



## Dashboard Report

Comprehensive Analysis Report  
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#	Control Name	Function Name
1	control	10th of Ramadan
2	testing control uploaded23	Information Security
3	testing control uploaded2	Information Security
4	testing control uploaded	Information Security
5	best practices5	Information Security
6	safe guard5	Information Security
7	new control12345	Information Security
8	new control1234	Information Security Team
9	new control123	Information Security Team
10	new control	Information Security Team
11	test 1-10	Information Security Team
12	1.1.4.d Mission, Vision, and Goals8	Information Security Team
13	1.1.4.d Mission, Vision, and Goals5	N/A
14	1.1.4.d Mission, Vision, and Goals4	N/A
15	1.1.4.d Mission, Vision, and Goals3	N/A
16	1.1.4.d Mission, Vision, and Goals2	N/A
17	1.1.4.d Mission, Vision, and Goals test	N/A
18	1.1.4.c test	Information Security
19	Control 2	Information Security
20	test 16-8	Information Security

#	Control Name	Function Name
21	secuirty_test2	Information Security
22	1.1.3 People	Information Security
23	5.2.5.k Log Collection	Information Security
24	5.2.5.j Web application firewall (WAF)	Information Security
25	5.2.5.i DNS security	Information Security
26	5.2.5.h Privileged Access Management	Information Security
27	5.2.5.g DDoS mitigation	Information Security
28	5.2.5.f Multi-Factor Authentication	Information Security
29	5.2.5.e Application Firewall	Information Security
30	5.2.5.d Endpoint Detection and Response (EDR)	Information Security
31	5.2.5.c Verbose Logging	Information Security
32	5.1.4.f Onboarding/Off boarding	Information Security
33	4.7.6.a Layer 2/3 Security	Information Security
34	4.7.4.e Wireless Standards	Information Security
35	4.2.5.b Data Disposal and Retention	Information Security
36	4.1.4.a Onboarding/Off boarding	Information Security
37	1.4.5.e Phishing Awareness	Information Security
38	Final	Credit Admin
39	new test	Credit Admin
40	Monitoring customer feedback across all ATMs once they execute a transcation through the ATM	Retail Service Quality
41	Monitoring customer feedback across all branch touchpoint once they visit the branch. (SMS)	Retail Service Quality
42	Monitoring customer feedback across the Call Center once they end a call with Call Center Unit	Retail Service Quality
43	Monitoring customer feedback across the internet banking platform through the link survey that appears in the pop message once they out of the page.	Retail Service Quality

#	Control Name	Function Name
44	Monitoring customer feedback across their facebook inquiries being handled by Call Center Unit on monthly basis	Retail Service Quality
45	Automated transaction monitoring system with alert security	ADI Consumer Finance - Takka
46	5.2.5.o File Encryption and Integrity Monitoring Technology	Information Security
47	5.2.5.n Authorized Use Monitoring Technology	Information Security
48	5.2.5.m Resource Monitoring Technology	Information Security
49	5.2.5.l Host Firewall Technology	Information Security
50	5.2.5.k Encryption at Rest	Information Security
51	5.2.5.j Log Collection	Information Security
52	5.2.5.i Web application firewall (WAF)	Information Security
53	5.2.5.h DNS security	Information Security
54	5.2.5.g Privileged Access Management	Information Security
55	5.2.5.f DDoS mitigation	Information Security
56	5.2.5.e Multi-Factor Authentication	Information Security
57	5.2.5.d Application Firewall	Information Security
58	5.2.5.c Endpoint Detection and Response (EDR)	Information Security
59	5.2.5.b Verbose Logging	Information Security
60	5.2.5.a Cloud Access Security Broker (CASB)	Information Security
61	5.2.4.f Data Flow/Connectivity Requirements	Information Security
62	5.2.4.e Privilege Management	Information Security
63	5.2.4.d Hardening	Information Security
64	5.2.4.c Geographic Boundary Requirements	Information Security
65	5.2.4.b Approved Supply Chain	Information Security
66	5.2.4.a Cloud Security Requirements	Information Security

#	Control Name	Function Name
67	5.1.4.f Onboarding/Offboarding	Information Security
68	5.1.4.e Security Vetting	Information Security
69	5.1.4.d Vendor Compliance and Auditing Program	Information Security
70	5.1.4.c Vendor Non-Disclosure Agreement (NDA)	Information Security
71	5.1.4.b Supply Chain Assessment	Information Security
72	5.1.4.a Approved Vendor Standards	Information Security
73	4.9.5.g HVAC Monitoring	Information Security
74	4.9.5.f Leak Detection	Information Security
75	4.9.5.e Power Protection and Conditioning	Information Security
76	4.9.5.d Surveillance	Information Security
77	4.9.5.c Physical Tamper Protection	Information Security
78	4.9.5.b Fire Detection and Suppression	Information Security
79	4.9.5.a Access Monitoring/Logging	Information Security
80	4.9.4.e Visitor Management	Information Security
81	4.9.4.d Multi-Factor and Two-Person Integrity (TPI) Access Standards	Information Security
82	4.9.4.c Role-Based Access Control (RBAC)	Information Security
83	4.9.4.b Hardening	Information Security
84	4.9.4.a Key Control/Management	Information Security
85	4.8.5.j Security Incident and Event Monitoring (SIEM)	Information Security
86	4.8.5.i Web application firewall (WAF)	Information Security
87	4.8.5.h DNS security	Information Security
88	4.8.5.g Device Fingerprinting	Information Security
89	4.8.5.f Biometric Authentication	Information Security
90	4.8.5.e Privileged Access Management	Information Security
91	4.8.5.d DDoS Mitigation	Information Security

#	Control Name	Function Name
92	4.8.5.c Multi-Factor Authentication	Information Security
93	4.8.5.b Application Firewall	Information Security
94	4.8.5.a Fraud Detection/Prevention	Information Security
95	4.8.4.j Intersystem Connection Standards	Information Security
96	4.8.4.i Payment and Transaction Requirements	Information Security
97	4.8.4.h Data Integrity Monitoring	Information Security
98	4.8.4.g Data Security	Information Security
99	4.8.4.f Online Banking Requirements	Information Security
100	4.8.4.e Digital Wallet Requirements	Information Security
101	4.8.4.d Data Management	Information Security
102	4.8.4.c Mobile Application Standards	Information Security
103	4.8.4.b Hardening	Information Security
104	4.8.4.a End-User Identity Verification	Information Security
105	4.7.6.t Virtual private network	Information Security
106	4.7.6.s DNS security	Information Security
107	4.7.6.r Network Time Protocol (NTP)	Information Security
108	4.7.6.q Wireless Controller/WIDS	Information Security
109	4.7.6.p Encryption in Transit	Information Security
110	4.7.6.o URL Filter	Information Security
111	4.7.6.n Proxy/Reverse Proxy	Information Security
112	4.7.6.m Traffic Monitoring and Analysis	Information Security
113	4.7.6.l Network Data Loss Prevention (DLP)	Information Security
114	4.7.6.k Network Access Control	Information Security
115	4.7.6.j Network Intrusion Detection/Prevention System (NIDS/IPS)	Information Security
116	4.7.6.i Monitoring and Log Collection	Information Security

#	Control Name	Function Name
117	4.7.6.h Configuration Management	Information Security
118	4.7.6.g Network Management System	Information Security
119	4.7.6.f Deep Packet Inspection	Information Security
120	4.7.6.e Stateful Packet Filter	Information Security
121	4.7.6.d Secure Privileged Access	Information Security
122	4.7.6.c Jump Host	Information Security
123	4.7.6.b Network Segmentation	Information Security
124	4.7.4.d Network Hardening	Information Security
125	4.7.4.c Out-of-Band Management	Information Security
126	4.7.4.b Change Management	Information Security
127	4.7.4.a Telework Standards	Information Security
128	4.6.5.r Database activity monitoring	Information Security
129	4.6.5.q Sandboxing	Information Security
130	4.6.5.p Host Intrusion Detection/Prevention System (HIDS/HIPS)	Information Security
131	4.6.5.o File Encryption and Integrity Monitoring	Information Security
132	4.6.5.n Remote Tracking/Wiping	Information Security
133	4.6.5.m Mobile Device Manager (MDM)	Information Security
134	4.6.5.l Application Control/Allow-Listing	Information Security
135	4.6.5.k Authorized Use Monitoring	Information Security
136	4.6.5.j User Behavior Analytics (UBA)	Information Security
137	4.6.5.i Resource Monitoring	Information Security
138	4.6.5.h Host Data Loss Prevention	Information Security
139	4.6.5.g Host Firewall	Information Security
140	4.6.5.f Encryption at Rest	Information Security
141	4.6.5.e Log Collection	Information Security
142	4.6.5.d Compliance Agent	Information Security

#	Control Name	Function Name
143	4.6.5.c Endpoint Detection and Response (EDR)	Information Security
144	4.6.5.b Vulnerability Scanner	Information Security
145	4.6.5.a Asset Management Agent	Information Security
146	4.6.4.e Disposal	Information Security
147	4.6.4.d Hardening	Information Security
148	4.6.4.c Sourcing	Information Security
149	4.6.4.b Gold Image	Information Security
150	4.6.4.a Onboarding	Information Security
151	4.5.6.g DDoS Mitigation	Information Security
152	4.5.6.f Web Application Firewall	Information Security
153	4.5.6.e Application Firewall	Information Security
154	4.5.6.d Data Integrity and Protection	Information Security
155	4.5.6.c Source Code Management	Information Security
156	4.5.6.b Test and Development Platform	Information Security
157	4.5.6.a Verbose Application Logging	Information Security
158	4.5.4.g Application Supply Chain Management	Information Security
159	4.5.4.f Software Development Lifecycle (SDLC)	Information Security
160	4.5.4.e Application Architecture	Information Security
161	4.5.4.d Application Dependencies	Information Security
162	4.5.4.c Privilege Management	Information Security
163	4.5.4.b Hardening	Information Security
164	4.5.4.a Application Security Standards	Information Security
165	4.4.5.h Email Encryption/Authentication	Information Security
166	4.4.5.g Sandboxing	Information Security
167	4.4.5.f Outbound Compliance Filtering	Information Security
168	4.4.5.e Email Data Loss Prevention	Information Security

#	Control Name	Function Name
169	4.4.5.d Malware/Spam/Phishing Filtering	Information Security
170	4.4.5.c Relay Protection	Information Security
171	4.4.5.b Reputation Engine	Information Security
172	4.4.5.a Email Logging	Information Security
173	4.4.4.c Email Architecture	Information Security
174	4.4.4.b Hardening	Information Security
175	4.4.4.a Email Standard	Information Security
176	4.3.5.c Web Application Scanner	Information Security
177	4.3.5.b Vulnerability Management tool	Information Security
178	4.3.5.a Patch Management System	Information Security
179	4.3.4.c Testing Plan	Information Security
180	4.3.4.b Vulnerability Management Program	Information Security
181	4.3.4.a Patch Management Program	Information Security
182	4.2.5.e Data Storage System	Information Security
183	4.2.5.d Secure File Sharing	Information Security
184	4.2.5.c Data Integrity Monitoring	Information Security
185	4.2.5.b Data Loss Prevention (DLP)	Information Security
186	4.2.5.a Brand and Reputation Management	Information Security
187	4.2.4.d Reporting Requirements	Information Security
188	4.2.4.c Removable Storage Standards	Information Security
189	4.2.4.b Cryptographic Standards	Information Security
190	4.2.4.a Data Classification	Information Security
191	4.1.5.h Public Key Cryptography	Information Security
192	4.1.5.g Centralized Access Management	Information Security
193	4.1.5.f Service Account Management	Information Security
194	4.1.5.e Password Vaulting	Information Security



#	Control Name	Function Name
195	4.1.5.d Session Recording	Information Security
196	4.1.5.c Identity & Privileged Access Management tools	Information Security
197	4.1.5.b Authentication Logging	Information Security
198	4.1.5.a Multi-Factor Authentication	Information Security
199	4.1.4.e IAM Standards	Information Security
200	4.1.4.d Identity Federation	Information Security
201	4.1.4.c Access Compliance	Information Security
202	4.1.4.b Hardening	Information Security
203	4.1.4.a Onboarding/Offboarding	Information Security
204	3.4.5.b Threat Intelligence Platform (TIP)	Information Security
205	3.4.5.a Threat Intelligence Feeds	Information Security
206	3.4.4.e Operational Integration	Information Security
207	3.4.4.d Analysis and Reporting	Information Security
208	3.4.4.c Key Intelligence Questions	Information Security
209	3.4.4.b Priority Intelligence Requirements	Information Security
210	3.4.4.a Cyber Threat Profile	Information Security
211	3.3.5.e Security Orchestration, Automation and Response (SOAR)	Information Security
212	3.3.5.d EDR Integration	Information Security
213	3.3.5.c Correlation Rules and Use Cases	Information Security
214	3.3.5.b Centralized Log Management System	Information Security
215	3.3.5.a Security Incident and Event Management (SIEM)	Information Security
216	3.3.4.h Exercise Schedule	Information Security
217	3.3.4.g Threat Hunting	Information Security
218	3.3.4.f Playbooks	Information Security
219	3.3.4.e Penetration Testing	Information Security

#	Control Name	Function Name
220	3.3.4.d Operational Level Agreements (OLA)	Information Security
221	3.3.4.c Log Retention Standard	Information Security
222	3.3.4.b Verbose Logging Standard	Information Security
223	3.3.4.a 24x7x365 Staffing	Information Security
224	3.2.5.b Digital Forensics	Information Security
225	3.2.5.a Case Management System	Information Security
226	3.2.4.d Incident Response Plan	Information Security
227	3.2.4.c Exercise Schedule	Information Security
228	3.2.4.b Communications Plan	Information Security
229	3.2.4.a Malware Analysis	Information Security
230	3.1.5.b Knowledge Management System	Information Security
231	3.1.5.a Communications Systems	Information Security
232	3.1.4.d Escalation Matrix	Information Security
233	3.1.4.c Communications Plan	Information Security
234	3.1.4.b Incident Categorization	Information Security
235	3.1.4.a Incident Classification	Information Security
236	2.4.5.d honeypot	Information Security
237	2.4.5.c Isolated Case Management System	Information Security
238	2.4.5.b Advanced Forensics	Information Security
239	2.4.5.a User Behaviors Analytics (UBA)	Information Security
240	2.4.4.c Need-to-Know RBAC	Information Security
241	2.4.4.b Employee Risk Profiling	Information Security
242	2.4.4.a Legal/HR Collaboration	Information Security
243	2.3.5.b Backup System	Information Security
244	2.3.5.a High Availability System	Information Security
245	2.3.4.g Exercise Schedule	Information Security

#	Control Name	Function Name
246	2.3.4.f Business Impact Analysis (BIA)	Information Security
247	2.3.4.e Business Continuity Plan (BCP)	Information Security
248	2.3.4.d Disaster Recovery Plan (DRP)	Information Security
249	2.3.4.c Recovery Strategy	Information Security
250	2.3.4.b Backup and Retention Policy	Information Security
251	2.3.4.a Change Management Program	Information Security
252	2.2.5.b Asset Management Database	Information Security
253	2.2.5.a Configuration Management Database	Information Security
254	2.2.4.b Media Handling and Information Asset Classification	Information Security
255	2.2.4.a Asset management	Information Security
256	2.1.5.a Governance, Risk, and Compliance (GRC) System	Information Security
257	2.1.4.d Risk Classification	Information Security
258	2.1.4.c Risk Monitoring and Risk Register	Information Security
259	2.1.4.b Formal Risk Management Program	Information Security
260	2.1.4.a Risk Committee	Information Security
261	1.4.5.b Phishing Awareness	Information Security
262	1.4.5.a Learning Management System (LMS)	Information Security
263	1.4.4.c Metrics	Information Security
264	1.4.4.c Metrics	Function 2
265	1.4.4.c Metrics	Information Security
266	1.4.4.c Metrics	Information Security
267	1.4.4.b Role-Based Training Plan	Information Security
268	1.4.4.a Formalized Security Awareness Program	Information Security
269	1.3.5.a Governance, Risk, and Compliance (GRC) System	Information Security

#	Control Name	Function Name
270	1.3.4.d Regulatory Alignment	Information Security
271	1.3.4.c Reporting Requirements	Information Security
272	1.3.4.b Self-Assessment	Information Security
273	1.3.4.a Audit and Compliance Program	Information Security
274	1.2.5.a Policy Management System of Record	Information Security
275	1.2.4.c Policy Training and Acceptance	Information Security
276	1.2.4.b Critical Policy Coverage	Information Security
277	1.2.4.a Policy Management	Information Security
278	1.1.4.e Operations and Execution Validation	Information Security
279	1.1.4.d Mission, Vision, and Goals	Information Security
280	1.1.4.c Documented Strategic Objectives	Information Security
281	1.1.4.b Defined Roles and Responsibilities (RACI)	Information Security
282	1.1.4.a Leadership Advocacy	Information Security
283	Manual reconciliation using the reports sent from the provider as no transactions done through our system	Insurance
284	بشكل صحيح على سجل الحضور والانصراف. كل شهر والتأكد من تداول المفاتيح والاختام يقوم مدير الوحدة بمراجعة السجل	Microfinance
285	الخاص والافراد في راسمال مصرفنا شهريا به نسبة مساهمة المال العام و القطاع باعداد البيان الشهري للبنك المركزي موضحا يقوم الموظف	Investor Relations
286	ذات القيمة لعدم شيوع المسئولية عن حفظ هذه السجلات و المستندات يجب تحديد شخص مسئول	Microfinance
287	مستوفاه و واضحه (المبلغ التاريخ.....الخ) ان تكون جميع بيانات ايصالات توريد النقدية يجب	Microfinance
288	مبدأ الرقابة المزدوجة (Maker & Checker) بقوائم الحظر (أفراد وشركات) وتطبيق يجب التأكد من عدم إدراج العميل والكفيل	Microfinance

#	Control Name	Function Name
289	+ تفويض حضور اعضاء مجلس الادارة تفويض للحضور فى حال الشخص الاعتبارى فى حال الحضور بدلا عن مساهم اخر او تجميد ارصدة + توكيل رسمى للحضور للجمعية على ان يقدم المساهم شهادة حضور الجمعية .ويتم حضور المساهمين الذى قاموا بتجميد ارصدتهم بغرض بالارصدة المجمدة وهى خاصة بالمساهمين مساهمين من شركة مصر المقاصة قائمة يتم طلب قائمة	Investor Relations
290	هئية الرقابه المالية بالبنك الاهلى المصرى القوائم المالية ويتم تحويله الى حساب من اجمالى الإيرادات الربع سنوية طبقا لارقام رسم التطوير على أساس 2 في الالف يتم حساب	Investor Relations
291	موظفي الوحدة ولا يقبل صور من العميل. من عدم تزويرها، ويتم تصويرها بمعرفة اصول المستندات من العميل وفحصها والتأكد يتم تقديم	Microfinance
292	الحكومية المختصة فى حالة إمكان ذلك صحة المستندات من خلال الرجوع للجهات ، بالإضافة إلى العمل على التحقق من من خلال الفحص الدقيق لمستندات الملكية يتم تفادى ذلك	Legal
293	ارصدة + تفويض للحضور عن مساهم اخر على ان يقدم المساهم شهادة تجميد المصرية .ويتم حضور المساهمين للجمعية مستوفاة لهئية الرقابة المالية وهئية البورصة لعقد الجمعية الا بعد تسليم القوائم المالية الجمعية ب21 يوم على الأقل ولايجوز الدعوة مجلس الإدارة والقوائم المالية السنويه قبل قبل شهر من انعقادها ويتم نشر تقرير يتم الدعوة للجمعية	Investor Relations
294	يتم التحديث بشكل دورى	Investor Relations
295	الجهات ذات الصلة ( شركة مصر المقاصة ) البيانات بكل دقة طبقا للبيانات الواردة من يتم الالتزام باعداد ومراجعة	Investor Relations
296	المصرية و قبل بداية جلسة تداول اليوم الجوهرية قبل التصريح عنها بالصحف الادارة بموافاة البورصة المصرية بالاحداث فور الانتهاء من انعقاد المجلس و تقوم يتم الافصاح	Investor Relations
297	الرقابية بموعد انعقاد الجمعية وفقا للقانون الجمعية بجريدين رسميتين / ابلاغ الجهات للجمعية العامة / يقوم بالاعلان عن عقد يتم اعداد الاجراءات اللازمة	Investor Relations
298	وجود سياسات واضحة ومفهومة ومعتمدة، يتعين	Microfinance

#	Control Name	Function Name
299	الخبرة في مجالات التمويل متناهي الصغر. مديري الوحدات والمديرين الاقليميين واصحاب عقد حلقات نقاشية بالوحدات تحت اشرف التدريب العملي داخل الوحدات عن طريق العاملين على كل ما هو جديد عن طريق يتعين تدريب	Microfinance
300	قد تم الموافقة عليها من الادارات المختصة اقساطها او اعدام المديونيات الخاصة بها ان جميع الحالات التي تم جدولتها او تاجيل يتعين التأكد من	Microfinance
301	التحصيل أو في يوم العمل التالي على الأكثر من العملاء يتم توريدها في نفس يوم التأكد من أن جميع المبالغ التي تم تحصيلها يتعين	Microfinance
302	دفع رسم اشتراك سنوي بقيمة 7500 جم النشر السنوي / شركة مصر المقاصة يتم 500 الف جم سنويا + 10000 جم مقابل المصرية يتم سداد رسم قيد سنوي ويبلغ مقابل الخدمات السنويه / هيئة البورصة الرقابة المالية يتم دفع 25000 جم سنوي هيئة	Investor Relations
303	من خلال المراجعة الثنائية (عمل - روجع). الصغيرة أو على شبكة البنك المركزي العملاء سواء على قاعدة بيانات التمويلات مراجعة عملية ربط	Microfinance
304	المال وكذلك التسلسل التاريخي للمعاملات. للتأكد من صحة نسب توزيع الأرباح ورأس مراجعة عقود التمويلات الموقعة من العميل	Microfinance
305	جميع الإيصالات المستخدمة قد تم توريدها في دفاتر الباحثين يوميا والتأكد من أن مراجعة الإيصالات غير المستخدمة	Microfinance
306	الرمزي مع تقرير العملاء فوق حد الاقرار من نظام التمويلات الصغيرة بالرقم مراجعة الإقرارات الشهرية المستخرجة	Microfinance
307	نهاية كل فترة مالية (31/3 - 30/6 - 30/9) القوائم المالية خلال 45 علي الاكثر من تاريخ انتهاء السنة المالية 31/12 لابد ان ترسل و ذلك في خلال 90 يوم علي الاكثر من تاريخ قبل اعتمادها من الجمعية العامة العادية تقوم الادارة بارسال القوائم السنوية	Investor Relations
308	بداية جلسة تداول اليوم التالي علي الاكثر مناقشة مجلس الادارة للقوائم المالية و قبل الاعمال مقارنة بالفترة السابقة فور انتهاء الحسابات يتم ارسال بيان معتمد باهم نتائج و الدورية التي لم يصدر بشأنها تقرير مراقب في حالة القوائم المالية السنوية	Investor Relations

#	Control Name	Function Name
309	أحد شركات التحصيل المتعاقد معها البنك القضائية ضد العميل وكفيله وتحويله إلى الودية مع العميل يتم اتخاذ الاجراءات عند استنفاد كافة الاجراءات	Microfinance
310	لنسختي المفاتيح طوال فترة عمله بالوحدة عدم استلام شخص واحد	Microfinance
311	أو اعتماد أية معاملات أثناء قيامهم بإجازات. من عدم قيام الزملاء المذكورين بإدخال ومطابقته مع سجل الحضور والانصراف والتأكد في ايام اجازات Makers & Checkers رقم (13) السداد من اختصاصات Checker طباعة تقرير	Microfinance
312	نسخه ويحتفظ مدير الوحدة بالنسخة الثانية عنها كل باحث من نسختين، ويسلم الباحث والتي تحتوي على العملاء المسئول طباعة اجندات التحصيل الخاصة بالباحثين	Microfinance
313	من وجود عقود حراسة على تلك المقارات ومقارات منفصلة عن فروع البنك والتأكد وحدات التمويلات الصغيرة التي لها مداخل حصر جميع	Microfinance
314	الأمر لذلك مع عرض مبررات هذا التعديل. تعديل بنودها إذا تطلب	Microfinance
315	الفصل بين الاختصاصات (العمل و المراجعة) تطبيق مبدأ	Microfinance
316	في حالة فقد أو تلف المفاتيح والاختتام تطبيق الاجراءات المعتمدة	Microfinance
317	من تسجيل الرقم الرمزي بشكل صحيح المراجعة الثنائية من الوحدات للتأكد	Microfinance
318	مع قطاع الموارد البشرية لمواجهة هذا الخطر التنسيق	Legal
319	الوقت القانوني للرد والرد بشكل صحيح . توخى الدقة والاسراع بالرد لعدم تضيع المختصه بالحجوز بالادارة القانونيه بضرورة صيانه الحسابات – افراد وشركات – والادارة التنبيه على الفروع وأدارة	Legal
320	من المختص طبقا لصلاحياته قبل الصرف. التأكد من اعتماد المصروفات	Microfinance
321	التمويل ,الاقارات, العقود,الكفاله التضامنيه) استيفاء الدمغه على جميع النماذج ( طلب التاكيد على	Microfinance

#	Control Name	Function Name
322	<p>بأستيفاء كل من الختم و البصمة الخاصين يجيدون القراءة و الكتابة أو العملاء المكفوفين الموظف المختص فى حالة العملاء الذين لا للاسم على الختم المحفوظ التأكد من قيام و مطابقا لمستند تحقيق الشخصية ومطابقا أن يكون الأسم الموجود على الخاتم واضحا منها على نموذج التوقيع بالعميل ، على للبد اليمنى أو اليسرى التى تم أخذ البصمة بالبنك. ويجب أستيفاء بصمة أصبع الأبهام بالعميل. صورته لدى نموذج التوقيع المحفوظ اخلاء مسئولية البنك عن فقد الختم الخاص بنظام العمل، ويتعين أيضا استيفاء ختم اقارب العميل نفسه) كتابة الأقرار الموجود المرافق بصحبه العميل (ويفضل ان يكون من و كذا مراعاة أن يقوم</p>	Microfinance
323	<p>بالاستعلام الخارجى على تقرير الاستعلام كم يتم التأكد من وجود خاتم الشركة الخاصة و التقارير الائتمانية و الاستعلام الخارجى لاحق لجميع التواريخ المسجلة بالنماذج و يكون تاريخ الموافقة الائتمانية و اللجنة يسبق تاريخ الاقرار تواريخ التقارير الائتمانية مذكرة التمويل 0000 الخ ) و على ان اقرارات العميل - الايرادات و المصروفات ( نماذج استعلام الوحدة- اعرف عميلك طلب التمويل سابق لجميع النماذج الاخرى المسجلة على النماذج على ان يكون تاريخ التأكد من صلاحية التواريخ</p>	Microfinance
324	<p>فور استلام مصرفنا له وذلك باتباع الاتى :- والتحفظات المختص. الاسراع بتنفيذ الحجز كافة الحجز التى تسلم لهم لموظف الحجز على الفروع وادارة البريد بالاسراع بتسليم الحجز والتحفظات فور استلامها. أ- التنبيه التنبيه على موظف الحجز المختص بتنفيذ ب-</p>	Legal
325	<p>مدير الوحدة لحركة التداول في السجل. اعتماد</p>	Microfinance
326	<p>استيفاء التوقيعات على عملية التداول فور</p>	Microfinance
327	<p>While replied email should be send to legal by the Unit Head personally or team leader as the 3rd eye</p>	Corporate Account Opening
328	<p>we hired a multinational brokergae firm that revisited all our insurnace polcies and identified the gaps and mitigated the risks</p>	Insurance
329	<p>VPN activiated, alternative locations are ready</p>	BCM
330	<p>Verifying business confirmation on monthly regulatory reports .</p>	IT
331	<p>Validate printed Pins against customer request Daily system log review versus customers requests</p>	AMC



#	Control Name	Function Name
332	Upon receipt of the transaction related documents its being reviewed before processing in order to make sure that it meets all requirements then the transaction is processed on a maker / checker bases also they make sure that the transaction is processed	Trade Finance
333	Upon receipt of the required approvals & having the core banking system updated with it, Trade unit proceed with the transaction on a maker / checker bases.	Trade Finance
334	Updating the list of Special Tariff as Set Up with the Core system G12 against the approved/applied list of customers with special charges , notification mail from cash management and RM to be sent to checks processing unit staff to identify new clients having special commission or any updates for clients already enjoying special commission	Clearing
335	Updated product catalogue training / Inductions	Liability Products
336	Updated and complete BCM plan is available with the unit. BCM tool is kept updated.	Consumer Credit Policy
337	Update unit process manual when needed	Retail Fraud Risk
338	Unit head reviews the security matrix provided by user access team to ensure granting the access to the delegated staff on quarterly basis	Corporate Account Opening
339	undertaking from the customer and NDA from the company should be included in agreement	Insurance
340	Transactions doc's are lodged in a fire & theft proof cabinet in ADIB Capital	ADIB Capital
341	Transactions are executed in accordance to the CBE circulars under maker and checker control.	Corporate Communication
342	Transactions are executed in accordance to the CBE circulars under maker and checker control.	Call Center
343	Transactions are executed in accordance to the CBE circulars under maker and checker control.	Swift

#	Control Name	Function Name
344	Training plan is to be prepared and sent yearly to HR to have the training quarterly plan for team members	Premises
345	Trade is required to make a monthly proof on monthly bases	Trade Finance
346	There is IT program and project management methodology process & Project review meetings	IT
347	There is IT committee composed of executive, IT charter policy , IT org chart and job description	IT
348	There are authentication and authorization mechanisms, such as passwords, tokens or digital signatures, for enforcing access rights according to the sensitivity and criticality of information Ensure that all users (internal, external and temporary) and their activity on IT systems are identifiable.	Information Security
349	Then Sharia department sends the Testimony to the finance department, who in turn deliver it to the CBE.	Shariaa
350	The unit prepares annual capacity plans based on the business projections and booking volumes. The hiring in the unit is based on the approved capacity plans.	Consumer Credit Initiation
351	The tests are carried out in compliance with the tests plan based on communication test plan	BCM
352	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.	Aswan
353	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.	Assiut Saad Zagloul

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354	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
355	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
356	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.	Arabela
357	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.	Assiut Gomhoria
358	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.	Alexandria Fouad St.
359	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.	6 Of October
360	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.	Farskour

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361	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.	Fakous
362	The Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cash for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents.	Emad El-Din
363	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.	Fayoum
364	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.	Garden City
365	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.	Heliopolis Andalos
366	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.	Haram
367	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.	Helwan

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368	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.	Heliopolis Meryland
369	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
370	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
371	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
372	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
373	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.	Damietta
374	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.	Elborsa

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375	The Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cash for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents.	El-Shams Club
376	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.	Dokki
377	The Teller implemented the sanction screening required data through SAS system which checked by the Operation Officer or Head Cash for the pending alerts, the business communicated with the branch for calling the customer for providing the support documents.	El Manial
378	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.	Miami
379	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.	Mohandessein
380	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.	Mansoura
381	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.	Menia Kornish

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382	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.	Mall Of Egypt
383	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.	Maadi
384	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.	Maadi 9 St
385	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.	Mahalla ElKobra
386	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.	Madinty
387	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.	Luxour
388	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.	Louran

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389	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.	Lebanon
390	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.	Lagoun
391	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.	Kafr Sakar
392	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.	Hurghada
393	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.	Kafr El Shiekh
394	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.	Ismailia
395	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.	Korba



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396	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.	Salah Salem
397	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.	Roushdy
398	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.	Qeuna
399	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.	Rehab
400	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.	Sawah
401	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.	Shebin El Kom
402	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.	Sheikh Zayed

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403	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.	Sheraton
404	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.	Shobra
405	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.	Opera
406	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.	Obour city
407	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.	Port Said
408	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.	October Plaza
409	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.	Qalioub

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410	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.	New Cairo
411	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.	Nasr City
412	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.	Mostafa El-Nahas
413	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.	Mokatam
414	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.	Sohag Nasser City
415	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.	Sohag Nile St.
416	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.	Tanta - AlGeish

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417	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.	Zahraa EL Maadi
418	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.	Smouha
419	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.	Sodic
420	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.	Shooting Club
421	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.	Shobra El khima
422	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.	Zakazik Awkaff Buil.
423	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.	Thawra

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424	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.	Zakazik Galla St.
425	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.	Zamalek
426	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.	10th of Ramadan
427	The tawaroq concentration ratio shall be monitored periodically and a report following it up is submitted to the Shari'a board.	Shariaa
428	The Sharia department will report to the Sharia board periodically to highlight the usage of the alternative structure for treasury bills and bonds.	Shariaa
429	The Sharia department will negotiate and explain to the clients all Sharia requirements to ensure proper understanding.	Shariaa
430	The Sharia department will involve other departments such as operation and documentation to control executing transactions by Sharia approval.	Shariaa
431	The Shari'a department should review contracts, forms, and the system setup, relevant charges, or commissions from the Shari'a perspective.	Shariaa
432	The Sharia department reviews any kind of contract with external parties that is not standard to assure its compliance with Sharia regulations and Sharia Board resolutions.	Shariaa
433	The Sharia department has communicated guidelines to concerned parties in the Finance department.	Shariaa

#	Control Name	Function Name
434	The Sharia department aids Sharia Audit in preparing Sharia Audit reports on ADIB financial statements upon which the Sharia Board issues its yearly Sharia Testimony regarding ADIB compliance with Sharia Board resolutions and requirements.	Shariaa
435	The recovery plan is prepared by the provisions officer and checked by the provisions head, then approved by the CRO, BRC and BOD respectively.	Capital and Provision Management
436	The procurement dept. contacts the business owner before expiry of the vendor's contract by 3 months, and ask them to fill the score card and the vendor assessment.	Procurement
437	The payable unit in the Finance department shall follow the below: -general charity account will be excluded from any debiting transactions since it includes dormant amounts, checks, inheritance, and other barked amounts. - A record should be kept and updated with all amounts credited to this GL.	Shariaa
438	The payable unit in the Finance department shall follow the below: -Collection expenses shall not exceed 50% of a department contribution to the Charity GL. SBR (2/1/2019-1) -Expenses shall not be paid to collection agencies before Sharia Board/ department approval (2/2/2016-1). -Any reversal request must be linked to the amount credited to Charity GL by the same department. -general charity account will be excluded from any debiting transactions since it includes dormant amounts, checks, inheritance, and other barked amounts.	Shariaa
439	The Internal Regulations officer uploads the manual / procedures on the portal, the Internal Regulations Head checks the uploaded manual / procedure to ensure that it is the latest version.	Organization
440	The Internal Regulations officer conducts a meeting with the process owner to discuss the process. After initiating the Procedure / manual, the Internal regulations head reviews the Procedure / manual, then obtains the process owner's approval. The Procedure / manual is then circulated to the control functions for final review.	Organization

#	Control Name	Function Name
441	The ICAAP report is prepared by provisions officer and checked by the provisions head, then reviewed by the CRO, BRC and BOD respectively.	Capital and Provision Management
442	The essential processes are covered by recovery solutions- in order to restore some of PCs, laptops with in same time in order to calculate the time to determine all machines will take how many hrs	BCM
443	The entrance/exit points within facilities and buildings housing physical IT assets are controlled to prevent unauthorized access, theft, or concealment of unauthorized items.	Security
444	The entrance/exit points within facilities and buildings housing physical IT assets are controlled to prevent unauthorized access, theft, or concealment of unauthorized items.	Security
445	The corrective actions plan determined from previous tests is taken into account	BCM
446	The Cash Back Product head has the authority to refund up to EGP 1000 to customers subject to Sharia criteria.	Shariaa
447	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Assiut Saad Zagloul
448	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Aswan
449	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Azhar
450	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Banha
451	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	6 Of October

#	Control Name	Function Name
452	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Alexandria Fouad St.
453	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Assiut Gomhoria
454	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Arabela
455	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Farskour
456	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Emad El-Din
457	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Fakous
458	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Garden City
459	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Fayoum
460	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Heliopolis Meryland
461	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Helwan
462	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Haram
463	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Heliopolis Andalos



#	Control Name	Function Name
464	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	El Manial
465	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Dokki
466	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	El-Shams Club
467	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Elborsa
468	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Damietta
469	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Damanhour
470	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	CFC
471	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Bani Sweif
472	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Belbais
473	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Mokatam
474	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Mostafa El-Nahas
475	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Nasr City

#	Control Name	Function Name
476	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	New Cairo
477	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Qalioub
478	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Port Said
479	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	October Plaza
480	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Obour city
481	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Opera
482	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Shobra
483	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Sheraton
484	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Sheikh Zayed
485	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Shebin El Kom
486	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Sawah
487	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Rehab

#	Control Name	Function Name
488	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Qeuna
489	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Roushdy
490	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Salah Salem
491	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Korba
492	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Ismailia
493	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Kafr El Shiekh
494	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Kafr Sakar
495	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Hurghada
496	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Lagoun
497	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Lebanon
498	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Louran
499	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Luxour

#	Control Name	Function Name
500	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Mall Of Egypt
501	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Madinty
502	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Mahalla ElKobra
503	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Maadi 9 St
504	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Maadi
505	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Menia Kornish
506	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Mansoura
507	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Mohandessein
508	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Miami
509	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	10th of Ramadan
510	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Zamalek
511	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Zakazik Galla St.

