |
| 2292 | 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. | Salah Salem |
| 2293 | 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. | Sawah |
| 2294 | 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. | Nasr City |
| 2295 | 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. | New Cairo |
| 2296 | 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. | Obour city |
| 2297 | 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. | October Plaza |

| # | Control Name | Function Name |
|------|---|----------------------|
| 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 |
| 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 Buil. |
| 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 |

| # | Control Name | Function Name |
|------|--|-------------------|
| 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 |
| 2364 | 3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■ | Shobra El khima |
| 2365 | 3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■ | Port Said |
| 2366 | 3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■ | Qalioub |
| 2367 | 3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■ | Qeuna |
| 2368 | 3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■ | Rehab |
| 2369 | 3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■ | Roushdy |
| 2370 | 3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■ | Salah Salem |
| 2371 | 3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■ | Mostafa El-Nahas |
| 2372 | 3. All Simplex machines are closed. • ■■■■■■ ■■ ■■■■■■ ■■ ■■■■■■ ■ ■■■■■■ ■■■ | Nasr City |

| # | Control Name | Function Name |
|------|-------------------------------------|-----------------|
| 2373 | 3. All Simplex machines are closed. | New Cairo |
| 2374 | 3. All Simplex machines are closed. | Obour city |
| 2375 | 3. All Simplex machines are closed. | October Plaza |
| 2376 | 3. All Simplex machines are closed. | Opera |
| 2377 | 3. All Simplex machines are closed. | Mall Of Egypt |
| 2378 | 3. All Simplex machines are closed. | Mansoura |
| 2379 | 3. All Simplex machines are closed. | Menia Kornish |
| 2380 | 3. All Simplex machines are closed. | Miami |
| 2381 | 3. All Simplex machines are closed. | Mohandessein |
| 2382 | 3. All Simplex machines are closed. | Mokatam |
| 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 |

| # | Control Name | Function Name |
|------|-------------------------------------|---------------------|
| 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 Meryland |
| 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 |
| 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 |

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[illegible]

[illegible]

[illegible]

| # | Control Name | Function Name |
|---|--|--------------------------|
| 0 | 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | Cash Disbursements |
| 0 | 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | Check Disbursement |
| 0 | 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | Revenue Receipt |
| 0 | 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | Miscellaneous Revenue |
| 0 | 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | Capital Expenditures |
| 0 | 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | New Debt |
| 1 | 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | Debt Cancellation |
| 1 | 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | Operating Expenses |
| 1 | 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | Investment Income |
| 1 | 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | Miscellaneous Expense |
| 1 | 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | Dividend Payments |
| 1 | 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | Share Repurchases |
| 1 | 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | Paid-in Capital |
| 1 | 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | Retained Earnings |
| 2 | 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | Accumulated Depreciation |
| 2 | 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | Deferred Tax Liabilities |
| 2 | 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | Income Taxes Payable |

| # | Control Name | Function Name |
|--|--------------|---------------|
| 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | | |
| 2 | | Verify |
| 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | | |
| 2 | | Transfer |
| 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | | |
| 2 | | End of day |
| 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | | |
| 2 | | Balance |
| 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | | |
| 2 | | Log |
| 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | | |
| 2 | | Close |
| 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | | |
| 3 | | Print |
| 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | | |
| 3 | | Report |
| 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | | |
| 3 | | Report |
| 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | | |
| 3 | | Print |
| 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | | |
| 3 | | Print |
| 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | | |
| 3 | | Print |
| 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | | |
| 3 | | Print |
| 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | | |
| 3 | | Print |
| 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | | |
| 4 | | Print |
| 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | | |
| 4 | | Balance |

| # | Control Name | Function Name |
|---|---|----------------------|
| 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | | |
| 4 | | |
| 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | | |
| 4 | | |
| 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | | |
| 4 | | |
| 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | | |
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| 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | | |
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| 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | | |
| 4 | | |
| 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | | |
| 4 | | |
| 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | | |
| 4 | | |
| 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | | |
| 5 | | |
| 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | | |
| 5 | | |
| 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | | |
| 5 | | |
| 3- Ops officer review the daily batch report to ensure executing all the transactions as per P&P | | |
| 5 | | |
| 3- Keeping the AWB with the daily patch to ensure receiving the printed checkbooks to the concerned branches. | | |
| 2654 | | Check Printing Unit |
| 3- In case of staff resignation or internal move, unit head sends a mail to the USER ACCESS GROUP to discontinue their access rights. | | |
| 2655 | | |
| 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 |

| # | | Control Name | Function Name |
|------|---|--------------|----------------------|
| 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 |
| 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 |

| # | Control Name | Function Name |
|------|---|---------------------|
| 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 |
| 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 |

| # | Control Name | Function Name |
|------|---|----------------------|
| 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 |
| 2732 | 3- Branch to keep a copy of the issued check in box file for easy reference. 3. ██████████ ██████████ ██████████ ██████████ ██████████ | 6 Of October |
| 2733 | 3- Branch to keep a copy of the issued check in box file for easy reference. 3. ██████████ ██████████ ██████████ ██████████ ██████████ | Alexandria Fouad St. |
| 2734 | 3- Branch to keep a copy of the issued check in box file for easy reference. 3. ██████████ ██████████ ██████████ ██████████ ██████████ | Arabela |
| 2735 | 3- Branch to keep a copy of the issued check in box file for easy reference. 3. ██████████ ██████████ ██████████ ██████████ ██████████ | Assiut Gomhoria |
| 2736 | 3- Branch to keep a copy of the issued check in box file for easy reference. 3. ██████████ ██████████ ██████████ ██████████ ██████████ | Assiut Saad Zagloul |
| 2737 | 3- Branch to keep a copy of the issued check in box file for easy reference. 3. ██████████ ██████████ ██████████ ██████████ ██████████ | Thawra |
| 2738 | 3- Branch to keep a copy of the issued check in box file for easy reference. 3. ██████████ ██████████ ██████████ ██████████ ██████████ | Zahraa EL Maadi |
| 2739 | 3- Branch to keep a copy of the issued check in box file for easy reference. 3. ██████████ ██████████ ██████████ ██████████ ██████████ | Zakazik Awkaff Buil. |
| 2740 | 3- Branch to keep a copy of the issued check in box file for easy reference. 3. ██████████ ██████████ ██████████ ██████████ ██████████ | Zakazik Galla St. |

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| # | Control Name | Function Name |
|------|---|---------------------|
| 2779 | 3- Branch to keep a copy of the issued check in box file for easy reference. 3. ■■■■■■ ■■■■■■ ■■■■■■ ■■■■ ■■■■■■ | Kafr Sakar |
| 2780 | 3- Branch to keep a copy of the issued check in box file for easy reference. 3. ■■■■■■ ■■■■■■ ■■■■■■ ■■■■ ■■■■■■ | Korba |
| 2781 | 3- Branch to keep a copy of the issued check in box file for easy reference. 3. ■■■■■■ ■■■■■■ ■■■■■■ ■■■■ ■■■■■■ | Lagoun |
| 2782 | 3- Branch to keep a copy of the issued check in box file for easy reference. 3. ■■■■■■ ■■■■■■ ■■■■■■ ■■■■ ■■■■■■ | Lebanon |
| 2783 | 3- Branch to keep a copy of the issued check in box file for easy reference. 3. ■■■■■■ ■■■■■■ ■■■■■■ ■■■■ ■■■■■■ | Heliopolis Andalos |
| 2784 | 3- Branch to keep a copy of the issued check in box file for easy reference. 3. ■■■■■■ ■■■■■■ ■■■■■■ ■■■■ ■■■■■■ | Heliopolis Maryland |
| 2785 | 3- Branch to keep a copy of the issued check in box file for easy reference. 3. ■■■■■■ ■■■■■■ ■■■■■■ ■■■■ ■■■■■■ | 10th of Ramadan |
| 2786 | 3- Branch to keep a copy of the issued check in box file for easy reference. 3. ■■■■■■ ■■■■■■ ■■■■■■ ■■■■ ■■■■■■ | Helwan |
| 2787 | 3- Branch to keep a copy of the issued check in box file for easy reference. 3. ■■■■■■ ■■■■■■ ■■■■■■ ■■■■ ■■■■■■ | Hurghada |
| 2788 | 3- Branch to keep a copy of the issued check in box file for easy reference. 3. ■■■■■■ ■■■■■■ ■■■■■■ ■■■■ ■■■■■■ | Ismailia |
| 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 |

