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Dashboard Report

Comprehensive Analysis Report

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#	Control Code	Control Name
1	C1895	control
2	C1894	here is a new control
3	C1893	testing control uploaded23
4	C1892	testing control uploaded
5	C1891	testing control uploaded
6	C1890	best practices5
7	C1889	safe guard5
8	C1888	Other
9	C1887	new control12345
10	C1886	new control1234
11	C1885	new control123
12	C1884	new control
13	C1883	reconciliation
14	C1882	test 1-10
15	C1881	1.1.4.d Mission, Vision, and Goals8

#	Control Code	Control Name
16	C1880	1.1.4.d Mission, Vision, and Goals5
17	C1879	1.1.4.d Mission, Vision, and Goals4
18	C1878	1.1.4.d Mission, Vision, and Goals3
19	C1877	1.1.4.d Mission, Vision, and Goals2
20	C1876	1.1.4.d Mission, Vision, and Goals test
21	C1875	1.1.4.c test
22	C1874	Control 2
23	C1873	test 16-8
24	C1872	test 14-8
25	C1871	securty_test2
26	C1870	Security
27	C1869	1.1.3 People
28	C1868	5.2.5.k Log Collection
29	C1867	5.2.5.j Web application firewall (WAF)
30	C1866	5.2.5.i DNS security

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#	Control Code	Control Name
31	C1865	5.2.5.h Privileged Access Management
32	C1864	5.2.5.g DDoS mitigation
33	C1863	5.2.5.f Multi-Factor Authentication
34	C1862	5.2.5.e Application Firewall
35	C1861	5.2.5.d Endpoint Detection and Response (EDR)
36	C1860	5.2.5.c Verbose Logging
37	C1859	5.1.4.f Onboarding/Off boarding
38	C1858	4.7.6.a Layer 2/3 Security
39	C1857	4.7.4.e Wireless Standards
40	C1856	4.2.5.b Data Disposal and Retention
41	C1855	4.1.4.a Onboarding/Off boarding
42	C1854	3.1 Incident Management 11111
43	C1853	1.4.5.e Phishing Awareness
44	C1851	RCM Test
45	C1850	FFFFFFFFF

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#	Control Code	Control Name
46	C1849	FFFFFFFF
47	C1848	Automated transaction monitoring system with alerts
48	C1847	Final
49	C1846	new test
50	C1845	testOrm
51	C1844	why
52	C1843	why
53	C1841	Monitoring customer feedback across all ATMs once they execute a transaction through the ATM
54	C1840	Monitoring customer feedback across all branch touchpoint once they visit the branch. (SMS)
55	C1839	Monitoring customer feedback across the Call Center once they end a call with Call Center Unit
56	C1838	Monitoring customer feedback across the internet banking platform through the link survey that appears in the pop message once they out of the page.
57	C1837	Monitoring customer feedback across their facebook inquiries being handled by Call Center Unit on monthly basis
58	C1836	Automated transaction monitoring system with alert security
59	C1835	5.2.5.p Host Intrusion Detection/Prevention System (HIDS/HIPS) Technology Mandatory
60	C1834	5.2.5.o File Encryption and Integrity Monitoring Technology

#	Control Code	Control Name
61	C1833	5.2.5.n Authorized Use Monitoring Technology
62	C1832	5.2.5.m Resource Monitoring Technology
63	C1831	5.2.5.l Host Firewall Technology
64	C1830	5.2.5.k Encryption at Rest
65	C1829	5.2.5.j Log Collection
66	C1828	5.2.5.i Web application firewall (WAF)
67	C1827	5.2.5.h DNS security
68	C1826	5.2.5.g Privileged Access Management
69	C1825	5.2.5.f DDoS mitigation
70	C1824	5.2.5.e Multi-Factor Authentication
71	C1823	5.2.5.d Application Firewall
72	C1822	5.2.5.c Endpoint Detection and Response (EDR)
73	C1821	5.2.5.b Verbose Logging
74	C1820	5.2.5.a Cloud Access Security Broker (CASB)
75	C1819	5.2.4.f Data Flow/Connectivity Requirements

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#	Control Code	Control Name
76	C1818	5.2.4.e Privilege Management
77	C1817	5.2.4.d Hardening
78	C1816	5.2.4.c Geographic Boundary Requirements
79	C1815	5.2.4.b Approved Supply Chain
80	C1814	5.2.4.a Cloud Security Requirements
81	C1813	5.1.4.f Onboarding/Offboarding
82	C1812	5.1.4.e Security Vetting
83	C1811	5.1.4.d Vendor Compliance and Auditing Program
84	C1810	5.1.4.c Vendor Non-Disclosure Agreement (NDA)
85	C1809	5.1.4.b Supply Chain Assessment
86	C1808	5.1.4.a Approved Vendor Standards
87	C1807	4.9.5.g HVAC Monitoring
88	C1806	4.9.5.f Leak Detection
89	C1805	4.9.5.e Power Protection and Conditioning
90	C1804	4.9.5.d Surveillance

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#	Control Code	Control Name
91	C1803	4.9.5.c Physical Tamper Protection
92	C1802	4.9.5.b Fire Detection and Suppression
93	C1801	4.9.5.a Access Monitoring/Logging
94	C1800	4.9.4.e Visitor Management
95	C1799	4.9.4.d Multi-Factor and Two-Person Integrity (TPI) Access Standards
96	C1798	4.9.4.c Role-Based Access Control (RBAC)
97	C1797	4.9.4.b Hardening
98	C1796	4.9.4.a Key Control/Management
99	C1795	4.8.5.j Security Incident and Event Monitoring (SIEM)
100	C1794	4.8.5.i Web application firewall (WAF)
101	C1793	4.8.5.h DNS security
102	C1792	4.8.5.g Device Fingerprinting
103	C1791	4.8.5.f Biometric Authentication
104	C1790	4.8.5.e Privileged Access Management
105	C1789	4.8.5.d DDoS Mitigation

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#	Control Code	Control Name
106	C1788	4.8.5.c Multi-Factor Authentication
107	C1787	4.8.5.b Application Firewall
108	C1786	4.8.5.a Fraud Detection/Prevention
109	C1785	4.8.4.j Intersystem Connection Standards
110	C1784	4.8.4.i Payment and Transaction Requirements
111	C1783	4.8.4.h Data Integrity Monitoring
112	C1782	4.8.4.g Data Security
113	C1781	4.8.4.f Online Banking Requirements
114	C1780	4.8.4.e Digital Wallet Requirements
115	C1779	4.8.4.d Data Management
116	C1778	4.8.4.c Mobile Application Standards
117	C1777	4.8.4.b Hardening
118	C1776	4.8.4.a End-User Identity Verification
119	C1775	4.7.6.t Virtual private network
120	C1774	4.7.6.s DNS security

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#	Control Code	Control Name
121	C1773	4.7.6.r Network Time Protocol (NTP)
122	C1772	4.7.6.q Wireless Controller/WIDS
123	C1771	4.7.6.p Encryption in Transit
124	C1770	4.7.6.o URL Filter
125	C1769	4.7.6.n Proxy/Reverse Proxy
126	C1768	4.7.6.m Traffic Monitoring and Analysis
127	C1767	4.7.6.l Network Data Loss Prevention (DLP)
128	C1766	4.7.6.k Network Access Control
129	C1765	4.7.6.j Network Intrusion Detection/Prevention System (NIDS/IPS)
130	C1764	4.7.6.i Monitoring and Log Collection
131	C1763	4.7.6.h Configuration Management
132	C1762	4.7.6.g Network Management System
133	C1761	4.7.6.f Deep Packet Inspection
134	C1760	4.7.6.e Stateful Packet Filter
135	C1759	4.7.6.d Secure Privileged Access

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#	Control Code	Control Name
136	C1758	4.7.6.c Jump Host
137	C1757	4.7.6.b Network Segmentation
138	C1756	4.7.4.d Network Hardening
139	C1755	4.7.4.c Out-of-Band Management
140	C1754	4.7.4.b Change Management
141	C1753	4.7.4.a Telework Standards
142	C1752	4.6.5.r Database activity monitoring
143	C1751	4.6.5.q Sandboxing
144	C1750	4.6.5.p Host Intrusion Detection/Prevention System (HIDS/HIPS)
145	C1749	4.6.5.o File Encryption and Integrity Monitoring
146	C1748	4.6.5.n Remote Tracking/Wiping
147	C1747	4.6.5.m Mobile Device Manager (MDM)
148	C1746	4.6.5.l Application Control/Allow-Listing
149	C1745	4.6.5.k Authorized Use Monitoring
150	C1744	4.6.5.j User Behavior Analytics (UBA)

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#	Control Code	Control Name
151	C1743	4.6.5.i Resource Monitoring
152	C1742	4.6.5.h Host Data Loss Prevention
153	C1741	4.6.5.g Host Firewall
154	C1740	4.6.5.f Encryption at Rest
155	C1739	4.6.5.e Log Collection
156	C1738	4.6.5.d Compliance Agent
157	C1737	4.6.5.c Endpoint Detection and Response (EDR)
158	C1736	4.6.5.b Vulnerability Scanner
159	C1735	4.6.5.a Asset Management Agent
160	C1734	4.6.4.e Disposal
161	C1733	4.6.4.d Hardening
162	C1732	4.6.4.c Sourcing
163	C1731	4.6.4.b Gold Image
164	C1730	4.6.4.a Onboarding
165	C1729	4.5.6.g DDoS Mitigation

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#	Control Code	Control Name
166	C1728	4.5.6.f Web Application Firewall
167	C1727	4.5.6.e Application Firewall
168	C1726	4.5.6.d Data Integrity and Protection
169	C1725	4.5.6.c Source Code Management
170	C1724	4.5.6.b Test and Development Platform
171	C1723	4.5.6.a Verbose Application Logging
172	C1722	4.5.4.g Application Supply Chain Management
173	C1721	4.5.4.f Software Development Lifecycle (SDLC)
174	C1720	4.5.4.e Application Architecture
175	C1719	4.5.4.d Application Dependencies
176	C1718	4.5.4.c Privilege Management
177	C1717	4.5.4.b Hardening
178	C1716	4.5.4.a Application Security Standards
179	C1715	4.4.5.h Email Encryption/Authentication
180	C1714	4.4.5.g Sandboxing

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#	Control Code	Control Name
181	C1713	4.4.5.f Outbound Compliance Filtering
182	C1712	4.4.5.e Email Data Loss Prevention
183	C1711	4.4.5.d Malware/Spam/Phishing Filtering
184	C1710	4.4.5.c Relay Protection
185	C1709	4.4.5.b Reputation Engine
186	C1708	4.4.5.a Email Logging
187	C1707	4.4.4.c Email Architecture
188	C1706	4.4.4.b Hardening
189	C1705	4.4.4.a Email Standard
190	C1704	4.3.5.c Web Application Scanner
191	C1703	4.3.5.b Vulnerability Management tool
192	C1702	4.3.5.a Patch Management System
193	C1701	4.3.4.c Testing Plan
194	C1700	4.3.4.b Vulnerability Management Program
195	C1699	4.3.4.a Patch Management Program

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#	Control Code	Control Name
196	C1698	4.2.5.e Data Storage System
197	C1697	4.2.5.d Secure File Sharing
198	C1696	4.2.5.c Data Integrity Monitoring
199	C1695	4.2.5.b Data Loss Prevention (DLP)
200	C1694	4.2.5.a Brand and Reputation Management
201	C1693	4.2.4.d Reporting Requirements
202	C1692	4.2.4.c Removable Storage Standards
203	C1691	4.2.4.b Cryptographic Standards
204	C1690	4.2.4.a Data Classification
205	C1689	4.1.5.h Public Key Cryptography
206	C1688	4.1.5.g Centralized Access Management
207	C1687	4.1.5.f Service Account Management
208	C1686	4.1.5.e Password Vaulting
209	C1685	4.1.5.d Session Recording
210	C1684	4.1.5.c Identity & Privileged Access Management tools

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#	Control Code	Control Name
211	C1683	4.1.5.b Authentication Logging
212	C1682	4.1.5.a Multi-Factor Authentication
213	C1681	4.1.4.e IAM Standards
214	C1680	4.1.4.d Identity Federation
215	C1679	4.1.4.c Access Compliance
216	C1678	4.1.4.b Hardening
217	C1677	4.1.4.a Onboarding/Offboarding
218	C1676	3.4.5.b Threat Intelligence Platform (TIP)
219	C1675	3.4.5.a Threat Intelligence Feeds
220	C1674	3.4.4.e Operational Integration
221	C1673	3.4.4.d Analysis and Reporting
222	C1672	3.4.4.c Key Intelligence Questions
223	C1671	3.4.4.b Priority Intelligence Requirements
224	C1670	3.4.4.a Cyber Threat Profile
225	C1669	3.3.5.e Security Orchestration, Automation and Response (SOAR)

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#	Control Code	Control Name
226	C1668	3.3.5.d EDR Integration
227	C1667	3.3.5.c Correlation Rules and Use Cases
228	C1666	3.3.5.b Centralized Log Management System
229	C1665	3.3.5.a Security Incident and Event Management (SIEM)
230	C1664	3.3.4.h Exercise Schedule
231	C1663	3.3.4.g Threat Hunting
232	C1662	3.3.4.f Playbooks
233	C1661	3.3.4.e Penetration Testing
234	C1660	3.3.4.d Operational Level Agreements (OLA)
235	C1659	3.3.4.c Log Retention Standard
236	C1658	3.3.4.b Verbose Logging Standard
237	C1657	3.3.4.a 24x7x365 Staffing
238	C1656	3.2.5.b Digital Forensics
239	C1655	3.2.5.a Case Management System
240	C1654	3.2.4.d Incident Response Plan

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#	Control Code	Control Name
241	C1653	3.2.4.c Exercise Schedule
242	C1652	3.2.4.b Communications Plan
243	C1651	3.2.4.a Malware Analysis
244	C1650	3.1.5.b Knowledge Management System
245	C1649	3.1.5.a Communications Systems
246	C1648	3.1.4.d Escalation Matrix
247	C1647	3.1.4.c Communications Plan
248	C1646	3.1.4.b Incident Categorization
249	C1645	3.1.4.a Incident Classification
250	C1644	2.4.5.d honeypot
251	C1643	2.4.5.c Isolated Case Management System
252	C1642	2.4.5.b Advanced Forensics
253	C1641	2.4.5.a User Behaviors Analytics (UBA)
254	C1640	2.4.4.c Need-to-Know RBAC
255	C1639	2.4.4.b Employee Risk Profiling

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#	Control Code	Control Name
256	C1638	2.4.4.a Legal/HR Collaboration
257	C1637	2.3.5.b Backup System
258	C1636	2.3.5.a High Availability System
259	C1635	2.3.4.g Exercise Schedule
260	C1634	2.3.4.f Business Impact Analysis (BIA)
261	C1633	2.3.4.e Business Continuity Plan (BCP)
262	C1632	2.3.4.d Disaster Recovery Plan (DRP)
263	C1631	2.3.4.c Recovery Strategy
264	C1630	2.3.4.b Backup and Retention Policy
265	C1629	2.3.4.a Change Management Program
266	C1628	2.2.5.b Asset Management Database
267	C1627	2.2.5.a Configuration Management Database
268	C1626	2.2.4.b Media Handling and Information Asset Classification
269	C1625	2.2.4.a Asset management
270	C1624	2.1.5.a Governance, Risk, and Compliance (GRC) System

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#	Control Code	Control Name
271	C1623	2.1.4.d Risk Classification
272	C1622	2.1.4.c Risk Monitoring and Risk Register
273	C1621	2.1.4.b Formal Risk Management Program
274	C1620	2.1.4.a Risk Committee
275	C1619	1.4.5.b Phishing Awareness
276	C1618	1.4.5.a Learning Management System (LMS)
277	C1617	1.4.4.c Metrics
278	C1616	1.4.4.b Role-Based Training Plan
279	C1615	1.4.4.a Formalized Security Awareness Program
280	C1614	1.3.5.a Governance, Risk, and Compliance (GRC) System
281	C1613	1.3.4.d Regulatory Alignment
282	C1612	1.3.4.c Reporting Requirements
283	C1611	1.3.4.b Self-Assessment
284	C1610	1.3.4.a Audit and Compliance Program
285	C1609	1.2.5.a Policy Management System of Record

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#	Control Code	Control Name
286	C1608	1.2.4.c Policy Training and Acceptance
287	C1607	1.2.4.b Critical Policy Coverage
288	C1606	1.2.4.a Policy Management
289	C1605	1.1.4.e Operations and Execution Validation
290	C1604	1.1.4.d Mission, Vision, and Goals
291	C1603	1.1.4.c Documented Strategic Objectives
292	C1602	1.1.4.b Defined Roles and Responsibilities (RACI)
293	C1601	1.1.4.a Leadership Advocacy
294	C1600	Manual reconciliation using the reports sent from the provider as no transactions done through our system
295	C1599	شهر والتأكد من تداول المفاتيح والاختام بشكل صحيح على سجل الحضور والانصراف. يقوم مدير الوحدة بمراجعة السجل كل
296	C1598	به نسبة مساهمة المال العام و القطاع الخاص والافراد في راسمال مصرفنا شهريا يقوم الموظف باعداد البيان الشهري للبنك المركزي موضحا
297	C1597	مسئول عن حفظ هذه السجلات و المستندات ذات القيمة لعدم شيوع المسئولية يجب تحديد شخص
298	C1596	ان تكون جميع بيانات ايصالات توريد النقدية مستوفاه - واضحه (المبلغ التاريخ.....الخ) يجب
299	C1595	بقوائم الحظر (أفراد وشركات) وتطبيق مبدأ الرتبة "زدوج" (Maker & Checker) يجب التأكد من عدم إراج العمل والكفيل
300	C1594	بدلا عن مساهم اخر او تفويض للحضور في حال الشخص الـ بارك + تفويض ح... ان يقدم المساهم شهادة تجميد ارضة + توكيل رسمي الحضور في حال الحضور قاموا بتجميد ارضتهم بغرض حضور الجمعية .ويتم حضور المساهم في الجمعية على من شركة مصر المقاصة قائمة بالارصدة المجمدة وهى خاصة بالمساهمين الذى يتم طلب قنمة من