#	Control Name	Function Name
512	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Zakazik Awkaff Buil.
513	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Shobra El khima
514	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Shooting Club
515	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Sodic
516	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Smouha
517	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Zahraa EL Maadi
518	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Thawra
519	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Tanta - AlGeish
520	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Sohag Nile St.
521	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.	Sohag Nasser City
522	The bank's personnel and other stakeholders are made aware of potential threats to the bank's information assets and taught how to avoid situations that might put such assets at risk.	Security

#	Control Name	Function Name
523	The bank's equipment supporting security systems is regularly maintained to minimize the wear of components that can cause a failure at an inopportune time.	Security
524	test all location main and backup sites	BCM
525	Tax officer is calculating all types of tax and Tax unit head is reviewing and submitting the payments and assessed provisions to financial controller for approval	Finance
526	Tax officer is calculating all types of tax and Tax unit head is reviewing and submitting the payments and assessed provisions to financial controller for approval	Finance
527	Tax officer is calculating all types of tax and Tax unit head is reviewing and submitting the payments and assessed provisions to financial controller for approval	Finance
528	Tax officer is calculating all types of tax and Tax unit head is reviewing and submitting the payments and assessed provisions to financial controller for approval	Finance
529	Tax officer is calculating all types of tax and Tax unit head is reviewing and submitting the payments and assessed provisions to financial controller for approval	Finance
530	Tax officer is calculating all types of tax and Tax unit head is reviewing and submitting the payments and assessed provisions to financial controller for approval	Finance
531	Tax officer is calculating all types of tax and Tax unit head is reviewing and submitting the payments and assessed provisions to financial controller for approval	Finance
532	Tax calculations are automated on Oracle system. and incase of change in parameters, it should be processed from the vendor and assessed from HR Information system manager and HR head of operations.	Human Resources

#	Control Name	Function Name
533	Target Market is properly approved on annual basis by the risk committee as per policy guidelines to ensure proper renewal in place enclosing business strategy TM/RAC, based on stress testing, performance assessment and monitoring.	Corporate Credit Risk
534	Talent Review model is in place and being implemented	Human Resources
535	System performance issues should be reported immediately to IT in order to take required action	Consumer Credit Initiation
536	System of procedures are made and followed by P&E; department members that insure the easy workflow of action being made, and are in continues update and following instruction being given by the Process improvement department.	Premises
537	Sustainable finance policy as mandated by CBE.	Sustainability
538	Sustainability head checks the environmental permit and the IFC checklist received via email from the credit risk, before approving financing the client.	Sustainability
539	Stamps are recorded in a register once received, and dispatched same day to the designated dept/branch. Then once delivered to the branch/dept., and email is sent to the concerned dept. with the stamp copy on the register. The concerned dept. then confirms that it is the stamp ordered.	Procurement
540	SLAs with ADIB-EG departments providing services to ADIB Capital such as finance, Audit, Agency credit control , Operation...etc. should be in place	ADIB Capital
541	SLAs available with all interacting units as applicable.	Consumer Credit Initiation
542	-SLA Agreements should be reviewed on annual basis to avoid any bottle necks in business flow (SLA should govern corporate team relation with other concerned parties as Trade /Clearing/Credit Admin./Credit documentation/Legal)	Wholesale Banking

#	Control Name	Function Name
543	Signatures on all type of documents should be verified & contains clear signatures with its powers, Limits & signatures numbers.	Check Printing Unit
544	Signature circular are distributed to other banks and the I SCORE system is updated.	Check Printing Unit
545	Sharia, Finance and IT are working to change the accounting mechanism to show the actual Charity amount collected, not accruals.	Shariaa
546	Shari'a department should review financing structures regarding the relevant and applied Shari'a Board resolutions.	Shariaa
547	Shari'a boards issue fatwas as per the International Fiqh assembly resolutions and in light of the agreed upon and generally accepted Shari'a principles as per Sharia Board internal regulation that governs its roles and responsibilities. ADIB Sharia Board issues a fatwa upon studying their previous resolutions to ensure consistency and to meet business needs while maintaining Sharia compliance.	Shariaa
548	-Shares custody must be kept on fire proof capinat & should be dual custody - Shares inventory at lease annual	Direct Investments
549	Separate GL for each related party and FRU manger is preforming Monthly proofing with related parties finance team of all transactions and balances that approved by FRU head.	Finance
550	Sending all covenants & events of defaults to ADIB Capital / ADIB Risk for review & testing before communicating such to participant banks . Monitoring of client payment terms & conditions performed by maker & checker & communicating to participant bank in timely manner.	Credit Control Documentation
551	send questioner in order to make sure about OEA bcp plane, their scope durining crises mode,...etc in addition provide us evidence of test plan , bcp test, contingance plan.. Etc	BCM
552	Send form 2 to social insurance office on a yearly basis	Human Resources



#	Control Name	Function Name
553	Revoke and clean undesired RMAs with no business relation as per FI department monthly.	Swift
554	re-visiting capacity plan and to be approved	Liability Products
555	Reviewing that the cash P&P have been segregated in different versions , we worked on the issuance of 1 consolidated P&P; manual that clarifies & includes all the business progress in full details.	Cash and Central Vault
556	Reviewing international spend transactions on a customer level	Cards Products
557	Reviewing all Returned checks on daily basis, Scanning for returned checks and dishonor slip took place , Notifying branches with clearing returned/ Trade Bills Mails through report sent to branches on daily basis with confirmation Email and finally reconciling clearing GL to match with CBE GL,	Clearing
558	Review the support contracts in place against planned SLA, define (outdates SLA, soon to outdate, unbudgeted by needed)	IT
559	Review the MIS report for delinquent accounts within the month and send them to the cards operations to block and review mail confirmation that they have all been blocked with correct block code according to their delinquency stage.	Collections
560	Review the initiated product and ensure having stakeholders approvals	Liability Products
561	review selling scripts - Mistry shopping to branches - training sessions to bank staff on referral script - review customer file 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 to handle his complaint -customer is referred back to the insurance provider HO to raise his concerns	Insurance
562	review RTS reasons and report to Business Planning Team to consider in payout calculation	Cards Products

#	Control Name	Function Name
563	Review profitability per product to ensure the product is profitable	Assets Products
564	Review of syndication documents as per approved Term sheet by Maker/ Checker	Credit Control Documentation
565	Review of documents provided by customer for granting system access. Matrix is reviewed by maker/checker at CADDC side.	Corporate Account Opening
566	Review of documents provided by customer for granting system access.	Corporate Account Opening
567	Review of documents provided by customer for activation . documents reviewed by maker/checker at CADDC side. (system support maker and checker for activation process as account doesn't activated on system unless checker verified against presented documents )	Corporate Account Opening
568	Review FRMU Users system access	Retail Fraud Risk
569	Review compliance with all FRA Rules & Regulations	ADIB Capital
570	Review compliance with all CBE Rules & Regulations;,, including the following : 1-Financing rules & regulations ( CBE section 3&4)	Corporate Credit Risk
571	Returned Cards 5- Sudden check on returned cards custody & shredding memo by Quality unit head	Cards Operations
572	Report the receiving documents from postal department to stakeholder in order to inform the related customer accordingly. Reconcile the existing documents with stakeholders on montly basis.	Trade Finance
573	Regularly review exceptional resolutions before their expiration date to get the Shari'a Board decision on either renewal, replacement, or ceasing the execution of this resolution.	Shariaa
574	Regular visits are conducted from the maintenance service providers to check the alarm systems, fire detectors, CCTV as per the SLA agreement.	Branches HUB Control

#	Control Name	Function Name
575	Regular updating to the concerned parties with the cancellation or issuance of bank notes / Registered the circulation of the new editions of GBP & collection of old versions to enable stopping their public circulation.	Cash and Central Vault
576	Regular security testing from external and internal to verify flaws are not accessible or used. No Direct access on the servers the users are log in through CITRIX and F5 is directing the login session to the available server as a load balancer . Servers are highly protected against external cyber attacks Some applications is accessed through Citrix by Internal users.	Information Security
577	Regular review of Application Access Control via DB queries and screenshots	Information Security
578	Reconcile with all units (LC, LG, TBO, Remittance) by sending a full report with all messages IN/OUT in end of day.	Swift
579	raise a legal action for all customers who met the legal dunning criteria.	Collections
580	Process map is implemented by the Development officer and reviewed by the development team leader. Then circulated to the stakeholders and control functions for final review.	Organization
581	Procedures/Policies in place and updated.	Wholesale Banking
582	Prepare capacity plan and to be approved	Cards Products
583	Preform three way match as AP officer matching PO with invoice and receiving note and reviewed by AP manger.	Finance
584	Preform three way match as AP officer matching PO with invoice and receiving note and reviewed by AP manger.	Finance
585	Preform three way match as AP officer matching PO with invoice and receiving note and reviewed by AP manger.	Finance
586	posting all PDCs received from branches on Daltex without any exceptions, Cancelling Daily log	Clearing
587	Physical security risk that the bank's security procedures are complained	Security

#	Control Name	Function Name
588	Physical and environmental security within the Bank is effectively managed in accordance with business requirements, governing laws and local ordinances.	Security
589	Physical access control " existing allowed access for all DC users& Role of each user "	IT
590	Periodically review to all the used spreadsheets to include :• Input Control : reconciled with the source of data by a seniority level in the department. • Version Control: approved version of spreadsheets are used. • Calculation testing: the spreadsheet formulas to be tested and any changes to be approved from Finance side. • Protected spreadsheet	SME Risk
591	Periodically review to all the used spreadsheets to include :• Input Control : reconciled with the source of data by a seniority level in the department.	Swift
592	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	SMEs Business
593	Periodically review to all the used spreadsheets to include : 1- Input Control : reconciled with the source of data by a seniority level in the department. 2- Version Control: approved version of spreadsheets are used. 3- Calculation testing: the spreadsheet formulas to be tested and any changes to be approved from Finance side. 4- Protected spreadsheet	Organization
594	Periodically review to all the used spreadsheets to include : 1- Input Control : reconciled with the source of data by a seniority level in the department. 2- Version Control: approved version of spreadsheets are used. 3- Calculation testing: the spreadsheet formulas to be tested and any changes to be approved from Finance side. 4- Protected spreadsheet.	Call Center

#	Control Name	Function Name
595	Periodically review to all the used spreadsheets to include : 1- Input Control : reconciled with the source of data by a seniority level in the department. 2- Version Control: approved version of spreadsheets are used. 3- Calculation testing: the spreadsheet formulas to be tested and any changes to be approved from Finance side. 4- Protected spreadsheet.	Corporate Communication
596	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	Treasury
597	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	Treasury Middle Office
598	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	Shariaa
599	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	Retail Fraud Risk

#	Control Name	Function Name
600	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	Procurement
601	Periodically review to all the used spreadsheets to include : • Input Control : reconciled with the source of data by a seniority level in the department. • Version Control: approved version of spreadsheets are used. • Calculation testing: the spreadsheet formulas to be tested and any changes to be approved from Finance side. • Protected spreadsheet	Premises
602	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	Marketing
603	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	Human Resources
604	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	Direct Investments

#	Control Name	Function Name
605	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	Deposit Special Handling
606	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	Credit Information
607	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	Credit Control Documentation
608	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	Credit Admin
609	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	Corporate Account Opening

#	Control Name	Function Name
610	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	Consumer Operations
611	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	Consumer Credit Policy
612	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	Consumer Credit Initiation
613	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	Complaints and Customer Rights
614	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	Clearing



#	Control Name	Function Name
615	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	CFOD
616	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	Cash and Central Vault
617	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
618	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	Branches Quality
619	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	Branches HUB Control

#	Control Name	Function Name
620	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	BCM
621	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	AMC
622	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
623	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
624	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	Treasury Back Office

#	Control Name	Function Name
625	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
626	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	Remittance
627	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	CSU
628	Periodically review to all the used spreadsheets	Retail Service Quality
629	Periodic market scan highlighting key competitive advantages and market share	Assets Products
630	PDCs position is updated manually through the central clearing unit second day of delivering checks to branches. Preferable for PDCs to be on automated system to avoid any human errors.	Wholesale Banking
631	P&E; prepared a list with full data and inspection reports that were made by the P&E; engineers, where they collected data and copies of contracts from legal. We matched our list with the regional managers, and coordinated it with all involved departments (legal, Admin, Consumer & recovery). After the coordination took place we have shared it on a folder on the bank's system to be accessible to all involved departments.	Premises

#	Control Name	Function Name
632	out source companies not complying to physical & environmental	Security
633	Ops staff are kept updated with their roles & responsibilities.	Microfinance
634	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Menia Kornish
635	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Mansoura
636	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Miami
637	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Mohandessein
638	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Mall Of Egypt
639	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Madinty

#	Control Name	Function Name
640	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Mahalla ElKobra
641	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Maadi
642	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Maadi 9 St
643	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Louran
644	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Luxour
645	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Lagoun
646	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Lebanon

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647	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Kafr El Shiekh
648	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Hurghada
649	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Korba
650	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Kafr Sakar
651	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Ismailia
652	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Sheraton
653	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Shobra

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654	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Shebin El Kom
655	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Sawah
656	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Sheikh Zayed
657	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Salah Salem
658	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Roushdy
659	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Qeuna
660	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Rehab

#	Control Name	Function Name
661	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Mokatam
662	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Mostafa El-Nahas
663	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Obour city
664	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	New Cairo
665	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Nasr City
666	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Opera
667	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	October Plaza



#	Control Name	Function Name
668	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Port Said
669	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Qalioub
670	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Aswan
671	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Assiut Saad Zagloul
672	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Bani Sweif
673	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Banha
674	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Azhar

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675	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Arabela
676	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Assiut Gomhoria
677	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	6 Of October
678	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Alexandria Fouad St.
679	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Dokki
680	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	El Manial
681	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Elborsa

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682	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	El-Shams Club
683	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Belbais
684	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	CFC
685	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Damanhour
686	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Damietta
687	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Heliopolis Meryland
688	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Helwan

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689	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Heliopolis Andalos
690	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Haram
691	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Farskour
692	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Emad El-Din
693	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Fakous
694	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Fayoum
695	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Garden City

#	Control Name	Function Name
696	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Zamalek
697	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	10th of Ramadan
698	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Zakazik Awkaff Buil.
699	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Zakazik Galla St.
700	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Sohag Nasser City
701	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Tanta - AlGeish
702	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Sohag Nile St.

#	Control Name	Function Name
703	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Thawra
704	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Zahraa EL Maadi
705	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Shooting Club
706	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Shobra El khima
707	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Smouha
708	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming احتيايا يقوم مدير العمليات بمراجعة التالي: مرات يوميا والتأكد من عدم تركيب إي اجهزة التأكد من فحص ماكينة الصراف الآلى ثلاث -1	Sodic
709	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- اجهزة الانذار	Menia Kornish
710	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- اجهزة الانذار	Mansoura

#	Control Name	Function Name
711	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Miami
712	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Mohandessein
713	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Mall Of Egypt
714	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Mahalla ElKobra
715	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Madinty
716	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Maadi
717	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Maadi 9 St
718	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Louran
719	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Luxour
720	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Lagoun
721	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Lebanon
722	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Kafr El Shiekh

#	Control Name	Function Name
723	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Ismailia
724	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Hurghada
725	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Korba
726	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Kafr Sakar
727	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Sheraton
728	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Shobra
729	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Shebin El Kom
730	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Sheikh Zayed
731	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Salah Salem
732	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Sawah
733	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Roushdy
734	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Qeuna



#	Control Name	Function Name
735	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Rehab
736	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Mokatam
737	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Mostafa El-Nahas
738	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Obour city
739	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	New Cairo
740	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Nasr City
741	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Opera
742	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	October Plaza
743	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Port Said
744	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Qalioub
745	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Aswan
746	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Assiut Saad Zagloul

#	Control Name	Function Name
747	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Bani Sweif
748	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Banha
749	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Azhar
750	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Arabela
751	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Assiut Gomhoria
752	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	6 Of October
753	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Alexandria Fouad St.
754	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Dokki
755	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	El Manial
756	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Elborsa
757	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	El-Shams Club
758	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Belbais

#	Control Name	Function Name
759	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	CFC
760	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Damanhour
761	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Damietta
762	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Heliopolis Meryland
763	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Helwan
764	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Heliopolis Andalos
765	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Haram
766	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Farskour
767	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Emad El-Din
768	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Fakous
769	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Fayoum
770	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Garden City

#	Control Name	Function Name
771	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Zamalek
772	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Zakazik Awkaff Buil.
773	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	10th of Ramadan
774	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Zakazik Galla St.
775	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Sohag Nasser City
776	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Tanta - AlGeish
777	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Sohag Nile St.
778	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Thawra
779	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Zahraa EL Maadi
780	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Shooting Club
781	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Shobra El khima
782	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار	Smouha

#	Control Name	Function Name
783	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكد من اجهزة الانذار -	Sodic
784	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Sodic
785	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Smouha
786	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Shobra El khima
787	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Shooting Club
788	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Zahraa EL Maadi
789	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	10th of Ramadan
790	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Thawra
791	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Sohag Nile St.

#	Control Name	Function Name
792	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Tanta - AlGeish
793	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Sohag Nasser City
794	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Zakazik Galla St.
795	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Zakazik Awkaff Buil.
796	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Zamalek
797	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Garden City
798	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Fayoum
799	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Fakous

#	Control Name	Function Name
800	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Emad El-Din
801	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Farskour
802	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Haram
803	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Heliopolis Andalos
804	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Helwan
805	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Heliopolis Meryland
806	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Damietta
807	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Damanhour

#	Control Name	Function Name
808	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	CFC
809	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Belbais
810	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	El-Shams Club
811	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Elborsa
812	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	El Manial
813	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Dokki
814	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Alexandria Fouad St.
815	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	6 Of October



#	Control Name	Function Name
816	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Assiut Gomhoria
817	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Arabela
818	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Azhar
819	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Banha
820	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Bani Sweif
821	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Assiut Saad Zagloul
822	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Aswan
823	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Qalioub

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824	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Port Said
825	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	October Plaza
826	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Opera
827	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Nasr City
828	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	New Cairo
829	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Obour city
830	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Mostafa El-Nahas
831	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Mokatam

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832	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Rehab
833	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Qeuna
834	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Roushdy
835	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Sawah
836	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Salah Salem
837	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Sheikh Zayed
838	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Shebin El Kom
839	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Shobra

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840	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Sheraton
841	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Kafr Sakar
842	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Korba
843	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Hurghada
844	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Ismailia
845	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Kafr El Shiekh
846	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Lebanon
847	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Lagoun

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848	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Luxour
849	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Louran
850	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Maadi 9 St
851	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Maadi
852	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Madinty
853	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Mahalla ElKobra
854	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Mall Of Egypt
855	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Mohandessein

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856	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Miami
857	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Mansoura
858	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف من تطبيق السياسات والاجراءات و خصم العملاء بمراجعة سجل خزائن العملاء للتأكد يقوم كلا من مدير العمليات ومدير خدمة	Menia Kornish
859	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Sodic
860	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	10th of Ramadan
861	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Smouha
862	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Shobra El khima
863	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Shooting Club
864	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Zahraa EL Maadi

#	Control Name	Function Name
865	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Thawra
866	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Sohag Nile St.
867	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Tanta - AlGeish
868	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Sohag Nasser City
869	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Zakazik Galla St.
870	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Zakazik Awkaff Buil.
871	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Zamalek
872	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Garden City
873	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Fayoum
874	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Fakous

#	Control Name	Function Name
875	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Emad El-Din
876	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Farskour
877	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Haram
878	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Heliopolis Andalos
879	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Helwan
880	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Heliopolis Maryland
881	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Damietta
882	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Damanhour
883	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	CFC
884	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Belbais



#	Control Name	Function Name
885	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	El-Shams Club
886	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Elborsa
887	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	El Manial
888	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Dokki
889	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Alexandria Fouad St.
890	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	6 Of October
891	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Assiut Gomhoria
892	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Arabela
893	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Azhar
894	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Banha

#	Control Name	Function Name
895	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Bani Sweif
896	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Assiut Saad Zagloul
897	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Aswan
898	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Qalioub
899	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Port Said
900	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	October Plaza
901	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Opera
902	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Nasr City
903	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	New Cairo
904	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Obour city

#	Control Name	Function Name
905	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Mostafa El-Nahas
906	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Mokatam
907	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Rehab
908	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Qeuna
909	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Roushdy
910	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Sawah
911	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Salah Salem
912	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Sheikh Zayed
913	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Shebin El Kom
914	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Shobra

#	Control Name	Function Name
915	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Sheraton
916	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Kafr Sakar
917	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Korba
918	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Hurghada
919	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Ismailia
920	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Kafr El Shiekh
921	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Lebanon
922	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Lagoun
923	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Luxour
924	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Louran

#	Control Name	Function Name
925	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Maadi 9 St
926	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Maadi
927	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Madinty
928	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Mahalla ElKobra
929	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Mall Of Egypt
930	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Mohandessein
931	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Miami
932	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Mansoura
933	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. بالتأكد من التالي: الى متوفى يقوم مدير العمليات ومدير الفرع 1- تغيير حاله الحساب	Menia Kornish
934	Ongoing review CBE, FRA websites and other regulatory bodies to ensure receiving all regulations	Compliance

#	Control Name	Function Name
935	Once Business owner obtain CBE approval for new product/ service or CEO approval for creating new function ,The Internal Regulations officer conducts a meeting with the concerned functions to start drafting the Procedure / manual, the Internal Regulations head reviews the Procedure / manual, then obtaining the concerned functions' confirmation and circulated to the control functions for review and approval.	Organization
936	On monthly basis there is a expiry report issued from Credit documents dept. team including list of Expired financing documents and documents and upcoming expires sent to RM for feedback and action in addition activation stopped on the system on expiry date of documents .	Credit Control Documentation
937	New structure of file server ensure that the access rights are modified by business owner FIM (file integrity monitoring) monitoring of the new shared folders post fact. Old file server is out of information security scope for review or monitoring. IT responsibility to migrate the old shared folder to the new structure.	Information Security
938	New ideas are reviewed by the development officer and then circulated to the related stakeholders and obtain their approval before going live.	Organization
939	Network Advanced persistent threat (APT ) Solution implemented , (APT) is a well-resourced adversary engaged in sophisticated malicious cyber activity that is targeted and aimed at prolonged network/system intrusion. Threat Intelligence platform that is integrated with all security gateways to prevent malicious actors.	Information Security
940	Monthly review of the compliance updates folder on the portal for departmental related CBE circulations then ensure communication with all team members	Complaints and Customer Rights
941	Monthly review of the compliance updates folder on the portal for departmental related CBE circulations then ensure communication with all related teams . على الموقع المخصص . التي يتم نشرها بمعرفة إدارة الالتزام ينعين الاطلاع على جميع التعليمات	Microfinance

#	Control Name	Function Name
942	Monthly review of the compliance updates folder on the portal for departmental related CBE circulations then ensure communication with all related teams	RMU
943	Monthly review of the compliance updates folder on the portal for departmental related CBE circulations then ensure communication with all related teams	Branches Logistics Unit
944	Monthly review of the compliance updates folder on the portal for departmental related CBE circulations then ensure communication with all related teams	Cards Operations
945	Monthly review is being conducted to the executed transfers to taxes, health insurance and labor office to ensure the correctness and no delay	Human Resources
946	Monthly reconciliation between Tax senior officer and HR payroll manager to ensure no difference between two calculations which is according to Formal and timely SLA	Finance
947	Monthly reconciliation between Tax senior officer and HR payroll manager to ensure no difference between two calculations which is according to Formal and timely SLA	Finance
948	Monthly preventive maintenance visits and inspections made by contractors while coordinating with both the Security department and Branch manager with the P&E.;	Premises
949	Monthly monitoring of Risk appetite limits by provisions officer and checked by provisions head , in case of breaches detected, the breaches are reported to ALCO.	Capital and Provision Management
950	Monthly monitoring of Recovery plan indicators by provisions officer and checked by the provisions head to ensure that all figures are within the accepted threshold, in case of breaches detected, the breaches then reported to ALCO.	Capital and Provision Management
951	Monthly monitoring of Complaints handled by CHU to identify proper root-cause to take the right actionability	Retail Service Quality

#	Control Name	Function Name
952	Monitoring of projects plans on regular basis and escalation of any delay.	Retail Service Quality
953	Monitoring DC/DR facilities/components.	IT
954	Monitoring customer feedback across the mobile banking app through the link survey that appears in the pop message once they out of the application.	Retail Service Quality
955	Market Risk manager Review the daily overnight FX postion and ensure adherence the regulatory limits to be reviewed from market risk head	Market Risk
956	Market Risk Manager reports LCY & FCY Gap and finance to deposits, actual Gap and Treasury investments positions on a weekly basis to Market risk Head for review	Market Risk
957	Market Risk Manager reports breaches of daily limits ( Dealer limits, Intraday, FX Over night position, SE position, FWD and liquidity ratios)to Treasury head, Risk head, Treasury team and CAD team on daily basis to regulate the said breaches through coreective action plan	Market Risk
958	Market Risk Manager prepare reports of VaR (FX,T-Bills & T-Bonds) & MTM which reviewed by Market Risk Head, results and breaches reports to Treasury team, Risk head and Treasurer on weekly basis.	Market Risk
959	Market Risk Manager prepare Monthly Maturity Ladder report and ensure it's compliance with regulatory limits and report it to be reviewed from market risk head and then to be sent to finance department	Market Risk
960	Market Risk manager monitor daily liquidity and reserve ratios report which is being extracted from Finance Dept. & TMO Dept. to ensure that the ratios are in compliance with CBE rules and Checked by Market risk head	Market Risk
961	Market risk Manager generate reports contain breaches of management limits, EAR, EVE, Liquidity Gap and top depositors limits and communicated to Market Risk Head for final review then send all reports to ALCO committee	Market Risk



#	Control Name	Function Name
962	Market Risk Manager generate reports concerning the Liquidity gap and to be reviewed from Market Risk Head to be sent ALM unit on weekly basis	Market Risk
963	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
964	Manual patch management process is in place however Process is not properly enforced Patch management KRI will be added to the process, to highlight the critical and high vulnerabilities.	Information Security
965	Manual Observation by comparing between the physical checks and the data entered by clearing unit and that any error in data entry is reported to EGITService desk team for rectification by mail with close follow up till receiving correction reply, issue will be finished	Clearing
966	Making the electronic archiving project that will insure the presence of all necessary documents that are sent and/or received between P&E; and any other department or Service provide	Premises
967	Making guidelines for the image of ADIB branches to be a reference to all employees in the P&E; department to maintain the same look and feel for renovated and constructed premises of the bank.	Premises
968	Maker checker mechanism should be strictly implemented. A check point must be established and daily reconciliation must be performed. This is consequently resulting into proper provision calculations that should be following IFRS 9 rules	RMU
969	Maker / checker from business Side maker review the case and the price	Liability Products
970	make sure to distribute masks, or washable Masks ,sanitizers, and gloves	BCM
971	Main & backup sites are using different sources of power & communications & the distance is about more than 35 KM.	BCM

#	Control Name	Function Name
972	List of Users who can implement changes to the production environment indicate the User ID, name and designation of the User	IT
973	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
974	Investment manager communicate with external advisor to prepare studies for fair value	Direct Investments
975	Investment manager & head of investments should review action and process related to liquidation	Direct Investments
976	Inventory is place with for tokens custody. Tokens are sent to authorized customers by courier and excel sheet is received from courier company with delivery of the tokens . Tokens are kept in fire proof cabinets. Default password is provided to customer through welcome letter accompanied by token. in case of soft token the customer choose password by himself while download application on activation process steps.	Corporate Account Opening
977	Internal Regulations head review and approve the Procedures / Manual / Policy , then circulate the approval from the concerned committee (Operational risk- Compliance - Sharia- info.security)	Organization
978	Integrate and Monitor Application Logs with SIEM Manual review of application audit logs reports done by IAM team for non-Integrated services.	Information Security
979	insurance invoices is reviewed and performed by operations team , mortgage product team only to approve deducting from cost center, appraisal fees invoices to be delivered from mortgage support sales coordinators to product team to issue the invoice and to be delivered to account payable team	Mortgage Product
980	initiation and updated the liabilities procedures	Liability Products

#	Control Name	Function Name
981	Information security policies cycle for update starts in Q3 of each year and is communicated to the policy stakeholder by Q4 of the year with summary of changes when applicable 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 policies	Information Security
982	Information Security awareness is ongoing program with defined plan for the program ,Conduct regular information security training for employees and stakeholders. The budget allocated from Information security ,O/T & marketing budget . Information Security KPIs have been developed Face to face information security workshops, induction to new hires Using induction Sessions , Learning management system ( LMS ) & Phishing simulator supports raising business users awareness against live forms of phishing trends and other social engineering methods , beside customized short courses for each Department Covers all bank departments to achieve competency	Information Security
983	Indicia details which updated on BSA are be verified and evidence of this verification available on the RIM opening from CADC on maker/checker basis	Corporate Account Opening
984	Implement DAM Database activity monitoring solution to monitor all bank DBs	Information Security
985	ICD staff are aware & complying with the Bank's Clean Desk Policy. Also, last employee to leave the office makes sure the clean desk policy is applied properly.	Internal Control
986	IAM team is controlling the process by 1- Ensuring that the proper approval by division/department head are obtained on ITSM system before providing approval 2- New Joiners announcement provide from HR side	Information Security
987	HR payment officer applied the overtime scheme as per the received overtime register from relevant stakeholders via emails and the register is included in the payroll payments on Oracle system and validated by HR staff payment and governmental relations Manager.	Human Resources

#	Control Name	Function Name
988	HR operations officer updates the last working day of resigned employees and reviewed by HR staff payment governmental relations Manager on Oracle system to ensure accurate final payment processing.	Human Resources
989	HR Operations officer applies the decisions communicated from disciplinary committee secretary on Oracle system and being reviewed by HR staff payment governmental relations Manager.	Human Resources
990	Hiring plan in place and managed by HR team with regular update from Senior HR Business Partner, Human Resources and IT Heads	IT
991	Hiring documents are uploaded on Taleo after obtaining all the required approvals and signing the offer from Head of HR or his designee	Human Resources
992	Highlighting any pending issue from either of the related parties on spot & providing the required recommendation	Cash and Central Vault
993	Health Insurance exemption process is done on annual basis by and delivered to the concerned authorities	Human Resources
994	Head Of product approval before circulating to front liners to launch any new product/program/scheme . Risk approval before the launch	Mortgage Product
995	Head of Human resouces and Organisation obtains approvals from remuneration committee through minutes of meeting, the Scheme is approved for ceos and CODRs details operations review the final approved sheet received from com and ben	Human Resources
996	Head of Human resouces and Organisation obtains approvals from remuneration committee through minutes of meeting, the Scheme is approved for ceos and CODRs details operations review the final approved sheet received from com and ben	Human Resources
997	Having job description for the existing staff and new hiring	Marketing
998	Have a clear research objectives / scope / questions to be answered through	Retail Service Quality

#	Control Name	Function Name
999	GL owner must fill documented form of Name , nature , mapping of any GL and form must be signed by Financial control head for accuracy and mapping.	Finance
1000	Get backup schedule and restore frequency of below services • PHX • FP • G12 • IBS • SWIFT • SUNGARD • BO • TRADWINDS	IT
1001	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
1002	Full/intensive inspection by legal department to be applied on each location to avoid such high risk to occur on each of the new location, making sure of the Legibility and authorization levels of the contractual documents to avoid any possible risk to have difficulties that would delay /suspend the project's progress	Premises
1003	full job descriptions and defined roles and responsibilities are made and regularly revises for P&E; staff	Premises
1004	FRU team leader is performing the settlement entries against memo and customer position and al related data , FRU head is reviewing .	Finance
1005	FRU Manager is recording the legal provision based on assessment received form legal department , FRU head is reviewing the entries against Legal department study.	Finance
1006	FRU Manager is preparing ADIB Group Pack mapped against approved pack template. FRU head is reviewing and submitting	Finance
1007	FRU manager is performing reconciliation between output file and portfolio GLs of trail balance and confirming to risk team, ensure to material deviation from stages YTD covering ratios and ask for justifications , if any	Finance
1008	FRU manager is performing reconciliation between interfaces systems and Trail Balance GLs , FRU head approving the reconciliation.	Finance

#	Control Name	Function Name
1009	FRU manager is performing reconciliation between input file and portfolio GLs of the trail balance and confirming to risk team.	Finance
1010	FRU Head is to Ensure adequate Financial statements disclosure by reviewing against disclosure checklist.	Finance
1011	FRU deliverables are in form of pdf which is not editable.	Finance
1012	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 3. Close follow up with ITS on all open issues to get the max. support possible "we got letter from the vendor (ITS) to ensure that the application will be supported for next 5 years"	IT
1013	For Head office projects, Working on making a yearly plan. For Branches projects, naming areas that banks are willing to extend in before the beginning of every new year and determine the number of branches required to open and also to obtain the necessary approvals from senior management.	Premises
1014	For all FCY payments , expenditure control manger is requesting FX rate from treasury team to perform the transactions , while FCY balances are reveled on daily basis by core system.	Finance
1015	Fixed assets register is prepared and updated along with depreciation calculation by AP manger and reviewed by AP head.	Finance
1016	Fixed assets register is prepared and updated along with depreciation calculation by AP manger and reviewed by AP head.	Finance
1017	Finance will report PCM quarterly and Sharia audit will review and report to Sharia board quarterly and whenever requested.	Shariaa
1018	Extracting Daily transaction history reviewed by AP head.	Finance
1019	Extract list of terminated users and valdiate related actions	IT

#	Control Name	Function Name
1020	Extract list of services incidents and check process compliance	IT
1021	Extract list of requests and validate related approvals	IT
1022	Extract list of requests and validate related approvals	IT
1023	Expenditure control Manager is reconciling between the approved MEP ( Major Expenditure proposal) and the accounting treatment and AP head is approving .	Finance
1024	Expenditure control Manager is reconciling between the approved MEP ( Major Expenditure proposal) and the accounting treatment and AP head is approving .	Finance
1025	Evacuation plan tested successfully and BCP implemented successfully several times.	RMU
1026	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Alexandria Fouad St.
1027	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	6 Of October
1028	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Assiut Gomhoria
1029	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Arabela
1030	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Aswan
1031	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Assiut Saad Zaghloul
1032	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Azhar

#	Control Name	Function Name
1033	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Banha
1034	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Bani Sweif
1035	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Dokki
1036	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	El Manial
1037	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	El-Shams Club
1038	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Elborsa
1039	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Damietta
1040	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Damanhour
1041	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	CFC
1042	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Belbais
1043	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Farskour
1044	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Fakous



#	Control Name	Function Name
1045	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Emad El-Din
1046	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Garden City
1047	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Fayoum
1048	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Heliopolis Andalos
1049	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Haram
1050	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Heliopolis Maryland
1051	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Helwan
1052	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Mall Of Egypt
1053	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Madinty
1054	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Mahalla ElKobra
1055	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Maadi 9 St
1056	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Maadi

#	Control Name	Function Name
1057	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Menia Kornish
1058	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Mansoura
1059	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Mohandessein
1060	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Miami
1061	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Lebanon
1062	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Lagoun
1063	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Luxour
1064	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Louran
1065	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Kafr Sakar
1066	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Korba
1067	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Hurghada
1068	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Ismailia

#	Control Name	Function Name
1069	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Kafr El Shiekh
1070	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Nasr City
1071	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	New Cairo
1072	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Obour city
1073	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Mokatam
1074	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Mostafa El-Nahas
1075	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Qalioub
1076	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Port Said
1077	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	October Plaza
1078	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Opera
1079	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Sheraton
1080	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Shobra

#	Control Name	Function Name
1081	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Sheikh Zayed
1082	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Shebin El Kom
1083	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Rehab
1084	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Qeuna
1085	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Roushdy
1086	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Sawah
1087	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Salah Salem
1088	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Zamalek
1089	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Zakazik Galla St.
1090	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Zakazik Awkaff Buil.
1091	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	10th of Ramadan
1092	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح وتم اختبار خطة الإخلاء بنجاح وتم	Sodic