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| # | Control Name | Function Name |
|------|---|---------------------|
| | 3- All gifts must be kept at fireproof cabinet under dual custody. | |
| | 3- All gifts must be kept at fireproof cabinet under dual custody. | |
| | 3- All gifts must be kept at fireproof cabinet under dual custody. | |
| | 3- All gifts must be kept at fireproof cabinet under dual custody. | |
| | 3- All gifts must be kept at fireproof cabinet under dual custody. | |
| | 3- All gifts must be kept at fireproof cabinet under dual custody. | |
| | 3- All gifts must be kept at fireproof cabinet under dual custody. | |
| | 3- All gifts must be kept at fireproof cabinet under dual custody. | |
| | 3- All gifts must be kept at fireproof cabinet under dual custody. | |
| | 3- All gifts must be kept at fireproof cabinet under dual custody. | |
| | 3- All gifts must be kept at fireproof cabinet under dual custody. | |
| | 3- All gifts must be kept at fireproof cabinet under dual custody. | |
| 2885 | 2-Transferring the following up process getting the task done to the legal and administration department | Premises |
| 2886 | 2-The physical verification should include independent member other than the custodian for implementing the control properly. | Check Printing Unit |
| 2887 | 2-The physical verification should include independent member other than the custodian for implementing the control properly. | Check Printing Unit |
| 2888 | 2-Prepare the Score Card for the site from all stakeholders. | Premises |
| 2889 | 2-Checks to be printed with the correct serial. | Check Printing Unit |
| 2890 | 2-Checks to be printed with the correct serial. | Check Printing Unit |
| 2891 | 2-Checks to be printed with the correct serial. | Check Printing Unit |
| 2892 | 2-Checks to be printed with the correct serial. | Check Printing Unit |
| 2893 | 2-Checks to be printed with the correct serial. | Check Printing Unit |
| 2894 | 2-Checks to be printed with the correct serial. | Check Printing Unit |
| 2895 | 2-Checks to be printed with the correct serial. | Check Printing Unit |
| 2896 | 2-Checks to be printed with the correct serial. | Check Printing Unit |
| 2897 | 2-Checks to be printed with the correct serial. | Check Printing Unit |
| 2898 | 2-Checks to be printed with the correct serial. | Check Printing Unit |
| 2899 | 2-Checks to be printed with the correct serial. | Check Printing Unit |
| 2900 | 2-Checks to be printed with the correct serial. | Check Printing Unit |

| # | Control Name | Function Name |
|----|---|---------------|
| 2. | 2-Checks to be printed with the correct serial. | Build. |
| 2. | 2-Checks to be printed with the correct serial. | St. |
| 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. | City |
| 2. | 2-Checks to be printed with the correct serial. | St. |
| 2. | 2-Checks to be printed with the correct serial. | sh |
| 2. | 2-Checks to be printed with the correct serial. | |
| 2. | 2-Checks to be printed with the correct serial. | Madi |
| 2. | 2-Checks to be printed with the correct serial. | d |
| 2. | 2-Checks to be printed with the correct serial. | S |
| 2. | 2-Checks to be printed with the correct serial. | ma |
| 2. | 2-Checks to be printed with the correct serial. | ib |
| 2. | 2-Checks to be printed with the correct serial. | S |
| 2. | 2-Checks to be printed with the correct serial. | C |
| 2. | 2-Checks to be printed with the correct serial. | |
| 2. | 2-Checks to be printed with the correct serial. | R |
| 2. | 2-Checks to be printed with the correct serial. | n |

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| # | 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. | |
| 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. | |
| 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. | |
| 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. | |
| 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 audit purposes | Human Resources |
| 2970 | 2. Validation on the reconciliation Vs previous inventory checks and logs done by department representatives | Marketing |
| 2. | 2. Review the branch security register to ensure the branch security check the ATM after the working hours | |
| 2. | 2. Review the branch security register to ensure the branch security check the ATM after the working hours | |

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| # | Control Name | Function Name |
|---|--------------|---------------|
| 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | | |
| 18 | | Check |
| 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | | |
| 19 | | Fee |
| 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | | |
| 20 | | Return |
| 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | | |
| 21 | | Balance |
| 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | | |
| 22 | | Settle |
| 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | | |
| 23 | | Subtract |
| 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | | |
| 24 | | Reconcile |
| 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | | |
| 25 | | History |
| 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | | |
| 26 | | Calculate |
| 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | | |
| 27 | | Open |
| 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | | |
| 28 | | Process |
| 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | | |
| 29 | | Close |
| 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | | |
| 30 | | Initiate |
| 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | | |
| 31 | | |
| 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | | |
| 32 | | Withdrawal |
| 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | | |
| 33 | | Withdraw |
| 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | | |
| 34 | | Withdrawal |
| 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | | |
| 35 | | Withdraw |
| 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | | |
| 36 | | |

| # | Control Name | Function Name |
|---|--------------|---------------|
| 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | | |
| 17 | | Accounting |
| 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | | |
| 18 | | Marketing |
| 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | | |
| 19 | | Marketing |
| 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | | |
| 20 | | Technology |
| 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | | |
| 21 | | Accounting |
| 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | | |
| 22 | | Accounting |
| 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | | |
| 23 | | Marketing |
| 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | | |
| 24 | | Legal |
| 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | | |
| 25 | | Legal |
| 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | | |
| 26 | | Legal |
| 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | | |
| 27 | | Legal |
| 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | | |
| 28 | | Marketing |
| 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | | |
| 29 | | Marketing |
| 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | | |
| 30 | | Marketing |
| 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | | |
| 31 | | Marketing |
| 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | | |
| 32 | | Marketing |
| 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | | |
| 33 | | Marketing |
| 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | | |
| 34 | | Marketing |
| 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | | |
| 35 | | Marketing |

| # | Control Name | Function Name |
|------|---|-----------------------|
| 3120 | 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | Finance |
| 3121 | 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | Finance |
| 3122 | 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | Finance |
| 3123 | 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | Finance |
| 3124 | 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | Finance |
| 3125 | 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | Finance |
| 3126 | 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | Finance |
| 3127 | 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | Finance |
| 3128 | 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | Finance |
| 3129 | 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | Finance |
| 3130 | 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | Finance |
| 3131 | 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | Finance |
| 3132 | 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | Finance |
| 3133 | 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | Finance |
| 3134 | 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | Finance |
| 3135 | 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | Finance |
| 3136 | 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | Finance |
| 3137 | 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | Finance |
| 3138 | 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | Finance |
| 3139 | 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | Finance |
| 3140 | 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | Finance |
| 3141 | 2. Returned checks fees is deducted from the customer account subject to balance sufficiency. | Finance |
| 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 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 |