#	Control Code	Control Name
301	C1593	القوائم المالية ويتم تحويله الى حساب هئية الرقابة المالية بالبنك الاهلى المصرى رسم التطوير على أساس 2 في الالف من اجمالى الإيرادات الربع سنوية طبقا لارقام يتم حساب
302	C1592	من عدم تزويرها، ويتم تصويرها بمعرفة موظفي الوحدة ولا يقبل صور من العميل. يتم تقديم اصول المستندات من العميل وفحصها والتأكد
303	C1591	من صحة المستندات من خلال الرجوع للجهات الحكومية المختصة فى حالة إمكان ذلك ذلك من خلال الفحص الدقيق لمستندات الملكية ، بالإضافة إلى العمل على التحقق يتم تفادى
304	C1590	.ويتم حضور المساهمين للجمعية على ان يقدم المساهم شهادة تجميد ارصدة +... الا بعد تسليم القوائم المالية مستوفاة لهئية الرقابة المالية وهئية البورصة المصرية المالية السنويه قبل الجمعية ب21 يوم على الأقل ولايجوز الدعوة لعقد الجمعية يتم الدعوة للجمعية قبل شهر من انعقادها ويتم نشر تقرير مجلس الإدارة والقوائم
305	C1589	يتم التحديث بشكل دورى
306	C1588	البيانات بكل دقة طبقا للبيانات الواردة من الجهات ذات الصلة (شركة مصر المقاصة) يتم الالتزام باعداد ومراجعة
307	C1587	بالاحداث الجوهرية قبل التصريح عنها بالصحف المصرية و قبل بداية جلسة تداول اليوم يتم الافصاح فور الانتهاء من انعقاد المجلس و تقوم الادارة بموافاة البورصة المصرية
308	C1586	الجمعية بجريدين رسميتين / ابلاغ الجهات الرقابية بموعد انعقاد الجمعية وفقا للقانون يتم اعداد الاجراءات اللازمة للجمعية العامة / يقوم بالاعلان عن عقد
309	C1585	يتعين وجود سندات واضحة ومفهومة ومعتمدة،
310	C1584	الوحدات والمديرين الاقليميين واصحاب الخبرة في مجالات تحويل متناهي الصغر. العملي داخل الوحدات عن طريق عقد حلقات نقاشية بالوحدات ذات اشرف مديري يتعين تدريب العاملين على كل ما هو جديد عن طريق التدريب
311	C1583	اقساطها او اعدام المديونيات الخاصة بها قد تم الموافقة عليها من الادارة المختصة يتعين التأكد من ان جميع الحالات التي تم حجبها عن تاجيل
312	C1582	من العملاء يتم توريدها في نفس يوم التحصيل أو في يوم العمل الذي عا. لأكثر يتعين التأكد من أن جميع المبالغ التي تم حجبها
313	C1581	النشر السنوي / شركة مصر المقاصة يتم دفع رسم اشتراك سنوي بقيمة 7! 00 ج. المصرية يتم سداد رسم قيد سنوي ويبلغ 500 الف جم سنويا + 10000 جم سنويا الرقابة المالية يتم دفع 25000 جم سنوي مقابل الخدمات السنويه / هئية البورصة هئية
314	C1580	الصغيرة أو على شبكة البنك المركزي من خلال المراجعة الثنائية (عمل - روجع). مراجعة عملية ربط العملاء سواء على قاعدة بيانات التمويلات
315	C1579	للتأكد من صحة نسب توزيع الأرباح ورأس المال وكذلك التسلسل التاريخي للمعاملات. مراجعة عقود التمويلات الموقعة من العميل

#	Control Code	Control Name
316	C1578	في دفاتر الباحثين يوميا والتأكد من أن جميع الإيصالات المستخدمة قد تم توريدها مراجعة الإيصالات غير المستخدمة
317	C1577	المستخرجة من نظام التمويلات الصغيرة بالرقم الرمزي مع تقرير العملاء فوق حد الاقرار مراجعة الإقرارات الشهرية
318	C1576	المالية خلال 45 علي الاكثر من تاريخ نهاية كل فترة مالية (31/3 - 30/6 - 30/9) خلال 90 يوم علي الاكثر من تاريخ انتهاء السنة المالية 31/12 لابد ان ترسل القوائم الادارة بارسال القوائم السنوية قبل اعتمادها من الجمعية العامة العادية و ذلك في تقوم
319	C1575	مجلس الادارة للقوائم المالية و قبل بداية جلسة تداول اليوم التالي علي الاكثر يتم ارسال بيان معتمد باهم نتائج الاعمال مقارنة بالفترة السابقة فور انتهاء مناقشة حالة القوائم المالية السنوية و الدورية التي لم يصدر بشأنها تقرير مراقب الحسابات في
320	C1574	القضائية ضد العميل وكفيله وتحويله إلى أحد شركات التحصيل المتعاقد معها البنك عند استنفاد كافة الاجراءات الودية مع العميل يتم اتخاذ الاجراءات
321	C1573	عدم استلام شخص واحد لنسختي المفاتيح طوال فترة عمله بالوحدة
322	C1572	من عدم قيام الزملاء المذكورين بإدخال أو اعتماد أية معاملات أثناء قيامهم باجازات. في ايام اجازات Makers & Checkers ومطابقته مع سجل الحضور والانصراف والتأكد طباعة تقرير رقم (13) السداد من اختصاصات Checker
323	C1571	كل باحث من نسختين، ويسلم الباحث نسخه ويحفظ مدير الوحدة بالنسخة الثانية طباعة اجندات التحصيل الخاصة بالباحثين والاحتفاظ بالعملاء المسئول عنها
324	C1570	ومقارنات منفصلة عن فروع البنك والتأكد من وجود عدد حركات على تلك المقارنات حصر جميع وحدات الترميز الصغيرة التي لها مداخل
325	C1569	تعديل بنودها إذا تطلب الأمر لذلك مع عرض مبررات هذا التعديل.
326	C1568	تطبيق مبدأ الفصل بين الاختصاصات (الاحتفاظ بالمراجعة)
327	C1567	تطبيق الاجراءات المعتمدة في حالة فقد أو تلف الممتلكات واختتام
328	C1566	المراجعة الثنائية من الوحدات للتأكد من تسجيل الرقم الرمزي بشكل صحيح
329	C1565	التنسيق مع قطاع الموارد البشرية لمواجهة هذا الخطر
330	C1564	بضرورة توخي الدقة والاسراع بالرد لعدم تضييع الوقت القانوني للرد والرد بشكل صحيح . وأدارة صيانه الحسابات - افراد وشركات - والادارة المختصة بالحجوز بالادارة القانونيه التنبه على الفروع

#	Control Code	Control Name
331	C1563	التأكد من اعتماد المصروفات من المختص طبقا لصلاحياته قبل الصرف.
332	C1562	استيفاء الدمغة على جميع النماذج (طلب التمويل ,الاقارات, العقود,الكفاله التضامنيه) التاكيد على
333	C1561	القراءة و الكتابة أو العملاء المكفوفين بأستيفاء كل من الختم و البصمة الخاصين □ الختم المحفوظ التأكد من قيام الموظف المختص فى حالة العملاء الذين لا يجيدون الموجود على الخاتم واضحا و مطابقا لمستند تحقيق الشخصية ومطابقا للاسم على صورته لدى نموذج التوقيع المحفوظ بالبنك. ويجب... بالعمل ، على أن يكون الأسم
334	C1560	تاريخ الاقرار تواريخ التقارير الائتمانية و يكون تاريخ الموافقة الائتمانية و اللجنة لا... اقرارات العميل - الايرادات و المصروفات مذكرة التمويل 0000 الخ) و على ان يسبق طلب التمويل سابق لجميع النماذج الاخرى (نماذج استعلام الوحدة- اعرف عميلك التأكد من صلاحية التواريخ المسجلة على النماذج على ان يكون تاريخ
335	C1559	والتحفظات المختص. الاسراع بتنفيذ الحجز فور استلام مصرفنا له وذلك باتباع الاتى :- الفروع وادارة البريد بالاسراع بتسليم كافة الحجز التى تسلم لهم لموظف الحجز على موظف الحجز المختص بتنفيذ الحجز والتحفظات فور استلامها. أ- التنبيه على ب- التنبيه
336	C1558	اعتماد مدير الوحدة لحركة التداول في السجل.
337	C1557	استيفاء التوقيعات على عملية التداول فور
338	C1556	working on NFS online monitoring system supported by MasterCard
339	C1555	While replied email should be send to legal by the Unit Head personally or team leader as the 3rd level
340	C1554	we hired a multinational ERM risk management firm that revisited all our insurance policies and identified the gaps and mitigated the risks
341	C1553	VPN activated, alternative locations are ready
342	C1552	Verifying business confirmation on monthly regulatory reports .
343	C1551	Validate printed Pins against customer request Daily system log review versus customers requests
344	C1550	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
345	C1549	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.

#	Control Code	Control Name
346	C1548	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 c...
347	C1547	Updated product catalogue training / Inductions
348	C1546	Updated and complete BCM plan is available with the unit. BCM tool is kept updated.
349	C1545	Update unit process manual when needed
350	C1544	Unit head reviews the security matrix provided by user access team to ensure granting the access to the delegated staff on quarterly basis
351	C1543	undertaking from the customer and NDA from the company should be included in agreement
352	C1542	Treasury issues FTP rates on monthly basis to finance for correct calculation of NRFF for all business segments
353	C1541	Treasury back office doesn't book any trade above the trader's limit except with proper approval
354	C1540	Transactions doc's are lodged in a fire & theft proof cabinet in ADIB Capital
355	C1539	Transactions are executed in accordance to the CBE circulars under maker and checker control.
356	C1538	Transactions are executed in accordance to the CBE circulars under maker and checker control.
357	C1537	Transactions are executed in accordance to the CBE circulars under maker and checker control.
358	C1536	Training plan is to be prepared and sent yearly to HR to have the training quarterly plan for team members
359	C1535	Trading sheet report is extracted from SunGard and profit is calculated automatically not manually prepared as before
360	C1534	Head is required to make a monthly proof on monthly bases

#	Control Code	Control Name
361	C1533	TMO Officer and Senior Officer on a daily basis ensures that there is no breaches in FX, MM & Exposure limits
362	C1532	TMO Officer and Senior Officer on a daily basis ensures that there is sufficient funds in RTGS LOMS based on Treasury deals done & Remittance, clearing e-mails
363	C1531	TMO Officer and Senior Officer on a daily basis ensures that there is sufficient balances in Nostro Accounts
364	C1530	TMO Officer and Senior Officer on a daily basis ensures on a daily basis that any deal Change/Delete has been reported in currency position or approved from the authorized person
365	C1529	TMO Head ensure on a daily basis that aging of all the pending TXNs within the normal aging range and the aged amounts are justified under logical reason
366	C1528	TMO Head Ensure at the end of day 14 that there is no breach
367	C1527	There is IT program and project management methodology process & Project review meetings
368	C1526	There is IT committee composed of executive, IT charter policy , IT org chart and job description
369	C1525	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.
370	C1524	Then Sharia department sends the Testimony to the finance department, who in turn deliver it to the CBE.
371	C1523	The unit prepare annual capacity plans based on the business projections and working volumes. The hiring in the unit is based on the approved capacity plans.
372	C1522	The tests are carried out in compliance with the tests plan based on communication test plan
373	C1521	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.
374	C1520	The tawaroq concentration ratio shall be monitored periodically and a report following it up is submitted to the Shari'a board.
375	C1519	The Sharia department will report to the Sharia board periodically to highlight the usage of the alternative structure for treasury bills and bonds.

#	Control Code	Control Name
376	C1518	The Sharia department will negotiate and explain to the clients all Sharia requirements to ensure proper understanding.
377	C1517	The Sharia department will involve other departments such as operation and documentation to control executing transactions by Sharia approval.
378	C1516	The Shari'a department should review contracts, forms, and the system setup, relevant charges, or commissions from the Shari'a perspective.
379	C1515	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.
380	C1514	The Sharia department has communicated guidelines to concerned parties in the Finance department.
381	C1513	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.
382	C1512	The recovery plan is prepared by the provisions officer and checked by the provisions head, then approved by the CRO, BRC and BOD respectively.
383	C1511	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.
384	C1510	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.
385	C1509	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. 27K (2/1/2019-1) -Expenses shall not be paid to collection agencies before Sharia Board/ department approval (2/2/2016-1). -Any reversal require...
386	C1508	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.
387	C1507	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 contro...
388	C1506	The ICAAP report is prepared by provisions officer and checked by the provisions head, then reviewed by the CRO, BRC and BOD respectively.
389	C1505	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
390	C1504	The entrance/exit points within facilities and buildings housing physical IT assets are controlled to prevent unauthorized access, theft, or concealment of unauthorized items.

#	Control Code	Control Name
391	C1503	The entrance/exit points within facilities and buildings housing physical IT assets are controlled to prevent unauthorized access, theft, or concealment of unauthorized items.
392	C1502	The corrective actions plan determined from previous tests is taken into account
393	C1501	the concerned control party in the entity check the report with the limits & address the parties who missed reportation in cooperation with the cash management department
394	C1500	The CFP must be revised annually and updated for funding actions based on stress test results.
395	C1499	The Cash Back Product head has the authority to refund up to EGP 1000 to customers subject to Sharia criteria.
396	C1498	The branch make sure each opening account transaction the customer to fulfil all the required KYC data and to be signed by him.
397	C1497	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.
398	C1496	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.
399	C1495	test all location main and backup sites
400	C1494	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
401	C1493	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
402	C1492	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
403	C1491	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
404	C1490	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
405	C1489	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

#	Control Code	Control Name
406	C1488	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
407	C1487	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.
408	C1486	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.
409	C1485	Talent Review model is in place and being implemeneted
410	C1484	System performance issues should be reported immediately to IT in order to take required action
411	C1483	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.
412	C1482	Sustainable finance policy as mandated by CBE.
413	C1481	Sustainability head checks the environmental permit and the IFC checklist received via email from the credit desk, before approving financing the client.
414	C1480	Stamps are recorded in a register once received, and dispatatched same day to the desiganted 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.
415	C1479	SLAs with ADIB- TG departments providing services to ADIB Capital such as finance, Audit, Agency credit control , Operation...etc. should be in place
416	C1478	SLAs available with all interacting units as applicable.
417	C1477	-SLA agreements should be reviewed on annual basis to avoid any bottle neck in busienss flow (SLA should govern corproate team relation with other concerned parties as Trade /Clearing/Credit Admin./Credit Documentation/Legal)
418	C1476	Signatures on all type of documents should be verified & contains clear signatures with its powers, Limits & signatures numbers.
419	C1475	Signature circular are distributed to other banks and the I SCORE system is updated.
420	C1474	Sharia, Finance and IT are working to change the accounting mechanism to show the actual Charity amount collected, not accruals.

#	Control Code	Control Name
421	C1473	Shari'a department should review financing structures regarding the relevant and applied Shari'a Board resolutions.
422	C1472	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 ...
423	C1471	-Shares custody must be kept on fire proof capinat & should be dual custody - Shares inventory at lease annual
424	C1470	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.
425	C1469	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.
426	C1468	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
427	C1467	Send form 2 to social insurance office on a yearly basis
428	C1466	Sanabel reconciliation to be done by end of each day over the daily requests received from the branches and to ensure processing all the requests.
429	C1465	-Sample of applications for approved or booked cases are reviewed by the policy unit to confirm that the policy applied in decisioning is accurate.
430	C1464	Revoke and clean up undesired RMAs with no business relation as per FI department monthly.
431	C1463	revisiting capacity plan and to be approved
432	C1462	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.
433	C1461	Reviewing international spend transactions on a customer level
434	C1460	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,
435	C1459	reviewed by TBO senior officer against revaluation rates recived from finance officer

#	Control Code	Control Name
436	C1458	Review the support contracts in place against planned SLA, define (outdates SLA, soon to outdate, unbudgeted by needed)
437	C1457	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.
438	C1456	Review the initiated product and ensure having stakeholders approvals
439	C1455	Review the Daily Cash Back Authorization report sent by MIS team
440	C1454	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 compnaint involved a bank staff. if not he's referred to the compnay directly to handle his complaint -cust...
441	C1453	review RTS reasons and report to Business Planning Team to consider in payout calculation
442	C1452	Review profitability per product to ensure the product is profitable
443	C1451	Review of syndication documents as per approved Term sheet by Maker/Checker
444	C1450	Review of documents provided by customer for granting system access. Matrix is reviewed by maker/checker at CADC side.
445	C1449	Review of documents provided by customer for granting system access.
446	C1448	Review of documents provided by customer for activation . documents reviwed by maker/checker at CADC side. (system support maker and checker for activation process as account doesn't activated on system unless checker verified against presented documents)
447	C1447	Review Funding And Liquidity Plan & check that it must include the following components: Significant MIS/reporting, significant roles and responsibilities including key decision makers and communication plan, overview of liquidity condition , description of Liquidity stress scenarios, information su...
448	C1446	Review FRMU Users system access
449	C1445	Review contingency plan and interview with MRM for confirmation that the following in place -key elements: the " playbook" for addressing liquidity and funding -challenges in crisis situations, triggers, procedures, and roles and responsibilities, communication plan, and key contact list to manage ...
450	C1444	Review compliance with all FRA Rules & Regulations

#	Control Code	Control Name
451	C1443	Review compliance with all CBE Rules & Regulations, including the following : 1-Financing rules & regulations (CBE section 3&4)
452	C1442	Reversal function access is very limited to senior officers & Department management only All reversal are monitored next day by special report run by independent person (ICU) (CFOD Officer) All reversal owner should reply to this report with proper justifications also back value reversals should...
453	C1441	Reval Rates submitted on core banking system by TBO officer
454	C1440	Returned Cards 5- Sudden check on returned cards custody & shredding memo by Quality unit head
455	C1439	Report the receiving documents from postal department to stakeholder in order to inform the related customer accordingly. Reconcile the existing documents with stakeholders on monthly basis.
456	C1438	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.
457	C1437	Regular visits are conducted from the maintenance service providers to check the alarm systems, fire detectors, CCTV as per the SLA agreement.
458	C1436	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.
459	C1435	Regular security testing from external and internal to verify flaws are not accessible or usable. No Direct access on the servers the users are log in through CITRIX and F5 by directing the login session to the available server as a load balancer. Servers are highly protected against external cyber a...
460	C1434	Regular review of Application Access Control via DB queries and screenshots
461	C1433	Reconcile with all units (LC, LG, TBO, Remittance) by sending a full report with all messages IN/OUT in end of day.
462	C1432	raise legal action for all customers who met the legal dunning criteria.
463	C1431	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.
464	C1430	Procedures/Policies in place and updated.
465	C1429	Prepare MIS report every month end showing number of deals executed on SUNGARD and % of canceled or amended deals and trend analysis to treasurer and operation head and market risk manager

#	Control Code	Control Name
466	C1428	Prepare capacity plan and to be approved
467	C1427	Preform three way match as AP officer matching PO with invoice and receiving note and reviewed by AP manger.
468	C1426	Preform three way match as AP officer matching PO with invoice and receiving note and reviewed by AP manger.
469	C1425	Preform three way match as AP officer matching PO with invoice and receiving note and reviewed by AP manger.
470	C1424	posting all PDCs received from branches on Daltex without any exceptions, Cancelling Daily log
471	C1423	Post receiving Credit Documentation from the RM on lodging memo ,
472	C1422	Physical security risk that the bank's security procedures are complained
473	C1421	Physical and environmental security within the Bank is effectively managed in accordance with business requirements, governing laws and local ordinances.
474	C1420	Physical access control " existing allowed access for all DC users& Role of each user "
475	C1419	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 ...
476	C1418	Periodically review to all the used spreadsheets to include :• Input Control : reconciled with the source of data by a seniority level in the department.
477	C1417	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 test...
478	C1416	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...
479	C1415	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...
480	C1414	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...