#	Control Name	Function Name
1093	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح تم اختبار خطة الإخلاء بنجاح وتم	Smouha
1094	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح تم اختبار خطة الإخلاء بنجاح وتم	Shobra El khima
1095	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح تم اختبار خطة الإخلاء بنجاح وتم	Shooting Club
1096	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح تم اختبار خطة الإخلاء بنجاح وتم	Zahraa EL Maadi
1097	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح تم اختبار خطة الإخلاء بنجاح وتم	Thawra
1098	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح تم اختبار خطة الإخلاء بنجاح وتم	Sohag Nile St.
1099	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح تم اختبار خطة الإخلاء بنجاح وتم	Tanta - AlGeish
1100	Evacuation plan tested successfully and BCP implemented successfully several times تنفيذ خطة الإخلاء عدة مرات بنجاح تم اختبار خطة الإخلاء بنجاح وتم	Sohag Nasser City
1101	Evacuation plan tested successfully and BCP implemented successfully several times	Microfinance
1102	Evacuation plan tested successfully and BCP implemented successfully several times	Collections
1103	Evacuation plan tested successfully and BCP implemented successfully several times	Cards Operations
1104	Evacuation plan tested successfully and BCP implemented successfully several times	Branches Regional Operation
1105	Evacuation plan tested successfully and BCP implemented successfully several times	Branches Quality

#	Control Name	Function Name
1106	Evacuation plan tested successfully and BCP implemented successfully several times	Branches HUB Control
1107	Evacuation plan tested successfully and BCP implemented successfully several times	AMC
1108	Evacuation plan tested successfully and BCP implemented successfully several times	Complaints and Customer Rights
1109	Evacuation plan is tested successfully implemented successfully. BCP complies to corporate and regulatory standards.	Procurement
1110	Escrow agreement in place to be renew annually	IT
1111	Escalation matrix is in place and followed strictly. meeting with the agents to facilitate closure of pending cases exceeded SLA.	Complaints and Customer Rights
1112	ensuring testing quarterly to ensure efficiency of CSU plan	CSU
1113	Ensure verification guidelines are followed: Two mandatory questions: full customer name and ID last four digits and 3 obligatory questions (Last payment/transaction r and/or account specific information.(e.g.Last deposit, last transaction, etc.)/ home branch /card limit /card expiry date / phone number	Call Center
1114	Ensure that the reporting is reported properly to Iscore	Retail Fraud Risk
1115	Ensure that our signatures record are matched with the received circulars and up to date.	Check Printing Unit
1116	Ensure that optimal operating conditions exist for IT systems, equipment, and supporting components to minimize damage to or loss of bank assets.	Security
1117	Ensure that optimal operating conditions exist for IT systems, equipment and supporting components to minimize damage to or loss of bank assets.	Security
1118	Ensure that Job descriptions are in place and acknowledged by the respective staff	Cash and Central Vault

#	Control Name	Function Name
1119	Ensure that customers are contacted and their queries are correctly answered within the agreed upon service level	Call Center
1120	Ensure that all users applications are active	Call Center
1121	Ensure that all system features are working smoothly	Retail Fraud Risk
1122	Ensure that all functions are prepared by maker and checker ,	CFOD
1123	Ensure that all eligible customers are getting charged with the monthly statement fees	Cards Products
1124	Ensure that all processes in place and properly communicated -Ensure properly approved & communicated SLA between concerned departments. - Checker ensure that checkbook is issued on the correct account # & name with the requested number of leafs. - Keeping the checks in fire proof cabinets to avoid financial losses. - Unit Head ensure prompt circulation of all P&P; and related updates to staff to inform them with any updates, in addition that Inhouse trainings are conducting through the printing center.	Check Printing Unit
1125	Ensure that agents performance is recorded in the score card	Call Center
1126	Ensure that 100% of the compliance / AML concerned staff , are compliance and AML Trained , also ensure training is provided frequently and not only once to ensure awareness of all updates.	Compliance
1127	Ensure proper follow up from MIS Head to submit reports on a timely manner.	Capital and Provision Management
1128	Ensure proper communication , guidance & training to all concerned staff members , so as to have required knowledge to stand of their required performance standards .	CFOD
1129	Ensure Evacuation plan has been tested successfully implemented successfully & that there is a current Continuity of Business (COB) Plan which obeys corporate standards.	SME Risk

#	Control Name	Function Name
1130	Ensure evacuation plan has been tested successfully implemented successfully & that there is a current Continuity of Business (COB) Plan which obeys corporate standards.	Credit Control Documentation
1131	Ensure evacuation plan had been tested successfully, implemented successfully and that there is a current continuity of business (COB) plan which obeys corporate standards.	Insurance
1132	Ensure evacuated plan has been tested successfully implemented successfully & that there is a current Continuity of Business (COB) Plan which obeys corporate standards.	Check Printing Unit
1133	Ensure evacuated plan has been tested successfully implemented successfully & that there is a current Continuity of Business (COB) Plan which obeys corporate standards.	CFOD
1134	Ensure all the complaints and retention requests are logged on CRM for tracking and resolution.	Call Center
1135	Ensure all procedures/Policies are updated and approved All functions are communicated by the agreed SLA	CSU
1136	Ensure all policies and processes are updated, reviewed and approved periodically.	Capital and Provision Management
1137	Ensure activation guidelines are followed , and all buy and sell metal details are mentioned during the activation call.	Call Center
1138	Ensure accurate follow up upon Maker /Checker level. New CBE instruction related to Max.amount Outward CKs for corporate client accounts mentioned in CBE list dealing with Major Goods not exceeding USD \$30,000.00 per client per day , open limit for Retail clients . All process are handled through Head Office without any Branch input	Clearing
1139	Ensure abidding to the CBE regulations through the daily transactions, under maker checker control (Officer and Team leader)	Wholesale Banking
1140	Ensure abidding to the CBE regulations through the daily transactions, under maker checker control (Officer and Team leader)	Procurement



#	Control Name	Function Name
1141	Ensure that all processes in place and properly communicated. - Ensure properly approved and communicated SLA between concerned departments.	Insurance
1142	Enhanced processes are reviewed by the development officer and then circulated to the related stakeholders and control functions to obtain their approval before submission	Organization
1143	Employees salaries and bank account details are updated by HR operations officer and details sheets are checked by HR staff payment and governmental relations Manager on Oracle system for new joiners/ existing staff based on employees physical files and obtained appropriate approvals.	Human Resources
1144	Employee File Management Process is in place and being applied	Human Resources
1145	Duties are segregated	Marketing
1146	Dual custody of tokens kept under CADC custody.	Corporate Account Opening
1147	Dual control is applied by maker and checker on regulatory system	Credit Information
1148	Dual Communication Links from different providers.	IT
1149	Disaster Recovery site readiness	IT
1150	Direct investment officer should follow up and ensure that affiliates profit shares transferred to finance dep. For allocation	Direct Investments
1151	Direct investment officer designate BOD members to sector head based on approved criteria and as per law 159 & 125	Direct Investments
1152	Direct Debit Account Linkage 1- Dual control through G12 system generated reports review versus customers' requests versus PRIME in addition to system advice per transaction	Cards Operations
1153	Develop a detailed outline of the department manual, including policies, procedures, processes, and related documents	Cards Products

#	Control Name	Function Name
1154	Develop IT strategy or IT plan (3-5 years) that is formally approved at an appropriate level	IT
1155	Detailed work procedures for every function performed in the department should be in place	ADIB Capital
1156	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 roles & responsibilities.	Corporate Credit Risk
1157	Department head ensures proper segregation of duties & independency of functions to ensure preventing fraud/losses.	Corporate Credit Risk
1158	Department head assigns maker and checker on setup in order to ensure accurate Setup. Weekly post-booking monitoring on maker & checker basis for hurdle compliance to ensure proper escalation of any breaches if any; worth noting that treasury and trade perform pre-booking testing of hurdle compliance prior transaction booking.	Corporate Credit Risk
1159	database backup policy guarantee minimal data loss if any corruption. Database online replicated to DR	Digital Banking
1160	Data Backup and Replication.	IT
1161	Data Analytics insights & recommendations reviewed by Data Analytics Manager, Head of Organization & Head of HR & Organization.	Organization
1162	Daily follow up from Regional Ops team with branches until closing all the findings .	Branches Regional Operation
1163	Daily core banking system log report review versus card management issuance report	AMC
1164	Daily control reports for phoenix users reviewed by the checkers (Hold & release report , Edit Rim Report ,Dormant & restriction report)	AMC
1165	Customers' documents (Signed contracts & Cheques) are safe kept under dual custody by Consumer Operations ensuring full segregation of duties	DSU

#	Control Name	Function Name
1166	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
1167	Critical IT systems and equipment are protected from damage caused by environmental hazards.	Security
1168	Credit policies & procedures is approved by ADIB board of directors whenever needed and followed by all stakeholders; department heads along with maker & checker to ensure full compliance throughout the credit cycle.	Corporate Credit Risk
1169	Credit due diligence should be performed and in line with policy requirements: 1. Validate all components of the credit approval package were completed as appropriate.	Corporate Credit Risk
1170	Creating a new routing rule called (to be investigation ) so in case of any message the existing routing rules doesn't apply on it will go to this queue and automatically will alert us with pop-up message that there is a message on investigation queue have to check. for NACK (Creating queue with name Delivery notification NAKs any message with flag NAK send it directly to this queue with pop-up notification and send a copy to concern department)	Swift
1171	Corporate Governance Unit Head (his replacement) reviews bank's portal to verify sharing all new / updated laws and regulations with all staff members and review regulatory sites	Compliance
1172	Coordination with the business and top management to know a yearly plan and the expansion plan for the upcoming years to set a proper capacity plan for the department and different divisions.	Premises
1173	Contracts, Prospectuses, and documents of investment funds and syndications should be reviewed by the Shari'a department to ensure its Shari'a compliance.	Shariaa
1174	contingency plan are performed	BCM
1175	contact crisis mangment team in order to make sure that all contact updated in addtion send awareness to crisis team	BCM

#	Control Name	Function Name
1176	consolidate all the received CBE circulars to ensure implementation	Liability Products
1177	Conduct sufficient fraud awareness training to the eligible population	Retail Fraud Risk
1178	Conduct sample review of training certification records and refresher training records based on any policy/product amendments.	Cash and Central Vault
1179	Conduct evacuation plan test periodically and BCP implementation	Corporate Communication
1180	conduct call tree test for coordinator and backup coordinator in addition send confirmation email to Seniors regarding call tree	BCM
1181	conduct annual BCP test in order to test backup data center	BCM
1182	Concerned units are closely monitoring the rectification dates with a follow up by ICD with respective units for closing the open items on or before the agreed target dates. An XL file is being prepared to includes the full action plan for control and monitoring purposes.	Internal Control
1183	Complaints escalation matrix is in place and effective	DSU
1184	Comparing between physical checks received and the data entered through branch by Clearing unit took place in order to rectify any wrong data by notifying the branch through Email and following up the feedback before EOD	Clearing
1185	Collections system access is restricted and approved based on the role of the employee.	Collections
1186	Collection expenses should be settled yearly to reduce any chances of overdrawn charity accounts	Shariaa
1187	Close monitoring for new staff took place through team leader in order to provide the new comers with good quality of training ,beside the job description and designations letters prepared and signed through staff performing the duties	Clearing

#	Control Name	Function Name
1188	Clients' inquiries recived by e-mail ,must be sent from the pre designated email address as defined by client in the e-mail and fax/MIFT Indemnity.Clients' inquiries reieved by phone , must be recived by the pre designated person which is judged by the ongoing relation with the client and general practice .	CSU
1189	Clear designations are in place to segregate duties maintained within the unit	RMU
1190	Clear designations are in place to segregate duties maintained within the unit	Microfinance
1191	Clear designations are in place to segregate duties maintained within the unit	Collections
1192	Classified exposures (performing) are properly monitored and that better and worse classification triggers are in place as per Classification Process For the classifiable portfolio, the below ORR Grid will apply: From DPD 31- to 90 ORR 7 (Classified) From DPD 91- to 120 ORR 8 From DPD 120- to 180 ORR 9 From DPD 180+ ORR 10 classification is done automatically by CAD once DPD is reached. Classification may also take place when an adverse situation occurs like EW signal or any other negative incident	RMU
1193	circulation performed to front liners with approved criteria after head of product approval	Mortgage Product
1194	Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation.	Capital and Provision Management
1195	Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation.	Sustainability
1196	Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation	SME Risk
1197	Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation	Remittance

#	Control Name	Function Name
1198	Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation	Cards Products
1199	Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation	Direct Investments
1200	Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation	CSU
1201	Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation	Remittance
1202	Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation	Retail Service Quality
1203	Checklist in place detailing all the steps needed to launch any new product/program/scheme.	Assets Products
1204	checking card offer applied after issuance	Cards Products
1205	checking & monitoring for the manually process that is performed by business and branches	Compliance
1206	Check with BCP the evacuation plan for call center	Marketing
1207	Check whether updated BC plan is available with the unit and reflect latest required data. Check the Testing results to ensure testing was done in the last 12 months at least once.	Cash and Central Vault
1208	Check RPO/RTO for SPOF of critical Services at the DR test "if any"	IT
1209	Check list in place with the list of reports and date to be executed.	Credit Information

#	Control Name	Function Name
1210	CBS system handle registration side (system support maker and checker as access doesn't reflect on system unless checker verified against presented documents and in case any wrong data checker return case to maker again to reset with correct data.Default password is provided to customer through authomatic e-mail sent once checker approved the creation process. and to ensure segregation of duties Tokens are recieved through E Finanace team by conducting site visit to the customer after creation done	Corporate Account Opening
1211	CBE requirements and comments are addressed once received within two working days.	Shariaa
1212	CBE limit reviewed on daily basis	Branches Regional Operation
1213	CBE instructions and related circulars should by distributed to all concerned staff to ensure that Credit approvals are done in accordance to them	SME Risk
1214	Cards Delivery 1- Segregation of cards & PINs delivery couriers	Cards Operations
1215	Cards Delivery 5- In case of failure or delay to meet the SLA financial penalties are applied	Cards Operations
1216	Cards Delivery 4- Reconcailation between cards & PINs delivery couriers to ensure both are delivered to the clients meeting service standards	Cards Operations
1217	Cards Delivery 3- Qulaity unit monitoring the outsourced services performace in accordance to SLA	Cards Operations
1218	Cards Delivery 2- Printing & dispatching is outsourced through Masreya	Cards Operations
1219	Capacity planning exercise is conducted monthly and updated with actual figures of last month and reviewed by collections Head to access capacity for each team to decide moves and working plan for the month.	Collections
1220	Capacity plan should be prepared. Ensure proper training and guidance to all staff members so as to have required knowledge to meet the required performance standards	Procurement

#	Control Name	Function Name
1221	Capacity plan should be prepared taking into consideration staff annual leaves - Ensure proper communication , guidance & training to all concerned staff members , as to have the required knowledge to meet performance standards	Compliance
1222	Capacity plan is prepared by head of mortgage based on business sales assumptions taking into consideration annual leaves / approved P&P; is circulated to all staff to ensure proper data is communicated / training and sent yearly to HR	Mortgage Product
1223	Capacity plan is prepared based on business sales assumptions taking into consideration annual leaves / approved P&P; is circulated to all staff to ensure proper data is communicated / training and guiding staff by passing the required knowledge to stand of their required performance standards	RMU
1224	Capacity plan is prepared based on business sales assumptions taking into consideration annual leaves / approved P&P; is circulated to all staff to ensure proper data is communicated / training and guiding staff by passing the required knowledge to stand of their required performance standards . ذلك . الخطة الطاقة الاستيعابية إذا تطلب الأمر من الأهداف في نهاية كل ربع سنة، وتعديل على الأهداف الموضوعة ومراجعة المحقق خطة الطاقة الاستيعابية ومراجعتها سنويا بناء إعداد.	Microfinance
1225	Capacity plan is prepared based on business sales assumptions taking into consideration annual leaves / approved P&P; is circulated to all staff to ensure proper data is communicated / training and guiding staff by passing the required knowledge to stand of their required performance standards	DSU
1226	Capacity plan is prepared based on business sales assumptions taking into consideration annual leaves / approved P&P; is circulated to all staff to ensure proper data is communicated / training and guiding staff by passing the required knowledge to stand of their required performance standards	Cards Operations



#	Control Name	Function Name
1227	Capacity plan is prepared based on business sales assumptions taking into consideration annual leaves / approved P&P; is circulated to all staff to ensure proper data is communicated / training and guiding staff by passing the required knowledge to stand of their required performance standards	Branches Regional Operation
1228	Capacity plan is prepared based on business sales assumptions taking into consideration annual leaves / approved P&P; is circulated to all staff to ensure proper data is communicated / training and guiding staff by passing the required knowledge to stand of their required performance standards	Branches HUB Control
1229	Capacity plan is prepared based on business sales assumptions taking into consideration annual leaves / approved P&P; is circulated to all staff to ensure proper data is communicated / training and guiding staff by passing the required knowledge to stand of their required performance standards	AMC
1230	Capacity plan is prepared based on business assumptions taking into consideration annual leaves	Complaints and Customer Rights
1231	Capacity Model results reviewed by the officer and validated by Capacity Manager & Head of Organization.	Organization
1232	Business information security to be involved in all related business projects , Information security is part of the CAB so they either obtain info security approval for going live or else many business functions will be blocked such as access management and ISG will be raised against the project and escalated to BRCC & Added in the monthly information security dashboard till closed Information security approval is a must for all projects before going live when rectifying information security requirements	Information Security
1233	Build and Maintain a business continuity plan in coordination with BCM dep. And to be renewed and tested on a timely basis	Human Resources
1234	Build and Maintain a business continuity plan in coordination with BCM dep. And to be renewed and tested an timely basis	Remittance

#	Control Name	Function Name
1235	Budget for collections is approved from Finance and followed up with head of RMU and Senior Manager on a monthly basis to ensure its application.	RMU
1236	Branches exceptionally do Sanction screening for all related parties of LCs/LGs/collection documents either in case of issuance or amendment, upon receiving the details from the concerned department via email until centralizing the function under Operations Department or through automated sanction system for all cases handled through swift.	Trade Finance
1237	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Sodic
1238	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Smouha
1239	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Shooting Club
1240	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Shobra El khima
1241	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Sohag Nasser City

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1242	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Tanta - AlGeish
1243	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Sohag Nile St.
1244	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Thawra
1245	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Zahraa EL Maadi
1246	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Zamalek
1247	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Zakazik Galla St.
1248	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Zakazik Awkaff Buil.

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1249	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Maadi
1250	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Maadi 9 St
1251	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Mahalla ElKobra
1252	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Madinty
1253	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Mall Of Egypt
1254	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Miami
1255	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Mohandessein

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1256	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Mansoura
1257	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Menia Kornish
1258	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Louran
1259	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Luxour
1260	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Lagoun
1261	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Lebanon
1262	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Kafr El Shiekh

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1263	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Ismailia
1264	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Hurghada
1265	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Korba
1266	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Kafr Sakar
1267	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Opera
1268	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	October Plaza
1269	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Port Said

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1270	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Qalioub
1271	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Nasr City
1272	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Obour city
1273	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	New Cairo
1274	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Mostafa El-Nahas
1275	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Mokatam
1276	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Salah Salem

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1277	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Sawah
1278	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Roushdy
1279	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Qeuna
1280	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Rehab
1281	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Shebin El Kom
1282	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Sheikh Zayed
1283	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Shobra



#	Control Name	Function Name
1284	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	10th of Ramadan
1285	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Sheraton
1286	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	El Manial
1287	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Dokki
1288	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Elborsa
1289	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	El-Shams Club
1290	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Belbais

#	Control Name	Function Name
1291	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	CFC
1292	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Damietta
1293	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Damanhour
1294	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Helwan
1295	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Heliopolis Meryland
1296	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Haram
1297	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Heliopolis Andalos

#	Control Name	Function Name
1298	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Fayoum
1299	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Garden City
1300	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Farskour
1301	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Fakous
1302	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Emad El-Din
1303	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Arabela
1304	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Assiut Gomhoria

#	Control Name	Function Name
1305	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Alexandria Fouad St.
1306	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	6 Of October
1307	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Bani Sweif
1308	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Banha
1309	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Azhar
1310	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Aswan
1311	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد تترك خاليه من أي اوراق سواء كانت ضرورية • بان جميع مكاتب الفرع	Assiut Saad Zagloul

#	Control Name	Function Name
1312	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Assiut Saad Zagloul
1313	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Aswan
1314	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Azhar
1315	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Banha
1316	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Bani Sweif
1317	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	6 Of October
1318	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Alexandria Fouad St.

#	Control Name	Function Name
1319	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Assiut Gomhoria
1320	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Arabela
1321	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Emad El-Din
1322	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Fakous
1323	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Farskour
1324	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Garden City
1325	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Fayoum

#	Control Name	Function Name
1326	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Heliopolis Andalos
1327	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Haram
1328	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Heliopolis Maryland
1329	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Helwan
1330	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Damanhour
1331	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Damietta
1332	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	CFC

#	Control Name	Function Name
1333	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Belbais
1334	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	El-Shams Club
1335	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Elborsa
1336	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Dokki
1337	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	El Manial
1338	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Sheraton
1339	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Shobra



#	Control Name	Function Name
1340	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Sheikh Zayed
1341	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Shebin El Kom
1342	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Rehab
1343	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Qeuna
1344	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Roushdy
1345	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Sawah
1346	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Salah Salem

#	Control Name	Function Name
1347	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Mokatam
1348	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Mostafa El-Nahas
1349	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	New Cairo
1350	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Obour city
1351	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Nasr City
1352	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Qalioub
1353	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Port Said

#	Control Name	Function Name
1354	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	October Plaza
1355	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Opera
1356	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Kafr Sakar
1357	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Korba
1358	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Hurghada
1359	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Ismailia
1360	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Kafr El Shiekh

#	Control Name	Function Name
1361	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Lebanon
1362	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Lagoun
1363	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Luxour
1364	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Louran
1365	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Menia Kornish
1366	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Mansoura
1367	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Mohandessein

#	Control Name	Function Name
1368	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Miami
1369	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Mall Of Egypt
1370	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Madinty
1371	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Mahalla ElKobra
1372	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Maadi 9 St
1373	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Maadi
1374	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Zakazik Awkaff Buil.

#	Control Name	Function Name
1375	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Zakazik Galla St.
1376	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Zamalek
1377	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Zahraa EL Maadi
1378	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Thawra
1379	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Sohag Nile St.
1380	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Tanta - AlGeish
1381	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Sohag Nasser City

#	Control Name	Function Name
1382	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Shobra El khima
1383	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	10th of Ramadan
1384	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Shooting Club
1385	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Smouha
1386	Branch manager ensure granting the proper access to branch staff based on the job description and the segregation of duties in place الممنوحة مع الوظيفة على المهام الوظيفية وعدم تعارض الصلاحية منح الصلاحيات المناسبة لموظفي الفرع بناء يقوم مدير الفرع بالتأكد من	Sodic
1387	Both the maker & the checker of the transaction make sure that the related rules covering the transaction is stated in the Trade instrument & to be limited within its rulings that comply with principles of Islamic Shari'a	Trade Finance
1388	Both the maker & the checker make sure that the transaction related commissions is correctly applied / collected otherwise the deferral approvals was obtained	Trade Finance
1389	Both the maker & the checker make sure that the trade instrument is issued in line with the approved tenor as per approval received after being updated on the cor banking	Trade Finance

#	Control Name	Function Name
1390	both the maker & the checker make sure that the approved trade template (which contain all the mandatory fields) is being used otherwise the related approvals was obtained	Trade Finance
1391	Both the maker & the checker make sure that shipping documents are correctly / timely negotiated	Trade Finance
1392	Both the maker & the checker make sure that shipping documents are timely delivered to the customer	Trade Finance
1393	Both the maker & the checker make sure that payments are effected in line of the trade instrument	Trade Finance
1394	Both the maker & the checker make sure that payments are correctly / timely effected on related due date	Trade Finance
1395	Both the maker & the checker make sure that export proceeds are correctly / timely credited to customer account.	Trade Finance
1396	Both the maker & the checker make sure that any trade documents examined in line of its applicable rules	Trade Finance
1397	BCP location is aside the department main vault , while all required PC's and scanners are already in place and fully functionalized , FTE 's available in BCP are covering the maker and checker concept and one staff has permanent access to work remotely through VPN	Corporate Account Opening
1398	BBB insurance policy in place to cover fraud risk & computer crime and professional indemnity	Insurance
1399	Based on the ASSET inventory related to ADIB core banking services( (database, OS, HW,SW) 1. Each team assess the Asset against its roadmap, patching, specs to ensure the delivery of the expected performance and service , else define the outdated or soon to outdate, missing patches, missing specs 2. Ensure to comply with baselines Discover the Outdated Asset	IT



#	Control Name	Function Name
1400	Available customer position on core banking system reveals accurately direct facilities utilization, while in case indirect facilities position or breakdown is requested, we should revert to LGs/LCs department to provide the accurate O/S or breakdown as sometime the available on the core banking system is not accurate.	Wholesale Banking
1401	Automated process, upon the client's registration, the system sends OTAC upon first time registration on the internet banking.	Digital Banking
1402	ATM depend on the physical security monitoring.	Information Security
1403	As far we start to handle User admin side on registration adibpay on system CADC department are already divided to two department ( reviewing & token custody ) and ( IB & adibpay registration department ) to avoid conflict in implementation The other department handling registration side and implement on system (system support maker and checker as ADIB pay access doesn't reflect on system unless checker verified against presented documents and in case any wrong data checker return case to maker again to reset with correct data.	Corporate Account Opening
1404	Approved Treasury Programs; Money Market, FX, Profit Rate Swap 1- Treasury product programs are reviewed and approved by market risk and product approval committee prior implementation 2- Market risk role must be clearly indicated in the product program.	Market Risk
1405	Approved designations should be in place . Proper segregation of duties & independency of functions should be adhered to.	General Admin
1406	Approved designations should be in place . Proper segregation of duties & independency of functions should be adhered to.	Check Printing Unit
1407	Ap officer calculate and deduct the tax before payment , Ap manger review the calculation of both tax and payment for vendor.	Finance

#	Control Name	Function Name
1408	AP Manager is performing Monthly aged proofing for all credit balances , then submitting the proofing to proofing unit with supporting documents, in addition to justification for aged items , if any	Finance
1409	Any suspicious fraudulent documentations are sent to the FRMU for checking and providing feedback regarding the best practice & prevention controls for financial losses & legal disputes.	Consumer Credit Initiation
1410	Any debiting should be by the availability of balance and by the guidelines of debiting.	Shariaa
1411	Any claim should be reported to insurance provider with documents and ensure payment on time	Insurance
1412	Annual training plan is maintained to enroll the mandatory trainings to all staff	Human Resources
1413	Annual reviews are usually conducted for all credit names that have approved credit facilities in the meantime, frequent updates/reviews are collectively done via investigation, EW & underwriting team as an integral part of the portfolio review/analysis in order to ensure that all requirements are in place ,and any material changes to credit facilities have been identified and approved as per Credit framework guidelines. 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
1414	Annual DR Test 8. Ensure availability of support contracts and appropriate SLAs	IT
1415	Annual Assessment of Departments roles and repobonsibilities to align with the Risk Governance Framework.	Capital and Provision Management
1416	Analyze the bad cases according to the related trigger and handing over the case/cases to Remedial Team on earlier stage on best effort basis.	SME Risk

#	Control Name	Function Name
1417	AML open the pending alerts to ensure there is no suspicious related to the transactions & regular report with customer's transaction amount is being sent to AML team to for reviewing the transactions to prevent any suspicious case Restriction of Accounts for clients with aged alerts	Compliance
1418	AMC Monitor NTB opened RIMs with Accounts daily and if file not received within 3 working days AMC officer place restriction (Disallow Debit) on all accounts except CMH & Popup Memo until files received by AMC . Not received NTB files reported weekly to Branches logistics, and monthly to BRCC.	AMC
1419	All users requests form presented in accordance to maker/checker basis and normal approval cycle	RMU
1420	All users requests form presented in accordance to maker/checker basis and normal approval cycle	Cards Operations
1421	All users requests form presented in accordance to maker/checker basis and normal approval cycle	Branches Regional Operation
1422	All users requests form presented in accordance to maker/checker basis and normal approval cycle	Branches HUB Control
1423	All users requests form presented in accordance to maker/checker basis and normal approval cycle	AMC
1424	All third party vendors sign a contract that includes clause on the service levels and liability clause in case of breaching that could lead to contract termination	Consumer Credit Initiation
1425	All telesales calls are recorded Monthly quality check by telesales head & Team leaders is conducted on the recorded calls	DSU
1426	All stakeholders approvals must be obtained.	Assets Products
1427	All staff is adequately trained on the policy and product requirements and training certification records are kept with the unit. Refresher trainings are conducted based on new product launch or policy changes.	Consumer Credit Initiation

#	Control Name	Function Name
1428	all sales staff shall sign ADIB Code of conduct No external e-mail is allowed to sales staff (SH, RSM, ASM, SO, SA, and coordinators) to be deactivated unless permission is adequate matching business need and role; external communication is to be determined to specific domains consequently	DSU
1429	All reversal transactions should be performed after obtaining proper approvals .	Branches Regional Operation
1430	All puraches orders must be done using MEP which is prepared by requester , Approved by Requester sector head , finance and CEO , in addition to premises head or CIO	Finance
1431	All processes, policies and procedures, manuals, and/or programs related to the products shall be reviewed by the Sharia department to ensure that the risk in execution is to an acceptable level from a Sharia perspective.	Shariaa
1432	All processes relevant to workflow and SLA between concernd departments are in place and properly communicated by department heads to ensure proper handling for business needs.	Corporate Credit Risk
1433	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
1434	all performed functions under credit control dept. are performed through maker and checker & segregation of duties & independency of functions are adhered to.	Credit Control Documentation
1435	All payments are serialized , stamped and original and must done through AP officer and reviewed by AP manager , authorized by AP head against AP Policies and procedures , Delegation of authority , Service Level Agreement with other departments ( which includes maximum 5 business days for payment after receiving the invoices ) , invoice log , GL allocation and contracts- if any .	Finance

#	Control Name	Function Name
1436	All payments are serialized , stamped and original and must done through AP officer and reviewed by AP manager , authorized by AP head against AP Policies and procedures , Delegation of authority , Service Level Agreement with other departments ( which includes maximum 5 business days for payment after receiving the invoices ) , invoice log , GL allocation and contracts- if any .	Finance
1437	All payments are serialized , stamped and original and must done through AP officer and reviewed by AP manager , authorized by AP head against AP Policies and procedures , Delegation of authority , Service Level Agreement with other departments ( which includes maximum 5 business days for payment after receiving the invoices ) , invoice log , GL allocation and contracts- if any .	Finance
1438	All payments are serialized , stamped and original and must done through AP officer and reviewed by AP manager , authorized by AP head against AP Policies and procedures , Delegation of authority , Service Level Agreement with other departments ( which includes maximum 5 business days for payment after receiving the invoices ) , invoice log , GL allocation and contracts- if any .	Finance
1439	All payments are serialized , stamped and original and must done through AP officer and reviewed by AP manager , authorized by AP head against AP Policies and procedures , Delegation of authority , Service Level Agreement with other departments ( which includes maximum 5 business days for payment after receiving the invoices ) , invoice log , GL allocation and contracts- if any .	Finance
1440	All payments are serialized , stamped and original and must done through AP officer and reviewed by AP manager , authorized by AP head against AP Policies and procedures , Delegation of authority , Service Level Agreement with other departments ( which includes maximum 5 business days for payment after receiving the invoices ) , invoice log , GL allocation and contracts- if any .	Finance

#	Control Name	Function Name
1441	All payments are serialized , stamped and original and must done through AP officer and reviewed by AP manager , authorized by AP head against AP Policies and procedures , Delegation of authority , Service Level Agreement with other departments ( which includes maximum 5 business days for payment after receiving the invoices ) , invoice log , GL allocation and contracts- if any .	Finance
1442	All payments are serialized , stamped and original and must done through AP officer and reviewed by AP manager , authorized by AP head against AP Policies and procedures , Delegation of authority , Service Level Agreement with other departments ( which includes maximum 5 business days for payment after receiving the invoices ) , invoice log , GL allocation and contracts- if any .	Finance
1443	All payments are serialized , stamped and original and must done through AP officer and reviewed by AP manager , authorized by AP head against AP Policies and procedures , Delegation of authority , Service Level Agreement with other departments ( which includes maximum 5 business days for payment after receiving the invoices ) , invoice log , GL allocation and contracts- if any .	Finance
1444	All payments are serialized , stamped and original and must done through AP officer and reviewed by AP manager , authorized by AP head against AP Policies and procedures , Delegation of authority , Service Level Agreement with other departments ( which includes maximum 5 business days for payment after receiving the invoices ) , invoice log , GL allocation and contracts- if any .	Finance
1445	All payments are serialized , stamped and original and must done through AP officer and reviewed by AP manager , authorized by AP head against AP Policies and procedures , Delegation of authority , Service Level Agreement with other departments ( which includes maximum 5 business days for payment after receiving the invoices ) , invoice log , GL allocation and contracts- if any .	Finance

#	Control Name	Function Name
1446	All payments are serialized , stamped and original and must done through AP officer and reviewed by AP manager , authorized by AP head against AP Policies and procedures , Delegation of authority , Service Level Agreement with other departments ( which includes maximum 5 business days for payment after receiving the invoices ) , invoice log , GL allocation and contracts- if any .	Finance
1447	All new, interim and annual renewals should be approved as per program requirements . Credit approvals will be valid for 90 days, as per Policy. If the facilities are not availed or transaction not drawn down in that time frame, the facilities/transaction must be re-approved by the original level. Credit Admin and EW Officer responsible to ensure all CAs are approved in the set timeframe, as required. and all extension gaps should be covered	SME Risk
1448	All new banking products, services, and accounts shall be reviewed by the Shari'a department prior its launch to customers.	Shariaa
1449	All New Authorized Signatories that added to the Signature Booklet have to be approved by the approved Matrix as per Policy.	Check Printing Unit
1450	All job descriptions are reviewed annually and updated with HR	Microfinance
1451	all Invoices to be reviwed by the Department Manager & approved by Head Of Department before sending to the Payable Departments.	Check Printing Unit
1452	All DSU users' access permissions on the system (s) is inquiry only. Users' access permissions are to be reviewed Semiannually.	DSU
1453	All customers request are logged in the CRM. Sample checking to ensure that all requests are processed and closed within SLA .	Call Center
1454	All customers are screened manually either during the on-boarding process, before opening the account or during the lifecycle of the customer's relationship.	Compliance

#	Control Name	Function Name
1455	All custody proof cabinet is controlled on daily basis Adding/Sending for CKs /Bills upon reports from BO & GFS Moreover all receivables kept at our custody were checked through Semi annual Exhibit, usual exhibit will take place as Policies and Procedures	Clearing
1456	All credit limits are to be reviewed by SME Risk head at least annually to ensure the correct use and eligibility of the credit officer	SME Risk
1457	All credit files and all credit facilities are reviewed and updated at least once every 12 months to ensure that all file requirements are in place, and any material changes to credit facilities have been identified and approved as per Credit Facility Approval. File requirements may include some of the following items as appropriate for the unit: 1. Current financials.	Corporate Credit Risk
1458	All CBE Daily , Monthly , Quarterly and annually reports are prepared by CBE reporting team leader or CBE reporting Manger and reviewed by CBE reporting head and based on checklist with approved timely schedule	Finance
1459	All CBE Daily , Monthly , Quarterly and annually reports are prepared by CBE reporting team leader or CBE reporting Manger and reviewed by CBE reporting head and based on checklist with approved timely schedule	Finance
1460	All CBE Daily , Monthly , Quarterly and annually reports are prepared by CBE reporting team leader or CBE reporting Manger and reviewed by CBE reporting head and based on checklist with approved timely schedule	Finance
1461	All CBE Daily , Monthly , Quarterly and annually reports are prepared by CBE reporting team leader or CBE reporting Manger and reviewed by CBE reporting head and based on checklist with approved timely schedule	Finance
1462	All ADIB Capital products and activities should be compliant with sharia	ADIB Capital
1463	Alco approval on applied rate whenever there is a change in margin	Mortgage Product



#	Control Name	Function Name
1464	ADIB utilities bills payment over Fawry: 1-Daily reconciliation of GL balance against Fawry reports then advise Remittance to transfer the related amount to each biller	Cards Operations
1465	ADIB utilities bills payment over Fawry: 3- All the GLs reconciled and proofing are being sent to Finance monthly-	Cards Operations
1466	ADIB Cashback Payment over Fawry: 1- Daily reconciliation against received transferred amount from Fawry	Cards Operations
1467	Adherence to the staff gifts process	Human Resources
1468	According to capitalization policy , All amounts above EGP 5k must be capitalized . On other hand , Expenditure control manager is sending monthly mail for concerned parties to clarify the capitalization stsuts for outstanding projects.	Finance
1469	Access are granted subject to proper approvals supported by justification, besides annual review on unit external privilage access.	Internal Control
1470	abid to all CBE circulations received from compliance e.g coridor rate change, DBR,ect	Mortgage Product
1471	A@W PO start to finalize the physical file with all needed documents and actions like copy from the customer ID with mobile number after adding all the needed signatures for original seen and stamps then send coordinator to proceed with needed sanction then send to fulfillment team to proceed with excel sheet to proceed with account opening request through AMC team and once done send the accounts numbers to the coordinator and fulfillment team again in order to complete the file to be sent to AMC department physically and compare the file with the data related to account opening request to confirm	ADIB @ Work - Sales
1472	A tracker is in place with the expired procedure . Every Two years the procedures updated with Owners & Stockholders unless any amendments received from the owner or according to CBE & Control Functions request. Tracker is reviewed in the beginning of each month by the internal regulations head.	Organization

#	Control Name	Function Name
1473	9. Latest financials are obtained & analyzed.	Corporate Credit Risk
1474	9. Extended credit facilities should be sharia compliant.	Corporate Credit Risk
1475	9) Ensure that the obligors in the program meet the credit program requirements	SME Risk
1476	8. Review of all obligors with ORRs 7 - 9 excluding PS names ensuring sufficient triggers and follow-up. All the above is done by Risk department periodically ensuring sufficient monitoring and proper decision making.	Corporate Credit Risk
1477	8. Group facilities are aggregated	Corporate Credit Risk
1478	8. Call reports are documented when customer calls are conducted and objectively address credit risk issues (should strictly comply with the policy).	Corporate Credit Risk
1479	8) The Risk Rating process is identified and its approval status.	SME Risk
1480	7-Report sent to all concerned (regional operations/regional branch managers) for corrective action on findings and follow up on issues closure.	Internal Control
1481	7. Search in the log with the invoice serial to ensure there is no duplicate	Corporate Communication
1482	7. Review the segment (whether public sector, private, etc...) .	Corporate Credit Risk
1483	7. Due to system limitations for search methodology, BO non modification report is being extracted daily from the database to validate the search results and ensure accuracy	Corporate Account Opening
1484	7. RPR and Stress test are done on quarterly basis and all stressors are based on the current economic situation ex: Foreign currency, Energy, interest expense. worth mentioning that impact is quantified in terms of provisions and presented in Risk Committee	Corporate Credit Risk
1485	7) An annual review date is specified.	SME Risk

#	Control Name	Function Name
1486	6-X-Boarder ,Concentration Limits , Country limits,.. Above is controlled by all stakeholders operating as per the approved credit policy periodically and on case by case to ensure proper adherence to CBE regulations.	Corporate Credit Risk
1487	6-Snap visit report issued after each visit detailing all findings/discrepancies.	Internal Control
1488	6. Shredding of all unused or unneeded documents. • الة الفرمة او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Zahraa EL Maadi
1489	6. Shredding of all unused or unneeded documents. • الة الفرمة او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Thawra
1490	6. Shredding of all unused or unneeded documents. • الة الفرمة او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Tanta - AlGeish
1491	6. Shredding of all unused or unneeded documents. • الة الفرمة او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Sohag Nile St.
1492	6. Shredding of all unused or unneeded documents. • الة الفرمة او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Sohag Nasser City
1493	6. Shredding of all unused or unneeded documents. • الة الفرمة او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Sodic
1494	6. Shredding of all unused or unneeded documents. • الة الفرمة او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Smouha
1495	6. Shredding of all unused or unneeded documents. • الة الفرمة او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Shobra El khima
1496	6. Shredding of all unused or unneeded documents. • الة الفرمة او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Shooting Club
1497	6. Shredding of all unused or unneeded documents. • الة الفرمة او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Zakazik Awkaff Buil.