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| # | Control Name | Function Name |
|------|---|---------------------|
| 3202 | 2. Matching the approvals from the stakeholders on all artworks and customer communication material prior launching new campaign / product. | Marketing |
| 3203 | Monthly check to the database for the probation period date and contract renewal date. | Human Resources |
| 3204 | 2. Matching the confirmation emails with the requests sent through the system from the branches side. | Check Printing Unit |
| 3205 | 2. Kick off meeting is held in the beginning of each project to define the timeline for all stakeholders. | Premises |
| 3206 | 2. Key register is in place to monitor the keys movement. | Premises |
| 3207 | 2. Include penalties when possible to compensate vendor delays or poor quality. | IT |
| 3208 | 2. if having ex-employee case, obtain the required approvals | Human Resources |
| 3209 | 2. HR Lead ensure posting the vacancy on the portal prior external hiring and there is no qualified candidates applied | Human Resources |
| 3210 | 2. Highlight delayed items through the project time schedule. | Premises |
| 3211 | 2. Escalation to be done for the delay in receiving the forms | Human Resources |
| 3212 | 2. Escalation to be done if the commitment not received within 3 business days after sending the commitment letter. | Human Resources |
| 3213 | 2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request | Operational Risk |
| 3214 | 2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request | Operational Risk |
| 3215 | 2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request | Operational Risk |
| 3216 | 2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request | Operational Risk |
| 3217 | 2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request | Operational Risk |
| 3218 | 2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request | Operational Risk |
| 3219 | 2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request | Operational Risk |
| 3220 | 2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request | Operational Risk |
| 3221 | 2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request | Operational Risk |
| 3222 | 2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request | Operational Risk |
| 3223 | 2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request | Operational Risk |

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| # | Control Name | Function Name |
|---|---|-----------------|
| 2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request 2. 311 | | |
| 2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request 2. 312 | | |
| 2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request 2. 313 | | |
| 2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request 2. 314 | | |
| 2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request 2. 315 | | |
| 2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request 2. 316 | | |
| 2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request 2. 317 | | |
| 2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request 2. 318 | | |
| 3289 | Coordination with all stakeholders in designing the branch with the approved guidelines | Marketing |
| 3290 | Confirmations are being sent to the related committee secretary for implementation | Human Resources |
| 3291 | 2. Components Clustering (i.e. Dual Servers). | IT |
| 2. Clients' Instructions was sent from the authorized email address as defined by client in the fax / OBU indemnity. 3292 | | |
| 2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 3293 | | |
| 2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 3294 | | |
| 2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 3295 | | |
| 2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 3296 | | |
| 2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 3297 | | |
| 2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 3298 | | |
| 2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 3299 | | |
| 2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 3300 | | |

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| # | Control Name | Function Name |
|----|--|---|
| 2. | Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. | Internal Control proofing & reconciliation. |
| 2. | Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. | Internal Control proofing & reconciliation. |
| 2. | Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. | Internal Control proofing & reconciliation. |
| 2. | Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. | Internal Control proofing & reconciliation. |
| 2. | Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. | Internal Control proofing & reconciliation. |
| 2. | Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. | Internal Control proofing & reconciliation. |
| 2. | Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. | Internal Control proofing & reconciliation. |
| 2. | Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. | Internal Control proofing & reconciliation. |
| 2. | Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. | Internal Control proofing & reconciliation. |
| 2. | Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. | Internal Control proofing & reconciliation. |
| 2. | Any relative cases to be submitted to concerned committee for clearance, then to be presented to Human Resources approvals | Human Resource Approvals |
| 2. | All the submitted cases to be logged in a sheet which is being reviewed to ensure logging of all the resolved cases | Healthcare Resolved Cases |
| 2. | All required docs are attached with the invoice along with the PO (original if received from vendor) | Promises |
| 2. | All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. | Closed Office Computers |
| 2. | All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. | Xerox Machine Lockdown |
| 2. | All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. | PC Locked Before Leaving Office |
| 2. | All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. | Laptop Closed When Working Hours End |
| 2. | All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. | Laptop Closed After Work Hours |
| 2. | All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. | Laptop Closed at Night |
| 2. | All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. | Laptop Closed During Break Time |

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| # | 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 levels. | Information Security |
| 3447 | 2) Track and update Business, Underwriting and E/W calls. | SME Risk |
| 3448 | 2) Throughput conditions are monitored by early warning officer on monthly basis. | SME Risk |
| 3449 | 2) Throughput conditions are monitored by early warning officer on monthly basis. | SME Risk |
| 3450 | 2) Pre-Screening & Customer Selection Criteria. | SME Risk |
| 3451 | 2) Communication , guidance & training to all concerned staff members , so as to have required knowledge to meet their required performance. | SME Risk |
| 3452 | 2) 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 | 2. Update the signature card register with the received signature cards from customer service. | October |

| # | Control Name | Function Name |
|------|---|----------------------|
| 3531 | 2- The custodian signed on the registers. | Arabela |
| 3532 | 2- The custodian signed on the registers. | Assiut Gomhoria |
| 3533 | 2- The custodian signed on the registers. | Assiut Saad Zagloul |
| 3534 | 2- The custodian signed on the registers. | Aswan |
| 3535 | 2- The custodian signed on the registers. | Zakazik Awkaff Buil. |
| 3536 | 2- The custodian signed on the registers. | Zakazik Galla St. |
| 3537 | 2- The custodian signed on the registers. | Zamalek |
| 3538 | 2- The custodian signed on the registers. | Sodic |
| 3539 | 2- The custodian signed on the registers. | Sohag Nasser City |
| 3540 | 2- The custodian signed on the registers. | Sohag Nile St. |
| 3541 | 2- The custodian signed on the registers. | Tanta - AlGeish |
| 3542 | 2- The custodian signed on the registers. | Thawra |
| 3543 | 2- The custodian signed on the registers. | Zahraa EL Maadi |
| 3544 | 2- The custodian signed on the registers. | Sheikh Zayed |
| 3545 | 2- The custodian signed on the registers. | Sheraton |
| 3546 | 2- The custodian signed on the registers. | Shobra |
| 3547 | 2- The custodian signed on the registers. | Shobra El khima |
| 3548 | 2- The custodian signed on the registers. | Shooting Club |
| 3549 | 2- The custodian signed on the registers. | Smouha |

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| # | Control Name | Function Name |
|------|--|----------------------------------|
| 3675 | 2- Make sure to address dormant accounts customers to urge them to come to activate the accounts and prove the follow-up result on the system. | Customer Relationship Management |
| 3676 | 2- Make sure to address dormant accounts customers to urge them to come to activate the accounts and prove the follow-up result on the system. | Customer Relationship Management |
| 3677 | 2- Make sure to address dormant accounts customers to urge them to come to activate the accounts and prove the follow-up result on the system. | Customer Relationship Management |
| 3678 | 2- Make sure to address dormant accounts customers to urge them to come to activate the accounts and prove the follow-up result on the system. | Customer Relationship Management |
| 3679 | 2- Make sure to address dormant accounts customers to urge them to come to activate the accounts and prove the follow-up result on the system. | Customer Relationship Management |
| 3680 | 2- Make sure to address dormant accounts customers to urge them to come to activate the accounts and prove the follow-up result on the system. | Customer Relationship Management |
| 3681 | 2- Make sure to address dormant accounts customers to urge them to come to activate the accounts and prove the follow-up result on the system. | Customer Relationship Management |
| 3682 | 2- Make sure to address dormant accounts customers to urge them to come to activate the accounts and prove the follow-up result on the system. | Customer Relationship Management |
| 3683 | 2- Make sure to address dormant accounts customers to urge them to come to activate the accounts and prove the follow-up result on the system. | Customer Relationship Management |
| 3684 | 2- Make sure to address dormant accounts customers to urge them to come to activate the accounts and prove the follow-up result on the system. | Customer Relationship Management |
| 3685 | 2- Make sure to address dormant accounts customers to urge them to come to activate the accounts and prove the follow-up result on the system. | Customer Relationship Management |
| 3686 | 2- Make sure to address dormant accounts customers to urge them to come to activate the accounts and prove the follow-up result on the system. | Customer Relationship Management |
| 3687 | 2- Make sure to address dormant accounts customers to urge them to come to activate the accounts and prove the follow-up result on the system. | Customer Relationship Management |
| 3688 | 2- Make sure to address dormant accounts customers to urge them to come to activate the accounts and prove the follow-up result on the system. | Customer Relationship Management |
| 3689 | 2- Make sure to address dormant accounts customers to urge them to come to activate the accounts and prove the follow-up result on the system. | Customer Relationship Management |
| 3690 | 2- Make sure to address dormant accounts customers to urge them to come to activate the accounts and prove the follow-up result on the system. | Customer Relationship Management |
| 3691 | 2- Make sure to address dormant accounts customers to urge them to come to activate the accounts and prove the follow-up result on the system. | Customer Relationship Management |
| 3692 | 2- Make sure to address dormant accounts customers to urge them to come to activate the accounts and prove the follow-up result on the system. | Customer Relationship Management |
| 3693 | 2- Make sure to address dormant accounts customers to urge them to come to activate the accounts and prove the follow-up result on the system. | Customer Relationship Management |
| 3694 | 2- Make sure to address dormant accounts customers to urge them to come to activate the accounts and prove the follow-up result on the system. | Customer Relationship Management |
| 3695 | 2- Make sure to address dormant accounts customers to urge them to come to activate the accounts and prove the follow-up result on the system. | Customer Relationship Management |
| 3696 | 2- Make sure to address dormant accounts customers to urge them to come to activate the accounts and prove the follow-up result on the system. | Customer Relationship Management |
| 3697 | 2- Make sure to address dormant accounts customers to urge them to come to activate the accounts and prove the follow-up result on the system. | Customer Relationship Management |
| 3698 | 2- Make sure to address dormant accounts customers to urge them to come to activate the accounts and prove the follow-up result on the system. | Customer Relationship Management |
| 3699 | 2- Make sure to address dormant accounts customers to urge them to come to activate the accounts and prove the follow-up result on the system. | Customer Relationship Management |
| 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 the visits to customers' work premises to cover any queries/ question raised by CME/ BWK Team | CME/ BWK |