[illegible]

[illegible]

#	Control Code	Control Name
511	C1383	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 sp...
512	C1382	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:...
513	C1381	Periodically review to all the used spreadsheets
514	C1380	Periodic market scan highlighting key competitive advantages and market share
515	C1379	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.
516	C1378	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...
517	C1377	out source companies not complying to physical & environmental
518	C1376	Ops team review collateral linkage prior disbursement - Collateral reviewed by CAD on a monthly basis through collateral report
519	C1375	Ops staff are kept updated with their roles & responsibilities.
520	C1374	Ops officer should ensure the below; 1- Checking the ATM machine if there is any device is installed for skimming: التأكيد من فحص ماكينة الصراف الآلي ثلاث مرات يوميا والتأكد من عدم تركيب أي أجهزة -1
521	C1373	Ops officer ensure the below: 1- The physical custody is matched with the register and the extracted reports for all the branch custody. h designation والتقارير المستخرجة من النظام لكل عهد الفرع يقوم مدير العمليات بالتأكد من الاتي: 1- مطابقة العهدة الفعلية مع السجلات
522	C1372	Ops officer ensure that the branch security update the branch security register with the below: 1- Alarm system / ATM machine 1- التأكيد من أجهزة الانذار
523	C1371	Ops officer and SPB review the safe lockers register to ensure applying the P&P; and deducting the fees المصاريف و خصم الاجراءات و تطبيق السياسات والاحرازات يقوم كلا من مدير العمليات ومدير خدمة العملاء بمراجعة سجل خزائن العملاء للتأكد
524	C1370	Ops officer & branch manager review the physical cases at the branch against the branch stop payment GL and stop payment record on system. BM to sign SPC report on quarterly bases. الاستاذ العام للفرع و توقيع مدير العمليات شهريا ...يقوم مدير الفرع و مدير العمليات بمراجعة طلبات الايقاف في الفرع مع حساب
525	C1369	Ops officer & branch manager ensure the below: 1- changing the account status to inheritors. الى متوفى يقوم مدير العمليات ومدير الفرع بالتأكد من التالي: 1- تغيير حاله الحساب

#	Control Code	Control Name
526	C1368	Operation Officer to ensure the following : 1. Customer position is printed , returned check form/template is filled with the reason of rejection and signed by authorized sig. وإعداد الشيكات المرتدة عن طريق الفرع/ المقاصة: (وضع عميل) • في حالة ارتداد الشيك لأي سبب من الأسباب يتم طباعة مركز العميل
527	C1367	Ongoing review CBE, FRA websites and other regulatory bodies to ensure receiving all regulations
528	C1366	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...
529	C1365	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 .
530	C1364	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...
531	C1363	New ideas are reviewed by the development officer and then circulated to the related stakeholders and obtain their approval before going live.
532	C1362	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 preve...
533	C1361	Monthly review of the compliance updates folder on the portal for departmental related CBE circulations then ensure communication with all team members
534	C1360	Monthly review of the compliance updates folder on the portal for departmental related CBE circulations then ensure communication with all related teams . التي يتم نشرها بمعرفة إدارة الالتزام على الموقع المخصص . ينبغي الاطلاع على جميع التعليمات
535	C1359	Monthly review of the compliance updates folder on the portal for departmental related CBE circulations then ensure communication with all related teams
536	C1358	Monthly review of the compliance updates folder on the portal for departmental related CBE circulations then ensure communication with all related teams
537	C1357	Monthly review of the compliance updates folder on the portal for departmental related CBE circulations then ensure communication with all related teams
538	C1356	Monthly review is being conducted to the executed transfers to taxes, health insurance and labor office to ensure the correctness and no delay
539	C1355	Monthly Reconciliation for fraud GL .
540	C1354	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

#	Control Code	Control Name
541	C1353	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
542	C1352	Monthly preventive maintenance visits and inspections made by contractors while coordinating with both the Security department and Branch manager with the P&E.;
543	C1351	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.
544	C1350	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.
545	C1349	Monthly monitoring of Complaints handled by CHU to identify proper root-cause to take the right actionability
546	C1348	Monitoring of projects plans on regular basis and escalation of any delay.
547	C1347	Monitoring DC/DR facilities/components.
548	C1346	Monitoring customer feedback across the mobile banking app through the link survey that appears in the push message once they out of the application.
549	C1345	Market Risk manager Review the daily overnight FX position and ensure adherence the regulatory limits to be reviewed from market risk head
550	C1344	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
551	C1343	Market Risk Manager reports breaches of daily limits (Dealer limits, Intraday, FX Overnight 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
552	C1342	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.
553	C1341	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
554	C1340	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
555	C1339	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

#	Control Code	Control Name
556	C1338	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
557	C1337	Manual review and monitor for firewall configuration changes. Identify and report on risk including compliance to initiate corrective action and meet business regulatory requirements
558	C1336	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.
559	C1335	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
560	C1334	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
561	C1333	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.
562	C1332	Maker checker mechanism should be strictly implemented. A check point must be established and daily reconciliation must be performed. This is consequently resulting in to proper provision calculations that should be following IFRS 9 rule
563	C1331	Maker and checker (Officer and Senior Officer) concept is being used in said case , treated as an integral part of the MURABAHA booking process , as the maker is feeding the actuarial steps while booking and the checker is reviewing said steps before disbursement
564	C1330	Maker / checker from business Side maker review the case and the price
565	C1329	maker sure to distribute masks, or washable Masks ,sanitizers, and gloves
566	C1328	Main & backup sites are using different sources of power & communications & the distance is about more than 35 KM.
567	C1327	List of Users who can implement changes to the production environment indicate the User ID, name and designation of the User
568	C1326	LG /LC application has been reviewed by a Team Leader or Senior Officer including purpose , and beneficiary according with CA terms and conditions , shariaa and approved line of business as well as limits under dual control , as well as transactional documents
569	C1325	Legal Grid to ensure the accuracy and completeness of the documents received.
570	C1324	Keeping official manual receipts of the vendor & the branches & the related emails. Do not sign a receiving cash receipt to the vendor's officer with the cash volume existing with him in ADIB premises, but posting the amount on the system to avoid the cash insurance risks.Signing the export receipts...

#	Control Code	Control Name
571	C1323	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, accor...
572	C1322	Investment manager communicate with external advisor to prepare studies for fair value
573	C1321	Investment manager & head of investments should review action and process related to liquidation
574	C1320	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....
575	C1319	Internal Regulations head review and approve the Procedures / Manual / Policy , then circulate the approval from the concerned committee (Operational risk- Compliance - Sharia- info.security)
576	C1318	Internal / External verification is conducted for all the applications as per defined policy and appropriate records maintained. Any negative checks are appropriately highlighted to the Credit Initiation Manager for further action.
577	C1317	Integrate and Monitor Application Logs with SIEM Manual review of application audit log reports done by IAM team for non-Integrated services.
578	C1316	Insure that reconciliation of GLs and Monthly proof for done and close on 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
579	C1315	insurance invoices is reviewed and performed by operations team , mortgage production 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
580	C1314	initiation and updated the liabilities procedures
581	C1313	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 ...
582	C1312	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 inf...
583	C1311	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
584	C1310	Implement DAM Database activity monitoring solution to monitor all bank DBs
585	C1309	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.

#	Control Code	Control Name
586	C1308	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
587	C1307	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.
588	C1306	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.
589	C1305	HR Operations officer applies the decisions communicated from disciplinary committee secretary on Oracle system and being reviewed by HR staff payment governmental relations Manager.
590	C1304	Hiring plan in place and managed by HR team with regular update from Senior HR Business Partner, Human Resources and IT Heads
591	C1303	Hiring documents are uploaded on Taleo after obtaining all the required approvals and signing the offer from Head of HR or his designee
592	C1302	Highlighting any pending issue from either of the related parties on spot & providing the required recommendation
593	C1301	Health Insurance exemption process is done on annual basis by and delivered to the concerned authorities
594	C1300	Head Of product approval before circulating to front liners to launch any new product/program/scheme. Risk approval before the launch
595	C1299	Head of Human resources 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
596	C1298	Head of Human resources 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
597	C1297	Having job description for the existing staff and new hiring
598	C1296	Have a clear research objectives / scope / questions to be answered through
599	C1295	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.
600	C1294	Get backup schedule and restore frequency of below services • PHX • FP • G12 • IBS • SWIFT • SUNGARD • BO • TRADWINDS

#	Control Code	Control Name
601	C1293	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 ...
602	C1292	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 ...
603	C1291	full job descriptions and defined roles and responsibilities are made and regularly revises for P&E; staff
604	C1290	FRU team leader is performing the settlement entries against memo and customer position and al related data , FRU head is reviewing .
605	C1289	FRU Manager is recording the legal provision based on assessment received form legal department , FRU head is reviewing the entries against Legal department study.
606	C1288	FRU Manager is preparing ADIB Group Pack mapped against approved pack template. FRU head is reviewing and submitting
607	C1287	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
608	C1286	FRU manager is performing reconciliation between interfaces systems and Trail Balance GLs , FRU head approving the reconciliation.
609	C1285	FRU manager is performing reconciliation between input file and portfolio GLs of the trail balance and confirming to risk team.
610	C1284	FRU Head is to Ensure adequate Financial statements disclosure by reviewing against disclosure checklist.
611	C1283	FRU deliverables are in form of pdf which is not editable.
612	C1282	For Outsourced Core Banking Platform/Limited Supplier (ITS) controls as below : 1. E-crow 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 a...
613	C1281	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.
614	C1280	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.
615	C1279	Fixed assets register is prepared and updated along with depreciation calculation by AP manger and reviewed by AP head.

#	Control Code	Control Name
616	C1278	Fixed assets register is prepared and updated along with depreciation calculation by AP manger and reviewed by AP head.
617	C1277	Finance will report PCM quarterly and Sharia audit will review and report to Sharia board quarterly and whenever requested.
618	C1276	Extracting Daily transaction history reviewed by AP head.
619	C1275	Extract list of terminated users and valdiate related actions
620	C1274	Extract list of services incidnets and check process complaince
621	C1273	Extract list of requests and valdiate related approvals
622	C1272	Extract list of requests and valdiate related approvals
623	C1271	Expenditure control Manger is reconciling between the approved MEP (Major Expenditure proposal) and the accounting treatment and AP head is approving .
624	C1270	Expenditure control Manger is reconciling between the approved MEP (Major Expenditure proposal) and the accounting treatment and AP head is approving .
625	C1269	Exception reports are properly circulated and escalated as per policy requirements
626	C1268	Evacuation plan tested succe'sfully and BCP implemented successfully several times.
627	C1267	Evacuation plan tested successfully and BCP implemented successfully several times تم اختبار خطة الإخلاء بنجاح وتم تنفيذ خطة الإخلاء عدة مرات بنجاح
628	C1266	Evacuation plan tested successfully and BCP implemented successfully several times
629	C1265	Evacuation plan tested successfully and BCP implemented successfully several times
630	C1264	Evacuation plan tested successfully and BCP implemented successfully several times

#	Control Code	Control Name
631	C1263	Evacuation plan tested successfully and BCP implemented successfully several times
632	C1262	Evacuation plan tested successfully and BCP implemented successfully several times
633	C1261	Evacuation plan tested successfully and BCP implemented successfully several times
634	C1260	Evacuation plan tested successfully and BCP implemented successfully several times
635	C1259	Evacuation plan tested successfully and BCP implemented successfully several times
636	C1258	Evacuation plan is tested successfully implemented successfully. BCP complies to corporate and regulatory standards.
637	C1257	Escrow agreement in place to be renew annually
638	C1256	Escalation matrix is in place and followed strictly. meeting with the agents to facilitate closure of pending cases exceeded SLA.
639	C1255	Entries Performed from Trade Bills Dept. Maker while posting PDC CKs on client account and wrote amount in the commission field which consider wrong, as the commission is calculating automatically from G12 Checks Processing Center application in spite of discovering it in the same posting day but...
640	C1254	Entries Performed from Outward and Inward Clearing team on CBE account with both session's total amount are reviewed daily from Checks Processing Center Head after printing GLs and CBE account statement after posting entries , matches with the daily reconciling performed for CBE account. Moreover, upon
641	C1253	Ensuring that all checks sent through branches are endorsed favor ADIB beside reviewing report of checks received from branches and finally keeping checks copies front and back through check plus application.
642	C1252	Ensuring testing quarterly to ensure efficiency of CSU plan
643	C1251	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 ...
644	C1250	Ensure that the reporting is reported properly to Iscore
645	C1249	Ensure that our signatures record are matched with the received circulars and up to date.

#	Control Code	Control Name
646	C1248	Ensure that optimal operating conditions exist for IT systems, equipment, and supporting components to minimize damage to or loss of bank assets.
647	C1247	Ensure that optimal operating conditions exist for IT systems, equipment and supporting components to minimize damage to or loss of bank assets.
648	C1246	Ensure that Job descriptions are in place and acknowledged by the respective staff
649	C1245	Ensure that customers are contacted and their queries are correctly answered within the agreed upon service level
650	C1244	Ensure that Buyout cheques are delivered to the beneficiary and collected. Also Bought out facility is reported closed over I-Score
651	C1243	Ensure that all users applications are active
652	C1242	Ensure that all system features are working smoothly
653	C1241	Ensure that all functions are prepared by maker and checker ,
654	C1240	Ensure that All fraudulent customers to be listed in the fraud negative list
655	C1239	Ensure that all eligible customers are getting charged with the monthly statement fees
656	C1238	Ensure that all processes in place and properly communicated -Ensure properly approved & communicated SLA between concerned departments. - Checker ensure that check book is issued on the correct account # & name with the requested number of leaves. - Keeping the checks in fire proof ca...
657	C1237	Ensure that agents performance is recorded in the score card
658	C1236	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.
659	C1235	Ensure proper follow up from MIS Head to submit reports on a timely manner.
660	C1234	Ensure proper communication , guidance & training to all concerned staff members , so as to have required knowledge to stand of their required performance standards .

#	Control Code	Control Name
661	C1233	Ensure Evacuation plan has been tested successfully implemented successfully & that there is a current Continuity of Business (COB) Plan which obeys corporate standards.
662	C1232	Ensure evacuation plan has been tested successfully implemented successfully & that there is a current Continuity of Business (COB) Plan which obeys corporate standards.
663	C1231	Ensure evacuation plan had been tested successfully, implemented successfully and that there is a current continuity of business (COB) plan which obeys corporate standards.
664	C1230	Ensure evacuated plan has been tested and implemented successfully & that there is a current Continuity of Business (COB) Plan which follows corporate standards.
665	C1229	Ensure evacuated plan has been tested successfully implemented successfully & that there is a current Continuity of Business (COB) Plan which obeys corporate standards.
666	C1228	Ensure evacuated plan has been tested successfully implemented successfully & that there is a current Continuity of Business (COB) Plan which obeys corporate standards.
667	C1227	Ensure all the complaints and retention requests are logged on CRM for tracking and resolution.
668	C1226	Ensure all procedures/Policies are updated and approved All functions are communicated by the agreed SLA
669	C1225	Ensure all policies and processes are updated, reviewed and approved periodically.
670	C1224	Ensure activation guidelines are followed , and all buy and sell metal details are mentioned during the activation call.
671	C1223	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 ...
672	C1222	Ensure abiding to the CBE regulations through the daily transactions, under maker checker control (Officer and Team leader)
673	C1221	Ensure abiding to the CBE regulations through the daily transactions, under maker checker control (Officer and Team leader)
674	C1220	Ensure that the following in place: - New credit facilities are approved according to the credit approval grid.
675	C1219	Ensure that all processes in place and properly communicated. - Ensure properly approved and communicated SLA between concerned departments.

#	Control Code	Control Name
676	C1218	Enhanced processes are reviewed by the development officer and then circulated to the related stakeholders and control functions to obtain their approval before submission
677	C1217	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.
678	C1216	Employee File Management Process is in place and being applied
679	C1215	Duties are segregated
680	C1214	Due to the fact this matter is very critical as the client could leave bank and relationship could be terminated , while there are payment dues should be paid (Accumulated profit) , accordingly till receiving ITS feedback
681	C1213	Dual custody of tokens kept under CADDC custody.
682	C1212	Dual control is applied by maker and checker on regulatory system
683	C1211	Dual Communication Links from different providers.
684	C1210	Documents are drafted as per approved CA by maker and checker on bank standard format and incase having non standard documents legal , Risk and shariaa are obtained
685	C1209	Disaster Recovery site readiness
686	C1208	Direct investment officer should follow up and ensure that affiliates profit shares transferred to finance dep. For allocation
687	C1207	Direct investment officer designate BOD members to sector head based on approved criteria and as per law 159 & 125
688	C1206	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
689	C1205	Develop a detailed outline of the department manual, including policies, procedures, processes, and related documents
690	C1204	Develop IT strategy or IT plan (3-5 years) that is formally approved at an appropriate level

#	Control Code	Control Name
691	C1203	Detailed work procedures for every function performed in the department should be in place
692	C1202	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.
693	C1201	Department head ensures proper segregation of duties & independency of functions to ensure preventing fraud/losses.
694	C1200	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 complianc...
695	C1199	database backup policy guarantee minimal data loss if any corruption. Database online replicated to DR
696	C1198	Data Backup and Replication.
697	C1197	Data Analytics insights & recommendations reviewed by Data Analytics Manager, Head of Organization & Head of HR & Organization.
698	C1196	Daily report generated in order to ensure that all transactions have sms sent to the customer
699	C1195	Daily recociliation of all related GLS & immediate settlement for any difference.
700	C1194	Daily follow up from Regional Ops team with branches until closing all the findings .
701	C1193	Daily counting & sorting by cash pool team & vendors to all cash delivered from ADIB branches
702	C1192	Daily counting & sorting by cash pool team & vendors to all cash delivered from DIB branches
703	C1191	Daily core banking system log report review versus card management issuance report
704	C1190	Daily control reports for phoenix users reviewed by the checkers (Hold & release report , Edit Rim Report ,Dormant & restriction report)
705	C1189	Customers' documents (Signed contracts & Cheques) are safe kept under dual custody by Consumer Operations ensuring full seggregation of duties

#	Control Code	Control Name
706	C1188	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
707	C1187	Critical IT systems and equipment are protected from damage caused by environmental hazards.
708	C1186	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.
709	C1185	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.
710	C1184	Credit Control units officers review documentation against CA ,
711	C1183	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 nam...
712	C1182	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
713	C1181	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.
714	C1180	Contracts, Prospectuses, and documents of investment funds and syndications should be reviewed by the Shari'a department to ensure its Shari'a compliance
715	C1179	contingency plan are performed
716	C1178	Contingency funding plan must be prepared within approved parameters .
717	C1177	contact crisis mangment team in order to make sure that all contact updated in addition send awareness to crisis team
718	C1176	consolidate all the received CBE circulars to ensure implementation
719	C1175	Conduct sufficient fraud awareness training to the eligible population
720	C1174	Conduct sample review of training certification records and refresher training records based on any policy/product amendments.

#	Control Code	Control Name
721	C1173	Conduct evacuation plan test periodically and BCP implementation
722	C1172	conduct call tree test for coordinator and backup coordinator in addition send confirmation email to Seniors regarding call tree
723	C1171	conduct annual BCP test in order to test backup data center
724	C1170	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.
725	C1169	Complaints escalation matrix is in place and effective
726	C1168	Comparing end of each month cash deposits after deducting withdrawals versus cash volume exported to CBE & other banks
727	C1167	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
728	C1166	Company database to be double checked by credit initiation managers to make sure abiding by the approved coding criteria
729	C1165	Collections system access is restricted and approved based on the role of the employee.
730	C1164	Collection expenses should be settled yearly to reduce any chances of overdrawn charity accounts
731	C1163	Close monitoring for new staff took place through team leader in order to provide the newcomers with good quality of training ,beside the job description and designations letters prepared and signed through staff performing the duties
732	C1162	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 recieved by phone , must be recived by the pre designated person which is judged by the ongoing relation with the client and general...
733	C1161	Clear designations are in place to segregate duties maintained within the unit
734	C1160	Clear designations are in place to segregate duties maintained within the unit
735	C1159	Clear designations are in place to segregate duties maintained within the unit

#	Control Code	Control Name
736	C1158	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...
737	C1157	circulation performed to front liners with approved criteria after head of product approval
738	C1156	Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation.
739	C1155	Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation.
740	C1154	Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation
741	C1153	Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation
742	C1152	Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation
743	C1151	Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation
744	C1150	Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation
745	C1149	Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation
746	C1148	Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation
747	C1147	Checklist in place detailing all the steps needed to launch any new product, program/scheme.
748	C1146	checking card offer applied after issuance
749	C1145	checking & monitoring for the manually process that is performed by business and branches
750	C1144	Check with BCP the evacuation plan for call center

#	Control Code	Control Name
751	C1143	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.
752	C1142	Check that all treasury products have proper approved product programs within both CBE regulations and ADIB internal policies
753	C1141	Check RPO/RTO for SPOF of critical Services at the DR test "if any"
754	C1140	Check list in place with the list of reports and date to be executed.
755	C1139	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 au...
756	C1138	CBE requirements and comments are addressed once received within two working days.
757	C1137	CBE limit reviewed on daily basis
758	C1136	CBE instructions and related circulars should by distributed to all concerned staff to ensure that Credit approvals are done in accordance to them
759	C1135	Cards Delivery 1- Segregation of cards & PINs delivery couriers
760	C1134	Cards Delivery 5- In case of failure or delay to meet the SLA financial penalties are applied
761	C1133	Cards Delivery 4- Reconciliation between cards & PINs delivery couriers to ensure both are delivered to the clients meeting service standards
762	C1132	Cards Delivery 3- Quality unit monitoring the outsourced services performance in accordance to SLA
763	C1131	Cards Delivery 2- Printing & dispatching is outsourced through Masreya
764	C1130	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.
765	C1129	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

#	Control Code	Control Name
766	C1128	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
767	C1127	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
768	C1126	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
769	C1125	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 . إعد...
770	C1124	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
771	C1123	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
772	C1122	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
773	C1121	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
774	C1120	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
775	C1119	Capacity plan is prepared based on business assumptions taking into consideration annual leaves
776	C1118	Capacity Model results reviewed by the officer and validated by Capacity Manager & Head of Organization.
777	C1117	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...
778	C1116	Build and Maintain a business continuity plan in coordination with BCM dep. And to be renewed and tested on a timely basis
779	C1115	Build and Maintain a business continuity plan in coordination with BCM dep. And to be renewed and tested an timely basis
780	C1114	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.