#	Control Name	Function Name
1498	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Zakazik Galla St.
1499	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Zamalek
1500	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Sheikh Zayed
1501	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Shebin El Kom
1502	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Sheraton
1503	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Shobra
1504	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Rehab
1505	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Qeuna
1506	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Roushdy
1507	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	10th of Ramadan
1508	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Salah Salem
1509	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Sawah

#	Control Name	Function Name
1510	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Obour city
1511	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	New Cairo
1512	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Nasr City
1513	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Mostafa El-Nahas
1514	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Mokatam
1515	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	October Plaza
1516	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Opera
1517	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Port Said
1518	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Qalioub
1519	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Kafr Sakar
1520	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Korba
1521	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Ismailia

#	Control Name	Function Name
1522	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Hurghada
1523	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Kafr El Shiekh
1524	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Luxour
1525	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Louran
1526	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Lebanon
1527	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Lagoun
1528	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Mall Of Egypt
1529	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Mahalla ElKobra
1530	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Madinty
1531	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Maadi
1532	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Maadi 9 St
1533	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Menia Kornish

#	Control Name	Function Name
1534	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Mansoura
1535	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Miami
1536	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Mohandessein
1537	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Garden City
1538	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Fayoum
1539	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Fakous
1540	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Farskour
1541	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Heliopolis Meryland
1542	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Helwan
1543	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Haram
1544	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Heliopolis Andalos
1545	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Emad El-Din

#	Control Name	Function Name
1546	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	El-Shams Club
1547	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Elborsa
1548	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Dokki
1549	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	El Manial
1550	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	CFC
1551	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Belbais
1552	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Damietta
1553	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Damanhour
1554	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Arabela
1555	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Assiut Gomhoria
1556	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	6 Of October
1557	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد من المستندات الغير مستخدمه عن طريق التخلص	Alexandria Fouad St.



#	Control Name	Function Name
1558	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد • من المستندات الغير مستخدمه عن طريق التخلص	Banha
1559	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد • من المستندات الغير مستخدمه عن طريق التخلص	Azhar
1560	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد • من المستندات الغير مستخدمه عن طريق التخلص	Bani Sweif
1561	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد • من المستندات الغير مستخدمه عن طريق التخلص	Aswan
1562	6. Shredding of all unused or unneeded documents. • اله الفررم او التمزيق الجيد • من المستندات الغير مستخدمه عن طريق التخلص	Assiut Saad Zagloul
1563	6. Senior calls are done as per policy including SCOs, Cos in addition to CRO	Corporate Credit Risk
1564	6. Officer performing the SV is independent from the officer conducting the call back. • Account must be reviewed if transfer has been executed before • Request must be marked with avoid duplication stamp/markings • Branch to send originals that have avoid duplication stamps/markings directly to CSU without taking any action from their side. • Remittance team to reject any unconfirmed by CSU transfers that have avoid duplication stamps/markings • Approvals from CSU is mandatory by branch before executing any transfer related to /csu handled companies he original receipts to be escalated (if any) •CSU manager to stop dealing with any MIFT once receiving any changes in the company from the AOU. •CSU manager are checking frequently the call log system & reporting any missing call to IT.	CSU
1565	6. Log the received invoices in a sheet with the unique serial.	Corporate Communication
1566	6. Ensure that repayment schedule and pricing are as per the credit approval.	Corporate Credit Risk

#	Control Name	Function Name
1567	6. Any extension of deferral exceeding the approved period as per policy is escalated to legal/compliance/business head/ops head to advise and refer case to CEO for action	Corporate Account Opening
1568	6) Checklist for essential docs that must be included in the file are signed by both of risk analyst and senior underwriter	SME Risk
1569	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Assiut Saad Zaghloul
1570	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Aswan
1571	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Bani Sweif
1572	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Azhar
1573	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Banha
1574	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Alexandria Fouad St.
1575	6- closing the main account. 6- الأصلي تم اغلاق الحساب	6 Of October
1576	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Assiut Gomhoria
1577	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Arabela
1578	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Damanhour
1579	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Damietta
1580	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Belbais
1581	6- closing the main account. 6- الأصلي تم اغلاق الحساب	CFC
1582	6- closing the main account. 6- الأصلي تم اغلاق الحساب	El Manial
1583	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Dokki
1584	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Elborsa

#	Control Name	Function Name
1585	6- closing the main account. 6- الأصلي تم اغلاق الحساب	El-Shams Club
1586	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Emad El-Din
1587	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Heliopolis Andalos
1588	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Haram
1589	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Helwan
1590	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Heliopolis Maryland
1591	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Farskour
1592	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Fakous
1593	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Fayoum
1594	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Garden City
1595	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Qalioub
1596	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Port Said
1597	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Opera
1598	6- closing the main account. 6- الأصلي تم اغلاق الحساب	10th of Ramadan
1599	6- closing the main account. 6- الأصلي تم اغلاق الحساب	October Plaza
1600	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Mokatam
1601	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Mostafa El-Nahas
1602	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Nasr City
1603	6- closing the main account. 6- الأصلي تم اغلاق الحساب	New Cairo

#	Control Name	Function Name
1604	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Obour city
1605	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Sawah
1606	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Salah Salem
1607	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Roushdy
1608	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Qeuna
1609	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Rehab
1610	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Shobra
1611	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Sheraton
1612	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Shebin El Kom
1613	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Sheikh Zayed
1614	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Mohandessein
1615	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Miami
1616	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Mansoura
1617	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Menia Kornish
1618	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Maadi 9 St
1619	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Maadi
1620	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Madinty
1621	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Mahalla ElKobra
1622	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Mall Of Egypt

#	Control Name	Function Name
1623	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Lagoun
1624	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Lebanon
1625	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Louran
1626	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Luxour
1627	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Kafr El Shiekh
1628	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Hurghada
1629	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Ismailia
1630	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Korba
1631	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Kafr Sakar
1632	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Zahraa EL Maadi
1633	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Thawra
1634	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Sohag Nasser City
1635	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Sohag Nile St.
1636	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Tanta - AlGeish
1637	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Sodic
1638	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Smouha
1639	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Shooting Club
1640	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Shobra El khima
1641	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Zamalek

#	Control Name	Function Name
1642	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Zakazik Galla St.
1643	6- closing the main account. 6- الأصلي تم اغلاق الحساب	Zakazik Awkaff Buil.
1644	5-Report sent to unit/department head for corrective action on findings and follow up on issues closure.	Internal Control
1645	5-Ensure effective review on maker \checker level for all branches activities as per policy and procedures.	Internal Control
1646	5-Collateral & support considerations,.. .	Corporate Credit Risk
1647	5. Quarterly HRR committee includes the CEO & CRO and Head of legal and WBH and CRH where all high risk and loss making names are discussed extensivley name by name to agree on the ORR and the action plan for each name	Corporate Credit Risk
1648	5. Processing any invoice on original only	Corporate Communication
1649	5. obtaining the employee signature on the renewal	Human Resources
1650	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Zakazik Awkaff Buil.
1651	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Zakazik Galla St.
1652	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Zamalek
1653	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Thawra

#	Control Name	Function Name
1654	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Zahraa EL Maadi
1655	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Tanta - AlGeish
1656	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Sohag Nile St.
1657	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Sohag Nasser City
1658	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Shobra El khima
1659	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Shooting Club
1660	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Smouha
1661	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Sodic

#	Control Name	Function Name
1662	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Sheikh Zayed
1663	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Shebin El Kom
1664	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Sheraton
1665	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Shobra
1666	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Rehab
1667	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Qeuna
1668	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Roushdy
1669	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Salah Salem



#	Control Name	Function Name
1670	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Sawah
1671	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Obour city
1672	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	New Cairo
1673	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Nasr City
1674	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Mostafa El-Nahas
1675	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Mokatam
1676	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	October Plaza
1677	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Opera

#	Control Name	Function Name
1678	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	10th of Ramadan
1679	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Port Said
1680	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Qalioub
1681	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Kafr Sakar
1682	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Korba
1683	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Ismailia
1684	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Hurghada
1685	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Kafr El Shiekh

#	Control Name	Function Name
1686	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Luxour
1687	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Louran
1688	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Lebanon
1689	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Lagoun
1690	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Mall Of Egypt
1691	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Mahalla ElKobra
1692	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Madinty
1693	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Maadi

#	Control Name	Function Name
1694	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Maadi 9 St
1695	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Menia Kornish
1696	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Mansoura
1697	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Miami
1698	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Mohandessein
1699	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Garden City
1700	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Fayoum
1701	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Fakous

#	Control Name	Function Name
1702	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Farskour
1703	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Heliopolis Meryland
1704	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Helwan
1705	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Haram
1706	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Heliopolis Andalos
1707	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Emad El-Din
1708	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	El-Shams Club
1709	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Elborsa

#	Control Name	Function Name
1710	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Dokki
1711	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	El Manial
1712	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	CFC
1713	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Belbais
1714	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Damietta
1715	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Damanhour
1716	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Arabela
1717	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Assiut Gomhoria

#	Control Name	Function Name
1718	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	6 Of October
1719	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Alexandria Fouad St.
1720	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Banha
1721	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Azhar
1722	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Bani Sweif
1723	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Aswan
1724	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • في الخزائن المصفحة و المضادة للحريق و المستندات الأصل تحت الرقابة الثنائية الاحتفاظ بالعهد	Assiut Saad Zagloul
1725	5. Infrastructure access is meticulously managed by utilizing jump servers that require Tier model accounts.	Information Security
1726	5. Ensure that full support provisions, where they exist, follow the guidelines articulated in the Documentation section.	Corporate Credit Risk
1727	5. Checkbooks and LG 's are not issued for accounts with opened deferrals	Corporate Account Opening

#	Control Name	Function Name
1728	5. Call back conducted prior to transaction execution or check predefined list of beneficiaries.	CSU
1729	5. Abiding by the timelines set by regulatory authorities.	Corporate Communication
1730	5) Credit Maintenance "Customer Files and Credit File Maintenance" should be completed as per program guidelines	SME Risk
1731	5- Remittance department verifies the signature /initials of designated staff.	Remittance
1732	5- Registration sheet for Secured Paper for LGs	Trade Finance
1733	5- Ensure that all process/procedures approved by shariaa	DSU
1734	5- Contract updated with annual expected stock in addition to reorder points to avoid any possible production delays	Cards Operations
1735	5- Card Ops head reviews the daily reports to ensure proper maintenance	Cards Operations
1736	5 any wrong entry are amended on maker checker basis	Remittance
1737	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة - تم توزيع المبلغ	Damanshour
1738	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة - تم توزيع المبلغ	Damietta
1739	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة - تم توزيع المبلغ	CFC
1740	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة - تم توزيع المبلغ	Belbais
1741	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة - تم توزيع المبلغ	Emad El-Din
1742	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة - تم توزيع المبلغ	El-Shams Club
1743	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة - تم توزيع المبلغ	Elborsa



#	Control Name	Function Name
1744	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة -5 تم توزيع المبلغ	Dokki
1745	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة -5 تم توزيع المبلغ	El Manial
1746	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة -5 تم توزيع المبلغ	Garden City
1747	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة -5 تم توزيع المبلغ	Fayoum
1748	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة -5 تم توزيع المبلغ	Fakous
1749	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة -5 تم توزيع المبلغ	Farskour
1750	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة -5 تم توزيع المبلغ	Heliopolis Meryland
1751	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة -5 تم توزيع المبلغ	Helwan
1752	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة -5 تم توزيع المبلغ	Haram
1753	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة -5 تم توزيع المبلغ	Heliopolis Andalos
1754	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة -5 تم توزيع المبلغ	Arabela
1755	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة -5 تم توزيع المبلغ	Assiut Gomhoria
1756	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة -5 تم توزيع المبلغ	6 Of October
1757	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة -5 تم توزيع المبلغ	Alexandria Fouad St.

#	Control Name	Function Name
1758	5- amount is distributed as per the declaration. 5- بناء على اعلام الورثة -5- تم توزيع المبلغ	Banha
1759	5- amount is distributed as per the declaration. 5- بناء على اعلام الورثة -5- تم توزيع المبلغ	Azhar
1760	5- amount is distributed as per the declaration. 5- بناء على اعلام الورثة -5- تم توزيع المبلغ	Bani Sweif
1761	5- amount is distributed as per the declaration. 5- بناء على اعلام الورثة -5- تم توزيع المبلغ	Aswan
1762	5- amount is distributed as per the declaration. 5- بناء على اعلام الورثة -5- تم توزيع المبلغ	Assiut Saad Zagloul
1763	5- amount is distributed as per the declaration. 5- بناء على اعلام الورثة -5- تم توزيع المبلغ	Kafr Sakar
1764	5- amount is distributed as per the declaration. 5- بناء على اعلام الورثة -5- تم توزيع المبلغ	Korba
1765	5- amount is distributed as per the declaration. 5- بناء على اعلام الورثة -5- تم توزيع المبلغ	Ismailia
1766	5- amount is distributed as per the declaration. 5- بناء على اعلام الورثة -5- تم توزيع المبلغ	Hurghada
1767	5- amount is distributed as per the declaration. 5- بناء على اعلام الورثة -5- تم توزيع المبلغ	Kafr El Shiekh
1768	5- amount is distributed as per the declaration. 5- بناء على اعلام الورثة -5- تم توزيع المبلغ	Luxour
1769	5- amount is distributed as per the declaration. 5- بناء على اعلام الورثة -5- تم توزيع المبلغ	Louran
1770	5- amount is distributed as per the declaration. 5- بناء على اعلام الورثة -5- تم توزيع المبلغ	Lebanon
1771	5- amount is distributed as per the declaration. 5- بناء على اعلام الورثة -5- تم توزيع المبلغ	Lagoun

#	Control Name	Function Name
1772	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة -5- تم توزيع المبلغ	Mall Of Egypt
1773	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة -5- تم توزيع المبلغ	Mahalla ElKobra
1774	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة -5- تم توزيع المبلغ	Madinty
1775	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة -5- تم توزيع المبلغ	Maadi
1776	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة -5- تم توزيع المبلغ	Maadi 9 St
1777	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة -5- تم توزيع المبلغ	Menia Kornish
1778	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة -5- تم توزيع المبلغ	Mansoura
1779	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة -5- تم توزيع المبلغ	Miami
1780	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة -5- تم توزيع المبلغ	Mohandessein
1781	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة -5- تم توزيع المبلغ	Rehab
1782	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة -5- تم توزيع المبلغ	Qeuna
1783	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة -5- تم توزيع المبلغ	Roushdy
1784	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة -5- تم توزيع المبلغ	Salah Salem
1785	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة -5- تم توزيع المبلغ	Sawah

#	Control Name	Function Name
1786	5- amount is distributed as per the declaration. 5- بناء على اعلام الورثة -5- تم توزيع المبلغ	Sheraton
1787	5- amount is distributed as per the declaration. 5- بناء على اعلام الورثة -5- تم توزيع المبلغ	Shobra
1788	5- amount is distributed as per the declaration. 5- بناء على اعلام الورثة -5- تم توزيع المبلغ	Shebin El Kom
1789	5- amount is distributed as per the declaration. 5- بناء على اعلام الورثة -5- تم توزيع المبلغ	Sheikh Zayed
1790	5- amount is distributed as per the declaration. 5- بناء على اعلام الورثة -5- تم توزيع المبلغ	Obour city
1791	5- amount is distributed as per the declaration. 5- بناء على اعلام الورثة -5- تم توزيع المبلغ	New Cairo
1792	5- amount is distributed as per the declaration. 5- بناء على اعلام الورثة -5- تم توزيع المبلغ	Nasr City
1793	5- amount is distributed as per the declaration. 5- بناء على اعلام الورثة -5- تم توزيع المبلغ	Mostafa El-Nahas
1794	5- amount is distributed as per the declaration. 5- بناء على اعلام الورثة -5- تم توزيع المبلغ	10th of Ramadan
1795	5- amount is distributed as per the declaration. 5- بناء على اعلام الورثة -5- تم توزيع المبلغ	Mokatam
1796	5- amount is distributed as per the declaration. 5- بناء على اعلام الورثة -5- تم توزيع المبلغ	October Plaza
1797	5- amount is distributed as per the declaration. 5- بناء على اعلام الورثة -5- تم توزيع المبلغ	Opera
1798	5- amount is distributed as per the declaration. 5- بناء على اعلام الورثة -5- تم توزيع المبلغ	Port Said
1799	5- amount is distributed as per the declaration. 5- بناء على اعلام الورثة -5- تم توزيع المبلغ	Qalioub

#	Control Name	Function Name
1800	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة 5- تم توزيع المبلغ	Zamalek
1801	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة 5- تم توزيع المبلغ	Zakazik Galla St.
1802	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة 5- تم توزيع المبلغ	Zakazik Awkaff Buil.
1803	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة 5- تم توزيع المبلغ	Thawra
1804	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة 5- تم توزيع المبلغ	Zahraa EL Maadi
1805	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة 5- تم توزيع المبلغ	Tanta - AlGeish
1806	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة 5- تم توزيع المبلغ	Sohag Nile St.
1807	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة 5- تم توزيع المبلغ	Sohag Nasser City
1808	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة 5- تم توزيع المبلغ	Shobra El khima
1809	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة 5- تم توزيع المبلغ	Shooting Club
1810	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة 5- تم توزيع المبلغ	Sodic
1811	5- amount is distributed as per the declaration. 5- بناء على اعلام الورائة 5- تم توزيع المبلغ	Smouha
1812	5- All the documents are reviewed against checklist by maker / checker.	Cards Operations
1813	4-Sudden rotation between ICD branches control team to ensure segregation and integrity of the review.	Internal Control
1814	4-Snap visit report issued after each visit detailing all findings/discrepancies	Internal Control

#	Control Name	Function Name
1815	4-Ensure to process supplementary cards presented with the primary cards issuance.	Cards Operations
1816	4-All incidents found reported to ORM.	Internal Control
1817	4-All incidents found reported to ORM.	Internal Control
1818	4. Unit head approval prior to settling.	Corporate Communication
1819	4. The committee decisions will be communicated to the grievances and follow up to the take the necessary actions as per the decisions.	Human Resources
1820	4. Signature is verified by two ADIB staff according to signature verification limits/thresholds.	CSU
1821	4. Review of contracts and other related documents to ensure their Shari'a compliance in light of Shari'a Board resolutions.	Shariaa
1822	4. Portfolio concentration limits should be in place and adhered to, and that any deviation in portfolio hurdles is raised to senior management.	Corporate Credit Risk
1823	4. Monitoring sheet for all applications out of Business solution support.	IT
1824	4. Handling all the required reservations prior to publishing.	Corporate Communication
1825	4. Fields investigations are done to be able to reach the customers.	RMU
1826	4. Escaltion is being done as per approved matrix for the overdue cases to ensure the fulfillment.	Corporate Account Opening
1827	4. Embed Information Security controls within Business processes.	Information Security
1828	4. Confirm that CA conditons and covenants for term facilities/revolvers, where applicable, are tracked regularly as per policy and that they are confirmed by the Risk Analysis Unit.	Corporate Credit Risk
1829	4. Communication is being sent to the concerned line manager months prior the contract renewal	Human Resources

#	Control Name	Function Name
1830	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Zakazik Awkaff Buil.
1831	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Zakazik Galla St.
1832	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Zamalek
1833	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Thawra
1834	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Zahraa EL Maadi
1835	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Sohag Nile St.
1836	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Tanta - AlGeish
1837	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Smouha
1838	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Sohag Nasser City
1839	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Sodic
1840	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Shooting Club
1841	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Shobra El khima

#	Control Name	Function Name
1842	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Assiut Saad Zagloul
1843	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Azhar
1844	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Aswan
1845	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Bani Sweif
1846	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Banha
1847	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Alexandria Fouad St.
1848	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	6 Of October
1849	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Assiut Gomhoria
1850	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Arabela
1851	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Farskour
1852	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Fakous
1853	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Fayoum



#	Control Name	Function Name
1854	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Garden City
1855	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Haram
1856	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Heliopolis Andalos
1857	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Helwan
1858	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Hurghada
1859	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Heliopolis Meryland
1860	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	El Manial
1861	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Dokki
1862	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	El-Shams Club
1863	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Elborsa
1864	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Emad El-Din
1865	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Damanhour

#	Control Name	Function Name
1866	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Damietta
1867	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Belbais
1868	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	CFC
1869	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Port Said
1870	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Qalioub
1871	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Opera
1872	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	October Plaza
1873	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Mokatam
1874	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Nasr City
1875	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Mostafa El-Nahas
1876	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	New Cairo
1877	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Obour city

#	Control Name	Function Name
1878	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Sheikh Zayed
1879	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Shebin El Kom
1880	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Shobra
1881	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Sheraton
1882	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Sawah
1883	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Salah Salem
1884	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Roushdy
1885	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Qeuna
1886	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Rehab
1887	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Mohandessein
1888	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Miami
1889	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Mansoura

#	Control Name	Function Name
1890	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	10th of Ramadan
1891	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Menia Kornish
1892	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Maadi 9 St
1893	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Maadi
1894	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Madinty
1895	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Mahalla ElKobra
1896	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Mall Of Egypt
1897	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Lagoun
1898	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Lebanon
1899	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Louran
1900	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Luxour
1901	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Kafr El Shiekh

#	Control Name	Function Name
1902	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Ismailia
1903	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Korba
1904	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق للحريق وخاصة الادراج السفلية الغير محكمه اغلاق الخزائن الحديدية المضادة	Kafr Sakar
1905	4. Access to classified servers, particularly within the Active Directory structure, is channeled through dedicated Privilege Access Workstations (PAWs).	Information Security
1906	4) Tighten the EW monitoring process.	SME Risk
1907	4) Tighten the EW monitoring process.	SME Risk
1908	4) capacity building model has to be presented to ensure meeting the top management strategy for SME growth	SME Risk
1909	4) All original collaterals/financing docs are saved at the documentation team	SME Risk
1910	4- Single Obligor , Related parties & shareholders guidelines	Corporate Credit Risk
1911	4- Scanning on bass capture solution system in place where all customer documentation are scanned as soft copies	Corporate Account Opening
1912	4- obtaining legal approval / branch manager . 4- مدير الفرع أو الادارة القانونية . 4- الحصول على موافقه	CFC
1913	4- obtaining legal approval / branch manager . 4- مدير الفرع أو الادارة القانونية . 4- الحصول على موافقه	Belbais
1914	4- obtaining legal approval / branch manager . 4- مدير الفرع أو الادارة القانونية . 4- الحصول على موافقه	Damietta
1915	4- obtaining legal approval / branch manager . 4- مدير الفرع أو الادارة القانونية . 4- الحصول على موافقه	Damanhour

#	Control Name	Function Name
1916	4- obtaining legal approval / branch manager . 4- الادارة القانونية - الحصول على موافقه	Emad El-Din
1917	4- obtaining legal approval / branch manager . 4- الادارة القانونية - الحصول على موافقه	Elborsa
1918	4- obtaining legal approval / branch manager . 4- الادارة القانونية - الحصول على موافقه	El-Shams Club
1919	4- obtaining legal approval / branch manager . 4- الادارة القانونية - الحصول على موافقه	Dokki
1920	4- obtaining legal approval / branch manager . 4- الادارة القانونية - الحصول على موافقه	El Manial
1921	4- obtaining legal approval / branch manager . 4- الادارة القانونية - الحصول على موافقه	Heliopolis Maryland
1922	4- obtaining legal approval / branch manager . 4- الادارة القانونية - الحصول على موافقه	Hurghada
1923	4- obtaining legal approval / branch manager . 4- الادارة القانونية - الحصول على موافقه	Helwan
1924	4- obtaining legal approval / branch manager . 4- الادارة القانونية - الحصول على موافقه	Heliopolis Andalos
1925	4- obtaining legal approval / branch manager . 4- الادارة القانونية - الحصول على موافقه	Haram
1926	4- obtaining legal approval / branch manager . 4- الادارة القانونية - الحصول على موافقه	Garden City
1927	4- obtaining legal approval / branch manager . 4- الادارة القانونية - الحصول على موافقه	Fayoum
1928	4- obtaining legal approval / branch manager . 4- الادارة القانونية - الحصول على موافقه	Fakous
1929	4- obtaining legal approval / branch manager . 4- الادارة القانونية - الحصول على موافقه	Farskour

#	Control Name	Function Name
1930	4- obtaining legal approval / branch manager . 4- الإدارة القانونية . 4- الحصول على موافقه	Arabela
1931	4- obtaining legal approval / branch manager . 4- الإدارة القانونية . 4- الحصول على موافقه	Assiut Gomhoria
1932	4- obtaining legal approval / branch manager . 4- الإدارة القانونية . 4- الحصول على موافقه	6 Of October
1933	4- obtaining legal approval / branch manager . 4- الإدارة القانونية . 4- الحصول على موافقه	Alexandria Fouad St.
1934	4- obtaining legal approval / branch manager . 4- الإدارة القانونية . 4- الحصول على موافقه	Banha
1935	4- obtaining legal approval / branch manager . 4- الإدارة القانونية . 4- الحصول على موافقه	Bani Sweif
1936	4- obtaining legal approval / branch manager . 4- الإدارة القانونية . 4- الحصول على موافقه	Azhar
1937	4- obtaining legal approval / branch manager . 4- الإدارة القانونية . 4- الحصول على موافقه	Assiut Saad Zagloul
1938	4- obtaining legal approval / branch manager . 4- الإدارة القانونية . 4- الحصول على موافقه	Aswan
1939	4- obtaining legal approval / branch manager . 4- الإدارة القانونية . 4- الحصول على موافقه	Port Said
1940	4- obtaining legal approval / branch manager . 4- الإدارة القانونية . 4- الحصول على موافقه	Qalioub
1941	4- obtaining legal approval / branch manager . 4- الإدارة القانونية . 4- الحصول على موافقه	October Plaza
1942	4- obtaining legal approval / branch manager . 4- الإدارة القانونية . 4- الحصول على موافقه	Opera
1943	4- obtaining legal approval / branch manager . 4- الإدارة القانونية . 4- الحصول على موافقه	Obour city

#	Control Name	Function Name
1944	4- obtaining legal approval / branch manager . 4- الإدارة القانونية . 4- الحصول على موافقه	New Cairo
1945	4- obtaining legal approval / branch manager . 4- الإدارة القانونية . 4- الحصول على موافقه	Mostafa El-Nahas
1946	4- obtaining legal approval / branch manager . 4- الإدارة القانونية . 4- الحصول على موافقه	Nasr City
1947	4- obtaining legal approval / branch manager . 4- الإدارة القانونية . 4- الحصول على موافقه	Mokatam
1948	4- obtaining legal approval / branch manager . 4- الإدارة القانونية . 4- الحصول على موافقه	Roushdy
1949	4- obtaining legal approval / branch manager . 4- الإدارة القانونية . 4- الحصول على موافقه	Rehab
1950	4- obtaining legal approval / branch manager . 4- الإدارة القانونية . 4- الحصول على موافقه	Qeuna
1951	4- obtaining legal approval / branch manager . 4- الإدارة القانونية . 4- الحصول على موافقه	Salah Salem
1952	4- obtaining legal approval / branch manager . 4- الإدارة القانونية . 4- الحصول على موافقه	Sawah
1953	4- obtaining legal approval / branch manager . 4- الإدارة القانونية . 4- الحصول على موافقه	Sheraton
1954	4- obtaining legal approval / branch manager . 4- الإدارة القانونية . 4- الحصول على موافقه	Shobra
1955	4- obtaining legal approval / branch manager . 4- الإدارة القانونية . 4- الحصول على موافقه	Shebin El Kom
1956	4- obtaining legal approval / branch manager . 4- الإدارة القانونية . 4- الحصول على موافقه	Sheikh Zayed
1957	4- obtaining legal approval / branch manager . 4- الإدارة القانونية . 4- الحصول على موافقه	Kafr Sakar



#	Control Name	Function Name
1958	4- obtaining legal approval / branch manager . 4- الادارة القانونية . 4- الحصول على موافقه	Korba
1959	4- obtaining legal approval / branch manager . 4- الادارة القانونية . 4- الحصول على موافقه	Ismailia
1960	4- obtaining legal approval / branch manager . 4- الادارة القانونية . 4- الحصول على موافقه	Kafr El Shiekh
1961	4- obtaining legal approval / branch manager . 4- الادارة القانونية . 4- الحصول على موافقه	Maadi
1962	4- obtaining legal approval / branch manager . 4- الادارة القانونية . 4- الحصول على موافقه	Luxour
1963	4- obtaining legal approval / branch manager . 4- الادارة القانونية . 4- الحصول على موافقه	Louran
1964	4- obtaining legal approval / branch manager . 4- الادارة القانونية . 4- الحصول على موافقه	Lebanon
1965	4- obtaining legal approval / branch manager . 4- الادارة القانونية . 4- الحصول على موافقه	Lagoun
1966	4- obtaining legal approval / branch manager . 4- الادارة القانونية . 4- الحصول على موافقه	Mall Of Egypt
1967	4- obtaining legal approval / branch manager . 4- الادارة القانونية . 4- الحصول على موافقه	Mahalla ElKobra
1968	4- obtaining legal approval / branch manager . 4- الادارة القانونية . 4- الحصول على موافقه	Madinty
1969	4- obtaining legal approval / branch manager . 4- الادارة القانونية . 4- الحصول على موافقه	Maadi 9 St
1970	4- obtaining legal approval / branch manager . 4- الادارة القانونية . 4- الحصول على موافقه	Menia Kornish
1971	4- obtaining legal approval / branch manager . 4- الادارة القانونية . 4- الحصول على موافقه	10th of Ramadan

#	Control Name	Function Name
1972	4- obtaining legal approval / branch manager . 4- الإدارة القانونية الحصول على موافقه	Mansoura
1973	4- obtaining legal approval / branch manager . 4- الإدارة القانونية الحصول على موافقه	Miami
1974	4- obtaining legal approval / branch manager . 4- الإدارة القانونية الحصول على موافقه	Mohandessein
1975	4- obtaining legal approval / branch manager . 4- الإدارة القانونية الحصول على موافقه	Zamalek
1976	4- obtaining legal approval / branch manager . 4- الإدارة القانونية الحصول على موافقه	Zakazik Galla St.
1977	4- obtaining legal approval / branch manager . 4- الإدارة القانونية الحصول على موافقه	Zakazik Awkaff Buil.
1978	4- obtaining legal approval / branch manager . 4- الإدارة القانونية الحصول على موافقه	Shobra El khima
1979	4- obtaining legal approval / branch manager . 4- الإدارة القانونية الحصول على موافقه	Shooting Club
1980	4- obtaining legal approval / branch manager . 4- الإدارة القانونية الحصول على موافقه	Sohag Nasser City
1981	4- obtaining legal approval / branch manager . 4- الإدارة القانونية الحصول على موافقه	Smouha
1982	4- obtaining legal approval / branch manager . 4- الإدارة القانونية الحصول على موافقه	Sodic
1983	4- obtaining legal approval / branch manager . 4- الإدارة القانونية الحصول على موافقه	Tanta - AlGeish
1984	4- obtaining legal approval / branch manager . 4- الإدارة القانونية الحصول على موافقه	Sohag Nile St.
1985	4- obtaining legal approval / branch manager . 4- الإدارة القانونية الحصول على موافقه	Zahraa EL Maadi

#	Control Name	Function Name
1986	4- obtaining legal approval / branch manager . 4- مدير الفرع أو الادارة القانونية -4 الحصول على موافقه	Thawra
1987	4- Monitoring cards blank stock balance reports at vendor custody against daily usage to ensure proper cards stock usage with continuity of daily embossing & printing	Cards Operations
1988	4- Enrich the control environment via enhancing the soft and hard controls	SME Risk
1989	4- Changes/updates of procedures are cascaded to all stakeholders and published on ADIB portal	DSU
1990	4- Authorized access to the floor using access cards to allow only authorized staff	Trade Finance
1991	4 all transactions proccsed by maker are approved by checker	Remittance
1992	4- All supporting Docs & approvals are in place before execution.	Remittance
1993	4- All job descriptions are reviewed annually and updated with HR	Consumer Operations
1994	4- All instructions must be approved for processing by the designated persons to approve.	Remittance
1995	4- Admin. & Secretary follow up.	Direct Investments
1996	4- a weekly meeting is set to discusse the new location issues to enhance and improve the process , this meeting including Business - Admin - Premises addition to any other department that may affect the new location progress	Premises
1997	3-maker should handle pending transactions not proceesed by system due to inward issue.	Remittance
1998	3-Issues captured from reports are effectively reviewed on maker / checker level.	Internal Control
1999	3-Issues captured from reports are effectively reviewed on maker / checker level.	Internal Control
2000	3-Ensure effective review on maker \checker level for all departments activities as per policy and procedures	Internal Control

#	Control Name	Function Name
2001	3-Ensure all data are mapped correctly on the system .	Consumer Credit Initiation
2002	3-Credit Checking requirements as per CBE &Policy; guidelines .	Corporate Credit Risk
2003	3-Checklist in place including all items/functions/process within the branches and MF units.	Internal Control
2004	3-Building standered manual models in spreadsheets.	Branches HUB Control
2005	3-Access to the batches location is authorized to the staff only with access card.	Branches HUB Control
2006	3. We formed a media list covering all the major press members to assist in crisis control when needed.	Corporate Communication
2007	3. To respond to the issue in the same publication with the corrective statement. To align staff through internal communications for any clarifications.	Corporate Communication
2008	3. The text is being reviewed by Corporate Communications after Finance review.	Corporate Communication
2009	3. The employee should not join the training if the commitment letter was not signed	Human Resources
2010	3. Team leader monitor the deferral and review all the cases and send reminder during month	Corporate Account Opening
2011	3. Sudden check in case of face to face interviews	Retail Service Quality
2012	3. Specialized privileged accounts, distinct from regular user accounts, are employed to mitigate unauthorized access.	Information Security
2013	3. Send email to employees with their apparisals	Human Resources
2014	3. Sanction list is screened from AML to the new vendor	Human Resources
2015	3. Regular follow-up with the NGO to ensure complying with the terms and conditions as agreed.	Corporate Communication

#	Control Name	Function Name
2016	3. Printing non modification daily Report for CADDC user noting that internal control checking maintenance report for all bank staff	Corporate Account Opening
2017	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Arabela
2018	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Assiut Gomhoria
2019	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	6 Of October
2020	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Alexandria Fouad St.
2021	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Banha
2022	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Bani Sweif
2023	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Azhar
2024	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Assiut Saad Zaghloul
2025	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Aswan
2026	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Emad El-Din
2027	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Elborsa

#	Control Name	Function Name
2028	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	El-Shams Club
2029	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Dokki
2030	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	El Manial
2031	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Damietta
2032	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Damanhour
2033	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Belbais
2034	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	CFC
2035	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Fakous
2036	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Farskour
2037	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Garden City
2038	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Fayoum
2039	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Heliopolis Meryland

#	Control Name	Function Name
2040	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Hurghada
2041	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Helwan
2042	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Heliopolis Andalos
2043	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Haram
2044	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Kafr Sakar
2045	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Korba
2046	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Ismailia
2047	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Kafr El Shiekh
2048	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Maadi
2049	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Luxour
2050	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Louran
2051	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Lebanon

#	Control Name	Function Name
2052	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Lagoun
2053	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Mall Of Egypt
2054	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Mahalla ElKobra
2055	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Madinty
2056	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	10th of Ramadan
2057	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Maadi 9 St
2058	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Miami
2059	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Mohandessein
2060	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Menia Kornish
2061	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Mansoura
2062	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Roushdy
2063	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Rehab



#	Control Name	Function Name
2064	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Qeuna
2065	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Salah Salem
2066	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Sawah
2067	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Sheraton
2068	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Shobra
2069	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Sheikh Zayed
2070	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Shebin El Kom
2071	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Obour city
2072	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	New Cairo
2073	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Mostafa El-Nahas
2074	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Nasr City
2075	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Mokatam

#	Control Name	Function Name
2076	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	October Plaza
2077	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Opera
2078	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Qalioub
2079	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Port Said
2080	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Zamalek
2081	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Zakazik Galla St.
2082	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Zakazik Awkaff Buil.
2083	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Thawra
2084	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Zahraa EL Maadi
2085	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Tanta - AlGeish
2086	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Sohag Nile St.
2087	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Smouha

#	Control Name	Function Name
2088	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Sodic
2089	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Sohag Nasser City
2090	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Shobra El khima
2091	3. Ops officer branch manager ensure the customer request is in place. 3. طلب العميل على حفظ المراسلات بالفرع يتأكد مدير العمليات ومدير الفرع من وجود	Shooting Club
2092	3. Ongoing Product Updates awareness emails to all front liners.	Assets Products
2093	3. Ongoing meeting with all stakeholders to ensure applying the roles as per the timelines.	Premises
2094	3. Monitoring the approved projects budget as per the planned budget	Premises
2095	3. Investigation will be conducted to the submitted cases and to be verified prior submitting to the committee.	Human Resources
2096	3. Instruction is received from the compnay's mail mentioned in the MIFT.The signature(s) on the instruction match one or more of the signature(s) that has been maintained on the core banking signature system.	CSU
2097	3. Exit Interviews results are reviewed, analyzed and included in monthly report on attrition and communicated with management	Human Resources
2098	3. ensure that target market exceptions are properly approved.	Corporate Credit Risk
2099	3. Economic and industry updates to be reviewed & actively linked to risk management and portfolio decisions, whereby the Risk Ratings are to be reviewed whenever there is a material event.	Corporate Credit Risk
2100	3. Define documented reporting sources, owners for the IS risks.	Information Security

#	Control Name	Function Name
2101	3. Consultation services are to be provided to various departments to ensure the proper implementation of the resolutions.	Shariaa
2102	3. Communication is being sent to the concerned line manager month prior the end of the probation date	Human Resources
2103	3. Collection of customer statements to be able to define and know the exact values that should be claimed and collected , report printed from IT side	RMU
2104	3. Classification and Evaluation for all outsource service providers after each project to build up a database to be useful when recommending for new projects, where specification for all used materials are clear in the BOQ.	Premises
2105	3. Checklist containing all the CBE circulars to ensure abiding to all CBE regulations which are published on the portal by Compliance	Premises
2106	3. Branches are requested to check the serials of each requested checkbook before applying on system	Check Printing Unit
2107	3. Attach emails when needed to reflect approvals.	Corporate Communication
2108	3. Apply restrictions to sending announcements to all staff & dedicating a focal point in Corp Comms that manages this function.	Corporate Communication
2109	3. Apply penalties on service providers in case of any delay	Premises
2110	3. All Simplex machines are closed. • اغلاق او تخزين الى الوقت و التاريخ	Aswan
2111	3. All Simplex machines are closed. • اغلاق او تخزين الى الوقت و التاريخ	Assiut Saad Zagloul
2112	3. All Simplex machines are closed. • اغلاق او تخزين الى الوقت و التاريخ	Azhar
2113	3. All Simplex machines are closed. • اغلاق او تخزين الى الوقت و التاريخ	Bani Sweif
2114	3. All Simplex machines are closed. • اغلاق او تخزين الى الوقت و التاريخ	Banha
2115	3. All Simplex machines are closed. • اغلاق او تخزين الى الوقت و التاريخ	Alexandria Fouad St.