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

| # | Control Name | Function Name |
|--|--------------|-----------------|
| 2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | \$ Cash |
| 2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | Other Financial |
| 2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | Savings |
| 2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | Debit |
| 2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | Rent |
| 2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | Utility |
| 2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | Share |
| 2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | \$ Cash |
| 2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | Investment |
| 2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | Utility |
| 2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | Other Financial |
| 2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | Debit |
| 2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | Other Financial |
| 2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | Debit |
| 2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | Maintenance |
| 2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | Maintenance |
| 2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | Maintenance |
| 2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | Debit |
| 2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | Debit |

| # | Control Name | Function Name |
|---|--------------|---------------|
| 2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | |
| 6- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | |
| 7- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | |
| 8- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | |
| 9- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | |
| 10- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | |
| 11- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | |
| 12- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | |
| 13- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | |
| 14- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | |
| 15- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | |
| 16- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | |
| 17- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | |
| 18- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | |
| 19- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | |
| 20- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | |
| 21- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | |
| 22- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | |
| 23- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | |
| 24- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) | | |

| # | 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- 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 |

| # | Control Name | Function Name |
|--------|--|---------------------|
| 3912- | 2- Ensure that the signatures are removed from the signature booklet & the I score | Check Printing Unit |
| 39152- | 2- Ensure that no device is installed on the ATM | 1- of Ramadan |
| 39162- | 2- Ensure that no device is installed on the ATM | 1- Of October |
| 39172- | 2- Ensure that no device is installed on the ATM | 1- dria Fouad St. |
| 39182- | 2- Ensure that no device is installed on the ATM | 1- Arabela |
| 39192- | 2- Ensure that no device is installed on the ATM | 1- ut Gomhoria |
| 39202- | 2- Ensure that no device is installed on the ATM | 1- Thawra |
| 39212- | 2- Ensure that no device is installed on the ATM | 1- aa EL Maadi |
| 39222- | 2- Ensure that no device is installed on the ATM | 1- k Awkaff Buil. |
| 39232- | 2- Ensure that no device is installed on the ATM | 1- zik Galla St. |
| 39242- | 2- Ensure that no device is installed on the ATM | 1- amalek |
| 39252- | 2- Ensure that no device is installed on the ATM | 1- Shooting Club |
| 39262- | 2- Ensure that no device is installed on the ATM | 1- Smouha |
| 39272- | 2- Ensure that no device is installed on the ATM | 1- Sodic |
| 39282- | 2- Ensure that no device is installed on the ATM | 1- ng Nasser City |
| 39292- | 2- Ensure that no device is installed on the ATM | 1- ag Nile St. |
| 39302- | 2- Ensure that no device is installed on the ATM | 1- a - AlGeish |
| 39312- | 2- Ensure that no device is installed on the ATM | 1- Sawah |
| 39322- | 2- Ensure that no device is installed on the ATM | 1- bin El Kom |

| # | Control Name | Function Name |
|--------|--|-----------------|
| 39332- | 2- Ensure that no device is installed on the ATM | Sheikh Zayed |
| 39342- | 2- Ensure that no device is installed on the ATM | Sheraton |
| 39352- | 2- Ensure that no device is installed on the ATM | Shobra |
| 39362- | 2- Ensure that no device is installed on the ATM | Shobra El khima |
| 39372- | 2- Ensure that no device is installed on the ATM | Qalioub |
| 39382- | 2- Ensure that no device is installed on the ATM | Qeuna |
| 39392- | 2- Ensure that no device is installed on the ATM | Rehab |
| 39402- | 2- Ensure that no device is installed on the ATM | Roushdy |
| 39412- | 2- Ensure that no device is installed on the ATM | Sah Salem |
| 39422- | 2- Ensure that no device is installed on the ATM | Lasr City |
| 39432- | 2- Ensure that no device is installed on the ATM | New 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 | Thia 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 |

| # | Control Name | Function Name |
|--------|--|-----------------|
| 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 | Balla ElKobra |
| 39592- | 2- Ensure that no device is installed on the ATM | Il Of Egypt |
| 39602- | 2- Ensure that no device is installed on the ATM | El Shiekh |
| 39612- | 2- Ensure that no device is installed on the ATM | afar 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 Meryland |
| 39692- | 2- Ensure that no device is installed on the ATM | Helwan |
| 39702- | 2- Ensure that no device is installed on the ATM | urghada |

| # | Control Name | Function Name |
|--------|--|---------------|
| 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 | Shad 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 | Tamanhour |
| 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 | ani Sweif |
| 39892- | 2- Ensure that no device is installed on the ATM | Belbais |

| # | Control Name | Function Name |
|------|--|------------------------|
| 3990 | 2- EG_Remittances received any instructions received from any department, entity (external or internal) other than the approved sources. | Remittance |
| 3991 | the checkbooks through the delegated representative to be controlled by reciving a confirmation email from the Branch Manager or the c | Check Printing Unit |
| 3992 | 2- Daily review for the access rights from Daily user activity report | Cash and Central Vault |
| 3993 | Customer's photo should have the customer's account number on the back of Check Print | Check Printing Unit |
| 3994 | & checked by an independent staff in Remittance to ensure all instruction received are processed (one person is assigned to distribute a | 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 | the SLMF department the updated authorized signatures to be uploaded quarterly or when needed | Check Printing Unit |
| 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 | Branch Manager |
| 4005 | - Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process | Branch Manager |
| 4006 | - Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process | Branch Manager |
| 4007 | - Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process | Branch Manager |
| 4008 | - Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process | Branch Manager |
| 4009 | - Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process | Branch Manager |
| 4010 | - Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process | Branch Manager |
| 4011 | - Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process | Branch Manager |