#	Control Code	Control Name
781	C1113	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 ...
782	C1112	Branch Manager/ Operation Officer to ensure the following : 1. All offices are clear and free from any documents / forms and customer requests. من الاتي: خاليه من أي اوراق سواء كانت ضرورية ام لا يقوم مدير الفرع/ مدير العمليات بالتأكد • بان جميع مكاتب الفرع تترك
783	C1111	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 الصلاحيات المناسبة لموظفي الفرع بناء على المهام الوظيفية وعدم تعارض الصلاحيه يقوم مدير الفرع بالتأكد من منح
784	C1110	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
785	C1109	Both the maker & the checker make sure that the transaction related commissions is correctly applied / collected otherwise the deferral approvals was obtained
786	C1108	Both the maker & the checker make sure that the trade instrument is issued in line with the approved terms as per approval received after being updated on the cor banking
787	C1107	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
788	C1106	Both the maker & the checker make sure that shipping documents are correctly / timely negotiated
789	C1105	Both the maker & the checker make sure that shipping documents are timely delivered to the customer
790	C1104	Both the maker & the checker make sure that payments are effected in line of the trade instrument
791	C1103	Both the maker & the checker make sure that payments are correctly / timely effected on related due date
792	C1102	Both the maker & the checker make sure that export proceeds are correctly / timely credited to customer account.
793	C1101	Both the maker & the checker make sure that any trade documents examined in line of its applicable rules
794	C1100	Borrowing deals segregated by maturity (agenda) reviewed on a daily basis by TBO supervisor.
795	C1099	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

#	Control Code	Control Name
796	C1098	BBB insurance policy in place to cover fraud risk & computer crime and professional indemnity
797	C1097	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 ...
798	C1096	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...
799	C1095	Automated process, upon the client's registration, the system sends OTAC upon first time registration on the internet banking.
800	C1094	ATM depend on the physical security monitoring.
801	C1093	At the end of the Contingency, a report will be put up by ALCO to the BOD containing analysis of the crisis and lessons for the future for policy considerations of the bank.
802	C1092	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 imp...
803	C1091	Archiving the hard copy of the report. Matching BO report output with the data. Confirm report delivery as per no reminders from CBE
804	C1090	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.
805	C1089	Approved designations should be in place . Proper segregation of duties & independence of functions should be adhered to.
806	C1088	Approved designations should be in place . Proper segregation of duties & independence of functions should be adhered to.
807	C1087	Ap officer calculate and deduct the tax before payment , Ap manager review the calculation of both tax and payment for vendor.
808	C1086	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
809	C1085	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.
810	C1084	Any debiting should be by the availability of balance and by the guidelines of debiting.

#	Control Code	Control Name
811	C1083	Any claim should be reported to insurance provider with documents and ensure payment on time
812	C1082	Annual training plan is maintained to enroll the mandatory trainings to all staff
813	C1081	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 ...
814	C1080	Annual DR Test 8. Ensure availability of support contracts and appropriate SLAs
815	C1079	Annual Assessment of Departments roles and responsibilities to align with the Risk Governance Framework.
816	C1078	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.
817	C1077	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
818	C1076	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 & Group Me. no until files received by AMC . Not received NTB files reported weekly to Branches logistics, and monthly to BRCC.
819	C1075	All users requests form presented in accordance to maker/checker basis and normal approval cycle
820	C1074	All users requests form presented in accordance to maker/checker basis and normal approval cycle
821	C1073	All users requests form presented in accordance to maker/checker basis and normal approval cycle
822	C1072	All users requests form presented in accordance to maker/checker basis and normal approval cycle
823	C1071	All users requests form presented in accordance to maker/checker basis and normal approval cycle
824	C1070	All transaction docs are obtained as per the approved legal grid depending on the product requirements, Dual control on booking, maker and checker
825	C1069	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

#	Control Code	Control Name
826	C1068	All telesales calls are recorded Monthly quality check by telesales head & Team leaders is conducted on the recorded calls
827	C1067	All stakeholders approvals must be obtained.
828	C1066	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.
829	C1065	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
830	C1064	All reversal transactions should be performed after obtaining proper approvals .
831	C1063	All purchases 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
832	C1062	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.
833	C1061	All processes relevant to workflow and SLA between concerned departments are in place and properly communicated by department heads to ensure proper handling for business needs.
834	C1060	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
835	C1059	all performed functions under credit control dept. are performed through maker and checker & segregation of duties & independency of functions are adhered to.
836	C1058	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 payme...
837	C1057	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 payme...
838	C1056	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 payme...
839	C1055	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 payme...
840	C1054	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 payme...

#	Control Code	Control Name
841	C1053	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 payme...
842	C1052	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 payme...
843	C1051	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 payme...
844	C1050	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 payme...
845	C1049	All payments are seriali... stamped and original and must done through AP officer and reviewed by , P... 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 payme...
846	C1048	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 paym...
847	C1047	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 payme...
848	C1046	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. ...
849	C1045	All new banking products, services, and accounts shall be reviewed by the Shari'a department prior its launch to customers.
850	C1044	All New Authorized Signatories that added to the Signature Booklet have to be approved by the approved Matrix as per Policy.
851	C1043	All job descriptions are reviewed annually and updated with HR
852	C1042	all Invoices to be reviwed by the Department Manager & approved by Head Of Department before sending to the Payable Departments.
853	C1041	All DSU users' access permissions on the system (s) is inquiry only. Users' access permissions are to be reviewed Semiannually.
854	C1040	All customers request are logged in the CRM. Sample checking to ensure that all requests are processed and closed within SLA .
855	C1039	All customers are screened manually either during the on-boarding process, before opening the account or during the lifecycle of the customer's relationship.

#	Control Code	Control Name
856	C1038	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
857	C1037	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
858	C1036	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 ...
859	C1035	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
860	C1034	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
861	C1033	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
862	C1032	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
863	C1031	All ADIB Capital products and activities should be compliant with sharia
864	C1030	Also approval on applied rate whenever there is a change in margin
865	C1029	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
866	C1028	ADIB utilities bills payment over Fawry: 3- All the GLs reconciled and proofing are being sent to Finance monthly-
867	C1027	ADIB Cashback Payment over Fawry: 1- Daily reconciliation against received transferred amount from Fawry
868	C1026	Adherence to the staff gifts process
869	C1025	Accrual Adjusted is authorized and monitored same like the disbursement and settlement as well as all reversals. Moreover all accruals and reversals are being monitored by Officer and senior officer in addition to reconciliation and approved to finance team through the daily journal , also tracke...
870	C1024	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.

#	Control Code	Control Name
871	C1023	Access rights/Security matrix is reviewed by User Access Team on Quarterly basis & obtaining system reports/audit trails from all systems used by checks processing staff to ensure that such rights matches with the staff job description and the absence of unnecessary/unauthorized access rights , in ...
872	C1022	Access are granted subject to proper approvals supported by justification, besides annual review on unit external privilege access.
873	C1021	abid to all CBE circulations received from compliance e.g corridor rate change, DBR,ect
874	C1020	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 e...
875	C1019	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.
876	C1018	9. Latest financials are obtained & analyzed.
877	C1017	9. Extended credit facilities should be sharia compliant.
878	C1016	9) Ensure that the obligors in the program meet the credit program requirements
879	C1015	8-Escalation matrix to be followed in case of any delay in providing required claim documentation.
880	C1014	8. Review of 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.
881	C1013	8. Group facilities are aggregated
882	C1012	8. Call reports are documented when customer calls are conducted and objectively address credit risk issues (should strictly comply with the policy).
883	C1011	8) The Risk Rating process is identified and its approval status.
884	C1010	8- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branc 8- العهد والمهام المعتمد للفرع - حفظ مخزون النماذج في وحدة ادراج مصفحة تحت رقابه ثنائيه بناء على جدول توزيع يقوم مدير الفرع بالتأكد من
885	C1009	7-Report sent to all concerned (regional operations/regional branch managers) for corrective action on findings and follow up on issues closure.

#	Control Code	Control Name
886	C1008	7-Collection to reconcile write off recovery GLs against reported claims
887	C1007	7. Search in the log with the invoice serial to ensure there is no duplicate
888	C1006	7. Review the segment (whether public sector, private, etc...) .
889	C1005	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
890	C1004	7. . In case customer didn't receive the check within 15 days, branch manager /SPB to perform a formal letter must be addressed to his correspondence address. • البريد الالكتروني لمسئولي خدمة العملاء لإصدار خطاب مسجل بعلم الوص • حالة عدم قيام العميل باستلام الشيك خلال خمسة عشر يوما، يقوم المسئول بإرسال...في
891	C1003	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
892	C1002	7) An annual review date is specified.
893	C1001	7- Ops officer to ensure Handling branch operation registers (cash registers, returned checks registers, ...) and to ensure that all fields are completed . 7- بالتأكد من جميع السجلات الخاصة بالعملية المصرفية وأن يكون مطابقا لنموذج العهدة يقوم مدير العمليات
894	C1000	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 basis to ensure proper adherence to CBE regulations.
895	C0999	6-Snap visit report issued after each visit detailing all findings/discrepancies.
896	C0998	6. Shredding of all unused or unneeded documents. • اله الفرمة أو التمزيق الجيد • التخلص من المستندات الغير مستخدمة من فريق
897	C0997	6. Control calls are done as per policy including SCOs, Cos in addition to CRO
898	C0996	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 ...
899	C0995	6. Log the received invoices in a sheet with the unique serial.
900	C0994	6. Ensure that repayment schedule and pricing are as per the credit approval.

#	Control Code	Control Name
901	C0993	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
902	C0992	6. A prove of the receipts of the returned checks are signed by the customers/representatives and attached in a physical file. • من الشيك وسبب البنك الشيك المرتد ويتم اثبات استلام العميل بالتوقيع البنكي على صورة ضوئية لكل...يقوم مدير الخزينة / مدير العمليات المصرفية بتسليم العميل او مندوبة المفوض لدى
903	C0991	6) Checklist for essential docs that must be included in the file are signed by both of risk analyst and senior underwriter
904	C0990	6- Retention unit confirmation is obtained prior processing
905	C0989	6- Ops officer ensure that the branch designation is updated on a quarterly basis or upon in any change in the custodian 6- او عند تغيير احد المفوضين بالفرع يقوم مدير العمليات بالتأكد من تحديث جدول توزيع العهد والمهام كل 3 شهور
906	C0988	6- closing the main account. 6- تم اغلاق الحساب الأصلي
907	C0987	5-Report sent to unit/department head for corrective action on findings and follow up on issues closure.
908	C0986	5-operations to reconcile monthly claims list with insurance company & collection
909	C0985	5-Ensure effective review on maker \checker level for all branches activities as per policy and procedures.
910	C0984	5-Collateral & support considerations,...
911	C0983	5. Quarterly HRA committee includes the CEO & CRO and Head of legal and WBH and CFH where all high risk and loss making names are discussed extensively name by name to agree on the ORR and the action plan for each name
912	C0982	5. Processing any invoice on original only
913	C0981	5. obtaining the employee signature on the renewal
914	C0980	5. Keeping all documents and custody in a fire proof cabinet under dual custody as per the approved branch designation. • المصفحة و المضادة للحريق الاحتفاظ بالعهد و المستندات الأصل تحت الرقابة الثنائية في الخزائن
915	C0979	5. Infrastructure access is meticulously managed by utilizing jump servers that require Tier model accounts.

#	Control Code	Control Name
916	C0978	5. Ensure that full support provisions, where they exist, follow the guidelines articulated in the Documentation section.
917	C0977	5. Checkbooks and LG 's are not issued for accounts with opened deferrals
918	C0976	5. Call back conducted prior to transaction execution or check predefined list of beneficiaries.
919	C0975	5. Branch manager to ensure that Customers are contacted by PBR/ RM and follow up results are being proved in an excel sheet. واثبات نتيجة المتابعة (الشركات) بإبلاغ العملاء بورود الشيكات المرتدة طرف الفرع لاستلام الشيكات المرتدة يقوم خدمة العملاء/ مسئولو الحسابات.
920	C0974	5. Abiding by the timelines set by regulatory authorities.
921	C0973	5) Credit Maintenance "Customer Files and Credit File Maintenance" should be completed as per program guidelines
922	C0972	5- Remittance department verifies the signature /initials of designated staff.
923	C0971	5- Registration sheet for Secured Paper for LGs
924	C0970	5- Ensure that all process/procedures approved by shariaa
925	C0969	5- Contract updated with annual expected stock in addition to reorder points to avoid any possible production delays
926	C0968	5- Card Ops head reviews the daily reports to ensure proper maintenance
927	C0967	5 any wrong entry are a noted on maker checker basis
928	C0966	5- amount is distributed as per the declaration. 5- المبلغ بناء على اعلام الورثة تم توزيع
929	C0965	5- All the documents are reviewed against checklist by maker / checker.
930	C0964	5 Ops of ensure that the branch custody registers are matching with the approved branch designation. 5- مع جدول توزيع العهد والمهام المعتمد بالفرع يقوم مدير العمليات بالتأكد من سجل المفوضين بالفرع مطابق

#	Control Code	Control Name
931	C0963	4-Sudden rotation between ICD branches control team to ensure segregation and integrity of the review.
932	C0962	4-Snap visit report issued after each visit detailing all findings/discrepancies
933	C0961	4-report (loan A/C per CY per Br. #049) show the contracts booked on the system during specific period of time - Monthly task
934	C0960	4-Rejection transactions handled with finance team
935	C0959	4-Ensure to process supplementary cards presented with the primary cards issuance.
936	C0958	4-Collection to assign external law office for collecting the required claim documentation in case branches couldn't reach the customers
937	C0957	4-All incidents found reported to ORM.
938	C0956	4-All incidents found reported to ORM.
939	C0955	4. Unit head approval prior to settling.
940	C0954	4. The committee decisions will be communicated to the grievances and follow up to the take the necessary actions as per the decisions.
941	C0953	4. Signature is verified by two ADIB staff according to signature verification limits/thresholds.
942	C0952	4. Review of contracts and other related documents to ensure their Shari'a compliance in light of Shari'a Board resolutions.
943	C0951	4. Returned check register is completed with all check data and signed by all custodian (Customer name, account number , check amount , check date, beneficiary name , reason of rejection). ورقم الحساب ومبلغ الشيك والمستفيد و بيانات الشيك المرفوض في سجل الشيكات المرتدة موضحا التاريخ واسم العميل ... تسجيل
944	C0950	4. Focusing the invoices on original PO
945	C0949	4. Portfolio concentration limits should be in place and adhered to, and that any deviation in portfolio hurdles is raised to senior management.

#	Control Code	Control Name
946	C0948	4. Monitoring sheet for all applications out of Business solution support.
947	C0947	4. Handling all the required reservations prior to publishing.
948	C0946	4. Fields investigations are done to be able to reach the customers.
949	C0945	4. Escalation is being done as per approved matrix for the overdue cases to ensure the fulfillment.
950	C0944	4. Embed Information Security controls within Business processes.
951	C0943	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.
952	C0942	4. Communication is being sent to the concerned line manager months prior the contract renewal
953	C0941	4. All fireproof cabinets and all staff drawers are closed and locked. • الغلق اغلاق الخزائن الحديدية المضادة للحريق وخاصة الادراج السفلية الغير محكمه
954	C0940	4. Access to classified servers, particularly within the Active Directory structure, is channeled through dedicated Privilege Access Workstations (PAWs).
955	C0939	4) Tighten the EW monitoring process.
956	C0938	4) Tighten the EW monitoring process.
957	C0937	4) capacity building mechanisms to be presented to ensure meeting the top management strategy for SME growth
958	C0936	4) branches not allowed to issue release / renewal as per updated procedures and in case of any breach case will be subject to investigation
959	C0935	4) All original collaterals/financing docs are saved at the documentation team
960	C0934	4- Single Colligor , Related parties & shareholders guidelines

#	Control Code	Control Name
961	C0933	4- Scanning on bass capture solution system in place where all customer documentation are scanned as soft copies
962	C0932	4- obtaining legal approval / branch manager . 4- مدير الفرع أو الادارة القانونية الحصول على موافقه
963	C0931	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
964	C0930	4- Insurance policy margin always exceeds the outstanding amount (add to no1)
965	C0929	4- Enrich the control environment via enhancing the soft and hard controls
966	C0928	4- Changes/updates of procedures are cascaded to all stakeholders and published on ADIB portal
967	C0927	4- Branch manager ensure keeping the stock forms in a fire proof cabinet under dual custody as per the approved branch designation 4- المعتمد للفرع في وحدة ادراج مصفحة تحت رقابه ثنائيه بناء على جدول توزيع العهد والمهام يقوم مدير الفرع بالتأكد من حفظ مخزون النماذج المرقمة والخطابات
968	C0926	4- Authorized access to the floor using access cards to allow only authorized staff
969	C0925	4 all transactions proccsed by maker are approved by checker
970	C0924	4- All supporting Docs & approvals are in place before execution.
971	C0923	4- All job descriptions are reviewed annually and updated with HR
972	C0922	4- All instructions must be approved for processing by the designated persons to approve.
973	C0921	4- Admin. & Secretary follow up.
974	C0920	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 ...
975	C0919	5- maker should handle pending transactions not proceesed by system due to inward issue.

#	Control Code	Control Name
976	C0918	3-Issues captured from reports are effectively reviewed on maker / checker level.
977	C0917	3-Issues captured from reports are effectively reviewed on maker / checker level.
978	C0916	3-Ensure that collection approval in place before action
979	C0915	3-Ensure effective review on maker \checker level for all departments activities as per policy and procedures
980	C0914	3-Ensure all data are mapped correctly on the system .
981	C0913	3-Credit Checking requirements as per CBE &Policy; guidelines .
982	C0912	3-Checklist in place including all items/functions/process within the branches and MF units.
983	C0911	3-Check report received by IT operation processed / failed transactions to ensure all transaction posted or take necessary action
984	C0910	3-Building standered manual models in spreadsheets.
985	C0909	3-Advancing instructions in obliging both the vendor & the branches to allow the vendor for recounting the cash before final receiving to destroy the possibility of any cash overages or shortage.
986	C0908	3-Access to the batches location is authorized to the staff only with access card.
987	C0907	3.Insure the contract /P.c in place as per the tender decision
988	C0906	3. We formed a media list covering all the major press members to assist in crisis control when needed.
989	C0905	3. To respond to the issue in the same publication with the corrective statement. To align staff through internal communications for any clarifications.
990	C0904	3. The report is being reviewed by Corporate Communications after Finance review .