#	Control Name	Function Name
2116	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	6 Of October
2117	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Assiut Gomhoria
2118	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Arabela
2119	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Haram
2120	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Heliopolis Andalos
2121	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Helwan
2122	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Hurghada
2123	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Heliopolis Meryland
2124	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Fayoum
2125	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Garden City
2126	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Farskour
2127	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Fakous
2128	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	CFC
2129	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Belbais
2130	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Damanhour
2131	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Damietta
2132	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	El Manial
2133	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Dokki
2134	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	El-Shams Club

#	Control Name	Function Name
2135	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Elborsa
2136	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Emad El-Din
2137	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Port Said
2138	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Qalioub
2139	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Opera
2140	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	October Plaza
2141	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Mokatam
2142	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Nasr City
2143	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Mostafa El-Nahas
2144	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	New Cairo
2145	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Obour city
2146	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Shebin El Kom
2147	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Sheikh Zayed
2148	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Shobra
2149	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Sheraton
2150	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Sawah
2151	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Salah Salem
2152	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Qeuna
2153	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Rehab

#	Control Name	Function Name
2154	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Roushdy
2155	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Mansoura
2156	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Menia Kornish
2157	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Mohandessein
2158	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Miami
2159	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Maadi 9 St
2160	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Madinty
2161	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Mahalla ElKobra
2162	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Mall Of Egypt
2163	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Kafr El Shiekh
2164	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Ismailia
2165	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Kafr Sakar
2166	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Korba
2167	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Lagoun
2168	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Lebanon
2169	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	10th of Ramadan
2170	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Louran
2171	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Luxour
2172	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Maadi

#	Control Name	Function Name
2173	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Smouha
2174	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Sodic
2175	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Sohag Nasser City
2176	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Shooting Club
2177	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Shobra El khima
2178	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Thawra
2179	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Zahraa EL Maadi
2180	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Sohag Nile St.
2181	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Tanta - AlGeish
2182	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Zakazik Awkaff Buil.
2183	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Zakazik Galla St.
2184	3. All Simplex machines are closed. • اغلاق او تخزين اله الوقت و التاريخ	Zamalek
2185	3. Adherence Monitoring to SLA conditions and reporting any violations to Senior Management & the proper Management line in order to take needed actions.	IT
2186	3)on going communication / discssion with business team to discuss and highlight any negative issues.	SME Risk
2187	3)on going communication / discssion with business team to discuss and highlight any negative issues.	SME Risk
2188	3) to ensure that all caps & triggers are properly monitored and reported to HRR committee as well as approving any breaches in that forum (if any)	RMU



#	Control Name	Function Name
2189	3) Soft and hard collection, reporting to the remedial manager must have an experienced staff to handle in order to access the case in a manner that preserve bank's assets.	RMU
2190	3) MIS to be used for Capacity Plan, to ensure Capacity meet business requirements. previous detailed pipeline report is a must to be rebuilt again for better monitoring	SME Risk
2191	3) Automation and use of smart solution for developed workflows and applications	SME Risk
2192	3) Analyze and take the necessary action.	SME Risk
2193	3) All the content including any original approvals are scanned and saved on CRM/risk folder	SME Risk
2194	3- Weekly Escalation of the pending Alerts / Ageing Report.	Compliance
2195	3- The Turnaround times are monitored on a daily basis and a TAT MIS is maintained.	Consumer Credit Initiation
2196	3- Review of procedures as and when required in case any amendments/change in to the procedures/work flow inorder to obtain the required approval as per the delegation/approval matrix	DSU
2197	3- Register is kept under the vault custodians responsibility to register the movement of documentation files	Corporate Account Opening
2198	3- Quarterly ECL provision memo is approved by CRO.	Capital and Provision Management
2199	3- Perform market scanning with other banks to identify the common fraudulent issues to share it with credit and EW Team to consider such issues in the due diligent and customer monitoring process.	SME Risk
2200	3- password already granted to the authorized persons to enter the restricted area	Check Printing Unit
2201	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Kafr El Shiekh

#	Control Name	Function Name
2202	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Ismailia
2203	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Kafr Sakar
2204	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Korba
2205	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Lagoun
2206	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	10th of Ramadan
2207	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Lebanon
2208	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Louran
2209	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Luxour
2210	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Maadi
2211	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Mohandessein
2212	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Miami
2213	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Mansoura
2214	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Menia Kornish
2215	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Maadi 9 St
2216	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Madinty
2217	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Mahalla ElKobra
2218	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Mall Of Egypt
2219	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Port Said
2220	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Qalioub

#	Control Name	Function Name
2221	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Opera
2222	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	October Plaza
2223	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Mokatam
2224	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Nasr City
2225	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Mostafa El-Nahas
2226	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	New Cairo
2227	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Obour city
2228	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Shebin El Kom
2229	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Sheikh Zayed
2230	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Shobra
2231	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Sheraton
2232	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Sawah
2233	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Salah Salem
2234	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Qeuna
2235	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Rehab
2236	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Roushdy
2237	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Bani Sweif
2238	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Banha
2239	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Assiut Saad Zagloul

#	Control Name	Function Name
2240	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Aswan
2241	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Azhar
2242	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Alexandria Fouad St.
2243	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	6 Of October
2244	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Assiut Gomhoria
2245	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Arabela
2246	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Haram
2247	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Heliopolis Andalos
2248	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Helwan
2249	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Hurghada
2250	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Heliopolis Meryland
2251	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Fakous
2252	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Farskour
2253	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Fayoum
2254	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Garden City
2255	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	CFC
2256	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Belbais
2257	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Damanhour
2258	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Damietta

#	Control Name	Function Name
2259	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	El Manial
2260	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Dokki
2261	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	El-Shams Club
2262	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Elborsa
2263	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Emad El-Din
2264	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Zakazik Awkaff Buil.
2265	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Zakazik Galla St.
2266	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Zamalek
2267	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Smouha
2268	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Sodic
2269	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Sohag Nasser City
2270	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Shooting Club
2271	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Shobra El khima
2272	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Thawra
2273	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Zahraa EL Maadi
2274	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Sohag Nile St.
2275	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة	Tanta - AlGeish
2276	3- Keeping the AWB with the daily patch to ensure receiving the printed checkbooks to the concerned branches.	Check Printing Unit

#	Control Name	Function Name
2277	3- Job descriptions in place to ensure segregation of duties is clearly documented and implemented	Consumer Operations
2278	3- In case of staff resignation or internal move, unit head sends a mail to the USER ACCESS GROUP to disable their access rights.	Swift
2279	3- Fire proof cabinets	Trade Finance
2280	3- Ensure daily smooth running of Quantum reports.	Market Risk
2281	3- Direct investment officer should arrange with ADIB representative on BODs for taken decisions.	Direct Investments
2282	3- Check that all New I-score users should be well thought through and signed off over Service Desk Self Ticketing by the Function Head.	Consumer Credit Initiation
2283	3- Cameras are covering the ATM Area / Operation areas.	Tanta - AlGeish
2284	3- Cameras are covering the ATM Area / Operation areas.	Sohag Nile St.
2285	3- Cameras are covering the ATM Area / Operation areas.	Zahraa EL Maadi
2286	3- Cameras are covering the ATM Area / Operation areas.	Thawra
2287	3- Cameras are covering the ATM Area / Operation areas.	Shobra El khima
2288	3- Cameras are covering the ATM Area / Operation areas.	Shooting Club
2289	3- Cameras are covering the ATM Area / Operation areas.	Sohag Nasser City
2290	3- Cameras are covering the ATM Area / Operation areas.	Sodic
2291	3- Cameras are covering the ATM Area / Operation areas.	Smouha
2292	3- Cameras are covering the ATM Area / Operation areas.	Zamalek
2293	3- Cameras are covering the ATM Area / Operation areas.	Zakazik Galla St.

#	Control Name	Function Name
2294	3- Cameras are covering the ATM Area / Operation areas.	Zakazik Awkaff Buil.
2295	3- Cameras are covering the ATM Area / Operation areas.	Kafr El Shiekh
2296	3- Cameras are covering the ATM Area / Operation areas.	Ismailia
2297	3- Cameras are covering the ATM Area / Operation areas.	Korba
2298	3- Cameras are covering the ATM Area / Operation areas.	Kafr Sakar
2299	3- Cameras are covering the ATM Area / Operation areas.	Maadi
2300	3- Cameras are covering the ATM Area / Operation areas.	Luxour
2301	3- Cameras are covering the ATM Area / Operation areas.	Louran
2302	3- Cameras are covering the ATM Area / Operation areas.	Lebanon
2303	3- Cameras are covering the ATM Area / Operation areas.	Lagoun
2304	3- Cameras are covering the ATM Area / Operation areas.	Mohandessein
2305	3- Cameras are covering the ATM Area / Operation areas.	Miami
2306	3- Cameras are covering the ATM Area / Operation areas.	Menia Kornish
2307	3- Cameras are covering the ATM Area / Operation areas.	Mansoura
2308	3- Cameras are covering the ATM Area / Operation areas.	Mall Of Egypt
2309	3- Cameras are covering the ATM Area / Operation areas.	Mahalla ElKobra
2310	3- Cameras are covering the ATM Area / Operation areas.	Madinty
2311	3- Cameras are covering the ATM Area / Operation areas.	Maadi 9 St
2312	3- Cameras are covering the ATM Area / Operation areas.	Obour city

#	Control Name	Function Name
2313	3- Cameras are covering the ATM Area / Operation areas.	New Cairo
2314	3- Cameras are covering the ATM Area / Operation areas.	Nasr City
2315	3- Cameras are covering the ATM Area / Operation areas.	Mostafa El-Nahas
2316	3- Cameras are covering the ATM Area / Operation areas.	Mokatam
2317	3- Cameras are covering the ATM Area / Operation areas.	Port Said
2318	3- Cameras are covering the ATM Area / Operation areas.	Qalioub
2319	3- Cameras are covering the ATM Area / Operation areas.	October Plaza
2320	3- Cameras are covering the ATM Area / Operation areas.	Opera
2321	3- Cameras are covering the ATM Area / Operation areas.	Roushdy
2322	3- Cameras are covering the ATM Area / Operation areas.	Rehab
2323	3- Cameras are covering the ATM Area / Operation areas.	Qeuna
2324	3- Cameras are covering the ATM Area / Operation areas.	Salah Salem
2325	3- Cameras are covering the ATM Area / Operation areas.	Sawah
2326	3- Cameras are covering the ATM Area / Operation areas.	Sheraton
2327	3- Cameras are covering the ATM Area / Operation areas.	Shobra
2328	3- Cameras are covering the ATM Area / Operation areas.	Sheikh Zayed
2329	3- Cameras are covering the ATM Area / Operation areas.	Shebin El Kom
2330	3- Cameras are covering the ATM Area / Operation areas.	Heliopolis Meryland
2331	3- Cameras are covering the ATM Area / Operation areas.	Helwan



#	Control Name	Function Name
2332	3- Cameras are covering the ATM Area / Operation areas.	Hurghada
2333	3- Cameras are covering the ATM Area / Operation areas.	10th of Ramadan
2334	3- Cameras are covering the ATM Area / Operation areas.	Haram
2335	3- Cameras are covering the ATM Area / Operation areas.	Heliopolis Andalos
2336	3- Cameras are covering the ATM Area / Operation areas.	Garden City
2337	3- Cameras are covering the ATM Area / Operation areas.	Fayoum
2338	3- Cameras are covering the ATM Area / Operation areas.	Farskour
2339	3- Cameras are covering the ATM Area / Operation areas.	Fakous
2340	3- Cameras are covering the ATM Area / Operation areas.	Emad El-Din
2341	3- Cameras are covering the ATM Area / Operation areas.	El-Shams Club
2342	3- Cameras are covering the ATM Area / Operation areas.	Dokki
2343	3- Cameras are covering the ATM Area / Operation areas.	Elborsa
2344	3- Cameras are covering the ATM Area / Operation areas.	El Manial
2345	3- Cameras are covering the ATM Area / Operation areas.	Damietta
2346	3- Cameras are covering the ATM Area / Operation areas.	Damanhour
2347	3- Cameras are covering the ATM Area / Operation areas.	Belbais
2348	3- Cameras are covering the ATM Area / Operation areas.	CFC
2349	3- Cameras are covering the ATM Area / Operation areas.	Arabela
2350	3- Cameras are covering the ATM Area / Operation areas.	Assiut Gomhoria

#	Control Name	Function Name
2351	3- Cameras are covering the ATM Area / Operation areas.	6 Of October
2352	3- Cameras are covering the ATM Area / Operation areas.	Alexandria Fouad St.
2353	3- Cameras are covering the ATM Area / Operation areas.	Azhar
2354	3- Cameras are covering the ATM Area / Operation areas.	Aswan
2355	3- Cameras are covering the ATM Area / Operation areas.	Assiut Saad Zagloul
2356	3- Cameras are covering the ATM Area / Operation areas.	Banha
2357	3- Cameras are covering the ATM Area / Operation areas.	Bani Sweif
2358	3- Another alternatives in place For LCY; ACH and RTGS	Remittance
2359	3- All the GLs proofing are being sent to Finance monthly	Cards Operations
2360	3- All job descriptions are reviewed with HR & semi annually.	DSU
2361	3- All job descriptions are reviewed annually and updated with HR	RMU
2362	3- All job descriptions are reviewed annually and updated with HR	Branches HUB Control
2363	3- All instructions must have sv and Fax indemnity signed (if exists)/designated messenger or any other control required by MIFT policy stamps.	Remittance
2364	3 - Ensure all procedures are updated	RMU
2365	3 - Ensure all procedures are updated	Cards Operations
2366	3 - Ensure all procedures are updated	Call Center
2367	3 - Ensure all procedures are updated	Branches Logistics Unit
2368	3 - Ensure all procedures are updated	Assets Products
2369	2-Transferring the following up process getting the task done to the legal and administration departments for rapider actions	Premises

#	Control Name	Function Name
2370	2-The physical verification should include independent member other than the custodian for implementing the control properly.	Check Printing Unit
2371	2-The physical verification should include independent member other than the custodian for implementing the control properly.	Check Printing Unit
2372	2-System initiated controls to check data entry and availability of mandatory and critical fields.	Consumer Credit Initiation
2373	2-Register in place to log all the send and received batches.	Branches HUB Control
2374	2-Register in place to log all the received batches under dual custody.	Branches HUB Control
2375	2-Quarterly tracking of actual visits Vs. plan.	Internal Control
2376	2-Prepare the Score Card for the site from all stakeholders.	Premises
2377	2-Monthly tracking of actual visits Vs. plan	Internal Control
2378	2-Immediate action requested from dept. to rectify/close the exception captured from those reports.	Internal Control
2379	2-Immediate action requested from branch or dept. to rectify/close the exception captured from those reports.	Internal Control
2380	2-Dual control is applied by maker and checker on regulatory system to comply with CBE monthly target date	Credit Information
2381	2-Dual control is applied by maker and checker on regulatory system to comply with CBE monthly target date	Credit Information
2382	2-Dual control is applied by maker and checker on regulatory system to comply with CBE monthly target date	Credit Information
2383	2-Dual control is applied by maker and checker on regulatory system to comply with CBE monthly target date	Credit Information
2384	2-Check points over spreadsheets..	Branches HUB Control
2385	24x7 Monitoring Weekly report sent to department head Implement Data Leakage Prevention (DLP) Measures	Information Security

#	Control Name	Function Name
2386	2. We create internal awareness communication messages directed to staff regarding who the official spokes person(s) is and how statements should only go through him/her.	Corporate Communication
2387	2. Unit head approval is required for any internal communication.	Corporate Communication
2388	2. Turnover ratios monitored by department and reported to senior management	Human Resources
2389	2. To prepare a response in alignment with top management.	Corporate Communication
2390	2. TNA plan is being prepared by Training team for implementation.	Human Resources
2391	2. The Sharia department will execute periodic and sudden reviews due to the gravity of the Sharia market risk.	Shariaa
2392	2. The Sharia Department may assign one or more of its members according to the discretionary decision of the Sharia head to assist in achieving the Sharia audit plan.	Shariaa
2393	2. The proposal is being approved from the segment head ( above 100k) then head of marketing and head of consumer banking	Marketing
2394	2. The staff in Marketing review all the invoices prior submitting to finance to ensure obtaining all the approvals and they were approved and signed based on the delegation matrix.	Marketing
2395	2. Sign a contract with the NGO to ensure applying all the agreed terms and conditions.	Corporate Communication
2396	2. Sending the proofing results to Finance for verification and communicate to HR for any discrepancy	Human Resources
2397	2. Semi annual inventory check is being done and signed by two department representatives 3- Validation on the reconciliation Vs previous inventory checks and logs done by a Unit Supervisor/manager or Head.	Marketing
2398	2. Reviewing mockup by financial Department before publishing and letting them sign it.	Corporate Communication

#	Control Name	Function Name
2399	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيايل الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Azhar
2400	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيايل الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Aswan
2401	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيايل الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Banha
2402	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيايل الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Bani Sweif
2403	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيايل الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	6 Of October
2404	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيايل الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Alexandria Fouad St.
2405	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيايل الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Assiut Gomhoria
2406	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيايل الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Arabela

#	Control Name	Function Name
2407	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Assiut Saad Zagloul
2408	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Helwan
2409	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Hurghada
2410	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Haram
2411	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Heliopolis Andalos
2412	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Heliopolis Maryland
2413	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Garden City
2414	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	10th of Ramadan

#	Control Name	Function Name
2415	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Fayoum
2416	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Farskour
2417	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Fakous
2418	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Emad El-Din
2419	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	El-Shams Club
2420	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Dokki
2421	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	El Manial
2422	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Elborsa

#	Control Name	Function Name
2423	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Damietta
2424	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Damanhour
2425	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Belbais
2426	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	CFC
2427	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Kafr El Shiekh
2428	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Ismailia
2429	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Korba
2430	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Kafr Sakar



#	Control Name	Function Name
2431	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Maadi
2432	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Louran
2433	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Luxour
2434	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Lebanon
2435	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Lagoun
2436	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Mall Of Egypt
2437	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Mahalla ElKobra
2438	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Madinty

#	Control Name	Function Name
2439	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيايل الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Maadi 9 St
2440	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيايل الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Menia Kornish
2441	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيايل الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Mansoura
2442	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيايل الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Miami
2443	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيايل الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Mohandessein
2444	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيايل الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Mokatam
2445	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيايل الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	New Cairo
2446	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيايل الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Obour city

#	Control Name	Function Name
2447	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيايل الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Nasr City
2448	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيايل الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Mostafa El-Nahas
2449	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيايل الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Port Said
2450	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيايل الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Qalioub
2451	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيايل الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	October Plaza
2452	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيايل الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Opera
2453	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيايل الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Roushdy
2454	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيايل الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Qeuna

#	Control Name	Function Name
2455	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Rehab
2456	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Salah Salem
2457	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Sawah
2458	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Sheraton
2459	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Shobra
2460	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Sheikh Zayed
2461	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Shebin El Kom
2462	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Shooting Club

#	Control Name	Function Name
2463	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيايل الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Smouha
2464	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيايل الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Shobra El khima
2465	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيايل الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Sodic
2466	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيايل الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Sohag Nasser City
2467	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيايل الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Tanta - AlGeish
2468	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيايل الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Sohag Nile St.
2469	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيايل الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Zahraa EL Maadi
2470	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيايل الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Thawra

#	Control Name	Function Name
2471	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Zamalek
2472	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Zakazik Galla St.
2473	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. احتيال الماكينة للتأكد من عدم تركيب إي اجهزة الفرع للتأكد من ان حارس الفرع قام بفحص مراجعة دفتر احوال	Zakazik Awkaff Bul.
2474	2. Review all SLAs every year with all stakeholders.	Premises
2475	2. Review all invoices as per the approved price list and quotations.	Corporate Communication
2476	2. Reference check is made from HR Risk & Governance	Human Resources
2477	2. Recording all interviews in case of telephonic interviews	Retail Service Quality
2478	2. Quarterly portfolio report is raised to Risk Committee and Audit Committee for review and breaches' approval, if any.	Corporate Credit Risk
2479	2. Quarter review to the granted access to HR staff	Human Resources
2480	2. Printing Makers and Checkers daily Activity Report and must be verified and checked by team leader against system and presented documents	Corporate Account Opening
2481	2. Print the email and to be signed by the staff members who verified the checking	Corporate Account Opening
2482	2. Preapproved budget for any exceptional project was not included in the yearly budget	Premises
2483	2. Periodic review of online product catalogue to ensure all info are up to date.	Assets Products

#	Control Name	Function Name
2484	2. Periodic reporting to the management of the existing and identified risks as well as the progress of their action plan.	Information Security
2485	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Azhar
2486	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Aswan
2487	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Banha
2488	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Bani Sweif
2489	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	6 Of October
2490	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Alexandria Fouad St.
2491	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Assiut Gomhoria

#	Control Name	Function Name
2492	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Arabela
2493	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Assiut Saad Zagloul
2494	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Helwan
2495	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Hurghada
2496	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Haram
2497	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Heliopolis Andalos
2498	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Heliopolis Maryland



#	Control Name	Function Name
2499	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Garden City
2500	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Fayoum
2501	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Farskour
2502	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Fakous
2503	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Emad El-Din
2504	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	10th of Ramadan
2505	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	El-Shams Club

#	Control Name	Function Name
2506	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Dokki
2507	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	El Manial
2508	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Elborsa
2509	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Damietta
2510	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Damanhour
2511	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Belbais
2512	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	CFC

#	Control Name	Function Name
2513	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Kafr El Shiekh
2514	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Ismailia
2515	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Korba
2516	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Kafr Sakar
2517	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Maadi
2518	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Louran
2519	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Luxour

#	Control Name	Function Name
2520	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Lebanon
2521	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Lagoun
2522	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Mall Of Egypt
2523	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Mahalla ElKobra
2524	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Madinty
2525	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Maadi 9 St
2526	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Menia Kornish

#	Control Name	Function Name
2527	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Mansoura
2528	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Miami
2529	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Mohandessein
2530	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Mokatam
2531	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Shebin El Kom
2532	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Sheikh Zayed
2533	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Sheraton

#	Control Name	Function Name
2534	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Shobra
2535	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Roushdy
2536	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Qeuna
2537	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Rehab
2538	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Salah Salem
2539	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Sawah
2540	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	New Cairo

#	Control Name	Function Name
2541	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Obour city
2542	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Nasr City
2543	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Mostafa El-Nahas
2544	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Port Said
2545	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Qalioub
2546	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	October Plaza
2547	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Opera

#	Control Name	Function Name
2548	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Zamalek
2549	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Zakazik Galla St.
2550	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Zakazik Awkaff Buil.
2551	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Tanta - AlGeish
2552	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Sohag Nile St.
2553	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Thawra
2554	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Zahraa EL Maadi



#	Control Name	Function Name
2555	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Shooting Club
2556	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Smouha
2557	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Shobra El khima
2558	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Sodic
2559	2. Ops officer branch manager ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. العنوان المسجل لدى البنك لمدة شهر ثم ارسالها للعميل على ومدير الفرع من الاحتفاظ بالمراسلات يتأكد مدير العمليات	Sohag Nasser City
2560	2. Obtaining the approvals from the stakeholders on all artworks and customer communication material prior launching any new campaign / product	Marketing
2561	2. Monthly check to the database for the probation period date and contract renewal date	Human Resources
2562	2. Memo with the recovery plan is prepared and approved.	RMU
2563	2. Matching the confirmation emails with the requests sent through the system from the branches side.	Check Printing Unit
2564	2. Make an emphasis on employees to direct clients with pure Sharia inquiries to the Sharia department to handle their questions professionally.	Shariaa

#	Control Name	Function Name
2565	2. Kick off meeting is held in the beginning of each project to define the timeline for all stakeholders.	Premises
2566	2. Key register is in place to monitor the keys movement.	Premises
2567	2. Include penalties when possible to compensate vendor delays or poor quality.	IT
2568	2. if having ex-employee case, obtain the required approvals	Human Resources
2569	2. HR Lead ensure posting the vacancy on the portal prior external hiring and there is no qualified candidates were applied	Human Resources
2570	2. Highlight delayed items throught the project time schedule.	Premises
2571	2. Escalation to be done for the delay in receiving the forms	Human Resources
2572	2. Escalation is being done if the commitment not received within 3 business days after sending the commitment letter.	Human Resources
2573	2. Ensure that there is an ORR and FRR, and that ORR follows the correct module as per Risk Rating section for all new obligors and that Risk Ratings are reviewed whenever there is a material event.	Corporate Credit Risk
2574	2. Due diligence documents are non deferrable 2. Log all the deferral in a sheet with the expiry date for monitoring.	Corporate Account Opening
2575	2. Coordination with all stakeholders in designing the branch with the approved guidelines	Marketing
2576	2. Confirmations are being sent to the related committee secretary for implementation	Human Resources
2577	2. Components Clustering (i.e. Dual Servers).	IT
2578	2. Clients' Instructions was sent from the authorized email address as defined by client in the fax /MIFT indementy.	CSU

#	Control Name	Function Name
2579	2. Capacity plan prepared and approved annually	Corporate Account Opening
2580	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Zamalek
2581	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Zakazik Galla St.
2582	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Zakazik Awkaff Bul.
2583	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Shooting Club
2584	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Smouha
2585	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Shobra El khima
2586	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Sodic

#	Control Name	Function Name
2587	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Sohag Nasser City
2588	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Thawra
2589	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Zahraa EL Maadi
2590	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Sohag Nile St.
2591	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Tanta - AlGeish
2592	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Azhar
2593	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Aswan

#	Control Name	Function Name
2594	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Banha
2595	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Bani Sweif
2596	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	6 Of October
2597	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Alexandria Fouad St.
2598	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Assiut Gomhoria
2599	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Arabela
2600	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Assiut Saad Zagloul

#	Control Name	Function Name
2601	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Helwan
2602	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Hurghada
2603	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Haram
2604	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Heliopolis Andalos
2605	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Heliopolis Meryland
2606	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Garden City
2607	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Fayoum

#	Control Name	Function Name
2608	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Farskour
2609	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Fakous
2610	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Emad El-Din
2611	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	El-Shams Club
2612	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Dokki
2613	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	El Manial
2614	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Elborsa

#	Control Name	Function Name
2615	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	10th of Ramadan
2616	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Damietta
2617	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Damanhour
2618	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Belbais
2619	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	CFC
2620	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Mall Of Egypt
2621	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Mahalla ElKobra



#	Control Name	Function Name
2622	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Madinty
2623	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Maadi 9 St
2624	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Menia Kornish
2625	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Mansoura
2626	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Miami
2627	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Mohandessein
2628	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Mokatam

#	Control Name	Function Name
2629	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Maadi
2630	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Louran
2631	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Luxour
2632	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Lebanon
2633	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Lagoun
2634	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Korba
2635	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Kafr Sakar

#	Control Name	Function Name
2636	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Ismailia
2637	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Kafr El Shiekh
2638	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	New Cairo
2639	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Obour city
2640	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Nasr City
2641	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Mostafa El-Nahas
2642	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Port Said

#	Control Name	Function Name
2643	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Qalioub
2644	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	October Plaza
2645	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Opera
2646	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Shebin El Kom
2647	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Sheikh Zayed
2648	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Sheraton
2649	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Shobra

#	Control Name	Function Name
2650	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Roushdy
2651	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Qeuna
2652	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Rehab
2653	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Salah Salem
2654	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الى ادارة المراجعة الداخلية الفرع بالتأكد من صحة المطابقة قبل الارسال يقوم مدير	Sawah
2655	2. Any relative case to be submitted to concerned committee for clearance, then to be presented to CEO for approvals	Human Resources
2656	2. All the submitted cases to be logged in a sheet which is being reviewed to ensure logging all the received cases	Human Resources
2657	2. All the required docs are attached with the invoice along with the PO (original if received from vendor)	Premises
2658	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	CFC

#	Control Name	Function Name
2659	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Belbais
2660	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Damanhour
2661	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	10th of Ramadan
2662	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Damietta
2663	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Elborsa
2664	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	El Manial
2665	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Dokki
2666	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	El-Shams Club

#	Control Name	Function Name
2667	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. <ul style="list-style-type: none"> <li>العمل او بشكل نهائي لمغادره الفرع</li> <li>مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل</li> </ul>	Emad El-Din
2668	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. <ul style="list-style-type: none"> <li>العمل او بشكل نهائي لمغادره الفرع</li> <li>مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل</li> </ul>	Fakous
2669	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. <ul style="list-style-type: none"> <li>العمل او بشكل نهائي لمغادره الفرع</li> <li>مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل</li> </ul>	Farskour
2670	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. <ul style="list-style-type: none"> <li>العمل او بشكل نهائي لمغادره الفرع</li> <li>مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل</li> </ul>	Fayoum
2671	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. <ul style="list-style-type: none"> <li>العمل او بشكل نهائي لمغادره الفرع</li> <li>مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل</li> </ul>	Garden City
2672	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. <ul style="list-style-type: none"> <li>العمل او بشكل نهائي لمغادره الفرع</li> <li>مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل</li> </ul>	Heliopolis Maryland
2673	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. <ul style="list-style-type: none"> <li>العمل او بشكل نهائي لمغادره الفرع</li> <li>مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل</li> </ul>	Heliopolis Andalos
2674	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. <ul style="list-style-type: none"> <li>العمل او بشكل نهائي لمغادره الفرع</li> <li>مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل</li> </ul>	Haram

#	Control Name	Function Name
2675	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Hurghada
2676	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Helwan
2677	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Assiut Saad Zagloul
2678	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Arabela
2679	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Assiut Gomhoria
2680	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Alexandria Fouad St.
2681	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	6 Of October
2682	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Bani Sweif



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2683	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Banha
2684	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Aswan
2685	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Azhar
2686	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Sawah
2687	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Salah Salem
2688	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Rehab
2689	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Qeuna
2690	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Roushdy

#	Control Name	Function Name
2691	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Shobra
2692	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Sheraton
2693	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Sheikh Zayed
2694	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Shebin El Kom
2695	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Opera
2696	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	October Plaza
2697	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Qalioub
2698	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Port Said

#	Control Name	Function Name
2699	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. <ul style="list-style-type: none"> <li>العمل او بشكل نهائي لمغادره الفرع</li> <li>مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل</li> </ul>	Mostafa El-Nahas
2700	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. <ul style="list-style-type: none"> <li>العمل او بشكل نهائي لمغادره الفرع</li> <li>مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل</li> </ul>	Nasr City
2701	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. <ul style="list-style-type: none"> <li>العمل او بشكل نهائي لمغادره الفرع</li> <li>مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل</li> </ul>	Obour city
2702	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. <ul style="list-style-type: none"> <li>العمل او بشكل نهائي لمغادره الفرع</li> <li>مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل</li> </ul>	New Cairo
2703	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. <ul style="list-style-type: none"> <li>العمل او بشكل نهائي لمغادره الفرع</li> <li>مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل</li> </ul>	Kafr El Shiekh
2704	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. <ul style="list-style-type: none"> <li>العمل او بشكل نهائي لمغادره الفرع</li> <li>مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل</li> </ul>	Ismailia
2705	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. <ul style="list-style-type: none"> <li>العمل او بشكل نهائي لمغادره الفرع</li> <li>مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل</li> </ul>	Kafr Sakar
2706	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. <ul style="list-style-type: none"> <li>العمل او بشكل نهائي لمغادره الفرع</li> <li>مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل</li> </ul>	Korba

#	Control Name	Function Name
2707	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Lagoun
2708	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Lebanon
2709	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Luxour
2710	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Louran
2711	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Maadi
2712	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Mokatam
2713	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Mohandessein
2714	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Miami

#	Control Name	Function Name
2715	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Mansoura
2716	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Menia Kornish
2717	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Maadi 9 St
2718	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Madinty
2719	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Mahalla ElKobra
2720	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Mall Of Egypt
2721	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Zakazik Awkaff Buil.
2722	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Zakazik Galla St.