[illegible]

| # | Control Name | Function Name |
|---|--------------|--------------------|
| - Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process 40.1 | | Cash |
| - Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process 40.2 | | Credit Card |
| - Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process 40.3 | | Debit Card |
| - Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process 40.4 | | Identifying |
| - Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process 40.5 | | Customer Feedback |
| - Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process 40.6 | | Sports |
| - Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process 40.7 | | Paid |
| - Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process 40.8 | | Insurance |
| - Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process 40.9 | | Weather |
| - Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process 40.10 | | Whin |
| - Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process 40.11 | | Resonance |
| - Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process 40.12 | | Water |
| - Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process 40.13 | | Motion-thermometer |
| - Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process 40.14 | | Turkey |
| - Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process 40.15 | | Rob |
| - Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process 40.16 | | Time |
| - Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process 40.17 | | Timing |
| - Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process 40.18 | | Football |
| - Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process 40.19 | | One Day |

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| # | Control Name | Function Name |
|------|---|------------------------------|
| 4079 | 2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process | Remittance |
| 4080 | 2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process | Premises |
| 4081 | 2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process | Human Resources |
| 4082 | 2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process | Cards Products |
| 4083 | 2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process | Capital Provision Management |
| 4084 | 2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process | Capital Provision Management |
| 4085 | 2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process | Capital Provision Management |
| 4086 | 2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process | Capital Provision Management |
| 4087 | 2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process | Capital Provision Management |
| 4088 | 2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process | Capital Provision Management |
| 4089 | 2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process | Capital Provision Management |
| 4090 | 1- Review the quarterly profile check report and evidence for action taken | Cash and Central Vault |

| # | Control Name | Function Name |
|------|---|----------------------|
| 4183 | 1.Assess Technical limitation for ADIB assets(DB, HW, SW, Application...) 2. Information security perform security assessment for all ADIB assets. 3. Security assessment test before go-live for any project 4. Security approval for any production deployment through the Change advisory board meeting | IT |
| 4184 | 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 |
| 4185 | 1.All new hires have to answer the relatives question in the application form and sign the relatives declaration | Human Resources |
| 4186 | 1. Yearly budgeting for bank premises projects , maintenance and cleaning OPEX and CAPEX requirements present for approval | Finance |
| 4187 | 1. Verifying the signatures by two designated staff. 2. Matching the signatures as per the signatures uploaded on the system. | CSU |
| 4188 | 1. TNA preparation is being finalized from business partners with sector heads and obtain the required approvals. | Human Resources |
| 4189 | 1. The invoices are being processed thru maker / checker and approved from the unit head. | Marketing |
| 4190 | 1. The committees decisions are being communicated to the concerned in HR for implmentations | Human Resources |
| 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 |

| # | 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 4199 | | Zakazik Awkaff Buil. |
| 1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4200 | | Zakazik Galla St. |
| 1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4201 | | Zamalek |
| 1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4202 | | Sodic |
| 1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4203 | | Sohag Nasser City |
| 1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4204 | | Sohag Nile St. |
| 1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook 4205 | | Tanta - AlGeish |
| 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 |

| # | 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 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 |
| 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 |

| # | 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 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 |
| 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 |

| # | 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 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 |
| 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 |

| # | 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 | | |
| 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 |
| 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) | | |
| 4269 | | |
| 4270 | 1. Reviewing all contracts to ensure signing appropriate SLAs. | IT |

| # | Control Name | Function Name |
|---|--------------|-----------------|
| 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 |
| 1. 1. Ops officer review the dormant accounts and ensure that the signature is not on the system. 4300 | | Qeuna |
| 1. 1. Ops officer review the dormant accounts and ensure that the signature is not on the system. 4301 | | Rehab |
| 1. 1. Ops officer review the dormant accounts and ensure that the signature is not on the system. 4302 | | Roushdy |
| 1. 1. Ops officer review the dormant accounts and ensure that the signature is not on the system. 4303 | | Salah Salem |
| 1. 1. Ops officer review the dormant accounts and ensure that the signature is not on the system. 4304 | | Sawah |
| 1. 1. Ops officer review the dormant accounts and ensure that the signature is not on the system. 4305 | | Shebin El Kom |

| # | Control Name | Function Name |
|---|--------------|------------------|
| 1. 1. Ops officer review the dormant accounts and ensure that the signature is not on the system. | | |
| 4306 | | New Cairo |
| 1. 1. Ops officer review the dormant accounts and ensure that the signature is not on the system. | | |
| 4307 | | Obour city |
| 1. 1. Ops officer review the dormant accounts and ensure that the signature is not on the system. | | |
| 4308 | | October Plaza |
| 1. 1. Ops officer review the dormant accounts and ensure that the signature is not on the system. | | |
| 4309 | | Opera |
| 1. 1. Ops officer review the dormant accounts and ensure that the signature is not on the system. | | |
| 4310 | | Port Said |
| 1. 1. Ops officer review the dormant accounts and ensure that the signature is not on the system. | | |
| 4311 | | Qalioub |
| 1. 1. Ops officer review the dormant accounts and ensure that the signature is not on the system. | | |
| 4312 | | Menia Kornish |
| 1. 1. Ops officer review the dormant accounts and ensure that the signature is not on the system. | | |
| 4313 | | Miami |
| 1. 1. Ops officer review the dormant accounts and ensure that the signature is not on the system. | | |
| 4314 | | Mohandessein |
| 1. 1. Ops officer review the dormant accounts and ensure that the signature is not on the system. | | |
| 4315 | | Mokatam |
| 1. 1. Ops officer review the dormant accounts and ensure that the signature is not on the system. | | |
| 4316 | | Mostafa El-Nahas |
| 1. 1. Ops officer review the dormant accounts and ensure that the signature is not on the system. | | |
| 4317 | | Nasr 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 | |
| 4354 | | 10th of Ramadan |
| 1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis | Trial 2 & Trial 3 | |
| 4355 | | 6 Of October |
| 1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis | Trial 2 & Trial 3 | |
| 4356 | | Alexandria Fouad St. |
| 1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis | Trial 2 & Trial 3 | |
| 4357 | | Arabela |
| 1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis | Trial 2 & Trial 3 | |
| 4358 | | Assiut Gomhoria |
| 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 Bul. |
| 1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis | Trial 2 & Trial 3 | |
| 4363 | | Zakazik Galla St. |

| # | Control Name | Function Name |
|--|-------------------|-------------------|
| 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 |
| 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 |

| # | Control Name | Function Name |
|--|-------------------|-----------------|
| 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 |
| 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 |

| # | Control Name | Function Name |
|--|-------------------|------------------|
| 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 |
| 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 |

| # | Control Name | Function Name |
|--|-------------------|-----------------|
| 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 |
| 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 |

| # | Control Name | Function Name |
|--|-------------------|---------------------|
| 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 Meryland |
| 1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis | Trial 2 & Trial 3 | |
| 4408 | | Helwan |
| 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 |

| # | Control Name | Function Name |
|--|-------------------|---------------|
| 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 |
| 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 |

| # | Control Name | Function Name |
|--|---|----------------------|
| 1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis | | |
| 4424 | Trial 2 & Trial 3 | Azhar |
| 1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis | | |
| 4425 | Trial 2 & Trial 3 | Banha |
| 1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis | | |
| 4426 | Trial 2 & Trial 3 | Bani Sweif |
| 1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis | | |
| 4427 | Trial 2 & Trial 3 | Belbais |
| 1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis | | |
| 4428 | Trial 2 & Trial 3 | CFC |
| 4429 | 1. Obtain the proper approval from Sharia prior dealing with all campaigns | Marketing |
| 4430 | 1. Obtain People & Development head approval | Human Resources |
| 4431 | Monthly visits and inspections made by contractors while coordinating with both the Security department and Branch manager with the P | Branches |
| 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 |
| more than one facility, validate prior approving any new facility request that the previously initiated Murabha is from the customer own f | | |
| 4436 | 10th of Ramadan | |
| more than one facility, validate prior approving any new facility request that the previously initiated Murabha is from the customer own f | | |
| 4437 | 6 Of October | |