#	Control Code	Control Name
991	C0903	3. The employee should not join the training if the commitment letter was not signed
992	C0902	3. Team leader monitor the deferral and review all the cases and send reminder during month
993	C0901	3. Sudden check in case of face to face interviews
994	C0900	3. Specialized privileged accounts, distinct from regular user accounts, are employed to mitigate unauthorized access.
995	C0899	3. Send email to employees with their appraisals
996	C0898	3. Sanction list is screened from AML to the new vendor
997	C0897	3. Releasing the blocked amounts upon receiving the related commercial register on a maker checker basis.4. Review of bank certificates monthly by external auditor as per regulations in this regard
998	C0896	3. Regular follow-up with the NGO to ensure complying with the terms and conditions as agreed.
999	C0895	3. Printing non modification daily Report for CADC user noting that internal control checking maintenance report for all bank staff
1000	C0894	3. Ops officer branch manager ensure the customer request is in place. 3. يتأكد مدير العمليات ومدير الفرع من وجود طلب العميل على حفظ المراسلات بالفرع
1001	C0893	3. Ongoing Product Updates awareness emails to all front liners.
1002	C0892	3. Ongoing meeting with all stakeholders to ensure applying the roles as per the timelines.
1003	C0891	3. Monitoring the approved projects budget as per the planned budget
1004	C0890	3. Logging all the invoices in sheet for monitoring
1005	C0889	3. Investigation will be conducted to the submitted cases and to be verified prior to submitting to the committee.

#	Control Code	Control Name
1006	C0888	3. Instruction is received from the company'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.
1007	C0887	3. Exit Interviews results are reviewed, analyzed and included in monthly report on attrition and communicated with management
1008	C0886	3. ensure that target market exceptions are properly approved.
1009	C0885	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.
1010	C0884	3. Define documented reporting sources, owners for the IS risks.
1011	C0883	3. Consultation services are to be provided to various departments to ensure the proper implementation of the resolutions.
1012	C0882	3. Communication is being sent to the concerned line manager month prior the end of the probation date
1013	C0881	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
1014	C0880	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.
1015	C0879	3. Checklist containing all the CBE circulars to ensure abiding to all CBE regulations which are published on the portal by Compliance
1016	C0878	3. Branches are requested to check the serials of each requested checkbook before applying on system
1017	C0877	3. Branch Manager to ensure that Pop up message is added to the customer account in case balance is insufficient. • كفاية رصيد الحساب وخضم المصروفات • من خلال وضع رسالة على حساب العميل والدخول على الحساب كل فترة المراجعة في حالة عدم كفاية رصيد الحساب لخضم العمولة يتم إثبات قيمة مصروفات الرخص
1018	C0876	3. Branch Manager or SPB to ensure the following : • That the PO issuance is prior customer receiving the Murbha checks in case customer is requesting Auto Murbha facility. • That the step of allocating of goods to the customer is afterward receiving the Murbha checks in case customer is requesting ...
1019	C0875	3. Attach emails when needed to reflect approvals.
1020	C0874	3. Apply restrictions to sending announcements to all staff & dedicating a focal point in Corp Comms that manages this function.

#	Control Code	Control Name
1021	C0873	3. Apply penalties on service providers in case of any delay
1022	C0872	3. All Simplex machines are closed. • اغلاق او تخزين الى الوقت و التاريخ
1023	C0871	3. All contracts are submitted thru maker and apply all the comments were raised by the committee then to be reviewed by checker(unit head)
1024	C0870	3. Adherence Monitoring to SLA conditions and reporting any violations to Senior Management & the proper Management line in order to take needed actions.
1025	C0869	3)on going communication / discssion with business team to discuss and highlight any negative issues.
1026	C0868	3)on going communication / discssion with business team to discuss and highlight any negative issues.
1027	C0867	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)
1028	C0866	3) the reviewer will do a Completeness check by end of day to ensure that all release / renew transactions are submitted against received documents
1029	C0865	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 manar that preserve bank's assets.
1030	C0864	3) Signature verification by maker/ checker must be obtained from an independent unit not involved in the processing of the financial transaction and should be done based on an updated Commercial register & Special signing powers requirements mandated by the approved CA must be considered and fulfilled...
1031	C0863	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
1032	C0862	3) Automation and use of smart solution for developed workflows and applications
1033	C0861	3, Analyze and take the necessary action.
1034	C0860	3) All the content including any original approvals are scanned and saved on CRM/risk folder
1035	C0859	3- Weekly Escalation of the pending Alerts / Ageing Report.

#	Control Code	Control Name
1036	C0858	3- TMO reconciles daily and ensures that all received T-Bills requests are posted correctly and matched with GLs balances
1037	C0857	3- The Turnaround times are monitored on a daily basis and a TAT MIS is maintained.
1038	C0856	3- The designated staff verified the customer signature 3-العميل عند استلام) كروت الصراف اللي-دفاتر الشبكات....الخ) مطابقة توقيع
1039	C0855	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
1040	C0854	3- review and reconcile the vednor GL to avoid any parked amount
1041	C0853	3- Remittance are reconciling related GL by the EOM to ensure that the total amount is matching with the physical pending cases. 3- المعاملات التي لم تنفذ -3- بمراجعة حساب الاستاذ اخر كل شهر للتأكد من ان أجمالي المبالغ مطابق مع تقوم ادارة التحويلات
1042	C0852	3- Register is kept under the vault custodians responsibilty to register the movement of documentation files
1043	C0851	3- Quarterly ECL provision memo is approved by CRO.
1044	C0850	3- Placing hold on the client account till settlement
1045	C0849	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.
1046	C0848	3- password already granted to the authorized persons to enter the restricted area
1047	C0847	3- Ops manager review the daily batch report to ensure executing all the transactions as per P&P; 3- المالية للتأكد من تنفيذها وفقا للسياسات والاجراءات -3- يراجع مدير عمليات الفرع تقارير العمليات
1048	C0846	3- new accounts were opened for inheritors. 3- تم فتح حسابات للورثة -3-
1049	C0845	3- Keeping the AWB with the daily patch to ensure receiving the printed checkbooks to the concerned branches.
1050	C0844	3- Job descriptions in place to ensure segregation of duties is clearly documented and implemented

#	Control Code	Control Name
1051	C0843	3- In case of staff resignation or internal move, unit head sends a mail to the USER ACCESS GROUP to disable their access rights.
1052	C0842	3- Fire proof cabinets
1053	C0841	3- Ensure daily smooth running of Quantum reports.
1054	C0840	3- Direct investment officer should arrange with ADIB representable on BODs for taken decisions.
1055	C0839	3- Daily journal is being printed and reviewed by the CFOD maker/checker as well as 2 senior CFOD officers other than the maker/checker.
1056	C0838	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.
1057	C0837	3- Cameras are covering the ATM Area / Operation areas.
1058	C0836	3- Branch to keep a copy of the issued check in box file for easy reference. 3. احتفاظ الفرع بنسخه من الشيك
1059	C0835	3- Another alternatives in place For LCY; ACH and RTGS
1060	C0834	3- All the GLs proofing are being sent to Finance monthly
1061	C0833	3- All job descriptions are reviewed with HR & semi annually.
1062	C0832	3- All job descriptions are reviewed annually and updated with HR
1063	C0831	3- All job descriptions are reviewed annually and updated with HR
1064	C0830	3- All instructions must have sign and Fax indemnity signed (if exists)/designated messenger or any other control required by MIFT policy stamps.
1065	C0829	3- All gifts must be kept at fireproof cabinet under dual custody. 3- المخصص حفظ الهدايا و الجوائز بشانون مصفح أو الخزينة تحت الرقابة الثنائية في الجانبي بالسجل

#	Control Code	Control Name
1066	C0828	3 - Ensure all procedures are updated
1067	C0827	3 - Ensure all procedures are updated
1068	C0826	3 - Ensure all procedures are updated
1069	C0825	3 - Ensure all procedures are updated
1070	C0824	3 - Ensure all procedures are updated
1071	C0823	2-Transferring the following up process getting the task done to the legal and administration departments for rapider actions
1072	C0822	2-The physical verification should include independent member other than the custodian for implementing the control properly.
1073	C0821	2-The physical verification should include independent member other than the custodian for implementing the control properly.
1074	C0820	2-System initiated controls to check data entry and availability of mandatory and critical fields.
1075	C0819	2-Register in place to log all the send and received batches.
1076	C0818	2-Register in place to log all the received batches under dual custody.
1077	C0817	2-Quarterly tracking of actual visits Vs. plan.
1078	C0816	2-Prepare the Score Card for the site from all stakeholders.
1079	C0815	2-Monthly tracking of actual visits vs. plan
1080	C0814	2-Immediate action requested from dept. to rectify/close the exception captured from these reports.

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#	Control Code	Control Name
1081	C0813	2-Immediate action requested from branch or dept. to rectify/close the exception captured from those reports.
1082	C0812	2-Ensure that Quarterly review of portfolio is conducted by the Policy Managers.
1083	C0811	2-Dual control is applied by maker and checker on regulatory system to comply with CBE monthly target date
1084	C0810	2-Dual control is applied by maker and checker on regulatory system to comply with CBE monthly target date
1085	C0809	2-Dual control is applied by maker and checker on regulatory system to comply with CBE monthly target date
1086	C0808	2-Dual control is applied by maker and checker on regulatory system to comply with CBE monthly target date
1087	C0807	2-Clear instructions for checking the receipt & testing the cash boxes & seals efficiency.
1088	C0806	2-Checks to be printed with the correct serial. 2. عن طريق المطابقة مع السجل. طباعة الشيك المصرفي بالتسلسل الصحيح
1089	C0805	2-Check related GL and ensure funds in place before file running
1090	C0804	2-Check points over spreadsheets..
1091	C0803	2-All the applications are 'duplicated' and checked against the system with regards to - Any existing liability and the payment history - Compliance sanctions check
1092	C0802	24x7 Monitoring Weekly report sent to department head Implement Data Leakage Prevention (DLP) Measures
1093	C0801	2.Obtaining all required approvals.
1094	C0800	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.
1095	C0799	2. Unit head signature is required on the invoice.

#	Control Code	Control Name
1096	C0798	2. Unit head approval is required for any internal communication.
1097	C0797	2. Turnover ratios monitored by department and reported to senior management
1098	C0796	2. To prepare a response in alignment with top management.
1099	C0795	2. TNA plan is being prepared by Training team for implementation.
1100	C0794	2. The Sharia department will execute periodic and sudden reviews due to the gravity of the Sharia market risk.
1101	C0793	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.
1102	C0792	2. The proposal is being approved from the segment head (above 100k) then head of marketing and head of consumer banking
1103	C0791	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.
1104	C0790	2. Sign a contract with the NGO to ensure applying all the agreed terms and conditions.
1105	C0789	2. Sending the proofing results to Finance for verification and communicate to HR for any discrepancy
1106	C0788	2. Semi annual inventory check is being done and signed by two department representatives 2. Validation on the reconciliation Vs previous inventory checks and done by Unit Supervisor/manager or Head.
1107	C0787	2. Reviewing mockups by financial Department before publishing and letting them sign
1108	C0786	2. Review the branch security register to ensure the branch security check the ATM after the working hours 2. الماكينة للتأكد من عدم تركيب إي أجهزة احتيال 2. مراجعة دفتر احوال الفرع للتأكد من ان حارس الفرع قد تم فحصه
1109	C0785	2. Review all SLAs every year with all stakeholders.
1110	C0784	2. Review all invoices as per the approved price list and quotations.

#	Control Code	Control Name
1111	C0783	2. Returned checks fees is deducted from the customer account subject to balance sufficiency. • رفض الشيك من حساب العميل في حالة سماح الرصيد . الدخول على نظام الحاسب الآلي لخصم مصروفات
1112	C0782	2. Reference check is made from HR Risk & Governance
1113	C0781	2. Recording all interviews in case of telephonic interviews
1114	C0780	2. Quarterly portfolio report is raised to Risk Committee and Audit Committee for review and breaches' approval, if any.
1115	C0779	2. Quarter review to the granted access to HR staff
1116	C0778	2. Printing Makers and Checkers daily Activity Report and must be verified and checked by team leader against system and presented documents
1117	C0777	2. Print the email and to be signed by the staff members who verified the checking
1118	C0776	2. Preapproved budget for any exceptional project was not included in the yearly budget
1119	C0775	2. Periodic review of online product catalogue to ensure all info are up to date.
1120	C0774	2. Periodic reporting to the management of the existing and identified risks as well as the progress of their action plan.
1121	C0773	2. Ops officer branch must ensure keeping the hold mail for 1 month then to the customer on the registered address. 2. على العنوان المسجل لدى البنك . مدير العمليات ومدير الفرع من الاحتفاظ بالمراسلات لمدة شهر ثم إرسالها للعميل يتأكد
1122	C0772	2. Obtaining the approvals from the stakeholders on all artworks and customer communication material prior launching any new campaign / product
1123	C0771	2. Monthly check to the database for the probation period date and contract renewal date
1124	C0770	2. Memo with the recovery plan is prepared and approved.
1125	C0769	2. Matching the confirmation emails with the requests sent through the system from the branches side.

#	Control Code	Control Name
1126	C0768	2. Make an emphasis on employees to direct clients with pure Sharia inquiries to the Sharia department to handle their questions professionally.
1127	C0767	2. Kick off meeting is held in the beginning of each project to define the timeline for all stakeholders.
1128	C0766	2. Key register is in place to monitor the keys movement.
1129	C0765	2. Keeping the blank certificates stock under dual custody and register the issued certificates on the related register on serial.
1130	C0764	2. Issuing the PO based on the unit head approval
1131	C0763	2. Include penalties when possible to compensate vendor delays or poor quality.
1132	C0762	2. if having ex-employee case, obtain the required approvals
1133	C0761	2. HR Lead ensure posting the vacancy on the portal prior external hiring and there is no qualified candidates were applied
1134	C0760	2. Highlight delayed items through the project time schedule.
1135	C0759	2. Excel sheet including all the vendors with the expiry dates for monitoring purposes.
1136	C0758	2. Escalation to be done for the delay in receiving the forms
1137	C0757	2. Escalation is being done if the commitment not received within 3 business days after sending the commitment letter.
1138	C0756	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.
1139	C0755	2. Ensure that any breaches in portfolio CAPs is reviewed and documented
1140	C0754	2. Ensure rectifying all comments which were raised by the committee

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#	Control Code	Control Name
1141	C0753	2. Ensure getting branch manager / operation officer as acting BM approval prior issuing the check book request 2. العمليات كيديل على اصدار دفتر الشيكات التأكد من موافقه مدير الفرع / او مدير
1142	C0752	2. Due diligence documents are non deferrable 2. Log all the deferral in a sheet with the expiry date for monitoring.
1143	C0751	2. Coordination with all stakeholders in designing the branch with the approved guidelines
1144	C0750	2. Confirmations are being sent to the related committee secretary for implementation
1145	C0749	2. Components Clustering (i.e. Dual Servers).
1146	C0748	2. Clients' Instructions was sent from the authorized email address as defined by client in the fax /MIFT indementy.
1147	C0747	2. Capacity plan prepared and approved annually
1148	C0746	2. Branch Manager review the correctness of the proofing prior sending to Internal Control proofing & reconciliation. 2- proofing & reconciliation. الداخلية يقوم مدير الفرع بالتأكد من صحة المطابقة قبل الارسال الى ادارة المراجعة
1149	C0745	2. Any relative case to be submitted to concerned committee for clearance, then to be presented to CEO for approvals
1150	C0744	2. All the submitted cases to be logged in a sheet which is being reviewed to ensure logging all the received cases
1151	C0743	2. All the required docs are attached with the invoice along with the PO (original if received from vendor)
1152	C0742	2. All PCs and Laptops are closed before leaving offices or locked in case leaving office temporarily during working hours. • او بشكل نهائي لمغادره الفرع اغلاق اجهزه الكمبيوتر قبل مغادره المكاتب بشكل مؤقت اثناء ساعات العمل
1153	C0741	2. ALIB Cards disputes : - Receive ADIB clients disputes . - Investigate with the service provider (MC/EBC) - Based on the investigation result either to be accepted and refunded or rejected and debiting clients with the fees
1154	C0740	2. Active Directory (AD) Tier model is strictly enforced to regulate access levels.
1155	C0739	2. Account maintenance are being done on a maker / checker basis

#	Control Code	Control Name
1156	C0738	2. A report of following them up shall be presented to the Shari'a Board periodically to ensure the obedience to these resolutions.
1157	C0737	2) Track and update Business, Underwriting and EW calls.
1158	C0736	2) Throughput conditions are monitored by early warning officer on monthly basis.
1159	C0735	2) Throughput conditions are monitored by early warning officer on monthly basis.
1160	C0734	2) Provide calling Activity reports for their Calls.
1161	C0733	2) Pre-Screening & Customer Selection Criteria.
1162	C0732	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
1163	C0731	2) if any noted transaction, the checker will reverse the transaction before submission to the traffic
1164	C0730	2) Ensure proper communication , guidance & training to all concerned staff members , so as to have required knowledge to stand of their required performance standards.
1165	C0729	2) Ensure proper communication , guidance & training to all concerned staff members , so as to have required knowledge to stand of their required performance standards.
1166	C0728	2) Contact the department responsible of provided the dump file, to make sure the dump file is provided
1167	C0727	2) Any withdrawal or return of file is monitored through a log managed by CAD team .
1168	C0726	2- Vendor representative is registering the received serial on Excel sheet for further reference and to be able to track the checks serial.
1169	C0725	2- Validate settlement amount against the compensation amount
1170	C0724	2- Update the signature card register with the received signature cards from customer service. 2. تحديث سجل التوقيعات بالكروت المستلمة من خدمة العملاء.