#	Control Name	Function Name
2723	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Zamalek
2724	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Tanta - AlGeish
2725	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Sohag Nile St.
2726	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Zahraa EL Maadi
2727	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Thawra
2728	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Sohag Nasser City
2729	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Sodic
2730	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Shobra El khima

#	Control Name	Function Name
2731	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Smouha
2732	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • العمل او بشكل نهائي لمغادره الفرع مغادره المكاتب بشكل مؤقت اثناء ساعات اغلاق اجهزه الكمبيوتر قبل	Shooting Club
2733	2. ADIB Cards disputes : - Receive ADIB clients disputes . - Investigate with the service provider (MC/EBC) - Based on the investigation result either to be accept and refunded or rejected and debiting clients with the fees	Cards Operations
2734	2. Active Directory (AD) Tier model is strictly enforced to regulate access levels.	Information Security
2735	2. Account maintince are being done on a maker / checker basis	Corporate Account Opening
2736	2. A report of following them up shall be presented to the Shari'a Board periodically to ensure the obedience to these resolutions.	Shariaa
2737	2) Track and update Business, Underwriting and EW calls.	SME Risk
2738	2) Throughput conditions are monitored by early warning officer on monthly basis.	SME Risk
2739	2) Throughput conditions are monitored by early warning officer on monthly basis.	SME Risk
2740	2) Provide calling Activity reports for their Calls.	SMEs Business
2741	2) Pre-Screening & Customer Selection Criteria.	SME Risk
2742	2) Monthly presentation is produced to cover all the activities and monitor the caps & triggers. This is shared with all parties including business formally during the monthly high risk review committee	RMU

#	Control Name	Function Name
2743	2) Ensure proper communication , guidance & training to all concerned staff members , so as to have required knowledge to stand of their required performance standards.	SMEs Business
2744	2) Ensure proper communication , guidance & training to all concerned staff members , so as to have required knowledge to stand of their required performance standards.	SME Risk
2745	2) Contact the department responsible of provided the dump file, to make sure the dump file is provided.	SMEs Business
2746	2) Any withdrawal or return of file is monitored through a log managed by CAD team.	SME Risk
2747	2- Vendor representative is registering the received serial on Excel sheet for further reference and to be able to track the checks serial.	Check Printing Unit
2748	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Zamalek
2749	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Zakazik Galla St.
2750	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Zakazik Awkaff Buil.
2751	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Shooting Club
2752	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Smouha
2753	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Shobra El khima
2754	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Sodic



#	Control Name	Function Name
2755	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Sohag Nasser City
2756	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Thawra
2757	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Zahraa EL Maadi
2758	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Sohag Nile St.
2759	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Tanta - AlGeish
2760	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Helwan
2761	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Hurghada
2762	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Haram
2763	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Heliopolis Andalos
2764	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Heliopolis Meryland
2765	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Garden City
2766	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Fayoum

#	Control Name	Function Name
2767	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Farskour
2768	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Fakous
2769	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	CFC
2770	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Belbais
2771	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Damietta
2772	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	10th of Ramadan
2773	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Damanhour
2774	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Emad El-Din
2775	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	El-Shams Club
2776	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Dokki
2777	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	El Manial
2778	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Elborsa

#	Control Name	Function Name
2779	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Azhar
2780	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Aswan
2781	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Banha
2782	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Bani Sweif
2783	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	6 Of October
2784	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Alexandria Fouad St.
2785	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Assiut Gomhoria
2786	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Arabela
2787	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Assiut Saad Zaghloul
2788	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Opera
2789	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	October Plaza
2790	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Port Said

#	Control Name	Function Name
2791	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Qalioub
2792	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	New Cairo
2793	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Obour city
2794	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Nasr City
2795	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Mostafa El-Nahas
2796	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Sawah
2797	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Salah Salem
2798	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Roushdy
2799	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Qeuna
2800	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Rehab
2801	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Shebin El Kom
2802	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Sheikh Zayed

#	Control Name	Function Name
2803	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Sheraton
2804	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Shobra
2805	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Maadi
2806	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Louran
2807	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Luxour
2808	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Lebanon
2809	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Lagoun
2810	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Kafr El Shiekh
2811	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Ismailia
2812	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Korba
2813	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Kafr Sakar
2814	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Mall Of Egypt

#	Control Name	Function Name
2815	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Mahalla ElKobra
2816	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Madinty
2817	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Maadi 9 St
2818	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Menia Kornish
2819	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Mansoura
2820	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Miami
2821	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Mohandessein
2822	2- Update the signature card register with the received signature cards from customer service. 2. من خدمه العملاء تحديث سجل التوقيعات بالكروت المستلمة	Mokatam
2823	2- The applications are processed as per the agreed and documented TAT.	Consumer Credit Initiation
2824	2- Swift DR Site also in place as a 2nd backup plan.	Remittance
2825	2- Spot checks from the checks departments Employees to insure that all marks are available as per the bank requirements.	Check Printing Unit
2826	2- signature is deleted from the system. 2- تم الغاء التوقيع	Zamalek
2827	2- signature is deleted from the system. 2- تم الغاء التوقيع	Zakazik Galla St.

#	Control Name	Function Name
2828	2- signature is deleted from the system. تم الغاء التوقيع 2-	Zakazik Awkaff Buil.
2829	2- signature is deleted from the system. تم الغاء التوقيع 2-	Smouha
2830	2- signature is deleted from the system. تم الغاء التوقيع 2-	Shooting Club
2831	2- signature is deleted from the system. تم الغاء التوقيع 2-	Sodic
2832	2- signature is deleted from the system. تم الغاء التوقيع 2-	Sohag Nasser City
2833	2- signature is deleted from the system. تم الغاء التوقيع 2-	Thawra
2834	2- signature is deleted from the system. تم الغاء التوقيع 2-	Zahraa EL Maadi
2835	2- signature is deleted from the system. تم الغاء التوقيع 2-	Sohag Nile St.
2836	2- signature is deleted from the system. تم الغاء التوقيع 2-	Tanta - AlGeish
2837	2- signature is deleted from the system. تم الغاء التوقيع 2-	Kafr El Shiekh
2838	2- signature is deleted from the system. تم الغاء التوقيع 2-	Ismailia
2839	2- signature is deleted from the system. تم الغاء التوقيع 2-	Korba
2840	2- signature is deleted from the system. تم الغاء التوقيع 2-	Kafr Sakar
2841	2- signature is deleted from the system. تم الغاء التوقيع 2-	Maadi
2842	2- signature is deleted from the system. تم الغاء التوقيع 2-	Luxour
2843	2- signature is deleted from the system. تم الغاء التوقيع 2-	Louran
2844	2- signature is deleted from the system. تم الغاء التوقيع 2-	Lebanon
2845	2- signature is deleted from the system. تم الغاء التوقيع 2-	Lagoun
2846	2- signature is deleted from the system. تم الغاء التوقيع 2-	Menia Kornish

#	Control Name	Function Name
2847	2- signature is deleted from the system. تم الغاء التوقيع 2-	Mansoura
2848	2- signature is deleted from the system. تم الغاء التوقيع 2-	Mokatam
2849	2- signature is deleted from the system. تم الغاء التوقيع 2-	Mohandessein
2850	2- signature is deleted from the system. تم الغاء التوقيع 2-	Miami
2851	2- signature is deleted from the system. تم الغاء التوقيع 2-	Mall Of Egypt
2852	2- signature is deleted from the system. تم الغاء التوقيع 2-	Mahalla ElKobra
2853	2- signature is deleted from the system. تم الغاء التوقيع 2-	Madinty
2854	2- signature is deleted from the system. تم الغاء التوقيع 2-	Maadi 9 St
2855	2- signature is deleted from the system. تم الغاء التوقيع 2-	Opera
2856	2- signature is deleted from the system. تم الغاء التوقيع 2-	October Plaza
2857	2- signature is deleted from the system. تم الغاء التوقيع 2-	Port Said
2858	2- signature is deleted from the system. تم الغاء التوقيع 2-	Qeuna
2859	2- signature is deleted from the system. تم الغاء التوقيع 2-	Qalioub
2860	2- signature is deleted from the system. تم الغاء التوقيع 2-	New Cairo
2861	2- signature is deleted from the system. تم الغاء التوقيع 2-	Obour city
2862	2- signature is deleted from the system. تم الغاء التوقيع 2-	Nasr City
2863	2- signature is deleted from the system. تم الغاء التوقيع 2-	Mostafa El-Nahas
2864	2- signature is deleted from the system. تم الغاء التوقيع 2-	Sawah
2865	2- signature is deleted from the system. تم الغاء التوقيع 2-	Salah Salem



#	Control Name	Function Name
2866	2- signature is deleted from the system. تم الغاء التوقيع 2-	Roushdy
2867	2- signature is deleted from the system. تم الغاء التوقيع 2-	Rehab
2868	2- signature is deleted from the system. تم الغاء التوقيع 2-	Shebin El Kom
2869	2- signature is deleted from the system. تم الغاء التوقيع 2-	Sheikh Zayed
2870	2- signature is deleted from the system. تم الغاء التوقيع 2-	Sheraton
2871	2- signature is deleted from the system. تم الغاء التوقيع 2-	Shobra
2872	2- signature is deleted from the system. تم الغاء التوقيع 2-	Shobra El khima
2873	2- signature is deleted from the system. تم الغاء التوقيع 2-	Helwan
2874	2- signature is deleted from the system. تم الغاء التوقيع 2-	Hurghada
2875	2- signature is deleted from the system. تم الغاء التوقيع 2-	Heliopolis Andalos
2876	2- signature is deleted from the system. تم الغاء التوقيع 2-	Haram
2877	2- signature is deleted from the system. تم الغاء التوقيع 2-	Heliopolis Meryland
2878	2- signature is deleted from the system. تم الغاء التوقيع 2-	Garden City
2879	2- signature is deleted from the system. تم الغاء التوقيع 2-	Fayoum
2880	2- signature is deleted from the system. تم الغاء التوقيع 2-	Farskour
2881	2- signature is deleted from the system. تم الغاء التوقيع 2-	Fakous
2882	2- signature is deleted from the system. تم الغاء التوقيع 2-	CFC
2883	2- signature is deleted from the system. تم الغاء التوقيع 2-	Belbais
2884	2- signature is deleted from the system. تم الغاء التوقيع 2-	Dokki

#	Control Name	Function Name
2885	2- signature is deleted from the system. تم الغاء التوقيع 2-	Damanhour
2886	2- signature is deleted from the system. تم الغاء التوقيع 2-	Damietta
2887	2- signature is deleted from the system. تم الغاء التوقيع 2-	Emad El-Din
2888	2- signature is deleted from the system. تم الغاء التوقيع 2-	El-Shams Club
2889	2- signature is deleted from the system. تم الغاء التوقيع 2-	El Manial
2890	2- signature is deleted from the system. تم الغاء التوقيع 2-	Elborsa
2891	2- signature is deleted from the system. تم الغاء التوقيع 2-	Azhar
2892	2- signature is deleted from the system. تم الغاء التوقيع 2-	10th of Ramadan
2893	2- signature is deleted from the system. تم الغاء التوقيع 2-	Aswan
2894	2- signature is deleted from the system. تم الغاء التوقيع 2-	Banha
2895	2- signature is deleted from the system. تم الغاء التوقيع 2-	Bani Sweif
2896	2- signature is deleted from the system. تم الغاء التوقيع 2-	6 Of October
2897	2- signature is deleted from the system. تم الغاء التوقيع 2-	Alexandria Fouad St.
2898	2- signature is deleted from the system. تم الغاء التوقيع 2-	Arabela
2899	2- signature is deleted from the system. تم الغاء التوقيع 2-	Assiut Gomhoria
2900	2- signature is deleted from the system. تم الغاء التوقيع 2-	Assiut Saad Zagloul
2901	2- Set succussion plan and program.	DSU
2902	2- Segregation of duties is clearly documented and implemented to ensure indecency of functions	ADIB Capital
2903	2- Segregation of duties is clearly documented and implemented to ensure indecency of functions	General Admin

#	Control Name	Function Name
2904	2- Review all accesses rights with the access matrix as per the delegation access Matrix).	Check Printing Unit
2905	2- Registration on ECR is Controlled by maker & checker basis.	Credit Control Documentation
2906	2- Quarterly physical count	Trade Finance
2907	2- Portfolio review for records including direct debit accounts prior running the monthly direct debit file Direct Debit File Run Testing the extracted file from Prime over a UAT environment for sanity checking in terms of records values and amounts prior actual posting run on production	Cards Operations
2908	2- Periodic site visits to assess service quality	Cards Operations
2909	2- Perform site visits to customers' work premises to cover any queries/ question raised by Credit/ EW Team	SME Risk
2910	2- Ops staff are kept updated with their roles & responsibilities.	Consumer Operations
2911	2- maker has to download inward remittance report from finical system to make sure that inward remittance are processed succusfully	Remittance
2912	2- Maintenance visits of service providers are periodically carried out as per the SLA agreement via G.Admin.	Cash and Central Vault
2913	2- Job descriptions in place to ensure segregation of duties is clearly documented and implemented	DSU
2914	2- IFRS9 IT reports to be reviewed by CAD and TBO.	Capital and Provision Management
2915	2- ICUmonthly reviews the GLs reconciliation proofing	General Admin
2916	2- Hand off Email is being sent to archiving with all the sent files and they confirm back with receiving	Cards Operations
2917	2- Full review to ACH booking reports to ensure that all tarnsactions received are posted correctly & EOD Balancing to ACH GL.	Remittance

#	Control Name	Function Name
2918	2- Financial statements of ADIB subsidiaries should be sent to Fianace department	Direct Investments
2919	2- Escalation is prepared in case of any deviation.	Branches HUB Control
2920	2- Ensure that the signatures are removed from the signature booklet & the I score system.	Check Printing Unit
2921	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى التأكد من عدم تركيب إي	10th of Ramadan
2922	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى التأكد من عدم تركيب إي	6 Of October
2923	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى التأكد من عدم تركيب إي	Alexandria Fouad St.
2924	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى التأكد من عدم تركيب إي	Arabela
2925	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى التأكد من عدم تركيب إي	Assiut Gomhoria
2926	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى التأكد من عدم تركيب إي	Assiut Saad Zagloul
2927	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى التأكد من عدم تركيب إي	Banha
2928	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى التأكد من عدم تركيب إي	Bani Sweif
2929	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى التأكد من عدم تركيب إي	Azhar
2930	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى التأكد من عدم تركيب إي	Aswan
2931	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى التأكد من عدم تركيب إي	Heliopolis Andalos
2932	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى التأكد من عدم تركيب إي	Haram

#	Control Name	Function Name
2933	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى 2- التأكد من عدم تركيب إي	Heliopolis Meryland
2934	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى 2- التأكد من عدم تركيب إي	Hurghada
2935	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى 2- التأكد من عدم تركيب إي	Helwan
2936	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى 2- التأكد من عدم تركيب إي	Garden City
2937	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى 2- التأكد من عدم تركيب إي	Fayoum
2938	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى 2- التأكد من عدم تركيب إي	Farskour
2939	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى 2- التأكد من عدم تركيب إي	Fakous
2940	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى 2- التأكد من عدم تركيب إي	Emad El-Din
2941	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى 2- التأكد من عدم تركيب إي	El-Shams Club
2942	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى 2- التأكد من عدم تركيب إي	El Manial
2943	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى 2- التأكد من عدم تركيب إي	Elborsa
2944	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى 2- التأكد من عدم تركيب إي	Dokki
2945	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى 2- التأكد من عدم تركيب إي	Damanshour
2946	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى 2- التأكد من عدم تركيب إي	Damietta

#	Control Name	Function Name
2947	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى 2- التأكد من عدم تركيب إي	Belbais
2948	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى 2- التأكد من عدم تركيب إي	CFC
2949	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى 2- التأكد من عدم تركيب إي	Opera
2950	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى 2- التأكد من عدم تركيب إي	October Plaza
2951	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى 2- التأكد من عدم تركيب إي	Port Said
2952	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى 2- التأكد من عدم تركيب إي	Qeuna
2953	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى 2- التأكد من عدم تركيب إي	Qalioub
2954	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى 2- التأكد من عدم تركيب إي	New Cairo
2955	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى 2- التأكد من عدم تركيب إي	Nasr City
2956	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى 2- التأكد من عدم تركيب إي	Obour city
2957	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى 2- التأكد من عدم تركيب إي	Mostafa El-Nahas
2958	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى 2- التأكد من عدم تركيب إي	Sawah
2959	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى 2- التأكد من عدم تركيب إي	Salah Salem
2960	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى 2- التأكد من عدم تركيب إي	Roushdy

#	Control Name	Function Name
2961	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى - التأكد من عدم تركيب إي	Rehab
2962	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى - التأكد من عدم تركيب إي	Shebin El Kom
2963	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى - التأكد من عدم تركيب إي	Sheikh Zayed
2964	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى - التأكد من عدم تركيب إي	Sheraton
2965	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى - التأكد من عدم تركيب إي	Shobra
2966	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى - التأكد من عدم تركيب إي	Shobra El khima
2967	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى - التأكد من عدم تركيب إي	Ismailia
2968	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى - التأكد من عدم تركيب إي	Kafr El Shiekh
2969	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى - التأكد من عدم تركيب إي	Korba
2970	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى - التأكد من عدم تركيب إي	Kafr Sakar
2971	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى - التأكد من عدم تركيب إي	Maadi
2972	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى - التأكد من عدم تركيب إي	Luxour
2973	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى - التأكد من عدم تركيب إي	Louran
2974	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى - التأكد من عدم تركيب إي	Lebanon

#	Control Name	Function Name
2975	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى - التأكد من عدم تركيب إي	Lagoun
2976	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى - التأكد من عدم تركيب إي	Menia Kornish
2977	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى - التأكد من عدم تركيب إي	Mansoura
2978	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى - التأكد من عدم تركيب إي	Mokatam
2979	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى - التأكد من عدم تركيب إي	Mohandessein
2980	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى - التأكد من عدم تركيب إي	Miami
2981	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى - التأكد من عدم تركيب إي	Mall Of Egypt
2982	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى - التأكد من عدم تركيب إي	Mahalla ElKobra
2983	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى - التأكد من عدم تركيب إي	Madinty
2984	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى - التأكد من عدم تركيب إي	Maadi 9 St
2985	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى - التأكد من عدم تركيب إي	Zamalek
2986	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى - التأكد من عدم تركيب إي	Zakazik Galla St.
2987	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى - التأكد من عدم تركيب إي	Zakazik Awkaff Buil.
2988	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى - التأكد من عدم تركيب إي	Smouha



#	Control Name	Function Name
2989	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى 2- التأكد من عدم تركيب إي	Shooting Club
2990	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى 2- التأكد من عدم تركيب إي	Sodic
2991	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى 2- التأكد من عدم تركيب إي	Sohag Nasser City
2992	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى 2- التأكد من عدم تركيب إي	Thawra
2993	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى 2- التأكد من عدم تركيب إي	Zahraa EL Maadi
2994	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى 2- التأكد من عدم تركيب إي	Sohag Nile St.
2995	2- Ensure that no device is installed on the ATM 2- جهاز على ماكينة الصراف الألى 2- التأكد من عدم تركيب إي	Tanta - AlGeish
2996	2- EG_Remittances rejects any instructions received from any department, entity (external or internal) other than the approved sources.	Remittance
2997	2- Documentation is safe kept at fire proof vault	Corporate Account Opening
2998	2- Delivering the checkbooks through the delegated representative to be controlled by reciving a confirmation email from the Branch Manager or the delegated staff.	Check Printing Unit
2999	2- Daily closure cases report.	Complaints and Customer Rights
3000	2- Customer's photo should have the customer's account number on the back of the photo.	Check Printing Unit
3001	2- Copy of BOD resolutions should be scanned and fillied.	Direct Investments
3002	2- Control sheet is done & checked by an independent staff in Remittance to ensure all instruction received are processed (one person is assigned to distribute all transactions to users).	Remittance

#	Control Name	Function Name
3003	2- Coaching the cash pool team to ensure clear understanding of written P & P & Memos.	Cash and Central Vault
3004	2- Clear workflow in place detailing all steps and actions requirements	DSU
3005	2- Checklist in place contains the report names with their frequency.	Sustainability
3006	2- Checklist in place contains the report names with their frequency.	Sustainability
3007	2- Checklist in place contains the report names with their frequency.	Sustainability
3008	2- Checklist in place contains the report names with their frequency.	Sustainability
3009	2- Checklist in place contains the report names with their frequency.	Sustainability
3010	2- Check and verify security matrix covers all functions and that access rights are in line with functional position of each unit member and evidence for action taken besides Profile access rights for each function should be well thought through and signed off over Service Desk Self Ticketing by the Function Head.	Consumer Credit Initiation
3011	2- CD is sent to the SLMF department with the updated authorized signatures to be uploaded quarterly or when needed on our ADIB's Portal to avoid any Fraud Cases.	Check Printing Unit
3012	2- Canceling the non used checks by the vendor in attendance of the department head.	Check Printing Unit
3013	2- Branch visits/ Trainings to ensure proper Alerts handling.	Compliance
3014	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم بتسجيل أي إجراءات جديد في جدول ويقوم يقوم مدير الفرع	10th of Ramadan

#	Control Name	Function Name
3015	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Aswan
3016	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Azhar
3017	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Bani Sweif
3018	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Banha
3019	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Assiut Saad Zagloul
3020	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Assiut Gomhoria
3021	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Arabela

#	Control Name	Function Name
3022	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديده في جدول ويقوم يقوم مدير الفرع	Alexandria Fouad St.
3023	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديده في جدول ويقوم يقوم مدير الفرع	6 Of October
3024	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديده في جدول ويقوم يقوم مدير الفرع	Haram
3025	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديده في جدول ويقوم يقوم مدير الفرع	Heliopolis Andalos
3026	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديده في جدول ويقوم يقوم مدير الفرع	Heliopolis Meryland
3027	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديده في جدول ويقوم يقوم مدير الفرع	Helwan
3028	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديده في جدول ويقوم يقوم مدير الفرع	Hurghada

#	Control Name	Function Name
3029	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديده في جدول ويقوم يقوم مدير الفرع	Fakous
3030	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديده في جدول ويقوم يقوم مدير الفرع	Farskour
3031	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديده في جدول ويقوم يقوم مدير الفرع	Fayoum
3032	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديده في جدول ويقوم يقوم مدير الفرع	Garden City
3033	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديده في جدول ويقوم يقوم مدير الفرع	Elborsa
3034	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديده في جدول ويقوم يقوم مدير الفرع	El Manial
3035	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديده في جدول ويقوم يقوم مدير الفرع	Emad El-Din

#	Control Name	Function Name
3036	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	El-Shams Club
3037	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	CFC
3038	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Belbais
3039	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Damietta
3040	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Damanhour
3041	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Dokki
3042	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Ismailia

#	Control Name	Function Name
3043	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Kafr El Shiekh
3044	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Kafr Sakar
3045	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Korba
3046	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Lagoun
3047	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Lebanon
3048	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Louran
3049	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Luxour

#	Control Name	Function Name
3050	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديده في جدول ويقوم يقوم مدير الفرع	Maadi
3051	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديده في جدول ويقوم يقوم مدير الفرع	Maadi 9 St
3052	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديده في جدول ويقوم يقوم مدير الفرع	Madinty
3053	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديده في جدول ويقوم يقوم مدير الفرع	Mahalla ElKobra
3054	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديده في جدول ويقوم يقوم مدير الفرع	Mall Of Egypt
3055	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديده في جدول ويقوم يقوم مدير الفرع	Mansoura
3056	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديده في جدول ويقوم يقوم مدير الفرع	Menia Kornish



#	Control Name	Function Name
3057	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Mokatam
3058	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Miami
3059	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Mohandessein
3060	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Sawah
3061	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Salah Salem
3062	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Rehab
3063	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Roushdy

#	Control Name	Function Name
3064	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديده في جدول ويقوم يقوم مدير الفرع	Shobra El khima
3065	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديده في جدول ويقوم يقوم مدير الفرع	Shobra
3066	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديده في جدول ويقوم يقوم مدير الفرع	Sheraton
3067	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديده في جدول ويقوم يقوم مدير الفرع	Sheikh Zayed
3068	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديده في جدول ويقوم يقوم مدير الفرع	Shebin El Kom
3069	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديده في جدول ويقوم يقوم مدير الفرع	Mostafa El-Nahas
3070	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديده في جدول ويقوم يقوم مدير الفرع	Nasr City

#	Control Name	Function Name
3071	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Obour city
3072	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	New Cairo
3073	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Port Said
3074	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Qalioub
3075	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Qeuna
3076	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Opera
3077	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	October Plaza

#	Control Name	Function Name
3078	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Zakazik Awkaff Buil.
3079	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Zakazik Galla St.
3080	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Zamalek
3081	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Tanta - AlGeish
3082	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Sohag Nile St.
3083	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Zahraa EL Maadi
3084	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Thawra

#	Control Name	Function Name
3085	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Sohag Nasser City
3086	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Sodic
3087	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Shooting Club
3088	2- Branch manager log any new process in excel sheet and ask the branch staff to sign to ensure reading and understanding the process. 2- الاجراءات موظفي الفرع بالتوقيع للتأكد من قراءة وفهم وتسجيل أي إجراءات جديدة في جدول ويقوم يقوم مدير الفرع	Smouha
3089	2- Based on the monthly reconciliation, any detected mismatches, Market risk send it to IT to apply changes on the interface between ALM & the core banking system.	Market Risk
3090	2- Any changes to the procedures are dually approved and communicated to related stakeholders.	Swift
3091	2- All functions are communicated to branches with their relative group emails and cut off time to ensure smooth process / business is preparing an SLA.	Branches Logistics Unit
3092	2- All functions are communicated to branches with their relative group emails and cut off time to ensure smooth process / business is preparing an SLA	RMU
3093	2- All functions are communicated to branches with their relative group emails and cut off time to ensure smooth process / business is preparing an SLA	Call Center

#	Control Name	Function Name
3094	2- All functions are communicated to branches with their relative group emails and cut off time to ensure smooth process / business is preparing an SLA	Assets Products
3095	2- All functions are communicated by the agreed SLA	Remittance
3096	2- All functions are communicated by the agreed SLA	Premises
3097	2- All functions are communicated by the agreed SLA	Human Resources
3098	2- All functions are communicated by the agreed SLA	CFOD
3099	2- All functions are communicated by the agreed SLA	Cards Products
3100	2- All functions are communicated by the agreed SLA	Branches HUB Control
3101	2- All functions are communicated by the agreed SLA	BCM
3102	2- Adhere to IFRS9 governance Memo instructions in calculating ECL provisions.	Capital and Provision Management
3103	2- Access rights are managed and reviewed on quarterly basis by the ICD to ensure compliant to bank's policies and procedures	Swift
3104	2- segregation of duties is clearly documented and implemented to ensure independency of functions.	Corporate Credit Risk
3105	2- segregation of duties is clearly documented and implemented to ensure indecency of functions	Check Printing Unit
3106	2- Acquisition finance , Real estate , Brokerage Finance ,... ETC	Corporate Credit Risk
3107	باعتباره وسيلة من وسائل الدفاع القانونية . وخاصة فى حال حضور الخصم بالمحكمة والتدخل فيه ، وهذا يكفى للعلم والاحاطة المتداولة وبالتالي يتم العلم بذلك الافلاس الدعاوى فى صورة دفاع قانونى فى القضايا بموقف الافلاس دوريا 3- يتم استخدام تلك العملاء المرسلة للقطاع والمتضمنه بيان ( 2 ) i score - يتم مراجعة استعلامات الاستعلامات و شركة الاستعلام الائتماني عن طريق الادارات المختصة من خلال وحدة 1-يتم المتابعه	Legal

#	Control Name	Function Name
3108	1-Signature for the designated employee should be obtained on daily Control sheet with total sum of numbers and amount 2-Adding a new process called COA Transit which control Receiving COA from all ADIB branches beside other Dept. too 3- More control, we should handling lost CKs to be paid on CK Copy with other banks as usual process for similar cases	Clearing
3109	1-Set visit year plan for branches and MF units.	Internal Control
3110	1-review sample the register in weekly basis and check by dep. senior to ensure no violation.	Cash and Central Vault
3111	1-Procedures of all functions handled by the unit is approved and properly communicated to unit's staff and published on ADIB portal 2- Any changes to the procedures are dually approved and communicated to related stakeholders	Clearing
3112	1-Performing monthly and snap checking to the Inventory to ensure that the stock is balanced through the serial number of the checks.	Check Printing Unit
3113	1-Performing monthly and snap checking to the Inventory to ensure that the stock is balanced through the serial number of the checks.	Check Printing Unit
3114	1-Monthly review for GL under cards operations unit head	Cards Operations
3115	1-Initial evaluation for the potential site and prepare report including all the technical issues.	Premises
3116	1-HR to notify the departmen by all the resigned/ transferred staff.	Check Printing Unit
3117	1-Exception reports (financial/non financial/regulatory requirements) reflects all and any exceptional or unusual transaction violating the core banking system setup and/or approved procedures.	Internal Control
3118	1-Exception reports (financial/non financial/regulatory requirements) reflects all and any exceptional or unusual transaction violating the core banking system setup and/or approved procedures.	Internal Control

#	Control Name	Function Name
3119	1-Evacuation plan tested successfully and BCP implemented successfully several times	Consumer Operations
3120	1-Evacuation plan tested successfully and BCP implemented successfully several times	Deposit Special Handling
3121	1-Ensure keeping the batches in a fire proof cabinet under dual custody..	Branches HUB Control
3122	1-Ensre that Job description in place & ensure that team members aware by P & P	Cash and Central Vault
3123	1-Data entry activities are dual reviewed through system maker / checker process.applications are dummy checked by an independent person within the Pre-screening team and CIU	Consumer Credit Initiation
3124	1-Daily pending cases report by aging.	Complaints and Customer Rights
3125	1-Checklist in place to consolidate all the received CBE circulars to ensure implementation	Deposit Special Handling
3126	1-Checking that all CBE circulation updates related to the department is circulated to related teams with awareness in place	Consumer Operations
3127	1-Capacity plan is prepared based on business sales assumptions taking into consideration annual leaves / approved P&P; is circulated to all staff to ensure proper data is communicated / training and guiding staff by passing the required knowledge to stand of their required performance standards	Consumer Operations
3128	1-Assigned reports are effectively reviewed on maker / checker level	Branches HUB Control
3129	1-Approvals as per delegation matrix to be in place prior processing	Cards Operations
3130	1-All users requests forms presented in accordance to maker/checker basis and normal approval cycle	Deposit Special Handling
3131	1-All users requests form presented in accordance to maker/checker basis and normal approval cycle	Consumer Operations



#	Control Name	Function Name
3132	1-Access rights are managed to ensure compliance to the Bank's policies & Procedures , no access to be taken without an approval from the Head.	Check Printing Unit
3133	1-A new contractual term been added to the contractor contract adding the responsibility of getting the basic utilities licenses to his scope of work	Premises
3134	1-A daily reprinting report is printed by the vendor and reviwed by the department head and attached with the daily batch.	Check Printing Unit
3135	14- Group facilities should be aggregated	SME Risk
3136	13. proper credit checking in place	Corporate Credit Risk
3137	13) Score sheet must be validated and secured in the CRM.	SME Risk
3138	12. No signs of weakness that mandates classification.	Corporate Credit Risk
3139	12) Scoring is done on full year financials; however, starting from midyear interim financials are required to be studied, and next year's financials are requested with a target date that freeze the line if not obtained	SME Risk
3140	11) Clean-up/Throughput Requirements is in place.	SME Risk
3141	10. Ca conditions, covenants, triggers are being monitored and there is an evidence for this tracking.	Corporate Credit Risk
3142	10) Credit Admin responsible to ensure CAs are approved as required, based on Deviation and exposure level of approval prior to setting the limits on system.	SME Risk
3143	1.Other banks disputes: - Receive disputes form service provider (MC/EBC) - Investigate with NIE for outsourced ADIB ATMs - Based on the investigation result either to accept the refund or reject with related doucmnetaion proof presented	Cards Operations
3144	1.Obtaining the appropriate approvals prior granting any access to staff.	Human Resources

#	Control Name	Function Name
3145	<p>1.Ensure that all changes followed the process either by CAB meetings or ECAB process " define workflow of each type"</p> <p>2- PIR "post implantation review " is new task added to collect all the issues that may occurred after mega changes, and to collect all lesson learned, that can be taken as reference for similar changes to reduce the production impact</p> <p>3- Rollback action plan added as part from changes</p> <p>4- Special CAB meetings concept is being applied to handle mega changes and project changes that required details discussion and actions "if needed and upon recommendation from CAB committee "</p> <p>5- Fast track support for the mega changes and project , is being used as model to support production deployment after implementation, to make sure to record all related fix's , that handled as catastrophic incidents</p>	IT
3146	<p>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</p>	IT
3147	<p>1.Assess ADIB Network architecture and application to identify the SPOF and limitation in license. 2. Monitoring for devices utilization and performance</p> <p>3.Review the Backup and restoration testing for the critical Services</p>	IT
3148	<p>1.All new hires have to answer the relatives question in the application form and sign the relatives declaration</p>	Human Resources
3149	<p>1.3 Ensure existence of Products policy Manual</p>	Consumer Credit Policy
3150	<p>1.2 Review the existence of delegation matrix in place and approved by the related parties</p>	Consumer Credit Policy
3151	<p>1.1 All new products / renewal of existing products are approved from the appropriate approval level based on the product limit.</p>	Consumer Credit Policy
3152	<p>1. Yearly budgeting for bank premises projects , maintenance and cleaning OPEX and CAPEX requirments and sent for approval</p>	Premises

#	Control Name	Function Name
3153	1. We have authorized bank spokesperson that received Media briefing before going to any interview.	Corporate Communication
3154	1. Verifying the signitures by two designated staff. 2. Matching the signatures as per the signatures uploaded on the system.	CSU
3155	1. Vendor list is in place which include the expiry date for the contracts 2. Ensure obtaining the approvals for all the contracts	Corporate Communication
3156	1. To liaise internally in order to check facts & figures as well as the accusation.	Corporate Communication
3157	1. To ensure that financial statements were signed by CFO or delegated head before printing.	Corporate Communication
3158	1. TNA preparation is being finalized from business partners with sector heads and obtain the required approvals.	Human Resources
3159	1. The Sharia department is currently planning to offer several general and specialized training programs to employees to fulfill their needs to the required level.	Shariaa
3160	1. The invoices are being processed thru maker / checker and approved from the unit head.	Marketing
3161	1. The internal Shari'a audit unit conducts the Shari'a audit according to risk risk-based plan. Shari'a audit started to prepare a Shari'a risk appraisal profile for each audited unit prior commencement of field work. Shari'a audit coordinates with the Shari'a department in all Shari'a audit missions and reports of Shari'a audit are submitted to the Shari'a board through the Shari'a department.	Shariaa
3162	1. The committees decisions are being communicated to the concerned in HR for implmentations	Human Resources
3163	1. System prevents updating the ID# for the ex-employees in creating new joiners	Human Resources
3164	1. Staff Satisfaction Survey, Results analysis to be communicated to sector heads	Human Resources

#	Control Name	Function Name
3165	1. SLAs Between all stakeholders for the direct orders to ensure getting the required approvals along with the approved budget.	Premises
3166	1. SLA & OLA in place with all stakeholders (IT, Administration, Security, Marketing and Finance) and sectors (Quality Assurance and Maintenance)	Premises
3167	1. Sharia department to be aligned on all written content, whether used for internal or external communications. 2. Sharia department to be aligned on all sponsorship opportunities. 3. Sharia Head is a member of the CSR committee in order to ensure all approved projects are compliant.	Corporate Communication
3168	1. Sending / receiving any boxes to/from stores on a standard forms and according to the delegation approvals.	General Admin
3169	1. Reviewing all contracts to ensure signing appropriate SLAs.	IT
3170	1. Review the invoices against the requests and obtained approvals	General Admin
3171	1. Review periodical logs for system administrator activities. 2. An email security gateway is employed. 3. Email classification mechanisms are used. 4. Data Loss Prevention (DLP) monitoring is implemented. 5. The SOC team monitors email security 24/7. 6. Transport Layer Security (TLS) is enabled. 7. Domain-based Message Authentication, Reporting, and Conformance (DMARC) is enabled. 8. Domain Keys Identified Mail (DKIM) is enabled. 9. Sender Policy Framework (SPF) is enabled. 10. Regular employee awareness training is conducted. 11. Malicious email addresses are blocked using Indicators of Compromise (IOCs).	Information Security
3172	1. Register to log all the items in / out and being monitored thru the admin staff.	Marketing
3173	1. Redeeming the points by the designated staff and obtain the approval from General Admin and Security head	General Admin
3174	1. Reconcile the received appraisals forms against each sector head counts	Human Resources