| # | Control Name | Function Name |
|------|--|----------------------|
| | 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. 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 reference 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 | |
| 4522 | | CSU |
| 4523 | Checkbooks are requested to send a confirmation email with all the details of the requested checkbooks that were sent previously through the system. | 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 |
| 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 Human Resources | 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 | 1) Identify the problem; and 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 | 1) Identify the problem; and 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 | 1) Vendor representation to ensure that the white checks include all required watermarks that match with the QR requirements. | Check Printing Unit |

| # | Control Name | Function Name |
|--|--------------|----------------------|
| 1- Vendor representative to ensure that the white check serial is matched with the received receipt from the vendor. | | |
| 4536 | | Check Printing Unit |
| 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. | | |
| 4537 | | 6 Of October |
| 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. | | |
| 4538 | | Alexandria Fouad 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 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. | | |
| 4539 | | Arabela |
| 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. | | |
| 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 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. | | |
| 4541 | | Assiut Saad Zaghloul |
| 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. | | |
| 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 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. | | |
| 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 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. | | |
| 4544 | | Zakazik Awkaff Buil. |

| # | 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. | | |
| 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 |
| 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 |

| # | Control Name | Function Name |
|------|---|-----------------|
| 4553 | 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. | Thawra |
| | | |
| 4554 | 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. | Shebin El Kom |
| | | |
| 4555 | 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. | Sheikh Zayed |
| | | |
| 4556 | 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. | Sheraton |
| | | |
| 4557 | 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. | Shobra |
| | | |
| 4558 | 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. | Shobra El khima |
| | | |
| 4559 | 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. | Shooting Club |
| | | |
| 4560 | 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. | Qalioub |
| | | |

| # | Control Name | Function Name |
|------|--------------|---------------|
| 4561 | | Qeuna |
| | | |
| 4562 | | Rehab |
| | | |
| 4563 | | Roushdy |
| | | |
| 4564 | | Salah Salem |
| | | |
| 4565 | | Sawah |
| | | |
| 4566 | | New Cairo |
| | | |
| 4567 | | Obour city |
| | | |
| 4568 | | October Plaza |
| | | |

| # | Control Name | Function Name |
|------|---|------------------|
| 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 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. | 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 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. | 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 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. | Menia Kornish |
| | | |
| 4572 | 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. | Miami |
| | | |
| 4573 | 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. | Mohandessein |
| | | |
| 4574 | 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. | Mokatam |
| | | |
| 4575 | 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. | Mostafa El-Nahas |
| | | |
| 4576 | 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. | Nasr City |
| | | |

| # | 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. | | |
| 4577 | | 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. | | |
| 4578 | | Maadi 9 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. | | |
| 4579 | | Madinty |
| 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. | | |
| 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 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. | | |
| 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 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. | | |
| 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 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. | | |
| 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 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. | | |
| 4584 | | Korba |

| # | Control Name | Function Name |
|---|--------------|--|
| | | <p>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.</p> <p>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.</p> |
| | | Lagoun |
| | | <p>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.</p> <p>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.</p> |
| | | Lebanon |
| | | <p>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.</p> <p>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.</p> |
| | | Louran |
| | | <p>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.</p> <p>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.</p> |
| | | Luxour |
| | | <p>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.</p> <p>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.</p> |
| | | Heliopolis Andalos |
| | | <p>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.</p> <p>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.</p> |
| | | Heliopolis Meryland |
| | | <p>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.</p> <p>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.</p> |
| | | Helwan |
| | | <p>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.</p> <p>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.</p> |
| | | Hurghada |

| # | 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. | | |
| 4593 | | Ismailia |
| 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. | | |
| 4594 | | Kafr El Shiekh |
| 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. | | |
| 4595 | | Emad El-Din |
| 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 |

| # | Control Name | Function Name |
|------|--|---------------|
| 4601 | 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. | Damietta |
| | | |
| 4602 | 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. | Dokki |
| | | |
| 4603 | 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. | El Manial |
| | | |
| 4604 | 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. | Elborsa |
| | | |
| 4605 | 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. | El-Shams Club |
| | | |
| 4606 | 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. | Azhar |
| | | |
| 4607 | 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. | Banha |
| | | |
| 4608 | 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. | Bani Sweif |
| | | |

| # | 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 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. | |
| 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 system. 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. | |
| 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 system. 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. | |
| 4611 | | Damanhour |
| 4612 | SWIFT messages received from correspondents are uploaded on finical systems to be processed through Remittance | Remittance |
| 4613 | 1- Review alerts generated by AML solution within the predefined time frame. | Compliance |
| 4614 | 1- Reports are being prepared annually by the head of sustainability and reviewed by head of ERM. | Sustainability |
| 4615 | 1- Reports are being prepared annually by the head of sustainability and reviewed by head of ERM. | Sustainability |
| 4616 | Communication, retail, Corporate, SMEs, ADIB Foundation and Sustainability Departments then a final review and consolidate and approval | Sustainability |
| 4617 | being prepared and validated by the Risk Department then a final review and approval is done by Head of Sustainability and Sustainable Finance | Sustainability |
| 4618 | Report is being prepared and validated by an external consultant and then approval is done by Head of Sustainability and Sustainable Finance | 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 | 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 |

| # | Control Name | Function Name |
|------|---|------------------------------------|
| 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 HR | El-Dokki Branch Regional Operation |
| 4623 | 1- Ops officer branch manager ensure having the hold mail under dual custody. | 6 Of October |
| 4624 | 1- Ops officer branch manager ensure having the hold mail under dual custody. | Alexandria Fouad St. |
| 4625 | 1- Ops officer branch manager ensure having the hold mail under dual custody. | Arabela |
| 4626 | 1- Ops officer branch manager ensure having the hold mail under dual custody. | Assiut Gomhoria |
| 4627 | 1- Ops officer branch manager ensure having the hold mail under dual custody. | Assiut Saad Zaghloul |
| 4628 | 1- Ops officer branch manager ensure having the hold mail under dual custody. | Zahraa EL Maadi |
| 4629 | 1- Ops officer branch manager ensure having the hold mail under dual custody. | Zakazik Awkaff Buil. |
| 4630 | 1- Ops officer branch manager ensure having the hold mail under dual custody. | Zakazik Galla St. |
| 4631 | 1- Ops officer branch manager ensure having the hold mail under dual custody. | Zamalek |
| 4632 | 1- Ops officer branch manager ensure having the hold mail under dual custody. | 10th of Ramadan |
| 4633 | 1- Ops officer branch manager ensure having the hold mail under dual custody. | Smouha |

| # | Control Name | Function Name |
|---|--------------|----------------------|
| 1- 1- Ops officer branch manager ensure having the hold mail under dual custody. | | |
| 4694 | | Banha |
| 1- 1- Ops officer branch manager ensure having the hold mail under dual custody. | | |
| 4695 | | Bani Sweif |
| 1- 1- Ops officer branch manager ensure having the hold mail under dual custody. | | |
| 4696 | | Belbais |
| 1- 1- Ops officer branch manager ensure having the hold mail under dual custody. | | |
| 4697 | | CFC |
| 1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches. | | |
| 4698 | | 6 Of October |
| 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 Buil. |
| 1- 1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches. | | |
| 4705 | | Zakazik Galla St. |

| # | Control Name | Function Name |
|---|--------------|-------------------|
| 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. |
| 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 |

| # | Control Name | Function Name |
|---|--------------|---------------|
| 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 |
| 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 |

| # | Control Name | Function Name |
|---|--------------|------------------|
| 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 |
| 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 |

| # | Control Name | Function Name |
|---|--------------|---------------------|
| 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 |
| 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 |

| # | Control Name | Function Name |
|---|--------------|----------------|
| 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 |
| 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 |