#	Control Code	Control Name
1171	C0723	2- The daily report for the non-financial / financial modification are reviewed by the branch operation officer and Branch Manager at the branch level and ICD operation HUB at the HO level 2- الفرع ومدير العمليات وإدارة الحفظ المركب... يتم مراجعة التقرير اليومي للعمليات المالية و الغير ماليه بواسطه مدير
1172	C0722	2- The custodian signed on the registers. 2- بحفظ العهدة في السجلات توقيع المفوضين
1173	C0721	2- The branch manager makes sure to address dormant accounts customers to urge them to come to activate the accounts and prove the follow-up result on the dormant account report. 2- الحسابات و اثبات نتيجة المتابعة على تقرير ا... يتأكد مدير الفرع من مخاطبة عملاء الحسابات الراكدة لحثهم على الحضور لتنشيط
1174	C0720	2- The applications are processed as per the agreed and documented TAT.
1175	C0719	2- Swift DR Site also in place as a 2nd backup plan.
1176	C0718	2- Spot checks from the checks departments Employees to insure that all marks are available as per the bank requirements.
1177	C0717	2- signature is deleted from the system. 2- تم الغاء التوقيع
1178	C0716	2- Set succession plan and program.
1179	C0715	2- Segregation of duties is clearly documented and implemented to ensure indecency of functions
1180	C0714	2- Segregation of duties is clearly documented and implemented to ensure indecency of functions
1181	C0713	2- Review all access rights with the access matrix as per the delegation access Matrix)
1182	C0712	2- Registration on LTR is Controlled by maker & checker basis.
1183	C0711	2- Reconciliation is done by a designated staff independent (Finance -Processing) of transaction processing
1184	C0710	2- Quarterly physical count
1185	C0709	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

#	Control Code	Control Name
1186	C0708	2- Periodic site visits to assess service quality
1187	C0707	2- Perform site visits to customers' work premises to cover any queries/ question raised by Credit/ EW Team
1188	C0706	2- Ops staff are kept updated with their roles & responsibilities.
1189	C0705	2- Ops officer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount more than 15 days. 2- بصفه يومية للتأكد من صحة المعاملات ولا يوجد مبالغ معلقة اكثر من 15 يوم - مدير العمليات بمراجعته حساب الاستاذ
1190	C0704	2- Ops officer & branch manager conduct a daily review on the branch current campaign 2- يقوم مدير العمليات ومدير الفرع بمراجعته يومية لحملات الفرع القائمة
1191	C0703	2- Maker/checker is applied on the workflow of the process.
1192	C0702	2- maker has to download inward remittance report from finical system to make sure that inward remittance are processed succusfully
1193	C0701	2- Maintenance visits of service providers are periodically carried out as per the SLA agreement via G.Admin.
1194	C0700	2- Job descriptions in place to ensure segregation of duties is clearly documented and implemented
1195	C0699	2- IFRS9 IT reports to be reviewed by CAD and TBO.
1196	C0698	2- ICUmonthly reviews the GLs for conciliation proofing
1197	C0697	2- Head teller ensure that the day is closed balanced for the teller(GL against physical cash) 2- اليوم بمراجعة ارصدة الخزينة ومطابقتها مع ارصدة الاستاذ العام - يقوم رئيس الخزينه في نهاية عمل
1198	C0696	2- Hand off Email is being sent to archiving with all the sent files and they confirm back to receiving
1199	C0695	2- Full review to ACH booking reports to ensure that all tarnsactions received are booked correctly & EOD Balancing to ACH GL.
1200	C0694	2- Financial statements of ADIB subsidiaries should be sent to Fianace management

#	Control Code	Control Name
1201	C0693	2- Escalation is prepared in case of any deviation.
1202	C0692	2- Ensure that the signatures are removed from the signature booklet & the I score system.
1203	C0691	2- Ensure that proper approvals are obtained and in place prior to processing the reversal entries as per the approved delegation matrix
1204	C0690	2- Ensure that no device is installed on the ATM 2- على ماكينة الصراف الألى التأكد من عدم تركيب إي جهاز
1205	C0689	2- EG_Remittances rejects any instructions received from any department, entity (external or internal) other than the approved sources.
1206	C0688	2- Dual control is applied while booking of the contract by 2 CFOD staff to ensure that amount, profit rate etc...is correct)
1207	C0687	2- Dual control by reviewing the daily batches & reports
1208	C0686	2- Documentation is safe kept at fire proof vault
1209	C0685	2- Delivering the checkbooks through the delegated representative to be controlled by reciving a confirmation email from the Branch Manager or the delegated staff.
1210	C0684	2- Daily review for the access rights from Daily user activity report.
1211	C0683	2- Daily closure cases report.
1212	C0682	2- Customer's photo should have the customer's account number on the back of the photo.
1213	C0681	2- Copy of BOD resolutions should be scanned and filled.
1214	C0680	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).
1215	C0679	2- Clarifying the cash pool team to ensure clear understanding of written P & P & Memo.

#	Control Code	Control Name
1216	C0678	2- Clear workflow in place detailing all steps and actions requirements
1217	C0677	2- Checklist in place contains the report names with their frequency.
1218	C0676	2- Checklist in place contains the report names with their frequency.
1219	C0675	2- Checklist in place contains the report names with their frequency.
1220	C0674	2- Checklist in place contains the report names with their frequency.
1221	C0673	2- Checklist in place contains the report names with their frequency.
1222	C0672	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...
1223	C0671	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.
1224	C0670	2- Canceling the non used checks by the vendor in attendance of the department head.
1225	C0669	2- Branches to notify collection & operations once informed by the deceased customers
1226	C0668	2- Branch visits/ Trainings to ensure proper Alerts handling.
1227	C0667	2- Branch sends the documents to Corporate Ops unit to review and approve after ensuring that the documents are in line with the approved fully
1228	C0666	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- الإجراءات الجديدة في جدول ويقوم موظفي الفرع بالتوقيع للتأكد من قراءة وفهم أي إجراءات جديدة في جدول ويقوم موظفي الفرع بالتوقيع للتأكد من قراءة وفهم يقوم المديرون بتسجيل
1229	C0665	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.
1230	C0664	2- Any changes to the procedures are dually approved and communicated to related stakeholders.

#	Control Code	Control Name
1231	C0663	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.
1232	C0662	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
1233	C0661	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
1234	C0660	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
1235	C0659	2- All functions are communicated by the agreed SLA
1236	C0658	2- All functions are communicated by the agreed SLA
1237	C0657	2- All functions are communicated by the agreed SLA
1238	C0656	2- All functions are communicated by the agreed SLA
1239	C0655	2- All functions are communicated by the agreed SLA
1240	C0654	2- All functions are communicated by the agreed SLA
1241	C0653	2- All functions are communicated by the agreed SLA
1242	C0652	2- Adhere to IFRS9 governance Memo instructions in calculating ECL provisions.
1243	C0651	2- Access rights are managed and reviewed on quarterly basis by the ICD to ensure compliant to bank's policies and procedures
1244	C0650	2- segregation of duties is clearly documented and implemented to ensure independency of functions.
1245	C0649	2- segregation of duties is clearly documented and implemented to ensure independency of functions

#	Control Code	Control Name
1246	C0648	2- Acquisition finance , Real estate , Brokerage Finance ,... ETC
1247	C0647	دفاع قانونى فى القضايا المتداولة وبالتالي يتم العلم بذلك الافلاس والتدخل في... للقطاع والمتضمنه بيان بموقف الافلاس دوريا 3- يتم استخدام تلك الدعاوى فى صورة و شركة الاستعلام الائتماني (2) i score - يتم مراجعة استعلامات العملاء المرسله 1- يتم المتابعه عن طريق الادارات المختصة من خلال وحدة الاستعلامات
1248	C0646	1-Sudden snap checks to check the outstanding balances & business process run.
1249	C0645	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 Co...
1250	C0644	1-Set visit year plan for branches and MF units.
1251	C0643	1-Review the quarterly profile check report and evidence for action taken.
1252	C0642	1-review sample the register in weekly basis and check by dep. senior to ensure no violation.
1253	C0641	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 t...
1254	C0640	1-Performing monthly and snap checking to the Inventory to ensure that the stock is balanced through the serial number of the checks.
1255	C0639	1-Performing monthly and snap checking to the Inventory to ensure that the stock is balanced through the serial number of the checks.
1256	C0638	1-Monthly review for GL under cards operations unit head
1257	C0637	1-Issued checks must be signed by 2 authorized signers before deliver to the customers. 1. اصدار الشيك المصرفي بتوقيعين معتمدين قبل تسليمه للعميل.
1258	C0636	1-Initial evaluation for the potential site and prepare report including all the technical issues.
1259	C0635	1-HR to notify the department by all the resigned/ transferred staff.
1260	C0634	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.

#	Control Code	Control Name
1261	C0633	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.
1262	C0632	1-Evacuation plan tested successfully and BCP implemented successfully several times
1263	C0631	1-Evacuation plan tested successfully and BCP implemented successfully several times
1264	C0630	1-Ensure keeping the batches in a fire proof cabinet under dual custody..
1265	C0629	1-Ensure that Job description in place & ensure that team members aware by P & P
1266	C0628	1-Download file received from FAWRY
1267	C0627	1-Documentation required should be in accordance with the credit policy & should be reviewed through a checker point prior to releasing of credit approvals.
1268	C0626	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
1269	C0625	1-Daily pending cases report by aging.
1270	C0624	1-Checklist in place to consolidate all the received CBE circulars to ensure implementation
1271	C0623	1-Checking that all CBE circulation updates related to the department is circulated to related teams with awareness in place
1272	C0622	1-Cash is counted by the vendor in the delivering branch to add an external third count
1273	C0621	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
1274	C0620	1-Booking of a contract in two steps function a) Creating the contract as per facility type and CA conditions i.e. tenor, profit rate, repayment schedule, required transactional documents, offset accounts, profit calculation methodology i.e. add on profit or accrual basis etc.. b) Ops maker initi...
1275	C0619	1-Assigned reports are effectively reviewed on maker / checker level

#	Control Code	Control Name
1276	C0618	1-Approvals as per delegation matrix to be in place prior processing
1277	C0617	1-All users requests forms presented in accordance to maker/checker basis and normal approval cycle
1278	C0616	1-All users requests form presented in accordance to maker/checker basis and normal approval cycle
1279	C0615	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.
1280	C0614	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
1281	C0613	1-A daily reprinting report is printed by the vendor and reviewed by the department head and attached with the daily batch.
1282	C0612	14- Group facilities should be aggregated
1283	C0611	13. proper credit checking in place
1284	C0610	13) Score sheet must be validated and secured in the CRM.
1285	C0609	12. No signs of weakness that mandates classification.
1286	C0608	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
1287	C0607	11) Clean-up/Throughput requirements is in place.
1288	C0606	10. Ca conditions covenants, triggers are being monitored and there is an evidence for this tracking.
1289	C0605	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.
1290	C0604	1.Out of 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 documentation proof presented

#	Control Code	Control Name
1291	C0603	1.Obtaining the appropriate approvals prior granting any access to staff.
1292	C0602	1.Ensure that all changes followed the process either by CAB meetings or ECAB process " define workflow of each type" 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...
1293	C0601	1.Delegation of authorization in place for any tendering.
1294	C0600	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
1295	C0599	1.Assess ADIB Network architecture and application to identify the SPOF and limitation in license. 2. Monitoring for devices utilization and performance 3.Review the Backup and restoration testing for the critical Services
1296	C0598	1.All new hires have to answer the relatives question in the application form and sign the relatives declaration
1297	C0597	1.3 Ensure existence of Products policy Manual
1298	C0596	1.2 Review the existence of delegation matrix in place and approved by the related parties
1299	C0595	1.1 All new products / renewal of existing products are approved from the appropriate approval level based on the product limit.
1300	C0594	1. Yearly budgeting for bank premises projects , maintenance and cleaning OPEX and CAPEX requirements and sent for approval
1301	C0593	1. We have authorized bank spokesperson that received Media briefing before going to any media view.
1302	C0592	1. Verifying the signatures by two designated staff. 2. Matching the signatures as per the signatures uploaded on the system.
1303	C0591	1. Vendor list is in place which include the expiry date for the contracts 2. Ensure obtaining the approvals for all the contracts
1304	C0590	1. To liaise internally in order to check facts & figures as well as the accusation.
1305	C0589	1. To ensure that financial statements were signed by CFO or delegated head before printing.

#	Control Code	Control Name
1306	C0588	1. TNA preparation is being finalized from business partners with sector heads and obtain the required approvals.
1307	C0587	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.
1308	C0586	1. The invoices are being processed thru maker / checker and approved from the unit head.
1309	C0585	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 missio...
1310	C0584	1. The committees decisions are being communicated to the concerned in HR for implementations
1311	C0583	1. System prevents updating the ID# for the ex-employees in creating new joiners
1312	C0582	1. Staff Satisfaction Survey, Results analysis to be communicated to sector heads
1313	C0581	1. SPB / BM review the customer statement to ensure there is no returned chks for the customer prior issuing the checkbook شيكات مرتدة قبل الاصدار مدير خدمة العملاء ومدير الفرع بمراجعة حردة حساب العميل للتأكد من عدم وجود يقوم
1314	C0580	1. SLAs Between all stakeholders for the direct orders to ensure getting the required approvals along with the approved budget.
1315	C0579	1. SLA & OLA in place with all stakeholders (IT, Administration, Security, Marketing and Finance) and sectors (Quality Assurance and Maintenance)
1316	C0578	1. Sharia department to be aligned on all written content, whether used for internal or external communications. 2. Sharia departmet 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.
1317	C0577	1. Sending / receiving any boxes to/from stores on a standard forms and according to the delegation approvals.
1318	C0576	1. Reviewing all contracts to ensure signing appropriate SLAs.
1319	C0575	1. Review the invoices against the requests and obtained approvals
1320	C0574	1. Review the invoices against the PO and get business owner confirmation prior payment.

#	Control Code	Control Name
1321	C0573	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...
1322	C0572	1. Review last PO numbers prior issuing new PO to ensure no duplication in PO serials.
1323	C0571	1. Register to log all the items in / out and being monitored thru the admin staff.
1324	C0570	1. Redeeming the points by the designated staff and obtain the approval from General Admin and Security head
1325	C0569	1. Reconcile the received appraisals forms against each sector head counts
1326	C0568	1. Quarterly review on Portfolio is properly conducted and raised to CRO.
1327	C0567	1. Processing invoices are being done by maker / checker then approved by the unit head.
1328	C0566	1. Posting any vacant position on the portal
1329	C0565	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 marke...
1330	C0564	1. Perform monthly check on the projects milestones.
1331	C0563	1. Penalties schedule mentioned in PO's /contract and applied whenever applicable.
1332	C0562	1. Ops officer review the dormant accounts and ensure that the signature is not on the system. 1. الحسابات الراكدة للتأكد من عدم ظهور التوقيع على النظام. 1. يراجع مدير العمليات
1333	C0561	1. Ops officer review all the branch GLs and ensure the proper reconciliation on monthly basis 1. حسابات الاستاذ بالفرع والتأكد من المطابقة الصحيحة يوميا 1. يقوم مدير العمليات بمراجعة Trial 1 & Trial 3
1334	C0560	1. Obtain the proper approval from Sharia prior dealing with all campaigns
1335	C0559	1. Obtain People & Development head approval

#	Control Code	Control Name
1336	C0558	1. No cases can be activated unless it is presented to and approved by settlement committee
1337	C0557	1. Monthly visits and inspections made by contractors while coordinating with both the Security department and Branch manager with the P&E.;
1338	C0556	1. Monthly report is sent to the life insurance service provider to add the new hires and remove the resigned staff
1339	C0555	1. Monitoring of administrative activities through native system and application logs.
1340	C0554	1. Monitor all lines along with their status thru excel sheet indicated their status either active or cancelled.
1341	C0553	1. Mift indemnity agreement is signed from the customer.
1342	C0552	1. Issuing the bank certificates on a maker checker basis and ensure applying the P&P; and CBE regulations.
1343	C0551	1. Internal procedures in place defining the roles for all stakeholders.
1344	C0550	1. In case customer is granted more than one facility, validate prior approving any new facility request that the previously initiated Murabha is from the customer own fund to avoid revolving the fund. مرابحات سابقة (تدوير النقود) يقو... التأكد في حالة منح العميل أكثر من ان المرابحة لم تكن نتاج من
1345	C0549	1. Implement comprehensive risk management framework.
1346	C0548	1. Hotels rates included in the invoices must comply with contract
1347	C0547	1. Having approvals for any product(s) related news, unit head approval, shariaa.
1348	C0546	1. having an activity proposal with details for any event and the expected KPIs either financial or brand image related for business requirement.
1349	C0545	1. Having ALTB guidelines for the branch Fascia's and interior design to unify the design for all branches as per the brand standard.
1350	C0544	1. GLs are being prepared and sent to GL owner for approval. 2. GLs are being sent to ICD along with the GL breakdown

#	Control Code	Control Name
1351	C0543	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 Syst...
1352	C0542	1. Ensuring that SQ & CE processes are in place with previously approved & communicated SLA between concerned departments
1353	C0541	1. Ensure that monthly CAPs and triggers are reviewed by the Policy Managers.
1354	C0540	1. Ensure that all processes in place and properly communicated
1355	C0539	1. Ensure all front liners are properly trained on product features and selling process.
1356	C0538	1. Email is being communicated to the medical service provider for the newly added staff along with the resigned staff.
1357	C0537	1. Database is updated with the staff details from the hiring pack
1358	C0536	1. Customer complaints are being handled by the team leader / unit head to ensure proper investigation / closure within 3 business days.
1359	C0535	1. CSR projects are reviewed by CSR committee for approval.
1360	C0534	1. Coordination with HR to stop the paying the invoices for the resigned staff by informing Admin with the resignation.
1361	C0533	1. Contracts must be reviewed on a frequently basis in order to be renewed on time to avoid any delay or termination of the service provided.
1362	C0532	1. Conducting the proofing process by HR Risk and Governance as independent unit
1363	C0531	1. Conduct the review for the received inquires from 2 makers and 1 checker.
1364	C0530	1. Communication's Redundancy (i.e. Dual Power Controllers).
1365	C0529	1. Commitment letter is being signed by each eligibale employee prior starting the course.

#	Control Code	Control Name
1366	C0528	1. Circulate any contract to be approved from the committee.
1367	C0527	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 b...
1368	C0526	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
1369	C0525	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
1370	C0524	1. Case by case is being studied and handled based on the customer outstanding amounts.
1371	C0523	1. Call back is to be done with the client on the day of excution. 2. The transaction details is logged in daily ref. sheet as to confirm that no duplicate amount is excuted twice. 3. Maker and checker process to limit such risk and no transaction is excuted unless there is the cheker approval. • ...
1372	C0522	1. Branches are requested to send a confirmation email with all the details of the requested checkbooks that were sent previously through the system.
1373	C0521	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 or himself.
1374	C0520	1. Assigning a focal point in the department to handle invoices & petty cash.
1375	C0519	1. Approved deferral policy in place
1376	C0518	1. Any updates on customers detailes received from customers are reviewed and updated as per approved process
1377	C0517	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.
1378	C0516	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.
1379	C0515	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
1380	C0514	1. All vaults under dual custody as per the delegation matrix.

#	Control Code	Control Name
1381	C0513	1. All the grievance cases will be submitted to EG-Tazalomat.
1382	C0512	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 ro...
1383	C0511	1. All the bank assets are coded.
1384	C0510	1. All Shari'a Board Resolutions should be notified to concerned parties.
1385	C0509	1. Admin staff ensure obtaining all the financial approvals prior starting any new activity.
1386	C0508	1. Ensure obtaining the required approvals as per the DOA prior processing
1387	C0507	1) Specify the calling requirements (ticket size, obligor status ...etc.).
1388	C0506	1) Reports will be run 3 times during the day to ensure no unauthorized user has release / renew the car licenses
1389	C0505	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.
1390	C0504	1) Make Sure that the Monthly required Dump files are provided from required departments.
1391	C0503	1) JD is in place in HK and in case new JD is requested, it is updated and sent to them.
1392	C0502	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
1393	C0501	1) Ijārah & Kibool, withdrawal notice forms must be filled and signed by the authorized signatory who delegated on behalf of the company and ADIB delegated staff i.e. Corporate RM
1394	C0500	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...
1395	C0499	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...

#	Control Code	Control Name
1396	C0498	1) Credit Program must have preset Portfolio Triggers (leading indicators) that have a direct relevance and economic impact on their specific business.
1397	C0497	1) COB Plan is reviewed and updated Annually with COB Team
1398	C0496	1) Capacity plan should be prepared taking into consideration annual leaves.
1399	C0495	1) Capacity plan is prepared and Shared with the HR team taking into consideration annual leaves.
1400	C0494	1) Business Team to conduct regular visits to their customers.
1401	C0493	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.
1402	C0492	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 reconcilia...
1403	C0491	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 reconcilia...
1404	C0490	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 reconcilia...
1405	C0489	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 reconcilia...
1406	C0488	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 reconcilia...
1407	C0487	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 reconcilia...
1408	C0486	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 reconcilia...
1409	C0485	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 reconcilia...
1410	C0484	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 reconcilia...