#	Control Name	Function Name
3175	1. Quarterly review on Portfolio is properly conducted and raised to CRO.	Corporate Credit Risk
3176	1. Processing invoices are being done by maker / checker then approved by the unit head.	Premises
3177	1. Posting any vacant position on the portal	Human Resources
3178	1. Pop up message is downloaded by the CADC on all the clients that are handled by the CSU team to notify that prior processing any transaction should be returned to CSU. 2. Workflow alert any duplicated transfers. • Account must be reviewed if transfer has been executed before • Request must be marked with avoid duplication stamp/markings • Branch to send originals that have avoid duplication stamps/markings directly to CSU without taking any action from their side. • Remittance team to reject any unconfirmed by CSU transfers that have avoid duplication stamps/markings • Approvals from CSU is mandatory by branch before executing any transfer related to /csu handled companies	CSU
3179	1. Perform monthly check over the projects milestones.	Premises
3180	1. Penalties scheme mentioned in PO's /contract and applied whenever applicable.	General Admin
3181	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	10th of Ramadan
3182	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Aswan
3183	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Azhar
3184	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Bani Sweif

#	Control Name	Function Name
3185	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Banha
3186	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Assiut Saad Zaghloul
3187	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Assiut Gomhoria
3188	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Arabela
3189	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Alexandria Fouad St.
3190	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	6 Of October
3191	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Belbais
3192	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	CFC
3193	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Damietta
3194	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Damanhour

#	Control Name	Function Name
3195	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Dokki
3196	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	El Manial
3197	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Elborsa
3198	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Emad El-Din
3199	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	El-Shams Club
3200	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Fakous
3201	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Farskour
3202	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Fayoum
3203	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Haram
3204	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Garden City

#	Control Name	Function Name
3205	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Helwan
3206	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Hurghada
3207	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Heliopolis Meryland
3208	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Heliopolis Andalos
3209	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Sawah
3210	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Salah Salem
3211	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Rehab
3212	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Roushdy
3213	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Shobra El khima
3214	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Shobra



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3215	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Sheraton
3216	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Sheikh Zayed
3217	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Shebin El Kom
3218	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Qalioub
3219	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Port Said
3220	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Qeuna
3221	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Opera
3222	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	October Plaza
3223	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Obour city
3224	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	New Cairo

#	Control Name	Function Name
3225	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Mostafa El-Nahas
3226	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Nasr City
3227	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Mohandessein
3228	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Mokatam
3229	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Mansoura
3230	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Miami
3231	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Menia Kornish
3232	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Mahalla ElKobra
3233	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Mall Of Egypt
3234	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Maadi 9 St

#	Control Name	Function Name
3235	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Madinty
3236	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Ismailia
3237	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Kafr El Shiekh
3238	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Kafr Sakar
3239	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Korba
3240	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Luxour
3241	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Maadi
3242	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Louran
3243	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Lebanon
3244	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Lagoun

#	Control Name	Function Name
3245	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Zakazik Galla St.
3246	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Zakazik Awkaff Buil.
3247	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Zamalek
3248	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Tanta - AlGeish
3249	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Sohag Nile St.
3250	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Thawra
3251	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Zahraa EL Maadi
3252	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Sohag Nasser City
3253	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Sodic
3254	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Smouha

#	Control Name	Function Name
3255	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. المطابقة الصحيحة يوميا Trial 2 & حسابات الاستاذ بالفرع والتأكد من يقوم مدير العمليات بمراجعة Trial 3	Shooting Club
3256	1. Obtain the proper approval from Sharia prior dealing with all campaigns	Marketing
3257	1. Obtain People & Development head approval	Human Resources
3258	1. No cases can be activated unless it is presented to and approved by settlement committee	RMU
3259	1. Monthly visits and inspections made by contractors while coordinating with both the Security department and Branch manager with the P&E.;	Premises
3260	1. Monthly report is sent to the life insurance service provider to add the new hires and remove the resigned staff	Human Resources
3261	1. Monitoring of administrative activities through native system and application logs.	Information Security
3262	1. Monitor all lines along with their status thru excel sheet indicated their status either active or cancelled.	General Admin
3263	1. Mift indemnity agreement is signed from the customer.	CSU
3264	1. Internal procedures in place defining the roles for all stakeholders.	Premises
3265	1. Implement comprehensive risk management framework.	Information Security
3266	1. Hotels rates included in the invoices must comply with contract	General Admin
3267	1. Having approvals for any product(s) related news, unit head approval, shariaa.	Corporate Communication
3268	1. having an activity proposal with details for any event and the expected KPIs either financial or brand image related for business requirement.	Marketing
3269	1. Having ADIB guidelines for the branch Fascia's and interior design to unify the design for all branches as per the brand standard.	Marketing

#	Control Name	Function Name
3270	1. GLs are being prepared and sent to GL owner for approval. 2. GLs are being sent to ICD along with the GL breakdown	Marketing
3271	1. Escrow agreement in place 2. Highly skilled ITS calibers are hired/retained and open position in hiring progress but delayed and risk severity increased 3. Close follow up with ITS on all open issues to get the max. support possible 4. IT management proposed as action plan for Core Banking System replacement, that has been rejected at Board committee , however subject ready for discussion once concept approved as cost and business impact are major if decision taken to replace core banking Added to above 1. Although their financial statement are ok, regular review to be performed by Vendor committee to ensure business continuity 2.Resource challenge is existing now 3.Phoenix is currently working with Sybase 16, G12 with windows 2016 4- Risks that related to changes need contours follow up	IT
3272	1. Ensuring that SQ & CE processes are in place with previously approved & communicated SLA between concerned departments	Retail Service Quality
3273	1. Ensure that all processes in place and properly communicated	General Admin
3274	1. Ensure all front liners are properly trained on product features and selling process.	Assets Products
3275	1. Email is being communicated to the medical service provider for the newly added staff along with the resigned staff.	Human Resources
3276	1. Database is updated with the staff details from the hiring pack	Human Resources
3277	1. Customer complaints are being handled by the team leader / unit head to ensure proper investigation / closure within 3 business days.	CSU
3278	1. CSR projects are reviewed by CSR committee for approval.	Corporate Communication
3279	1. Coordination with HR to stop the paying the invoices for the resigned staff by informing Admin with the resignation.	General Admin

#	Control Name	Function Name
3280	1. Conducting the proofing process by HR Risk and Governance as independent unit	Human Resources
3281	1. Conduct the review for the received inquires from 2 makers and 1 checker.	Corporate Account Opening
3282	1. Components Redundancy (i.e. Dual Power Controllers).	IT
3283	1. Commitment letter is being signed by each eligibale employee prior starting the course.	Human Resources
3284	1. CBE to be informed officially by the annual plan for closing or opening branches. 2. CBE to be informed by any major renovation before execution. 3. Branches Head, Admin, Security, Premises departments to be informed by this plan. 4- Having official approval letter from CBE to open any new branch with the new branch code. 5- Customers to be informed officially with the closing date of any branch & the new branch address & date of transfer customer accounts.	Branches Quality
3285	1. CBE checklist is in place consolidating all the received CBE circulars uploaded on the portal by Compliance. 2. Checklist sent to dept. staff to ensure applying all the regulations	Clearing
3286	1. CBE checklist is in place consolidating all the received CBE circulars uploaded on the portal by Compliance. 2. Checklist is being sent to dept staff to ensure applying all the regulations	Corporate Communication
3287	1. Case by case is being studied and handled based on the customer outstanding amounts.	RMU

#	Control Name	Function Name
3288	<p>1. Call back is to be done with the client on the day of execution. 2. The transaction details is logged in daily ref. sheet as to confirm that no duplicate amount is excuted twice. 3. Maker and checker 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 execution. • 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</p>	CSU
3289	<p>1. Branches are requested to send a confirmation email with all the details of the requested checkbooks that were sent previously through the system.</p>	Check Printing Unit
3290	<p>1. Audit trails in place for types of e-banking transactions 2. Terms and condition which is signed by the customer to ensure that the internet banking is used by the customer himself.</p>	Digital Banking
3291	<p>1. Assigning a focal point in the department to handle invoices &amp; petty cash.</p>	Corporate Communication
3292	<p>1. Approved deferral policy in place</p>	Corporate Account Opening
3293	<p>1. Any updates on customers detailes received from customers are reviewed and updated as per approved process</p>	Corporate Account Opening
3294	<p>1. Any updates for signatures received from customers are reviewed and verified as per approved process 2. Scanning and Uploading the signatures are being done on a maker / checker basis.</p>	Corporate Account Opening



#	Control Name	Function Name
3295	1. Any type of marketing materials that are published to the public will be reviewed by the Sharia department to ensure compliance and avoid any misunderstanding from the clients.	Shariaa
3296	1. Any posting in the GLs to be approved by the head of corporate communication 2. Monthly proofing is sent to ICD with the GLs breakdown	Corporate Communication
3297	1. All vaults under dual custody as per the delegation matrix.	Premises
3298	1. All the grievance cases will be submitted to EG-Tazalomat.	Human Resources
3299	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 on a daily basis	Human Resources
3300	1. All the bank assets are coded.	General Admin
3301	1. All Shari'a Board Resolutions should be notified to concerned parties.	Shariaa
3302	1. Admin staff ensure obtaining all the financial approvals prior starting any new activity.	Marketing
3303	1. Ensure obtaining the required approvals as per the DOA prior processing	General Admin
3304	1) Specify the calling requirements (ticket size, obligor status ...etc.).	SME Risk
3305	1) Remedial Officer is responsible to perform an immediate and complete review of all outstanding balances and total exposure, to assess the customer's credit condition and to determine the way out scenario and its implementation.	RMU
3306	1) Make Sure that the Monthly required Dump files are provided from required departments.	SMEs Business

#	Control Name	Function Name
3307	1) JD is in place in HR and in case new JD is requested, it is updated and sent to them.	SMEs Business
3308	1) In case of discrepancy registration stop till rectification 2) Execution on system is under dual control 3) Daily audit trail system review reports against customer request	Digital Banking
3309	1) Early Warning Officer is responsible to perform an immediate and complete review of all outstanding balances and total exposure, to assess the customer's credit condition and to determine the cause of the present problem; and to consider the options available to the Bank in order to fully recover its debt. This is conducted through a wide range of reports that are currently being developed manually till the implementation of an EW application that captures all incidents.	SME Risk
3310	1) Early Warning Officer is responsible to perform an immediate and complete review of all outstanding balances and total exposure, to assess the customer's credit condition and to determine the cause of the present problem; and to consider the options available to the Bank in order to fully recover its debt. This is conducted through a wide range of reports that are currently being developed manually till the implementation of an EW application that captures all incidents.	SME Risk
3311	1) Credit Program must have preset Portfolio Triggers (leading indicators) that have a direct relevance and economic impact on their specific business.	RMU
3312	1) COB Plan is reviewed and updated Annually with COB Team	SMEs Business
3313	1) Capacity plan should be prepared taking into consideration annual leaves.	SME Risk
3314	1) Capacity plan is prepared and Shared with the HR team taking into consideration annual leaves.	SMEs Business
3315	1) Business Team to conduct regular visits to their customers.	SMEs Business

#	Control Name	Function Name
3316	1) 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
3317	1) All accounting entries ,significant calculations and disclosure sources are performed through maker/checker process. 2) Month end FS Checklist is prepared by FRU manager and reviewed by FRU head , entries are approved by Controller & CFO prior processing 3( monthly credit portfolio reconciliation is performed by FRU manager and reviewed by FRU head .	Finance
3318	1) All accounting entries ,significant calculations and disclosure sources are performed through maker/checker process. 2) Month end FS Checklist is prepared by FRU manager and reviewed by FRU head , entries are approved by Controller & CFO prior processing 3( monthly credit portfolio reconciliation is performed by FRU manager and reviewed by FRU head .	Finance
3319	1) All accounting entries ,significant calculations and disclosure sources are performed through maker/checker process. 2) Month end FS Checklist is prepared by FRU manager and reviewed by FRU head , entries are approved by Controller & CFO prior processing 3( monthly credit portfolio reconciliation is performed by FRU manager and reviewed by FRU head .	Finance
3320	1) All accounting entries ,significant calculations and disclosure sources are performed through maker/checker process. 2) Month end FS Checklist is prepared by FRU manager and reviewed by FRU head , entries are approved by Controller & CFO prior processing 3( monthly credit portfolio reconciliation is performed by FRU manager and reviewed by FRU head .	Finance
3321	1) All accounting entries ,significant calculations and disclosure sources are performed through maker/checker process. 2) Month end FS Checklist is prepared by FRU manager and reviewed by FRU head , entries are approved by Controller & CFO prior processing 3( monthly credit portfolio reconciliation is performed by FRU manager and reviewed by FRU head .	Finance

#	Control Name	Function Name
3322	1) All accounting entries ,significant calculations and disclosure sources are performed through maker/checker process. 2) Month end FS Checklist is prepared by FRU manager and reviewed by FRU head , entries are approved by Controller & CFO prior processing 3( monthly credit portfolio reconciliation is perfumed by FRU manager and reviewed by FRU head .	Finance
3323	1) All accounting entries ,significant calculations and disclosure sources are performed through maker/checker process. 2) Month end FS Checklist is prepared by FRU manager and reviewed by FRU head , entries are approved by Controller & CFO prior processing 3( monthly credit portfolio reconciliation is perfumed by FRU manager and reviewed by FRU head .	Finance
3324	1) All accounting entries ,significant calculations and disclosure sources are performed through maker/checker process. 2) Month end FS Checklist is prepared by FRU manager and reviewed by FRU head , entries are approved by Controller & CFO prior processing 3( monthly credit portfolio reconciliation is perfumed by FRU manager and reviewed by FRU head .	Finance
3325	1) All accounting entries ,significant calculations and disclosure sources are performed through maker/checker process. 2) Month end FS Checklist is prepared by FRU manager and reviewed by FRU head , entries are approved by Controller & CFO prior processing 3( monthly credit portfolio reconciliation is perfumed by FRU manager and reviewed by FRU head .	Finance
3326	1) annual trainings plan 2) new projects training	Information Security
3327	1- Ensure all procedures/Policies are updated and approved '2- All functions are communicated by the agreed SLA	SMEs Business
3328	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation	SMEs Business
3329	1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA	Treasury Back Office

#	Control Name	Function Name
3330	اقصى حماية ممكنه لاموال واروراق البنك حضور اكثر من محامى فى تلك الامور لضمان لائقة حال تعذر توفير سيارة خاصة 3- يتم سيارات المحامين الشخصية ووسيلة انتقال فى حالة وجود اموال سائلة 2- يتم استخدام 1- يتم استخدام سيارات البنك	Legal
3331	1- Yearly plan sets.	Internal Control
3332	1- Vendor representative to ensure that the white checks include all required watermarkes that matches with the CBE requirements.	Check Printing Unit
3333	1- Vendor representative to ensure that the white check serial is matched with the received receipt from the vendor.	Check Printing Unit
3334	1- To save all the required documents on shared folder such as updated commercial register, BOD resolution minutes of meetings, financial statements , قرار التأسيس , etc.	Direct Investments
3335	1- The productivity of each staff is monitored with regards to the applications received, approved, declined and pending against the set targets and benchmarks. The error rates are also monitored by each staff member and any trends/issues are actioned appropriately.	Consumer Credit Initiation
3336	1- SWIFT messages received from correspondents are uploaded on finical systems to be processed through stp system	Remittance
3337	1- Staff are 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 with HR annually	Deposit Special Handling
3338	1- Review received special approvals against approved delegation matrix prior processing	Deposit Special Handling
3339	1- Review alerts generated by AML solution within the predefined time frame.	Compliance
3340	1- Reports are being prepared annually by the head of sustainability and reviewed by head of ERM.	Sustainability

#	Control Name	Function Name
3341	1- Reports are being prepared annually by the head of sustainability and reviewed by head of ERM.	Sustainability
3342	1- Report is being prepared and validated by the Risk, HR, Communication, retail, Corporate, SMEs, ADIB Foundation and Sustainability Departments then a final review and consolidate and approval is done by Head of Sustainability and Sustainable Finance.	Sustainability
3343	1- Report is being prepared and validated by the Risk Department then a final review and approval is done by Head of Sustainability and Sustainable Finance.	Sustainability
3344	1- Report is being prepared and validated by an external consultant and then approval is done by Head of Sustainability and Sustainable Finance.	Sustainability
3345	1- Regular skills and capabilities development sessions	DSU
3346	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. 5- In case of system errors shown while processing incoming transactions, Remittance unit hold such transactions till reviewing EOD running to ensure that no duplications occurred.	Remittance
3347	1- Procedures/Policies in place and updated. 2- All functions are communicated by the agreed SLA	Corporate Communication
3348	1- Procedures of all functions handled by the unit is approved and properly communicated to unit's staff and published on ADIB portal.	Swift
3349	1- printing Withdrawal sheet from BO reports extracted upon performing process to ensure correctness for the data to be matched with Daltex report too	Clearing

#	Control Name	Function Name
3350	1- Phoenix batch report reviewed by independent checker than the processor of the accrual adjustment calculation & system execution	Deposit Special Handling
3351	1- Phoenix batch report reviewed by independent checker than the processor of the accrual adjustment calculation & system execution	Deposit Special Handling
3352	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.	Wholesale Banking
3353	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
3354	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 with HR annually	AMC
3355	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	Branches Regional Operation
3356	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	Branches Quality
3357	1- Ops staff are kept updated with their roles & responsibilities.	Cards Operations
3358	1- Ops staff are kept updated with their roles & responsibilities.	RMU
3359	1- Ops staff are kept updated with their roles & responsibilities.	Branches HUB Control
3360	1- Ops officer branch manager ensure having the hold mail under dual custody. 1. المراسلات بالفرع تحت رقابه ثنائي يتأكد مدير الفرع العمليات من الاحتفاظ	Shooting Club

#	Control Name	Function Name
3361	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Smouha
3362	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Sodic
3363	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Sohag Nasser City
3364	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Zakazik Awkaff Bul.
3365	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Zahraa EL Maadi
3366	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Thawra
3367	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Sohag Nile St.
3368	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Tanta - AlGeish
3369	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Zamalek
3370	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Zakazik Galla St.
3371	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	10th of Ramadan
3372	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	New Cairo



#	Control Name	Function Name
3373	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Obour city
3374	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Mostafa El-Nahas
3375	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Nasr City
3376	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Port Said
3377	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Opera
3378	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	October Plaza
3379	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Qeuna
3380	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Qalioub
3381	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Shebin El Kom
3382	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Sheikh Zayed
3383	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Shobra
3384	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Sheraton

#	Control Name	Function Name
3385	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Shobra El khima
3386	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Roushdy
3387	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Rehab
3388	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Sawah
3389	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Salah Salem
3390	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Mohandessein
3391	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Mokatam
3392	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Miami
3393	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Mansoura
3394	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Menia Kornish
3395	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Madinty
3396	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Maadi 9 St

#	Control Name	Function Name
3397	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Mall Of Egypt
3398	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Mahalla ElKobra
3399	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Lagoun
3400	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Korba
3401	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Kafr Sakar
3402	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Kafr El Shiekh
3403	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Ismailia
3404	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Maadi
3405	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Luxour
3406	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Louran
3407	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Lebanon
3408	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Assiut Gomhoria

#	Control Name	Function Name
3409	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Assiut Saad Zagloul
3410	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Alexandria Fouad St.
3411	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	6 Of October
3412	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Arabela
3413	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Banha
3414	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Bani Sweif
3415	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Azhar
3416	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Aswan
3417	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Haram
3418	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Fayoum
3419	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Garden City
3420	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Farskour

#	Control Name	Function Name
3421	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Fakous
3422	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Heliopolis Andalos
3423	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Heliopolis Maryland
3424	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Helwan
3425	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Hurghada
3426	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	El-Shams Club
3427	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Emad El-Din
3428	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Elborsa
3429	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	El Manial
3430	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Dokki
3431	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Damietta
3432	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Damanhour

#	Control Name	Function Name
3433	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	Belbais
3434	1- Ops officer branch manager ensure having the hold mail under dual custody. المراسلات بالفرع تحت رقابه ثنائي. يتأكد مدير الفرع العمليات من الاحتفاظ	CFC
3435	1- Only desginated staff in Cards Ops unit have access to maintenance screen with full seggregation of duties in place	Cards Operations
3436	1- One of the department's staff to send the PDF file through the email for the printed checkbooks to the Mother Branches to be notified.	Check Printing Unit
3437	1- once the credit control unites received the ECR contract as per terms and conditions they requested the ECR data from RM before performing ECR on the System	Credit Control Documentation
3438	1- Obtaining approval of Credit Risk Head/ Head SME risk for Staging movements, Exceptions and ECL provision Coverage percentages.	Capital and Provision Management
3439	1- Monitoring and Follow up till closure.	Branches HUB Control
3440	1- Market Risk, ALM policy & Trading policy are properly approved by Board of Directors ,ALCO, Group Market Risk Head, Group Treasurer. 2- Liquidity & Contingency Funding plan is approved by ALCO and in place. 3- Approved policies are circulated to concerned stakeholders for implementation. 4- For policy amendements, required amendements will be presented to the CRO in order to obtain BOD approval in case of materiality. 5- In case of no material change , ALCO is delegated to approve.	Market Risk
3441	1- Maker / Checker control (Four Eyes) in place to review ALM figures against the balance sheet on a quarterly basis to ensure that GLs/account types are correctly mapped to the ALM system same as the balance sheet. 2- Based on the monthly reconciliation, any detected mismatches, Market risk send it to IT to apply changes on the interface between ALM & the core banking system. 3- Ensure daily smooth running of Quantum reports.	Market Risk

#	Control Name	Function Name
3442	1- Job description should be in place for all staff members to ensure their awareness & accountability for their roles & responsibilities. 2- segregation of duties is clearly do	CFOD
3443	1- Job description should be in place for all staff members to ensure their awareness & accountability for their roles & responsibilities.	General Admin
3444	1- Job description should be in place for all staff members to ensure their awareness & accountability for their roles & responsibilities	Check Printing Unit
3445	1- Job description in place for all staff members to ensure awareness & accountability for their roles & responsibilities. 2- Segregation of duties is clearly documented and implemented to ensure indecency of functions	SME Risk
3446	1- Job description in place for all staff members to ensure awareness & accountability for their roles & responsibilities.	ADIB Capital
3447	1- GL reconciliation process are currently under enhancement in cooperation with ICU and will be implemented once IT provide us with the required report showing the breakdown of CAD GLs by each customer name and RIM number to allow us to execute the required GLs proof on a monthly basis and confirm on its ownership as it had been noticed that some of these GLs showing balances related to both consumer and corporate customers.	RMU
3448	1- GL reconciliation process are properly managed and timely verified and reconciled and signed by the unit head.	General Admin
3449	1- Getting approval prior sending or receiving any batches.	Branches HUB Control
3450	1- Function is under dual control maker/checker review prior processing	Deposit Special Handling
3451	1- Fraud Officer is responsible to perform random sample to check documents presented to SME risk team to: • Approve new facilities • Renew existing facilities • Approving transactions. .	SME Risk

#	Control Name	Function Name
3452	1- Ensure that contract & SLA with the service provider are in place	Cards Operations
3453	1- Ensure that all information is updated on knowledge base	Call Center
3454	1- Ensure that all functions are processed after maintaining proper approvals/memos.	Branches Logistics Unit
3455	1- Ensure that all functions are processed after maintaining proper approvals/memos 2- All functions are communicated to branches with their relative group emails and cut off time to ensure smooth process / business is preparing an SLA 3 - Ensure all procedures are updated	Mortgage Product
3456	1- Ensure that all functions are processed after maintaining proper approvals/memos 2- All functions are communicated to branches with their relative group emails and cut off time to ensure smooth process / business is preparing an SLA 3 - Ensure all procedures are updated	Branches Regional Operation
3457	1- Ensure that all functions are processed after maintaining proper approvals/memos 2- All functions are communicated to branches with their relative group emails and cut off time to ensure smooth process / business is preparing an SLA 3 - Ensure all procedures are updated	Branches Quality
3458	1- Ensure that all functions are processed after maintaining proper approvals/memos 2- All functions are communicated to branches with their relative group emails and cut off time to ensure smooth process / business is preparing an SLA 3 - Ensure all procedures are updated	AMC
3459	1- Ensure that all functions are processed after maintaining proper approvals/memos 2- All functions are communicated to branches with their relative group emails and cut off time to ensure smooth process / business is preparing an SLA	Consumer Operations
3460	1- Ensure that all functions are processed after maintaining proper approvals/memos	Assets Products



#	Control Name	Function Name
3461	1- Ensure that all functions are processed after maintaining proper approvals/memos 2- All functions are communicated to branches with their relative group emails and cut off time to ensure smooth process 3- SLA in place	Deposit Special Handling
3462	1- Ensure that all functions are processed after maintaining proper approvals/memos	RMU
3463	1- Ensure that all functions are processed after maintaining proper approvals/memos	Corporate Communication
3464	1- Ensure that all functions are processed after maintaining proper approvals/memos	Cards Operations
3465	1- Ensure that all approvals have been approved according to the last updated delegation matrix & also check deviation authority if found .	Consumer Credit Initiation
3466	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع	Alexandria Fouad St.
3467	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع	6 Of October
3468	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع	Arabela
3469	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع	Assiut Gomhoria
3470	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع	Assiut Saad Zagloul

#	Control Name	Function Name
3471	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Bani Sweif
3472	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Banha
3473	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Azhar
3474	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Aswan
3475	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	El-Shams Club
3476	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Emad El-Din
3477	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	El Manial
3478	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Elborsa

#	Control Name	Function Name
3479	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Belbais
3480	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	CFC
3481	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Damanhour
3482	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Damietta
3483	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Dokki
3484	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Haram
3485	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Garden City
3486	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Fayoum

#	Control Name	Function Name
3487	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Fakous
3488	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Farskour
3489	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Helwan
3490	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Hurghada
3491	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Heliopolis Meryland
3492	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Heliopolis Andalos
3493	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Salah Salem
3494	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Rehab

#	Control Name	Function Name
3495	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Roushdy
3496	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Shobra El khima
3497	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Sheraton
3498	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Shobra
3499	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Sheikh Zayed
3500	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Sawah
3501	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Shebin El Kom
3502	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	New Cairo

#	Control Name	Function Name
3503	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Nasr City
3504	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Mostafa El-Nahas
3505	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Qalioub
3506	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	10th of Ramadan
3507	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Qeuna
3508	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Obour city
3509	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	October Plaza
3510	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Opera

#	Control Name	Function Name
3511	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. وإضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Port Said
3512	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. وإضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Mohandessein
3513	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. وإضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Mokatam
3514	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. وإضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Menia Kornish
3515	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. وإضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Mansoura
3516	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. وإضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Miami
3517	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. وإضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Mahalla ElKobra
3518	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. وإضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Mall Of Egypt

#	Control Name	Function Name
3519	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Madinty
3520	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Maadi 9 St
3521	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Lebanon
3522	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Louran
3523	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Luxour
3524	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Maadi
3525	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Ismailia
3526	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Kafr El Shiekh



#	Control Name	Function Name
3527	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Kafr Sakar
3528	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Korba
3529	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Lagoun
3530	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Zakazik Galla St.
3531	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Zamalek
3532	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Tanta - AlGeish
3533	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Sohag Nile St.
3534	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Thawra

#	Control Name	Function Name
3535	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Zahraa EL Maadi
3536	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Zakazik Awkaff Buil.
3537	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Sohag Nasser City
3538	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Sodic
3539	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Smouha
3540	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. إضافة التوقيع على النظام. الثاني بعد مرور 10 أيام من فتح الحساب. انعدام كارت التوقيع.	Shooting Club
3541	1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA	Shariaa
3542	1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA	Treasury Middle Office
3543	1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA	Trade Finance
3544	1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA	Retail Fraud Risk

#	Control Name	Function Name
3545	1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA	Procurement
3546	1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA	Organization
3547	1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA	Marketing
3548	1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA	Credit Information
3549	1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA	Credit Admin
3550	1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA	Corporate Account Opening
3551	1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA	Consumer Credit Policy
3552	1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA	Consumer Credit Initiation
3553	1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA	Complaints and Customer Rights
3554	1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA	Clearing
3555	1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA	Cash and Central Vault
3556	1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA	Branches Quality
3557	1- Ensure all procedures/Policies are updated and approved	Human Resources
3558	1- Ensure all procedures/Policies are updated and approved	Cards Products
3559	1- Ensure all procedures/Policies are updated and approved	Remittance

#	Control Name	Function Name
3560	1- Ensure all procedures/Policies are updated and approved	Premises
3561	1- Ensure all procedures/Policies are updated and approved	CFOD
3562	1- Ensure all procedures/Policies are updated and approved	Branches HUB Control
3563	1- Ensure all procedures/Policies are updated and approved	BCM
3564	1- Dual custody in place for all issued cash back cards documentation in the main vault	Cards Operations
3565	1- Dual custody in place for all booked assets documentation in the main vault	Consumer Operations
3566	1- DSU are kept updated with their roles & responsibilities.	DSU
3567	1- Designations of dual custody in place for key registers and access to the main vault	Corporate Account Opening
3568	1- Designated dual custodians	Trade Finance
3569	1- Dealing with credible accredited agencies to ensure high quality data	Retail Service Quality
3570	1- Data received from the Operations (Corporate Finance Ops) side on email.	Credit Information
3571	1- Data received from the Finance side on email.	Credit Information
3572	1- Data received from the Credit Admin side on email.	Credit Information
3573	1- Data is extracted and received from the IT side on email / shared folder.	Credit Information
3574	1- Daily monitoring to the tha ACH booking files received from EBC.	Remittance
3575	1- Customer's photo should be used for his own account.	Check Printing Unit
3576	1- Customers names are reviewed against names & account number by branches & operations	Deposit Special Handling

#	Control Name	Function Name
3577	1- Credit program should be properly approved. This credit program should be established by SME's Risk and approved by SCPC/ADIB Egypt board 2- Detailed work procedures for every function performed in the department should be in place - Ensure all procedures/Policies are updated and approved	SME Risk
3578	1- Corporate Communication staff are kept updated with their roles & responsibilities. 2- Job descriptions in place to ensure segregation of duties is clearly documented and implemented	Corporate Communication
3579	1- COB plan in place. SLA with ADIB (H.O) to execute payments for ADIB with FCY.	Remittance
3580	1- Clear updated designations are in place to segregate duties maintained within the unit and custody	Deposit Special Handling
3581	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation.	Organization
3582	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation	Treasury
3583	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation	Treasury Middle Office
3584	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation	Trade Finance
3585	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation	Retail Fraud Risk
3586	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation	Marketing
3587	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation	Credit Information

#	Control Name	Function Name
3588	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation	Credit Control Documentation
3589	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation	Credit Admin
3590	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation	Corporate Account Opening
3591	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation	Consumer Credit Policy
3592	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation	Complaints and Customer Rights
3593	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation	CFOD
3594	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation	Cash and Central Vault
3595	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation	Branches Quality
3596	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation	Branches HUB Control
3597	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation	BCM
3598	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation	AMC
3599	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation	Treasury Back Office

#	Control Name	Function Name
3600	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation	Premises
3601	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation	Consumer Credit Initiation
3602	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation	Clearing
3603	1- CD to be reviewed by two Staff before sending to SLMF to be uploaded on Portal	Check Printing Unit
3604	1- Capacity plan is prepared based on business sales assumptions taking into consideration annual leaves 2- Approved P&P; is circulated to all staff to ensure proper data is communicated 3- Training and guiding staff by passing the required knowledge to stand of their required performance standards	Deposit Special Handling
3605	1- Calls are Monitored monthly 12 call per Agent, followed by proper Coaching 2- Job descriptions in place to ensure segregation of duties is clearly documented and implemented.	Complaints and Customer Rights
3606	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات مدير الفرع مسئول عن طباعة أي إجراءات يكون	Lebanon
3607	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات مدير الفرع مسئول عن طباعة أي إجراءات يكون	Louran
3608	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات مدير الفرع مسئول عن طباعة أي إجراءات يكون	Luxour

#	Control Name	Function Name
3609	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات مدير الفرع مسئول عن طباعة أي إجراءات يكون	Lagoun
3610	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات مدير الفرع مسئول عن طباعة أي إجراءات يكون	Korba
3611	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات مدير الفرع مسئول عن طباعة أي إجراءات يكون	Kafr Sakar
3612	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات مدير الفرع مسئول عن طباعة أي إجراءات يكون	Kafr El Shiekh
3613	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات مدير الفرع مسئول عن طباعة أي إجراءات يكون	Ismailia
3614	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات مدير الفرع مسئول عن طباعة أي إجراءات يكون	Mohandessein
3615	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات مدير الفرع مسئول عن طباعة أي إجراءات يكون	Mokatam
3616	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات مدير الفرع مسئول عن طباعة أي إجراءات يكون	Miami



#	Control Name	Function Name
3617	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات مدير الفرع مسئول عن طباعة أي إجراءات يكون	Mansoura
3618	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات مدير الفرع مسئول عن طباعة أي إجراءات يكون	Menia Kornish
3619	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات مدير الفرع مسئول عن طباعة أي إجراءات يكون	Mall Of Egypt
3620	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات مدير الفرع مسئول عن طباعة أي إجراءات يكون	Mahalla ElKobra
3621	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات مدير الفرع مسئول عن طباعة أي إجراءات يكون	Maadi
3622	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات مدير الفرع مسئول عن طباعة أي إجراءات يكون	Maadi 9 St
3623	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات مدير الفرع مسئول عن طباعة أي إجراءات يكون	Madinty
3624	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات مدير الفرع مسئول عن طباعة أي إجراءات يكون	10th of Ramadan

#	Control Name	Function Name
3625	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	New Cairo
3626	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Mostafa El-Nahas
3627	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Nasr City
3628	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Port Said
3629	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Opera
3630	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	October Plaza
3631	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Obour city
3632	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Qeuna

#	Control Name	Function Name
3633	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Qalioub
3634	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Shebin El Kom
3635	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Sawah
3636	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Sheikh Zayed
3637	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Shobra
3638	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Sheraton
3639	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Shobra El khima
3640	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Rehab

#	Control Name	Function Name
3641	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Salah Salem
3642	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Roushdy
3643	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Azhar
3644	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Aswan
3645	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Banha
3646	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Bani Sweif
3647	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Assiut Saad Zagloul
3648	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Assiut Gomhoria

#	Control Name	Function Name
3649	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Arabela
3650	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	6 Of October
3651	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Alexandria Fouad St.
3652	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Heliopolis Andalos
3653	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Heliopolis Meryland
3654	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Hurghada
3655	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Helwan
3656	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Farskour

#	Control Name	Function Name
3657	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Fakous
3658	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Fayoum
3659	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Garden City
3660	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Haram
3661	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Elborsa
3662	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	El Manial
3663	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Emad El-Din
3664	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	El-Shams Club

#	Control Name	Function Name
3665	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Dokki
3666	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Damietta
3667	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	CFC
3668	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Belbais
3669	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Damanhour
3670	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Zamalek
3671	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Zakazik Galla St.
3672	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Shooting Club

#	Control Name	Function Name
3673	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Smouha
3674	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Sodic
3675	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Sohag Nasser City
3676	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Zakazik Awkaff Buil.
3677	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Zahraa EL Maadi
3678	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Thawra
3679	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Sohag Nile St.
3680	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. جديده للتأكد من فهم الفرع للإجراءات 1- مدير الفرع مسئول عن طباعة أي إجراءات يكون	Tanta - AlGeish



#	Control Name	Function Name
3681	1- BO reports extracted on daily basis to ensure correctness for the data fed 2- Manual register are controlled by trade bills supervisor upon sending /receiving TB to court	Clearing
3682	1- Bank managemnet Resolutions related to sister affiliates should be followed & applied.	Direct Investments
3683	1- All transactions are processed as maker/checker as per checklist.	Remittance
3684	1- All remittance requests are sent from approved sources (Branches / CSU / Finance / Syndications Teams) to EG_Remittances directly scanned copies via email.	Remittance
3685	1- All porocedures related to LME, Auto Murabha, Cashback, Small Business Finance, & Mortgage are properly approved and in place	DSU
3686	1- Access rights of the unit's staff are approved based on their job descriptions ensuring full segregation of duties is applied.	Swift
3687	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
3688	1- Daily Mail in logged with details by maker-checker & after reviewing files another cycle of checking at main vault before files archiving. 2- Dual Custody in place for received files / modifications documents	AMC
3689	<ul style="list-style-type: none"> <li>• Ensure filling original documents in vault after being reviewed and registered , entry to the vault done by at least 2 authorized employees as per Vault memo</li> </ul>	Credit Control Documentation
3690	<ul style="list-style-type: none"> <li>• Weekly review of reconciliation/interface report and reconciled accounts are investigated and resolved. Quality assurance is conducted on report reconciliation.</li> <li>• Each delinquent account should be allocated to collector to ensure that all the delinquent customers are contacted by the collection team.</li> </ul>	Collections
3691	<ul style="list-style-type: none"> <li>• Version Control: approved version of spreadsheets are used.</li> </ul>	Swift