| # | Control Name | Function Name |
|--|---------------------------------------|-----------------------------|
| 1- Ensure that all functions are processed after maintaining proper approvals/memos actions are communicated to branches with their relative group emails and cut off time to ensure smooth process / business is preparing 4779 | 3 - Ensure all procedures are updated | Branches Regional Operation |
| 1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. ■■■■■■ ■■■■ ■■■■■■■■ ■■■■■■ ■■■■ ■■■■10 ■■■■ ■■ ■■■■ ■■■■■■ ■■■■■■ ■■■■■■ ■■■■ ■■■■■■. | | 6 Of October |
| 1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. ■■■■■■ ■■■■ ■■■■■■■■ ■■■■■■ ■■■■ ■■■■10 ■■■■ ■■ ■■■■ ■■■■■■ ■■■■■■ ■■■■■■ ■■■■ ■■■■■■. | | Alexandria Fouad St. |
| 1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. ■■■■■■ ■■■■ ■■■■■■■■ ■■■■■■ ■■■■ ■■■■10 ■■■■ ■■ ■■■■ ■■■■■■ ■■■■■■ ■■■■■■ ■■■■ ■■■■■■. | | Arabela |
| 1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. ■■■■■■ ■■■■ ■■■■■■■■ ■■■■■■ ■■■■ ■■■■10 ■■■■ ■■ ■■■■ ■■■■■■ ■■■■■■ ■■■■■■ ■■■■ ■■■■■■. | | Assiut Gomhoria |
| 1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. ■■■■■■ ■■■■ ■■■■■■■■ ■■■■■■ ■■■■ ■■■■10 ■■■■ ■■ ■■■■ ■■■■■■ ■■■■■■ ■■■■■■ ■■■■ ■■■■■■. | | Assiut Saad Zagloul |
| 1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. ■■■■■■ ■■■■ ■■■■■■■■ ■■■■■■ ■■■■ ■■■■10 ■■■■ ■■ ■■■■ ■■■■■■ ■■■■■■ ■■■■■■ ■■■■ ■■■■■■. | | Zahraa EL Maadi |
| 1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. ■■■■■■ ■■■■ ■■■■■■■■ ■■■■■■ ■■■■ ■■■■10 ■■■■ ■■ ■■■■ ■■■■■■ ■■■■■■ ■■■■■■ ■■■■ ■■■■■■. | | Zakazik Awkaff Buil. |
| 1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. ■■■■■■ ■■■■ ■■■■■■■■ ■■■■■■ ■■■■ ■■■■10 ■■■■ ■■ ■■■■ ■■■■■■ ■■■■■■ ■■■■■■ ■■■■ ■■■■■■. | | Zakazik Galla St. |
| 1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. ■■■■■■ ■■■■ ■■■■■■■■ ■■■■■■ ■■■■ ■■■■10 ■■■■ ■■ ■■■■ ■■■■■■ ■■■■■■ ■■■■■■ ■■■■ ■■■■■■. | | Zamalek |
| 1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. ■■■■■■ ■■■■ ■■■■■■■■ ■■■■■■ ■■■■ ■■■■10 ■■■■ ■■ ■■■■ ■■■■■■ ■■■■■■ ■■■■■■ ■■■■ ■■■■■■. | | Smouha |
| 1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. ■■■■■■ ■■■■ ■■■■■■■■ ■■■■■■ ■■■■ ■■■■10 ■■■■ ■■ ■■■■ ■■■■■■ ■■■■■■ ■■■■■■ ■■■■ ■■■■■■. | | Sodic |

| # | Control Name | Function Name |
|--|---|---------------------|
| 1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. ■■■■■■ ■■■■ ■■■■■■■■ ■■■■■■ ■■■■ ■■■■ 10 ■■■■ ■■ ■■ ■■■■■■ ■■■■■■ ■■■■■■ ■■ ■■■■■■. | | |
| 4851 | | Banha |
| 1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. ■■■■■■ ■■■■ ■■■■■■■■ ■■■■■■ ■■■■ ■■■■ 10 ■■■■ ■■ ■■ ■■■■■■ ■■■■■■ ■■■■■■ ■■ ■■■■■■. | | |
| 4852 | | Bani Sweif |
| 1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. ■■■■■■ ■■■■ ■■■■■■■■ ■■■■■■ ■■■■ ■■■■ 10 ■■■■ ■■ ■■ ■■■■■■ ■■■■■■ ■■■■■■ ■■ ■■■■■■. | | |
| 4853 | | Belbais |
| 1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. ■■■■■■ ■■■■ ■■■■■■■■ ■■■■■■ ■■■■ ■■■■ 10 ■■■■ ■■ ■■ ■■■■■■ ■■■■■■ ■■■■■■ ■■ ■■■■■■. | | |
| 4854 | | CFC |
| 4855 | 1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA | Trade Finance |
| 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 | 1- Credit program should be properly approved. This credit program should be established by SME's Risk and approved by SCPC/ADIB Egypt every function performed by the department should be in place | SME Risk |
| 4866 | 1- COB plan in place. SLA with ADIB (H.O) to execute payments for ADIB with FCY | 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 |

| # | Control Name | Function Name |
|---|--------------|-------------------|
| 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 |
| 1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 4887 | | Shebin El Kom |
| 1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 4888 | | Sheikh Zayed |
| 1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 4889 | | Sheraton |
| 1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 4890 | | Shobra |
| 1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 4891 | | Shobra El khima |
| 1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 4892 | | Shooting Club |
| 1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 4893 | | Qalioub |

| # | Control Name | Function Name |
|---|--------------|---------------|
| 1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 4894 | | Qeuna |
| 1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 4895 | | Rehab |
| 1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 4896 | | Roushdy |
| 1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 4897 | | Salah Salem |
| 1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 4898 | | Sawah |
| 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 |

| # | Control Name | Function Name |
|---|--------------|------------------|
| 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 4906 | | Menia Kornish |
| 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 4907 | | Miami |
| 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 4908 | | Mohandessein |
| 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 4909 | | Mokatam |
| 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 4910 | | Mostafa El-Nahas |
| 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 4911 | | 10th of Ramadan |
| 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 4912 | | Maadi |
| 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 4913 | | Maadi 9 St |
| 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 4914 | | Madinty |
| 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 4915 | | Mahalla ElKobra |
| 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 4916 | | Mall Of Egypt |
| 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 4917 | | Kafr Sakar |

| # | Control Name | Function Name |
|---|--------------|---------------------|
| 1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. | | |
| 4918 | | Korba |
| 1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. | | |
| 4919 | | Lagoun |
| 1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. | | |
| 4920 | | Lebanon |
| 1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. | | |
| 4921 | | Louran |
| 1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. | | |
| 4922 | | Luxour |
| 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 |

| # | Control Name | Function Name |
|---|--------------|--------------------|
| 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 |
| 1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. | | |
| 4935 | | Dokki |
| 1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. | | |
| 4936 | | El Manial |
| 1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. | | |
| 4937 | | Elborsa |
| 1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. | | |
| 4938 | | El-Shams Club |
| 1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. | | |
| 4939 | | Emad El-Din |
| 1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. | | |
| 4940 | | Azhar |
| 1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. | | |
| 4941 | | Banha |

| # | Control Name | Function Name |
|---|-----------------------------|---------------|
| 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. | | Bani Sweif |
| 4942 | | |
| 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. | | Belbais |
| 4943 | | |
| 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. | | CFC |
| 4944 | | |
| 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- 1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. | | Damanhour |
| 4945 | | |
| 4946 1- All transactions are processed as maker/checker as per checklist. | Remittance | |
| 4947 All requests are sent from approved sources (Branches / CSU / Finance / Syndications Teams) to EG_Remittance and directly scanned copy | Remittance | |
| 4948 1- All porocedures related to LME, Auto Murabha, 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 w of reconciliation/interface report and reconciled accounts are investigated and resolved. Quality assurance is conducted on report received | | |
| 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 • 75% used receipt books should be sent to archiving unit. A memo is prepared for this collection | Collection | |
| 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 related | 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 | | |