#	Control Code	Control Name
1411	C0483	1) annual trainings plan 2) new projects training
1412	C0482	1- Ensure all procedures/Policies are updated and approved '2- All functions are communicated by the agreed SLA
1413	C0481	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation
1414	C0480	1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA
1415	C0479	حضور اكثر من محامى فى تلك الامور لضمان اقصى حماية لاموال واروراق البنك سيارات المحامين الشخصية ووسيلة انتقال لاثقة حال تعذر توفير سيارة خاصة 3- يتم 1- يتم استخدام سيارات البنك فى حالة وجود اموال سائلة 2- يتم استخدام
1416	C0478	1- Yearly plan sets.
1417	C0477	1- Vendor representative to ensure that the white checks include all required watermarks that matches with the CBE requirements.
1418	C0476	1- Vendor representative to ensure that the white check serial is matched with the received receipt from the vendor.
1419	C0475	1- To save all the required documents on shared folder such as updated commercial register, BOD resolution minutes of meetings, financial statements , ...etc. قرار التأسيس ,
1420	C0474	1- The transactions are being executed on a maker / checker basis which are being reviewed by the head office prior execution and file them in a separate file. 2- Ops officer reconcile the related GL on a daily basis to ensure that the transactions are balanced and there is no outstanding amount mor...
1421	C0473	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 errors/issues are actioned appropriately.
1422	C0472	1- SWIFT messages received from correspondents are uploaded on finical system to be processed through stp system
1423	C0471	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
1424	C0470	1- Review received special approvals against approved delegation matrix prior processing
1425	C0469	1- Review insurance company compensation amount

#	Control Code	Control Name
1426	C0468	1- Review commissions (normal and special) are posted correctly on the customer level and reconcile with GL 2- Daily reconcile CBE GL against total value of checks 3-Holding commission option for required commission is available if our client acco...
1427	C0467	1- Review alerts generated by AML solution within the predefined time frame.
1428	C0466	1- Requests from branches for T-Bills are confirmed by TFO and sent to TBO for processing.
1429	C0465	1- Reports are being prepared annually by the head of sustainability and reviewed by head of ERM.
1430	C0464	1- Reports are being prepared annually by the head of sustainability and reviewed by head of ERM.
1431	C0463	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.
1432	C0462	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.
1433	C0461	1- Report is being prepared and validated by an external consultant and then approval is done by Head of Sustainability and Sustainable Finance.
1434	C0460	1- Regular skills and capabilities development sessions
1435	C0459	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- BO reports are reviewed by checkers to ensure all tr...
1436	C0458	1- Procedures/Policies in place and updated. 2- All functions are communicated by the agreed SLA
1437	C0457	1- Procedures of all functions handled by the unit is approved and properly communicated to unit's staff and published on ADIB portal.
1438	C0456	1- printing Withdrawal sheet from BO reports extracted upon performing process to ensure correctness for the data to be matched with Daltex report too
1439	C0455	1- Phoenix batch report reviewed by independent checker than the processor of the accrual adjustment calculation & system execution
1440	C0454	1- Phoenix batch report reviewed by independent checker than the processor of the accrual adjustment calculation & system execution

#	Control Code	Control Name
1441	C0453	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.
1442	C0452	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.
1443	C0451	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
1444	C0450	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
1445	C0449	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
1446	C0448	1- Ops staff are kept updated with their roles & responsibilities.
1447	C0447	1- Ops staff are kept updated with their roles & responsibilities.
1448	C0446	1- Ops staff are kept updated with their roles & responsibilities.
1449	C0445	1- Ops officer branch manager ensure having the hold mail under dual custody. 1. يتأكد مدير الفرع العمليات من الاحتفاظ المراسلات بالفرع تحت رقابة ثنائية.
1450	C0444	1- Ops officer & branch manager conduct a monthly review on the gift coupon log and stock at branches. 1- بمراجعته شهريه لسجل الهدايا والمخزون بالفروع. يقوم مدير الفرع بالتحقق من مدير الفرع
1451	C0443	1- Only designated staff in Cards Ops unit have access to maintenance screen with dual segregation of duties in place
1452	C0442	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.
1453	C0441	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
1454	C0440	1- Obtaining approval of Credit Risk Head/ Head SME risk for Staging movements, Exceptions and ECL provision Coverage percentages.
1455	C0439	1- Non Financial / financial maintenance on the accounts are being done on a maker / checker 1- الغير ماليه تتم على حسابات العملاء من خلال منفذ ومراجع / الحركات المالية.

#	Control Code	Control Name
1456	C0438	1- Monitoring and Follow up till closure.
1457	C0437	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- Fo...
1458	C0436	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 ...
1459	C0435	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
1460	C0434	1- Job description should be in place for all staff members to ensure their awareness & accountability for their roles & responsibilities.
1461	C0433	1- Job description should be in place for all staff members to ensure their awareness & accountability for their roles & responsibilities
1462	C0432	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
1463	C0431	1- Job description in place for all staff members to ensure awareness & accountability for their roles & responsibilities.
1464	C0430	1- GL reconciliation process (automated and manual) are properly managed and timely verified and reconciled (GL accounts under the CFOD custody attached)
1465	C0429	1- GL reconciliation process are currently under enhancement in cooperation with ACU 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 ...
1466	C0428	1- GL reconciliation process are properly managed and timely verified and reconciled and signed by the unit head.
1467	C0427	1- Getting approval prior sending or receiving any batches.
1468	C0426	1- Function is under dual control maker/checker review prior processing
1469	C0425	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. .
1470	C0424	1- ensure that Names and full information of service providers representatives are updated on spot & delivered to the related parties.

#	Control Code	Control Name
1471	C0423	1- Ensure that contract & SLA with the service provider are in place
1472	C0422	1- Ensure that all information is updated on knowledge base
1473	C0421	1- Ensure that all functions are processed after maintaining proper approvals/memos.
1474	C0420	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
1475	C0419	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
1476	C0418	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
1477	C0417	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
1478	C0416	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
1479	C0415	1- Ensure that all functions are processed after maintaining proper approvals/memos
1480	C0414	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
1481	C0413	1- Ensure that all functions are processed after maintaining proper approvals/memos
1482	C0412	1- Ensure that all functions are processed after maintaining proper approvals/memos
1483	C0411	1- Ensure that all functions are processed after maintaining proper approvals/memos
1484	C0410	1- Ensure that all approvals have been approved according to the last updated delegation matrix & also check deviation authority if found .
1485	C0409	1- Ensure shredding the second signature cards after 10 days of opening the accounts and uploading the signatures. 1. الحساب وإضافة التوقيع على النظام. انعدام كارت التوقيع الثاني بعد مرور 10 ايام من فتح.

#	Control Code	Control Name
1486	C0408	1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA
1487	C0407	1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA
1488	C0406	1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA
1489	C0405	1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA
1490	C0404	1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA
1491	C0403	1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA
1492	C0402	1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA
1493	C0401	1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA
1494	C0400	1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA
1495	C0399	1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA
1496	C0398	1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA
1497	C0397	1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA
1498	C0396	1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA
1499	C0395	1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA
1500	C0394	1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA

#	Control Code	Control Name
1501	C0393	1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA
1502	C0392	1- Ensure all procedures/Policies are updated and approved
1503	C0391	1- Ensure all procedures/Policies are updated and approved
1504	C0390	1- Ensure all procedures/Policies are updated and approved
1505	C0389	1- Ensure all procedures/Policies are updated and approved
1506	C0388	1- Ensure all procedures/Policies are updated and approved
1507	C0387	1- Ensure all procedures/Policies are updated and approved
1508	C0386	1- Ensure all procedures/Policies are updated and approved
1509	C0385	1- Dual custody in place for all issued cash back cards documentation in the main vault
1510	C0384	1- Dual custody in place for all booked assets documentation in the main vault
1511	C0383	1- DSU are kept updated with their roles & responsibilities.
1512	C0382	1- Designations of dual custody in place for key registers and access to the main vault
1513	C0381	1- Designated dual custodians
1514	C0380	1- Dealing with credible accredited agencies to ensure high quality data
1515	C0379	1- Data received from the Operations (Corporate Finance Ops) side on email.

#	Control Code	Control Name
1516	C0378	1- Data received from the Finance side on email.
1517	C0377	1- Data received from the Credit Admin side on email.
1518	C0376	1- Data is extracted and received from the IT side on email / shared folder.
1519	C0375	1- Daily monitoring to the tha ACH booking files received from EBC.
1520	C0374	1- Daily BO Reports (closed loan accounts) review on a daily basis
1521	C0373	1- Customer's photo should be used for his own account.
1522	C0372	1- Customers names are reviewed against names & account number by branches & operations
1523	C0371	1- Customer request to issue LG/LC under the fully secured program is received by the branch as per BB program
1524	C0370	1- Credit program should be properly approved. This credit program should be established by SME's Risk and approved by SCPC/ADIB Egypt board2 2- Detailed work procedures for every function performed in the department should be in place - Ensure all procedures/Pol...
1525	C0369	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
1526	C0368	1- Collection to notify branches & operations once informed by the deceased customers
1527	C0367	1- COB plan in place - SLA with ADIB (H.O) to execute payments for ADIB with FCY.
1528	C0366	1- Clear updated designations are in place to segregate duties maintained within the unit and custody
1529	C0365	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation.
1530	C0364	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation

#	Control Code	Control Name
1531	C0363	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation
1532	C0362	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation
1533	C0361	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation
1534	C0360	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation
1535	C0359	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation
1536	C0358	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation
1537	C0357	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation
1538	C0356	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation
1539	C0355	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation
1540	C0354	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation
1541	C0353	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation
1542	C0352	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation
1543	C0351	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation
1544	C0350	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation
1545	C0349	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation

#	Control Code	Control Name
1546	C0348	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation
1547	C0347	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation
1548	C0346	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation
1549	C0345	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation
1550	C0344	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation
1551	C0343	1- Check that Monthly MIS / Risk Analysis Reports including Leading Indicators, Coincident Indicators, Lagging Indicators, Vintage MIS, Segments, Month-on-book performance by products and schemes are regularly tracked and reviewed. - All appropriate reports must exist -The reports should be issued ...
1552	C0342	1- CD to be reviewed by two Staff before sending to SLMF to be uploaded on Portal
1553	C0341	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 in stand of their required performance standards
1554	C0340	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.
1555	C0339	1- Branch manager is responsible for printing any new process and ensure that the branch understand the process. 1- فهم الفرع للإجراءات جديده للتأكد من فهم الفرع مسئول عن طباعة أي إجراءات يكون مدير الفرع مسئول عن طباعة أي إجراءات
1556	C0338	1- BU 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
1557	C0337	1- BO reports extracted on daily basis to ensure correctness for the data fed
1558	C0336	1- Biannual exhibit are performed to ensure keeping checks in maturity properly in separate custody
1559	C0335	1- Bank management Resolutions related to sister affiliates should be followed & applied.
1560	C0334	1- Approvals as per delegation matrix to be in place prior executing

#	Control Code	Control Name
1561	C0333	1- All transactions are processed as maker/checker as per checklist.
1562	C0332	1- All transactions above EGP 25000 /50000 are being executed thru maker / checker basis. 1- مصري / 50000 جم يتم تنفيذها من خلال منفذ ومراجع جميع العمليات المالية التي تتعدى 25000 جنيه
1563	C0331	1- All remittance requests are sent from approved sources (Branches / CSU / Finance / Syndications Teams) to EG_Remittances directly scanned copies via email.
1564	C0330	1- All procedures related to LME, Auto Murabha, Cashback, Small Business Finance, & Mortgage are properly approved and in place
1565	C0329	1- All checks are subject to the manual examination before processing with smooth corporation with other banks dealing with CBE Clearing session
1566	C0328	1- Access rights of the unit's staff are approved based on their job descriptions ensuring full segregation of duties is applied.
1567	C0327	1- staff are kept updated with their roles & responsibilities. 2- Job descriptions in place to ensure segregation of duties is clearly documented and implemented
1568	C0326	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
1569	C0325	• 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
1570	C0324	• Weekly review of reconciliation/interface report and reconciled accounts are investigated and resolved. Quality assurance is conducted on report reconciliation. • Each delinquent account should be allocated to collector to ensure that all the delinquent customers are contacted by the collect...
1571	C0323	• Version Control: approved version of spreadsheets are used.
1572	C0322	• Updated collections process manual where all process changes are being properly documented and approved by collections head .
1573	C0321	• TMO on a daily basis reconcile and ensure that all received TMU requests are posted correctly and matched with GLs balances.
1574	C0320	• The used receipt books should be sent to archiving unit. A memo is prepared for this purpose.
1575	C0319	• The Supervisor conducts periodic reviews with the respective agency manager on the agency's performance in line with the agreed performance.

#	Control Code	Control Name
1576	C0318	<ul style="list-style-type: none"> 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
1577	C0317	<ul style="list-style-type: none"> the certificate register must be reviewed on daily basis and signed from maker and checker level
1578	C0316	<ul style="list-style-type: none"> TFO provide rates which should be applied on TMU deposits to TBO.
1579	C0315	<ul style="list-style-type: none"> TBO post requested deposits in PHX with the approved rates..
1580	C0314	<ul style="list-style-type: none"> TBO officer ensure that the conversation data is reflected correctly in the deal ticket and reviewed from TBO supervisor, In case of mismatching TBO supervisor informs TFO to amend.
1581	C0313	<ul style="list-style-type: none"> TBO ensures continuity of conversation serial number by the officer and reviewed by the supervisor.
1582	C0312	<ul style="list-style-type: none"> 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.
1583	C0311	<ul style="list-style-type: none"> SunGard system provides a daily agenda for all pending deals, TBO officer pass all the pending deals to be reviewed by TBO supervisor.
1584	C0310	<ul style="list-style-type: none"> Review sample of BO reports manually. • Manually assessment of BO access and reports classification • Maintaining access matrix for all BO Access and reports.
1585	C0309	<ul style="list-style-type: none"> Review of bank certificates monthly by external auditor as per regulations in this regard amounts in hold , maker or checker and team leader and unit head
1586	C0308	<ul style="list-style-type: none"> Regional Branches Operations visit and monitor all branches as per yearly plan. • Maintain adequate operational control over branches functions. • Train branches operations staff during the visits or through roadshow.
1587	C0307	<ul style="list-style-type: none"> Review 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.
1588	C0306	<ul style="list-style-type: none"> 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.
1589	C0305	<ul style="list-style-type: none"> Protected spreadsheet
1590	C0304	<ul style="list-style-type: none"> Pop-up message already placed on the system for all missing accounts stating detailed missing docs for each RIM.

#	Control Code	Control Name
1591	C0303	<ul style="list-style-type: none"> • 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.
1592	C0302	<ul style="list-style-type: none"> • Monitoring and Follow up till tasks closure. • Escalation is prepared in case of any deviation.
1593	C0301	<ul style="list-style-type: none"> • 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.
1594	C0300	<ul style="list-style-type: none"> • Maker/Checker in preparing the collection agencies expenses ,Also an independent department (MIS unit) is reviewing the expense claims for the collection agencies
1595	C0299	<ul style="list-style-type: none"> • Maker/Checker concept is applied on this process.
1596	C0298	<ul style="list-style-type: none"> • Make sure that copy of all issued certificates attached with blocked fund screen shot filled on Box file signed by Maker & Checker & reconcile certificate file with the certificate custody register
1597	C0297	<ul style="list-style-type: none"> • KYC data are verified and validated by CADDC any discrepancy on KYC data case should refer to business to rectified prior opening the account
1598	C0296	<ul style="list-style-type: none"> • KB in place to cover most of operation issues and known issues added to vendor documentations, learn from knowledge management process
1599	C0295	<ul style="list-style-type: none"> • Job descriptions in place to ensure segregation of duties is clearly documented and implemented.
1600	C0294	<ul style="list-style-type: none"> • Job description are in place and certified for all staff.
1601	C0293	<ul style="list-style-type: none"> • 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.
1602	C0292	<ul style="list-style-type: none"> • Branch of Branch Logistics Distribution review and approve before circulation. • Final Version of Circulation is reviewed from all concerned parties prior sending.
1603	C0291	<ul style="list-style-type: none"> • 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 ...
1604	C0290	<ul style="list-style-type: none"> • Ensure that the tele-calling team prioritizes high-risk accounts.
1605	C0289	<ul style="list-style-type: none"> • Ensure that tele-calling manager applies the criteria of identifying high risk accounts within finances delinquent portfolio.