#	Control Name	Function Name
3692	<ul style="list-style-type: none"> <li>Updated collections process manual where all process changes are being properly documented and approved by collections head .</li> </ul>	Collections
3693	<ul style="list-style-type: none"> <li>The used receipt books should be sent to archiving unit. A memo is prepared for this purpose.</li> </ul>	Collections
3694	<ul style="list-style-type: none"> <li>The Supervisor conducts periodic reviews with the respective agency manager on the agency's performance in line with the agreed performance.</li> </ul>	Collections
3695	<ul style="list-style-type: none"> <li>The full cleanup for Non personal accounts had been finalized by the team since March 2012 by checking all existing file which opened before centralization and update clean up sheet weekly and follow up is done with branches and with senior management</li> </ul>	Corporate Account Opening
3696	<ul style="list-style-type: none"> <li>Supervisor reviews the collector attitude while calling the customer ,How can he/she deal with customer, Call efficiency, How can he/she solve any issue raised within the call.</li> </ul>	Collections
3697	<ul style="list-style-type: none"> <li>Review sample of BO reports manually.</li> <li>Manually assessment of BO access and reports classification.</li> <li>Maintaining access matrix for all BO Access and reports.</li> </ul>	Information Security
3698	<ul style="list-style-type: none"> <li>Regional Branches Operations visit and monitor all branches as per yearly plan.</li> <li>Maintain adequate operational control over branches functions.</li> <li>Train branches operations staff during the visits or through roadshow.</li> </ul>	Branches Regional Operation
3699	<ul style="list-style-type: none"> <li>Reconnect with a sample of customers that the collection agencies have dealt with. Any issue should be identified and reported to both the Collection Head and the Agency Owner.</li> </ul>	Collections
3700	<ul style="list-style-type: none"> <li>Receipt books which are not yet delivered to the external agencies are kept in fire proof and on monthly basis an exercise is conducted to review and ensure that no one is lost.</li> </ul>	Collections
3701	<ul style="list-style-type: none"> <li>Protected spreadsheet</li> </ul>	Swift
3702	<ul style="list-style-type: none"> <li>Pop-up message already placed on the system for all missing accounts stating detailed missing docs for each RIM.</li> </ul>	Corporate Account Opening

#	Control Name	Function Name
3703	<ul style="list-style-type: none"> <li>Monthly flows/targets for each and every bucket are reviewed in line with the actual performance against annual targets and any amendment if required is communicated to the collections team.</li> </ul>	Collections
3704	<ul style="list-style-type: none"> <li>Monitoring and Follow up till tasks closure.</li> <li>Escalation is prepared in case of any deviation.</li> </ul>	Branches Logistics Unit
3705	<ul style="list-style-type: none"> <li>Monitor call recording system outages through samples conducted and state the exact time in which it occur by managers, ensure that all system features are working smoothly. Testing system achieved calls based on managers tickets raised to IT team.</li> </ul>	Collections
3706	<ul style="list-style-type: none"> <li>Maker/Checker in preparing the collection agencies expenses ,Also an independent department ( MIS unit ) is reviewing the expense claims for the collection agencies</li> </ul>	Collections
3707	<ul style="list-style-type: none"> <li>KYC data are verified and validated by CADC any discrepancy on KYC data case should refer to business to rectified prior opening the account</li> </ul>	Corporate Account Opening
3708	<ul style="list-style-type: none"> <li>KB in place to cover most of operation issues and known issues added to vendor documentations, as part from knowledge management process</li> </ul>	IT
3709	<ul style="list-style-type: none"> <li>Job descriptions in place to ensure segregation of duties is clearly documented and implemented.</li> </ul>	Swift
3710	<ul style="list-style-type: none"> <li>Job description are in place and certified for all staff.</li> </ul>	Swift
3711	<ul style="list-style-type: none"> <li>Hold (No Debit) only placed on the account which missing files * no check book to be issued Updates on clean up progress are reported to BRCC on monthly basis</li> </ul>	Corporate Account Opening
3712	<ul style="list-style-type: none"> <li>Head of Branch Logistics Distribution review and approve before circulation.</li> <li>Final Version of Circulation is reviewed from all concerned parties prior sending.</li> </ul>	Branches Logistics Unit

#	Control Name	Function Name
3713	<ul style="list-style-type: none"> <li>• have a checklist which is already approved by the concerned departments reflecting the needed documents (which follow the country policy for legal documentation and compliance requirement )noting that before opening any new account maker and checker validate the presented documents against this check list</li> </ul>	Corporate Account Opening
3714	<ul style="list-style-type: none"> <li>• Ensure that the tele-calling team prioritizes high-risk accounts.</li> </ul>	Collections
3715	<ul style="list-style-type: none"> <li>• Ensure that tele-calling manager applies the criteria of identifying high risk accounts within finances delinquent portfolio.</li> </ul>	Collections
3716	<ul style="list-style-type: none"> <li>• Ensure that all deceased accounts have been identified and raised to Ops team.</li> <li>• Ensure that all required documents have been sent to Ops team.</li> <li>• Ensure that insurance company settled all claims during the agreed period.</li> </ul>	Collections
3717	<ul style="list-style-type: none"> <li>• Ensure that all CBC accounts that hit 180 DPD are due to be written off.</li> <li>• Ensure that all assets accounts that hit 36+ months are due to be written off.</li> </ul>	Collections
3718	<ul style="list-style-type: none"> <li>• Each account written off should be reported " written off " to CBE according to its regulation.</li> </ul>	Collections
3719	<ul style="list-style-type: none"> <li>• Each account hit 180+ DPD should be reported " Stop payment " to CBE according to its regulation.</li> </ul>	Collections
3720	<ul style="list-style-type: none"> <li>• Each account granted facility &gt;100k and the bank raised a legal action against the customer should be reported " Legal action " to CBE according to its regulation.</li> </ul>	Collections
3721	<ul style="list-style-type: none"> <li>• Combination Password is kept in a Closed Envelop Signed by Department Head and held in a fire proof vault &amp; Original keys held in Documentation vault locked by dual custody</li> </ul>	Credit Control Documentation
3722	<ul style="list-style-type: none"> <li>• Collections team to adhere to the call script.</li> </ul>	Collections
3723	<ul style="list-style-type: none"> <li>• Collections staff are trained on the collections processes from the time of joining and thereafter regularly through a training plan approved by HR.</li> </ul>	Collections

#	Control Name	Function Name
3724	<ul style="list-style-type: none"> <li>Check the availability of the monthly log confirmed reviewing the receipt and the payment on the system within 2 business days .</li> </ul>	Collections
3725	<ul style="list-style-type: none"> <li>Calculation testing: the spreadsheet formulas to be tested and any changes to be approved from Finance side.</li> </ul>	Swift
3726	<ul style="list-style-type: none"> <li>BO report reviewed by CADC next business day to make sure that no accounts opened from Branch side</li> </ul>	Corporate Account Opening
3727	<ul style="list-style-type: none"> <li>All the cash deposit slips are submitted by the field collectors to the designated staff in the collections team for reconciliation and audit purpose. Any identified issues are escalated to collections head for appropriate action.</li> </ul>	Collections
3728	<ul style="list-style-type: none"> <li>All Sent / Received e-mails to external collection agencies must be encrypted.</li> </ul>	Collections
3729	<ul style="list-style-type: none"> <li>Agency staff are trained on TCF principles and Collection process.</li> </ul>	Collections
3730	<ul style="list-style-type: none"> <li>4- Maintenance report reflecting any change done on the customer profile on CMS is generated daily and reviewed by an independant senior Cards ops unit staff (supervisor)</li> </ul>	Cards Operations
3731	<ul style="list-style-type: none"> <li>2- Job descriptions in place to ensure segregation of duties is clearly documented and implemented</li> </ul>	RMU
3732	*Tickler for updating authorities of COs / SCOs in addition to keep valid forms in safe room and reported to credit admin for circulation.	Credit Control Documentation
3733	*The staff accounts transactions are reviewed via maker checker basis *AML system will shortly capture the staff transactions	Compliance
3734	*Sample is monitored to make sure activation/Blocking is done on time during the customer call. *Immediate escalation in case of any problem in blocking.	Call Center
3735	*Release for any document should be signed by Maker & checker.;	Credit Control Documentation
3736	*issuing Monthly report for Valuation related to Mort F/O ADIB showing the expiry due valuation and upcoming	Credit Control Documentation

#	Control Name	Function Name
3737	<p>*HR payment officer prepare payroll files to be posted on HR Oracle system.</p> <p>*HR staff payment and governmental relations Manager review the posted payroll files and upload them on core banking system. *Payroll register extracted from Oracle system is validated by Head of HR Operations prior processing.</p>	Human Resources
3738	*Ensure that the received T.S. is the approved by participant banks.	Credit Control Documentation
3739	<p>*Email notifications with resigned employees details are sent by HR operations officer to respective stakeholders (IT, Legal,HR operations etc.) for clearances feedback. *HR personnel and service manager reviews the clearance check lists and ensures obtaining the clearances from relevant stakeholders.</p>	Human Resources
3740	*Daily BO report extracted to show all dormant accounts moved from active to dormant or dormant to active within specific branch & checked against previous proceeded transactions.	AMC
3741	*combination and keys should be kept in safe have dual custody.	CFOD
3742	<p>*Capacity plan is prepared based on business requirements taking</p> <p>*Measuring the service level to ensure meeting the department KPI's (Threshold 70%).</p>	Call Center
3743	*Any event of default should be communicated to all participant banks & should be escalated to ADIB Capital team / ADIB risk & business first for advising action prior sending to participant banks	Credit Control Documentation
3744	*All data/information are logged in the agent knowledge base.	Call Center
3745	* Tutorials of IB/MB usage is created on social media , going fwd we sugesst having digital embassdor in branches to eductae the customers.	Digital Banking
3746	* The Shari'a board has issued resolutions 16/3/2011-1 and 12/1/2012-1 to coordinate with the legal department in ADIB Egypt to remove the contradiction between Shari'a and the applied and relevant laws.	Shariaa

#	Control Name	Function Name
3747	* The Shari'a Board harmonizes the products and contracts in order not to contradict the imperative and compulsory rules in a way that also does not prejudice Shari'a requirements.	Shariaa
3748	* Swifts sent to participant banks are reviewed by Maker/ Checker	Credit Control Documentation
3749	* Swifts / emails sent to participant banks are reviewed Maker/ Checker	Credit Control Documentation
3750	* SLAs between concerned departments were approved and communicated to stakeholders	Credit Control Documentation
3751	* Review valuation reports in line with policy & CBE guidelines	Credit Control Documentation
3752	* Review signing powers & signing on behalf of the company is properly checked	Credit Control Documentation
3753	* Received Docs reviewed by Maker/ Checker at Docs Unit	Credit Control Documentation
3754	* Received Docs reviewed & SV obtained and Doc's are registered by Maker/ Checker	Credit Control Documentation
3755	* Processor checks that all mandatory fields are fully completed, filled and verified against standard data input list. Maker / checker concept is evidenced on Documents check list.	AMC
3756	* Perform sample testing on customer account to ensure that the transactions are fired through SAS system according to set scenario/ threshold * Review customer account during alerts review (for a period of time) to ensure that the transactions are fired through SAS system according to set scenario/ threshold	Compliance
3757	* Obtain legal & Risk & Shariaa approval on drafted documents	Credit Control Documentation
3758	* New Client Signature System deployed on production March 2014 enabling segregation between the customer, guardians & POA signatures upload for better search accurate results * RIM To Account Relationship deployed on production to enable opening Separate RIM for Guardian , POA & Minor.	AMC

#	Control Name	Function Name
3759	* Market survey to be conducted every 6 months to scan the market and monitor new updates	Digital Banking
3760	* Legal/risk/shariaa approvals should be obtained on all syndication documents	Credit Control Documentation
3761	* Legal drafting for syndication documents as per approved T.S.	Credit Control Documentation
3762	* In case different address/profession between BSA & CBS for facility customers signature not to be uploaded & account restricted which affect the deduction of monthly installment * MIS reported to branches network & Escalated to branches network head & ORM on monthly basis	AMC
3763	* Follow up with participant Banks to ensure that funds had been received in timely manner / participants inquiries are performed by Maker/ Checker.	Credit Control Documentation
3764	* Facilities are activated by maker and checker in order to ensure that all required documents are obtained and valid.	Credit Control Documentation
3765	* Existing BO report extracted to compare processed DC in previous day against daily interface report (Card management system AS-400) and IT operation confirmation report	AMC
3766	* E-Wallet transaction daily / monthly limits support the monitoring *The reports reviewed by maker checker * Some data obtained from related business owner	Compliance
3767	* Ensure that T.S. is circulated to all concerned parties' internally	Credit Control Documentation
3768	* Ensure that T.S is circulated to OPS for proper calculation .	Credit Control Documentation
3769	* Ensure that Drawdown request are sent to ops for their review to ensure proper disbursements as per TS and to be communicated to participant banks	Credit Control Documentation
3770	* Ensure that all processes in place and properly communicated. * Ensure properly approved & communicated SLA between concerned departments	Treasury



#	Control Name	Function Name
3771	* Ensure all procedures/Policies are updated and approved * Ensure all functions are communicated by the agreed SLA	Compliance
3772	* Docs are submitted with lodging memo	Credit Control Documentation
3773	* Daily reviews on all data input vs. banking service agreement to ensure completeness & correctness. Any minor discrepancy which does not need customer signature to be adjusted from AMC.	AMC
3774	* Daily BO reports were established to cover minors (Minor reached 21 within 30 days)& ( Minor accounts per Branch ) and reviewed by AMC officer on a daily basis under advice to Branches	AMC
3775	* Customers place their feedback in the app inbox managed by call center.	Digital Banking
3776	* Confirmation on receiving /deducting agency fees	Credit Control Documentation
3777	* Communicating CPs satisfaction letter to all participants in a timely manner.	Credit Control Documentation
3778	* BO Report exist showing all accounts opened from network Branches for previous working day , checked on a daily basis by AMC officers under advice to Branches in case of missing CUH documents or opened by mistake, and new RIM Class for inheritors Account now on production to change the RIM Class for deceased clients.	AMC
3779	* An approved policy approved by the board or relevant board committee. * Monitoring the implementation of the plan on quarterly basis. * Quality assurance team verified the implementation of the plan.	Compliance
3780	* All Received documents should be updated on Q &A;	Credit Control Documentation
3781	* Activation emails include deferral expiry date should be reviewed by maker/checker to stop limits by that deferral date	Credit Control Documentation
3782	* Valuations are submitted to docs unit by RM with lodging memo	Credit Control Documentation

#	Control Name	Function Name
3783	حسب تاريخها و اطلاع جميع العاملين عليها حفظ التعليمات الدورية	Microfinance
3784	Updated and complete BCM plan is available with the unit. BCM tool is kept updated, BCM Testing is done once in a year including the call tree testing and the BCM plans are updated based on the results. All issues identified are tracked for remediation.	Consumer Credit Initiation
3785	Returned Cards 1- Card Ops head ensure blocking all the received emails for shredded cards.	Cards Operations
3786	Returned Cards 6. Review shredding list against system (card status) by CB unit head and Quality unit	Cards Operations
3787	Returned Cards 4- Maintenance report for debit and CB cards that reflects last card status is reviewed by supervisor and signed	Cards Operations
3788	Returned Cards 3- Card operations maintenance team to block the shredded cards using the shredding code on the cards system	Cards Operations
3789	Premises department broadcast the project time frame, MEP, list of needs, assigned tasks to stakeholders at the start of each project with a regular following up notifications with each mile stone to make sure of the process progress	Premises
3790	Market Risk Manager prepare Quarterly IRRBB (Interest rate risk in the banking book) report and ensure it's compliance with regulatory limits and report it to CBE and reviewed from Market Head	Market Risk
3791	Ensure that BCP in Place Ensure that Daily follow between both the branches & the vendors, within communication with Police authority to escort the said vehicles or rest them in the safe parks of the police stations till the coming morning.	Cash and Central Vault
3792	7. Verify that there are no past due annual approvals which have not been completed or past due extensions, particularly term loans prior to disbursements (30, 60, or 90 day extensions approved), have been resolved and appropriate memos are on file.	Corporate Credit Risk

#	Control Name	Function Name
3793	6. For public sector group, only where support is evidenced by way of the means & purpose test, confirm that the test has been completed and has been attached as part of the credit review package.	Corporate Credit Risk
3794	6) Specific documentation standards and variance are specified.	SME Risk
3795	5. Stress testing' discipline is in place for key environmental uncertainties.	Corporate Credit Risk
3796	5) Risk reporting is done	SME Risk
3797	4. Reconcile the fixed assets against the registry to ensure all the assets are in the list.	General Admin
3798	4. Processing the invoices on original	General Admin
3799	4. Collateral valuation.	Corporate Credit Risk
3800	3-SLAs Between all stakeholders defining the timeline to discuss all the technical evalution.	Premises
3801	3-Additional control point through retail risk monthly sample review	Cards Operations
3802	3. Review the register to ensure no duplicate.	General Admin
3803	3. Relationship review and returns, pricing and repayment schedule.	Corporate Credit Risk
3804	3. Logging all the invoices in sheet for monitoring	General Admin
3805	3- Monitoring performance and applying penalties for breaches	Cards Operations
3806	3- Maintenance is processed based on customer request received from the branch and signature verified by the designated branch staff.	Cards Operations
3807	3- Batches are reviewed by checkers to ensure all transactions are processed timely and accurately as per customer's request.	Remittance
3808	2-Monthly dual review of GL proof & exhibits and send to Consumer Ops head	Cards Operations

#	Control Name	Function Name
3809	2. Unit head signature is required on the invoice.	General Admin
3810	2. Short list for the approved consultants - contractors - vendors.	Premises
3811	2. Settlement memo must include all collaterals and legal actions from Credit control & agency dep.	RMU
3812	2. Receiving report from the vendor on a quarterly basis to review the redeem points	General Admin
3813	2. Processing the hotel invoices on a maker / checker basis.	General Admin
3814	2. No invoice will be paid unless the asset is coded.	General Admin
3815	2. Monitoring document movement to/from stores thru sheet .	General Admin
3816	2. Ensure that there is an ORR and FRR for all obligors, Verify that an approved ORR sheet is there, Any ORR adjustments must be allowable under policy, FRR should be approved per policy.	Corporate Credit Risk
3817	2. Applying all CBE regulations and requests during branch renovation or construction that is being updated by the CBE on yearly basis.	Premises
3818	2) To ensure that all CCRs are conducted on time and if not extension is properly obtained	RMU
3819	2- Shredding Memo signed by branch designated staff to be sent to Card Ops maintenance team for action.	Cards Operations
3820	2- Maker/checker concept is applied manual through reports review	Cards Operations
3821	2- Job descriptions in place to ensure segregation of duties is clearly documented and implemented	Cards Operations
3822	2- Job descriptions in place to ensure segregation of duties is clearly documented and implemented	Branches HUB Control
3823	2- Execution on cards system is under dual control with complete segregation in place between issuance, encoding & embossing	Cards Operations

#	Control Name	Function Name
3824	2- Dual control on system and daily batch review	Cards Operations
3825	2- All functions are communicated to branches with their relative group emails and cut off time to ensure smooth process / business is preparing an SLA	Cards Operations
3826	1-to ensure that proper documentation is presented meeting the card scheme criteria and in case of discrepancy issuance is stopped.	Cards Operations
3827	1-Automatic direct debit file upload through system interface tool 2-Dual control by reviewing uploaded data results report and sending feedback	Deposit Special Handling
3828	11. Documentation / collateral are as per the documentation process and CA approval, and are safe kept.	Corporate Credit Risk
3829	1. Excel sheet including all the the expiry dates for monitoring purposes. (follow up purpose).	Branches Quality
3830	1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA	Direct Investments
3831	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation	Shariaa
3832	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars from Compliance to ensure implementation	Human Resources
3833	1- changing the account status to inheritors. 1- حاله الحساب الى متوفى - تغيير	Zamalek
3834	1- changing the account status to inheritors. 1- حاله الحساب الى متوفى - تغيير	Zakazik Galla St.
3835	1- changing the account status to inheritors. 1- حاله الحساب الى متوفى - تغيير	Sohag Nile St.
3836	1- changing the account status to inheritors. 1- حاله الحساب الى متوفى - تغيير	Tanta - AlGeish

#	Control Name	Function Name
3837	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى -1- تغيير	Thawra
3838	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى -1- تغيير	Zahraa EL Maadi
3839	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى -1- تغيير	Zakazik Awkaff Buil.
3840	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى -1- تغيير	Sohag Nasser City
3841	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى -1- تغيير	Sodic
3842	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى -1- تغيير	Smouha
3843	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى -1- تغيير	Shobra El khima
3844	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى -1- تغيير	Shooting Club
3845	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى -1- تغيير	Qeuna
3846	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى -1- تغيير	Rehab
3847	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى -1- تغيير	Roushdy
3848	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى -1- تغيير	Salah Salem
3849	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى -1- تغيير	Sheraton
3850	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى -1- تغيير	Shobra

#	Control Name	Function Name
3851	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - تغيير	Sheikh Zayed
3852	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - تغيير	Sawah
3853	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - تغيير	Shebin El Kom
3854	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - تغيير	New Cairo
3855	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - تغيير	Nasr City
3856	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - تغيير	Mokatam
3857	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - تغيير	Mostafa El-Nahas
3858	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - تغيير	Qalioub
3859	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - تغيير	Obour city
3860	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - تغيير	Mohandessein
3861	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - تغيير	October Plaza
3862	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - تغيير	Opera
3863	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - تغيير	Port Said
3864	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - تغيير	Mahalla ElKobra

#	Control Name	Function Name
3865	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - 1- تغيير	Mall Of Egypt
3866	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - 1- تغيير	Maadi
3867	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - 1- تغيير	Maadi 9 St
3868	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - 1- تغيير	Madinty
3869	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - 1- تغيير	Miami
3870	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - 1- تغيير	Mansoura
3871	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - 1- تغيير	Menia Kornish
3872	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - 1- تغيير	Lagoun
3873	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - 1- تغيير	Korba
3874	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - 1- تغيير	Kafr Sakar
3875	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - 1- تغيير	Ismailia
3876	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - 1- تغيير	Kafr El Shiekh
3877	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - 1- تغيير	Lebanon
3878	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - 1- تغيير	Luxour



#	Control Name	Function Name
3879	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى -1- تغيير	Louran
3880	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى -1- تغيير	Arabela
3881	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى -1- تغيير	Assiut Saad Zaghloul
3882	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى -1- تغيير	6 Of October
3883	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى -1- تغيير	Alexandria Fouad St.
3884	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى -1- تغيير	Banha
3885	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى -1- تغيير	Bani Sweif
3886	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى -1- تغيير	Aswan
3887	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى -1- تغيير	Azhar
3888	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى -1- تغيير	Assiut Gomhoria
3889	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى -1- تغيير	10th of Ramadan
3890	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى -1- تغيير	Garden City
3891	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى -1- تغيير	Fayoum
3892	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى -1- تغيير	Haram

#	Control Name	Function Name
3893	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - 1- تغيير	Fakous
3894	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - 1- تغيير	Farskour
3895	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - 1- تغيير	Heliopolis Meryland
3896	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - 1- تغيير	Heliopolis Andalos
3897	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - 1- تغيير	Helwan
3898	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - 1- تغيير	Hurghada
3899	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - 1- تغيير	El-Shams Club
3900	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - 1- تغيير	Emad El-Din
3901	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - 1- تغيير	Elborsa
3902	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - 1- تغيير	El Manial
3903	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - 1- تغيير	Belbais
3904	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - 1- تغيير	CFC
3905	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - 1- تغيير	Damanhour
3906	1- changing the account status to inheritors. 1- حالة الحساب الى متوفى - 1- تغيير	Damietta

#	Control Name	Function Name
3907	1- changing the account status to inheritors. 1- حاله الحساب الى متوفى - تغيير	Dokki
3908	•Dual Custody is applied on documents vault upon delegation of authority memo and Key movement is register	Credit Control Documentation
3909	• Prepare process identifying all required documentation to open non personal accounts based on the legal entity of the company applying all requirements defined by ID verification of the Egyptian Money Laundering Combating Regulations. processes/process enhancement related to Account Opening area	Corporate Account Opening
3910	• Existence of two types of authentication( Keys and Combination Password )	Credit Control Documentation
3911	*Ongoing awareness sessions are given to the agents.	Call Center
3912	*On a weekly basis calls received are monitored to ensure correct data were communicated to the customers by the Quality team and The team leaders.	Call Center
3913	*Deferrals should be reflected in monthly reports including due & upcoming deferrals.	Credit Control Documentation
3914	*All new instructions are communicated to the agents.	Call Center
3915	Ensure department procedure is updated	Complaints and Customer Rights
3916	الصلاحيات الممنوحة للموظفين كل ربع سنة مراجعة	Microfinance
3917	و لا يلتمس اى عذر فى مخالفة ذلك على جميع الايصالات التى قام بتحصيلها يجب ان يقوم الباحث بالتوقيع	Microfinance
3918	يوم التحصيل او ثانى يوم عمل على الاكثر توريد جميع المتحصلات من العملاء فى نفس يجب ان يتم	Microfinance
3919	قبل إنقضاء تاريخ صلاحيتها بشهر على الأقل، يتم مراجعتها	Microfinance
3920	الاجازات وتسجيلها بالسجل المخصص لذلك بين الحائز الأصلي والحائز الاحتياطي أثناء إجراءات تسليم وتسليم الاختام والمفاتيح يتم عمل	Microfinance

#	Control Name	Function Name
3921	من خلال مبدأ الفصل بين الإعداد والمراجعة. البيانات المسجلة على نظام الحاسب الآلي Data. يتم تسجيل واعتماد جميع maintenance on the system is done on maker/checker basis as per system requirements	Microfinance
3922	بمعرفة الموظف المختص بمطابقة التوقعات التأكد من مطابقة توقيع العميل على الطلب All application are signature verified by MF officer	Microfinance
3923	المحددة ولايوجد اى ملاحظات من المركزى الالتزام باعداد بيانات المركزى في التوقيات يتم	Investor Relations
3924	الملكية ويتم استيفاء من الإدارة المالية % فاكتر بالإضافة الى الجزء الخاص بحقوق ويتم اظهار كل مساهم تبلغ نسبة 2.5 والمصرين ونسب المساهمة لكل منهما الاجنبى موضح به المساهمين الأجانب يتم اعداد بيان الاستثمار	Investor Relations
3925	والسجلات الأخرى في أماكن مناسبة وأمنه مصفح ذو رقابة ثنائية مع حفظ المستندات - المستندات المرقمة - ..الخ في شأنون المديونية والكفالة - أطرف المعاملات اليومية الهامة مثل: شيكات العملاء - عقود يتعين حفظ جميع المستندات	Microfinance
3926	المقدمة من العميل والتأكد من صلاحيتها مراجعة المستندات	Microfinance
3927	والذي غالبا ما يكون من أقارب العميل اذا تطلب الأمر ذلك لكل من العميل والكفيل بنفسه من خلال الاتصال التليفوني او الزيارة عن السداد يقوم مدير الوحدة بمتابعة العميل طرف مدير الوحدة - في حالة تأخر العميل في مواعيدها من خلال النسخة المحفوظة العملاء بسداد الأقساط المستحقة عليهم اليومية بمعرفة مدير الوحدة والتأكد من قيام مراجعة المتحصلات	Microfinance
3928	على المستندات المقدمة من العميل. الآلي مع البيانات المسجلة يدويا ومطابقتها البيانات المسجلة على نظام الحاسب مراجعة	Microfinance
3929	يؤثر بشكل كبير على البيانات المدونة به. من خلوها من أي كشط أو تحوير أو تعديل مراجعة الإيصالات والتأكد	Microfinance
3930	لعميل واحد في أي وحدة وفي نفس الوقت. لا يسمح النظام بفتح أكثر من حساب	Microfinance
3931	من سداد العميل للمديونية بالوحدة القديمة. بيانات العميل للوحدة الجديدة يجب التأكد في حالة نقل	Microfinance

#	Control Name	Function Name
3932	اللازمة من إدارة التمويلات الصغيرة. الجديد للعميل بعد الحصول على الموافقات يقع في نطاقها الجغرافي عنوان مقر العمل نشاطه يتم نقل بيانات العميل للوحدة التي في حالة تغيير العميل لمقر	Microfinance
3933	شيكات العملاء وتطبيق الاجراءات ذات الصلة. عمل الجرد الدورية على	Microfinance
3934	التسجيل ومراجعة البيانات بعد تسجيلها. الممنوحة لكل موظف فيما يتعلق بأعمال من الفصل التام بين الاختصاصات والصلاحيات على مدير الوحدة التأكد	Microfinance
3935	إلا بعد الحصول على موافقة من الادارة. مقار أنشطتهم في النطاق الجغرافي للوحدة السماح للوحدات بقبول طلبات لعملاء لا يقع عدم	Microfinance
3936	تخص العمل بدون حفظ في نهاية كل يوم. المكتب والتأكد من عدم ترك أي متعلقات تطبيق سياسة نظافة	Microfinance
3937	بشأن تسلم وتداول المستندات المرقمة. تطبيق الاجراءات الصحيحة والمعتمدة	Microfinance
3938	الممنوحة للموظف تتناسب مع طبيعة عمله التأكد من أن الصلاحيات	Microfinance
3939	باستيفاء بيانات الطلب بشكل واضح ودقيق. والموظفين الآخرين على ضرورة الاهتمام التدريب والتوجيه المستمر للباحثين وصحيح من قبل المسئول عن المراجعة. الطلب قد تم استيفائها بشكل واضح ودقيق التأكد من ان جميع بيانات	Microfinance
3940	التوقيع مطابق و توقيع المسئول المختص مطابقة التوقيعات اينما وجدت باستيفاء خاتم التاكيذ على	Microfinance
3941	The other department handling Registration side to implement on the system ( System support maker and checker as access doesn't reflect on system unless checker verified against presented documents and in case any wrong data checker return case to maker again to reset with correct data.	Corporate Account Opening
3942	- Report 5011 should be sent to CAD & finance to be presented to CBE	Direct Investments
3943	Release should be as per the approval matrix stated in the Release Process.	Credit Control Documentation
3944	Other than the abovementioned, the Sharia department will review and approve debiting transaction requests on Charity accounts.	Shariaa

#	Control Name	Function Name
3945	- Original documentation safekeeping is kept in fire proof cabinet with dual custody, key register for movement of keys	CFOD
3946	Monthly report for the staff leaves balance as well as 2 consecutive leave status to be shared to all sector Heads	Human Resources
3947	Monitor internal and external internet banking transactions	Retail Fraud Risk
3948	Matrix is reviewed by maker/checker at CADC	Corporate Account Opening
3949	Job descriptions in place to ensure segregation of duties is clearly documented and implemented	Microfinance
3950	- Job description should be in place for all staff members to ensure their awareness and accountability for their roles and responsibilities. - Segregation of duties is clearly documented and implemented to ensure adequacy of functions.	Insurance
3951	- Job description should be in place for all staff members to ensure their awareness & accountability for their roles & responsibilities.	Credit Control Documentation
3952	GL reconciliation process (automated and manual) are properly managed and timely verified and reconciled ,Reconciliation is done by a designated staff independent of transaction processing. ,ICU & Finance monthly reviews the GLs reconciliation proofing وفروع البنك) والتأكد من نسب التوزيع الوحدات (المصروفات المشتركة بين الوحدات - مراجعة المصروفات التي يتم تحميلها على موظفي الإدارة الذين يتميزون بدقة المراجعة المطابقة الدقيقة التي تتم بمعرفة	Microfinance
3953	- Ensure that OPs are calculating Installments , profit , commissions , fees	Credit Control Documentation
3954	- Ensure that All required data / facility mechanism are sent to OPS as per approved T.S	Credit Control Documentation
3955	Ensure all procedures/Policies are updated and approved All functions are communicated by the agreed SLA	Call Center
3956	- Ensure that all processes in place and properly communicated.	Investor Relations

#	Control Name	Function Name
3957	- Drawdown request are reviewed by maker & checker ensuring that it states proper / approved purpose.	Credit Control Documentation
3958	- Docs review & scanning performed by maker & checker on the shared folder while reviewing documents	Credit Control Documentation
3959	Debit / Covered Card : AMC receive daily sheet with issued cards for previous date / PINs will be printed automatically according to the issued cards & segregation dispatching done with maker /Checker concept ( customer address excluded from cards portfolio ) Internet Banking : Receiving customer request to create Internet Banking User & password ( done on maker / Checker concept)	AMC
3960	Customer data are maintained on the system as per the application signed by the customer مدير الوحدة أو من يحل محله التي تم التأكد من اكتمالها وصحتها بمعرفة الأساسية للعملاء من واقع المستندات .تسجيل البيانات	Microfinance
3961	created BO report for rims with expired commercial register to identify the number of customers with expired CR to be sent on monthly basis to all concerned departments and CSU to extract it from Iscore	Corporate Account Opening
3962	Committees should be in line with the regulatory requirements such as BOD committees, and the committees governed to Corporate Governance rules	ADIB Capital
3963	Clear designations are in place to segregate duties maintained within the unit	Corporate Communication
3964	Clear designations are in place to segregate duties maintained within the unit	Cards Operations
3965	Clear designations are in place to segregate duties maintained within the unit	Branches Quality
3966	Clear designations are in place to segregate duties maintained within the unit	Branches HUB Control
3967	Clear designations are in place to segregate duties maintained within the unit	AMC

#	Control Name	Function Name
3968	Classified exposures (performing) are monitored by business and risk where better and worse classification triggers are set in place and approved periodically as part of classified credit report (CCR) as per Credit policy to ensure proper monitoring. Provisions calculations to be at least quarterly to ensure appropriate allocation.	Corporate Credit Risk
3969	<ul style="list-style-type: none"> <li>- Capacity plan should be prepared, taking into consideration annual leaves.</li> <li>- Ensure proper communication, guidance and training to all concerned staff members, as to have required knowledge to stand of their required performance standards.</li> </ul>	Insurance
3970	<ul style="list-style-type: none"> <li>- Capacity plan should be prepared, taking into consideration annual leaves.</li> <li>- Ensure proper communication, guidance and training to all concerned staff members, as to have required knowledge to stand of their required performance standards.</li> </ul>	Direct Investments
3971	5. Excel sheet in place which is updated upon placing/releasing hold	Corporate Account Opening
3972	4) Limits on the size of the Program as well as any other appropriate parameters are identified.	SME Risk
3973	3. Hold/release is done on maker/checker 4. confirming result	Corporate Account Opening
3974	2. Ensure that SLAs between concerned departments in place	General Admin
3975	1-Clear designations are in place to segregate duties maintained within the unit	Consumer Operations
3976	*first department Review of documents provided by customer for granting system access. Matrix is reviewed by maker/checker at CADC.	Corporate Account Opening



#	Control Name	Function Name
3977	<p>*Dual custody of tokens kept under CADC custody. Inventory is place for tokens custody. Tokens are sent to authorized customers by courier and excel sheet is received from courier company with delivery of the tokens . Tokens are kept in fire proof cabinets. Default password is provided to customer by cash management implementation team and activation done by conducting site visit from GTB to the customer after customers receive their hard token to ensure segregation of duties</p>	Corporate Account Opening
3978	*Deferrals level of approvals should be reviewed by maker/checker	Credit Control Documentation
3979	<p>*As far we start to handle User admin side on registration on system CADC department are divided to two department ( reviewing &amp; token custody ) and ( IB registration department ) to avoid conflict in implementation</p>	Corporate Account Opening
3980	*All process/policies/Credit Programs are in place and approved .	Credit Control Documentation
3981	3. General Service head review the received report against the approval to ensure all the redeemed points were approved	General Admin
3982	3- All job descriptions are reviewed annually and updated with HR	Cards Operations
3983	- Documents data are inputted by maker and reviewed by checker before signing the documentation register - Q&A; is backed up on Bank's server - Available manual documentation register by maker and checker	Credit Control Documentation
3984	6. Access to read-write on the excel sheet is granted only to team leader and unit head	Corporate Account Opening
3985	<p>ميعاد انتهاء الرهون في السجل الخاص بها. الرهون لتجديدها. 1. يقوم الموظف بتسجيل شهرها لمعرفة مواعيد رفع الحظر علي 2. يقوم الموظف بمراجعة السجل</p>	Legal
3986	Sharia Department SLA governs launching/ Updating banking products, services, accounts, investment funds, syndications	Shariaa

#	Control Name	Function Name
3987	• Develop, update and monitor unit Service Level Agreement established with stakeholders	Corporate Account Opening
3988	3)Major Risk and Risk mitigates are identified.	SME Risk
3989	الأصلي ومن يحل محله في حالة غيابه. يخصص لعملية التداول يبين اسم الحائز ضرورة وجود سجل	Microfinance