| # | Control Name | Function Name |
|------|--|---------------|
| 4958 | Sample of customers that collection agencies have dealt with. Any issue should be identified and reported to the Collection Head | Collections |
| 4959 | Accounts that 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 | Collections |
| 4960 | • Protected spreadsheet | Swift |
| 4961 | Each and every bucket are reviewed in line with the actual performance against annual targets and any amendments required is communicated | Collections |
| 4962 | Testing is conducted and state the exact time in which it occur by managers, ensure that all system features are working smoothly. Testing system and | Collections |
| 4963 | While in preparing the collections agencies expenses ,Also an independent department (MIS unit) is reviewing the expense claims for the collections | Collections |
| 4964 | There is a place to cover most of operation issues and known issues added to vendor documentations, as part from knowledge management process | IT |
| 4965 | • Job descriptions in place to ensure segregation of duties is clearly documented and implemented. | Swift |
| 4966 | • Ensure that the tele-calling team prioritizes high-risk accounts. | Collections |
| 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 | 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 | 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. | Swift |
| 4977 | There are designated staff in the collections team for reconciliation and audit purpose. Any identified issues are escalated | Collections |
| 4978 | • All Sent / Received e-mails to external collection agencies must be encrypted | Collections |

[illegible]

| # | Control Name | Function Name |
|------|--|-----------------------|
| 4995 | As Between all stakeholders defining the timeline to discuss all the technical evaluation | Promises |
| 4996 | 3. Relationship review and returns, pricing and repayment schedule | Corporate Credit Risk |
| 4997 | 3- Batches are reviewed by checkers to ensure all transactions are processed timely and accurately as per customer's request. | Repayment |
| 4998 | 2. Short list for the approved consultants - contractors - vendors. | Premises |
| 4999 | RR and FRR for all obligations, Verify that an approved ORR sheet is there, Any ORR adjustments must be approved by the Board | Corporate Credit Risk |
| 5000 | ger or SPB to validate the date of receiving the Murbha checks with that date of customer request and the date of processing the transaction | Corporate Credit Risk |
| 5001 | ger or SPB to validate the date of receiving the Murbha checks with that date of customer request and the date of processing the transaction | Corporate Credit Risk |
| 5002 | ger or SPB to validate the date of receiving the Murbha checks with that date of customer request and the date of processing the transaction | Corporate Credit Risk |
| 5003 | ger or SPB to validate the date of receiving the Murbha checks with that date of customer request and the date of processing the transaction | Corporate Credit Risk |
| 5004 | ger or SPB to validate the date of receiving the Murbha checks with that date of customer request and the date of processing the transaction | Corporate Credit Risk |
| 5005 | ger or SPB to validate the date of receiving the Murbha checks with that date of customer request and the date of processing the transaction | Corporate Credit Risk |
| 5006 | ger or SPB to validate the date of receiving the Murbha checks with that date of customer request and the date of processing the transaction | Corporate Credit Risk |
| 5007 | ger or SPB to validate the date of receiving the Murbha checks with that date of customer request and the date of processing the transaction | Corporate Credit Risk |
| 5008 | ger or SPB to validate the date of receiving the Murbha checks with that date of customer request and the date of processing the transaction | Corporate Credit Risk |
| 5009 | ger or SPB to validate the date of receiving the Murbha checks with that date of customer request and the date of processing the transaction | Corporate Credit Risk |
| 5010 | ger or SPB to validate the date of receiving the Murbha checks with that date of customer request and the date of processing the transaction | Corporate Credit Risk |
| 5011 | ger or SPB to validate the date of receiving the Murbha checks with that date of customer request and the date of processing the transaction | Corporate Credit Risk |
| 5012 | ger or SPB to validate the date of receiving the Murbha checks with that date of customer request and the date of processing the transaction | Corporate Credit Risk |
| 5013 | ger or SPB to validate the date of receiving the Murbha checks with that date of customer request and the date of processing the transaction | Corporate Credit Risk |

| # | Control Name | Function Name |
|------|--|--------------------|
| 5014 | Date of receiving the Murbha checks with that date of customer request and the date of processing the transaction. | Sending Bill |
| 5015 | Date of receiving the Murbha checks with that date of customer request and the date of processing the transaction. | Tendering Bill |
| 5016 | Date of receiving the Murbha checks with that date of customer request and the date of processing the transaction. | Sending bill |
| 5017 | Date of receiving the Murbha checks with that date of customer request and the date of processing the transaction. | Shedule of work |
| 5018 | Date of receiving the Murbha checks with that date of customer request and the date of processing the transaction. | Shareholder |
| 5019 | Date of receiving the Murbha checks with that date of customer request and the date of processing the transaction. | Director |
| 5020 | Date of receiving the Murbha checks with that date of customer request and the date of processing the transaction. | Secretary |
| 5021 | Date of receiving the Murbha checks with that date of customer request and the date of processing the transaction. | Securities Officer |
| 5022 | Date of receiving the Murbha checks with that date of customer request and the date of processing the transaction. | Paid Stamp |
| 5023 | Date of receiving the Murbha checks with that date of customer request and the date of processing the transaction. | Cashier |
| 5024 | Date of receiving the Murbha checks with that date of customer request and the date of processing the transaction. | Deputy |
| 5025 | Date of receiving the Murbha checks with that date of customer request and the date of processing the transaction. | Receipt |
| 5026 | Date of receiving the Murbha checks with that date of customer request and the date of processing the transaction. | Passbook |
| 5027 | Date of receiving the Murbha checks with that date of customer request and the date of processing the transaction. | Sales Slip |
| 5028 | Date of receiving the Murbha checks with that date of customer request and the date of processing the transaction. | Main Copy |
| 5029 | Date of receiving the Murbha checks with that date of customer request and the date of processing the transaction. | New Order |
| 5030 | Date of receiving the Murbha checks with that date of customer request and the date of processing the transaction. | Order form |
| 5031 | Date of receiving the Murbha checks with that date of customer request and the date of processing the transaction. | Order of purchase |
| 5032 | Date of receiving the Murbha checks with that date of customer request and the date of processing the transaction. | Open |

| # | Control Name | Function Name |
|------|--|-----------------------|
| 5071 | Manager or SPB to validate the date of receiving the Murbha checks with that date of customer request and the date of processing the transaction | Azhar |
| 5072 | Manager or SPB to validate the date of receiving the Murbha checks with that date of customer request and the date of processing the transaction | Banira |
| 5073 | Manager or SPB to validate the date of receiving the Murbha checks with that date of customer request and the date of processing the transaction | Bara Sivani |
| 5074 | Manager or SPB to validate the date of receiving the Murbha checks with that date of customer request and the date of processing the transaction | Belal |
| 5075 | 2. Applying all CBE regulations and requests during branch renovation or construction that is being updated by the CBE on yearly basis | Phymia |
| 5076 | 11. Documentation / collateral are as per the documentation process and CA approval | Corporate Credit Risk |
| 5077 | checklist in place and prepared by the department to consolidate all the received CBE circulars from Compliance to ensure implementation | Human Resources |
| 5078 | | Microfinance |
| 5079 | | Microfinance |
| 5080 | | Microfinance |
| 5081 | | Microfinance |
| 5082 | | Microfinance |
| 5083 | | Microfinance |
| 5084 | Date of 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 |
| 5086 | | Microfinance |
| 5087 | | Microfinance |
| 5088 | | Microfinance |
| 5089 | | Microfinance |
| 5090 | | Microfinance |
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| 5098 | | Microfinance |
| 5099 | | Microfinance |
| 5100 | | Microfinance |

| # | Control Name | Function Name |
|--------------------------------|--|---------------|
| 1. [REDACTED] 2. [REDACTED] | | |
| 5112 | | Legal |
| 5113 | 3, Major Risk and Risk mitigates are identified. | SME Risk |
| [REDACTED] 5114 | | Microfinance |