#	Control Code	Control Name
1606	C0288	<ul style="list-style-type: none"> • Ensure that all deceased accounts have been identified and raised to Ops team. • Ensure that all required documents have been sent to Ops team. • Ensure that insurance company settled all claims during the agreed period.
1607	C0287	<ul style="list-style-type: none"> • Ensure that all CBC accounts that hit 180 DPD are due to be written off. • Ensure that all assets accounts that hit 36+ months are due to be written off.
1608	C0286	<ul style="list-style-type: none"> • Each account written off should be reported " written off " to CBE according to its regulation.
1609	C0285	<ul style="list-style-type: none"> • Each account hit 180+ DPD should be reported " Stop payment " to CBE according to its regulation.
1610	C0284	<ul style="list-style-type: none"> • Each account granted facility >100k and the bank raised a legal action against the customer should be reported " Legal action " to CBE according to its regulation.
1611	C0283	<ul style="list-style-type: none"> • Conversation serials are printed on a daily basis by TBO officer and attached to our daily bundle and kept under dual custody after cheking by TBO supervisor.
1612	C0282	<ul style="list-style-type: none"> • Combination Password is kept in a Closed Envelop Signed by Department Head and held in a fire proof vault & Original keys held in Documentation vault locked by dual custody
1613	C0281	<ul style="list-style-type: none"> • Collections team to adhere to the call script.
1614	C0280	<ul style="list-style-type: none"> • Collections staff are trained on the collections processes from the time of joining and thereafter regularly through a training plan approved by HR.
1615	C0279	<ul style="list-style-type: none"> • Client Position reflecting blocked funds to be signed by Maker & Checker and to be attached to the copy of the certificate
1616	C0278	<ul style="list-style-type: none"> • Check the availability of the monthly log confirmed reviewing the receipt and the payment on the system within 2 business days .
1617	C0277	<ul style="list-style-type: none"> • Certificate shall be signed by two authorized signatories (two signatories from operation side)
1618	C0276	<ul style="list-style-type: none"> • Calculation testing: the spreadsheet formulas to be tested and any changes to be approved from Finance side.
1619	C0275	<ul style="list-style-type: none"> • Both TFO and TBO recieves requests for TMU deposits from Branches.
1620	C0274	<ul style="list-style-type: none"> • BO report reviewed by CADC next business day to make sure that no accounts opened from Branch side

#	Control Code	Control Name
1621	C0273	<ul style="list-style-type: none"> 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.
1622	C0272	<ul style="list-style-type: none"> All Sent / Received e-mails to external collection agencies must be encrypted.
1623	C0271	<ul style="list-style-type: none"> Agency staff are trained on TCF principles and Collection process.
1624	C0270	<ul style="list-style-type: none"> 4- Maintenance report reflecting any change done on the customer profile on CMS is generated daily and reviewed by an independent senior Cards ops unit staff (supervisor)
1625	C0269	<ul style="list-style-type: none"> 2- Job descriptions in place to ensure segregation of duties is clearly documented and implemented
1626	C0268	<ul style="list-style-type: none"> *Various elements of the CFP should be tested by Treasurer and ALCO to ensure the viability of tests & scenario .
1627	C0267	<ul style="list-style-type: none"> *Treasurer's assistant is responsible on adding and circulate any updates based on instructions of head of Treasury
1628	C0266	<ul style="list-style-type: none"> *Treasurer's approval should be taken in such case and there must be at least two traders present . Late deals will be processed and included in all daily position reports.
1629	C0265	<ul style="list-style-type: none"> *Traders should close deals on recorded phones only
1630	C0264	<ul style="list-style-type: none"> *Traders should abide with all CBE Regulations, through discussing any new regulation with Treasurer and concerned business units and adding them to dealer desk guide
1631	C0263	<ul style="list-style-type: none"> *Traders may not deal outside their trading room unless operational procedures are in place.
1632	C0262	<ul style="list-style-type: none"> *Tickler for updating authorities of COs / SCOs in addition to keep valid forms in safe room and reported to credit admin for circulation.
1633	C0261	<ul style="list-style-type: none"> *The staff accounts transactions are reviewed via maker checker basis *AML system will shortly capture the staff transactions
1634	C0260	<ul style="list-style-type: none"> *Sign-off Reuters and Dealing System end of day
1635	C0259	<ul style="list-style-type: none"> *Shredding confidential data

#	Control Code	Control Name
1636	C0258	*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.
1637	C0257	*Reserve Cashflow is managed daily by traders monitoring closely the ending balance, CBE reserve requirement and covering any liquidity commitments.
1638	C0256	*Report generated daily to review all transactions
1639	C0255	*Release for any document should be signed by Maker & checker.;
1640	C0254	*Procedures should clearly define plans and actions to address both short-term and longer term disruptions in funding sources
1641	C0253	*Make sure to abide with clean desk Policy
1642	C0252	*issuing Monthly report for Valuation related to Mort F/O ADIB showing the expiry due valuation and upcoming
1643	C0251	*HR payment officer prepare payroll files to be posted on HR Oracle system. *HR staff payment and governmental relations Manager review the posted payroll files and upload them on core banking system. *Payroll register extracted from Oracle system is validated by Head of HR Operations prior process...
1644	C0250	*FX Trader monitors all FX deals done on the daily blotter and review it with Treasury Sales Officers after booking them on FX tracking sheet along with Sunguard.
1645	C0249	*Ensure that the received T/T is the approved by participant banks.
1646	C0248	*Ensure that incremental approvals have been obtained.
1647	C0247	*Ensure saving copy from approved CA is on common area.
1648	C0246	*Email notifications with resigned employees details are sent by HR operations officer to respective stakeholders (IT, Legal, HR operations etc.) for clearances needed back. *HR personnel and service manager reviews the clearance check lists and ensures obtaining the clearances from relevant stakeholders.
1649	C0245	*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.
1650	C0244	*Crop Ops to provide CAD with route transaction to ensure proper level of approval obtained for availments as per policy.

#	Control Code	Control Name
1651	C0243	*committee that would be responsible for decision making and execution of contingency plans.
1652	C0242	*combination and keys should be kept in safe have dual custody.
1653	C0241	*Collaterals are properly monitored, reported and proper escalation is in place as per policy requirement .
1654	C0240	*Checks availments under approved and valid limits.
1655	C0239	*Check that if there is any breach, system should be amended and exception approvals in place.
1656	C0238	*Check that all performing names are approved as per CBE legal lending limit regulation.
1657	C0237	*Check data reflected in portfolio reports are matching with approved CAs & O/S reflected as per monthly reports.
1658	C0236	*Check data reflected in Non portfolio reports are matching with approved CAs & O/S reflected as per monthly reports.
1659	C0235	*CBE monthly report is automated and data are automatically generated from system. There are some manual inputs in the report and a CR is prepared to automate the whole report.
1660	C0234	*Capacity plan is prepared based on business requirements taking *Measuring the service level to ensure meeting the department KPI's (Threshold 70%).
1661	C0233	*CAD received updates from legal Dept. and update CBE network with any new legal action
1662	C0232	*Back office should review all deals to be matching with Reuters conversation on a daily basis before booking on PHOENIX ,Middle office must reviewed deals ,
1663	C0231	*Approved obligors with collateralized facilities are reflected in collateral sheet
1664	C0230	*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
1665	C0229	*All deals should be documented through mails,fax,or recorded landlines

#	Control Code	Control Name
1666	C0228	*All data/information are logged in the agent knowledge base.
1667	C0227	* Tutorials of IB/MB usage is created on social media , going fwd we suggesst having digital embassdor in branches to eductae the customers.
1668	C0226	* Treasury middle office reviews all Nostro balances and inform Treasury of any overdrawn balances on daily basis, Treasury is reponsible to cover such overdrawn balance through borrowing in the interbank market
1669	C0225	* Treasury Front Office systems (Reuters Dealing, SUNGARD, FX Platforms) have user name and password access set per trader
1670	C0224	* Trading desk manage all FCY cash flow, accomodate for the CBE FCY Reserve Requirements and arrange for managing liquidity shortage or surplus according to future commitments.
1671	C0223	* 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.
1672	C0222	* 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.
1673	C0221	* Swifts sent to participant banks are reviewed by Maker/ Checker
1674	C0220	* Swifts / emails sent to participant banks are reviewed Maker/ Checker
1675	C0219	* SLAs between concerned departments were approved and communicated to stakeholders
1676	C0218	* Review valuation reports in line with policy & CBE guidelines
1677	C0217	* Review signing powers & signing on behalf of the company is properly checked
1678	C0216	*- P Report prepared by maker and checker.
1679	C0215	* Received Docs reviewed by Maker/ Checker at Docs Unit
1680	C0214	* Received Docs reviewed & SV obtained and Doc's are registered by Maker/ Checker

#	Control Code	Control Name
1681	C0213	* Purchase orders/Contracts/PDC position received from Operation Department should be reviewed by maker / checker.
1682	C0212	* 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.
1683	C0211	* 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/...
1684	C0210	* Obtain legal & Risk & Shariaa approval on drafted documents
1685	C0209	* 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.
1686	C0208	* Market survey to be conducted every 6 months to scan the market and monitor new updates
1687	C0207	* Limits updated as per drawing power.
1688	C0206	* limits stopped on the system after 10 days and e-mails send to Risk team and Business to rectify
1689	C0205	* Limits on SunGard is checked by maker and reviewed by checker.
1690	C0204	* Legal/risk/shariaa approvals should be obtained on all syndication documents
1691	C0203	* Legal drafting for syndication documents as per approved T.S.
1692	C0202	* 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
1693	C0201	* Highlight in case there is exposure reflected for any bank without an approved limit.
1694	C0200	* FX Sales Officer issue FX board rates on daily basis to branches and FX trader update the FX rate sheet on ADIB page on Reuters for CBE tracking and also frequently check changes in the market to adjust price movement
1695	C0199	* Follow up with participant Banks to ensure that funds had been received in timely manner / participants inquiries are performed by Maker/ Checker.

#	Control Code	Control Name
1696	C0198	* Facilities are activated by maker and checker in order to ensure that all required documents are obtained and valid.
1697	C0197	* 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
1698	C0196	* E-Wallet transaction daily / monthly limits support the monitoring *The reports reviewed by maker checker * Some data obtained from related business owner
1699	C0195	* Ensure that T.S. is circulated to all concerned parties' internally
1700	C0194	* Ensure that T.S is circulated to OPS for proper calculation .
1701	C0193	* 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
1702	C0192	* Ensure that all processes in place and properly communicated. * Ensure properly approved & communicated SLA between concerned departments
1703	C0191	* Ensure OD limits (for excesses) reduced to zero.
1704	C0190	* Ensure all procedures/Policies are updated and approved * Ensure all functions are communicated by the agreed SLA
1705	C0189	* Docs are submitted with lodging memo
1706	C0188	* 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.
1707	C0187	* 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
1708	C0186	* Customers place their feedback in the app inbox managed by call center.
1709	C0185	* Credit limits maintenance on Ethix is done by maker and checker .
1710	C0184	* Confirmation on receiving /deducting agency fees

#	Control Code	Control Name
1711	C0183	* Communicating CPs satisfaction letter to all participants in a timely manner.
1712	C0182	* Clients RR and classification reflected in past due report should be downgraded as per SME CP requirements.
1713	C0181	* Checklist containing all the CBE circulars to ensure abiding to all CBE regulations as per the uploaded circulars on portal by Compliance.
1714	C0180	* Check that report is prepared Monthly.
1715	C0179	* CFOD to ensure proper approval level for availments as per approved policies prior processing.
1716	C0178	* CFOD must ensure that proper approvals in place for availment transactions exceeding their delegated limits having CAD and business on board. As per policy section (2)
1717	C0177	* 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 f...
1718	C0176	* Any variance in P&L; between TFO and TBO for FX and Fixed Income if not detected and cleared from day 1, it will continue throughout the month
1719	C0175	* 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.
1720	C0174	* All Received documents should be updated on Q &A;
1721	C0173	* Activation emails include deferral expiry date should be reviewed by maker/checker to stop limits by that deferral date
1722	C0172	* Valuations are submitted to docs unit by RM with lodging memo
1723	C0171	حفظ التعليمات الدورية حسب تاريخها و اطلاع جميع العاملين عليها
1724	C0170	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.
1725	C0169	TMO head on daily basis review and ensure that all FX & MM deals executed on SunGard are reconciled with Phnx GLS by TMO senior officer

#	Control Code	Control Name
1726	C0168	TMO Head on a daily basis review and monitor the currency position limit and position reconciliation prepared by TMO senior officer
1727	C0167	Returned Cards 1- Card Ops head ensure blocking all the received emails for shredded cards.
1728	C0166	Returned Cards 6. Review shredding list against system (card status) by CB unit head and Quality unit
1729	C0165	Returned Cards 4- Maintenance report for debit and CB cards that reflects last card status is reviewed by supervisor and signed
1730	C0164	Returned Cards 3- Card operations maintenance team to block the shredded cards using the shredding code on the cards system
1731	C0163	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
1732	C0162	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
1733	C0161	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.
1734	C0160	Ensure salaries transferring for companies under STL Scheme Policy training is conducted by the policy managers to all credit initiation team/branches.
1735	C0159	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.
1736	C0158	6. For public sector group, only where support is evidenced by way of the clean & purpose test, confirm that the test has been completed and has been attached as part of the credit review package.
1737	C0157	5) Specific documentation standards and variance are specified.
1738	C0156	5. Stress testing' discipline is in place for key environmental uncertainties.
1739	C0155	5) Risk reporting is done
1740	C0154	4. Reconcile the fixed assets against the registry to ensure all the assets are in the list.

#	Control Code	Control Name
1741	C0153	4. Processing the invoices on original
1742	C0152	4. Collateral valuation.
1743	C0151	4) Transactional documents must be archived by customer for reference and review and safekept under dual control in a fireproof cabinets
1744	C0150	3-SLAs Between all stakeholders defining the timeline to discuss all the technical evaluation.
1745	C0149	3-Branch to provide operation with claim required original documentation as per contract with takaful insurance company by maximum 15 days
1746	C0148	3-Additional control point through retail risk monthly sample review
1747	C0147	3. Review the register to ensure no duplicate.
1748	C0146	3. Relationship review and returns, pricing and repayment schedule.
1749	C0145	3. Logging all the invoices in sheet for monitoring
1750	C0144	3- Monitoring performance and applying penalties for breaches
1751	C0143	3- Maintenance is processed based on customer request received from the branch and signature verified by the designated branch staff.
1752	C0142	3- Batches are reviewed by checkers to ensure all transactions are processed timely and accurately as per customer's request.
1753	C0141	2-Monthly dual review of GL proof & exhibits and send to Consumer Ops head
1754	C0140	2-Increasing the policy on daily basis from the vendor's side on the expense of ADIB.(if required)
1755	C0139	2. Unit head signature is required on the invoice.

#	Control Code	Control Name
1756	C0138	2. Short list for the approved consultants - contractors - vendors.
1757	C0137	2. Settlement memo must include all collaterals and legal actions from Credit control & agency dep.
1758	C0136	2. Receiving report from the vendor on a quarterly basis to review the redeem points
1759	C0135	2. Processing the hotel invoices on a maker / checker basis.
1760	C0134	2. No invoice will be paid unless the asset is coded.
1761	C0133	2. Monitoring document movement to/from stores thru sheet .
1762	C0132	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.
1763	C0131	2. Branch Manager or SPB to validate the date of receiving the Murbha checks with that date of customer request and the date of processing the transaction on system.
1764	C0130	2. Applying all CBE regulations and requests during branch renovation or construction that is being updated by the CBE on yearly basis.
1765	C0129	2) To ensure that all CCRs are conducted on time and if not extension is properly obtained
1766	C0128	2- Shredding Memo signed by Branch designated staff to be sent to Card Ops maintenance team for action.
1767	C0127	2- Maker/checker concept is applied manual through reports review
1768	C0126	2- Job descriptions in place to ensure segregation of duties is clearly documented and implemented
1769	C0125	2- Job descriptions in place to ensure segregation of duties is clearly documented and implemented
1770	C0124	2- Execution on cards system is under dual control with complete segregation in place between issuance, encoding & embossing

#	Control Code	Control Name
1771	C0123	2- Dual control on system and daily batch review
1772	C0122	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
1773	C0121	1-to ensure that proper documentation is presented meeting the card scheme criteria and in case of discrepancy issuance is stopped.
1774	C0120	1-Automatic direct debit file upload through system interface tool 2-Dual control by reviewing uploaded data results report and sending feedback
1775	C0119	11. Documentation / collateral are as per the documentation process and CA approval, and are safe kept.
1776	C0118	1. Excel sheet including all the the expiry dates for monitoring purposes. (follow up purpose).
1777	C0117	1- Ensure all procedures/Policies are updated and approved 2- All functions are communicated by the agreed SLA
1778	C0116	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars to ensure implementation
1779	C0115	1- Checklist in place and prepared by the department to consolidate all the received CBE circulars from Compliance to ensure implementation
1780	C0114	1- changing the account status to inheritors. 1- تغيير حاله الحساب الى متوفى
1781	C0113	•Dual Custody is applied on documents vault upon delegation of authority memo and Key movement to register
1782	C0112	• Prepare process identifying all required documentation to open non personal accounts based on the legal entity of the company applying all requirements defined by law verification of the Egyptian Money Laundering Combating Regulation processes/process enhancement related to Account Opening area .
1783	C0111	• Existence of two types of authentication(Keys and Combination Password)
1784	C0110	*Review that monthly reconciliation with Finance is conducted to verify figures.
1785	C0109	*Only routed availments are checked for proper approvals, yet the un routed availments should be properly monitored through Corporate Ops to ensure closing this gap.

#	Control Code	Control Name
1786	C0108	*Ongoing awareness sessions are given to the agents.
1787	C0107	*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.
1788	C0106	*Deferrals should be reflected in monthly reports including due & upcoming deferrals.
1789	C0105	*All new instructions are communicated to the agents.
1790	C0104	* Shortfalls are escalated as per policy requirements.
1791	C0103	* Limits under Wholesale stopped on system in case of Deviation.
1792	C0102	* Credit Admin prepared the collateral report on monthly basis to monitor all outstanding and collaterals as per approved collateral conditions .
1793	C0101	Ensure department procedure is updated
1794	C0100	Daily batch is reviewed based on maker/checker in addition to 2 senior officers in the unit -Also Currently the release option at Managers leve only , also collateral coverage reviewed on amonthly basis through collateral report
1795	C0099	مراجعة الصلاحيات الممنوحة للموظفين كل ربع سنة
1796	C0098	التوقيع على جميع الايصالات التى قام بتحصيلها و لا يلتمس اى عذر فى مخالفة ذلك يجب ان يقوم الباحث
1797	C0097	جميع المتحصلات من العملاء فى نفس يوم التسليم الا ثانى يوم عمل على الاكثر يجب ان يتم توريد
1798	C0096	يتم مراجعتها قبل إنقضاء تاريخ صلاحيتها بشهر على الأقل،
1799	C0095	بين الحائز الأصلي والحائز الاحتياطي أثناء الاجازات وتسجيلها بالسجل المخصص لذلك يتم عمل إجراءات تسليم وثائق العلم الا تمام والمفاتيح
1800	C0094	المسجلة على نظام الحاسب الآلي من خلال مبدأ الفصل بين الأدوار والمراجعة. Data maintenance on the system is done on maker/checker basis as per system requirements

#	Control Code	Control Name
1801	C0093	من مطابقة توقيع العميل على الطلب بمعرفة الموظف المختص بمطابقة التوقيعات All application are signature verified by MF officer يتم التأكد
1802	C0092	باعداد بيانات المركزى في التوقيعات المحددة ولايوجد اى ملاحظات من المركزى يتم الالتزام
1803	C0091	% فاكتر بالإضافة الى الجزء الخاص بحقوق الملكية ويتم استيفاء من الإدارة المالية والمصرين ونسب المساهمة لكل منهما ويتم اظهار كل مساهم تبلغ نسبة 2.5 يتم اعداد بيان الاستثمار الاجنبى موضح به المساهمين الأجانب
1804	C0090	مصفح ذو رقابة ثنائية مع حفظ المستندات والسجلات الأخرى في أماكن مناسبة وأمنه المديونية والكفالة - أطرف المعاملات اليومية - المستندات المرقمة - الخ في شانون يتعين حفظ جميع المستندات الهامة مثل: شيكات العملاء - عقود
1805	C0089	مراجعة المستندات المقدمة من العميل والتأكد من صلاحيتها
1806	C0088	من خلال الاتصال التليفوني او الزيارة اذا تطلب الأمر ذلك لكل من العميل والكفيل و... الوحدة - في حالة تأخر العميل عن السداد يقوم مدير الوحدة بمتابعة العميل بنفسه الأقساط المستحقة عليهم في مواعيدها من خلال النسخة المحفوظة طرف مدير مراجعة المتحصلات اليومية بمعرفة مدير الوحدة والتأكد من قيام العملاء بسداد
1807	C0087	الآلي مع البيانات المسجلة يدويا ومطابقتها على المستندات المقدمة من العميل. مراجعة البيانات المسجلة على نظام الحاسب
1808	C0086	من خلوها من أي كشط او تحوير أو تعديل يؤثر بشكل كبير على البيانات المدونة به. مراجعة الإيصالات والتأكد
1809	C0085	لا يسمح النظام بفتح أكثر من حساب لعميل واحد في وحدة وفي نفس الوقت.
1810	C0084	بيانات العميل للوحدة الجديدة يجب التأكد من سداد العميل للـ بـيـونـة بالوحدة القديمة. في حالة نقل
1811	C0083	العمل الجديد للعميل بعد الحصول على الموافقات اللازمة من الإدارة العامة الصغيرة. لمقر نشاطه يتم نقل بيانات العميل للوحدة التي يقع في نطاقها الجغرافي - عنوان مقر في حالة تغيير العميل
1812	C0082	عمل الجرود الدورية على شيكات العملاء وتطبيق الاجراءات ذات الصلة.
1813	C0081	الممنوحة لكل موظف فيما يتعلق بأعمال التسجيل ومراجعة البيانات بعد تسجيلها. على مدير الوحدة التأكد من الفصل التام بين الاختصاصات والمسؤوليات
1814	C0080	مقار أنشطتهم في النطاق الجغرافي للوحدة إلا بعد الحصول على موافقة من الإدارة. عدم السماح للوحدات بقبول طلبات لعملاء لا يقع
1815	C0079	المكتب والتأكد من عدم ترك أي متعلقات تخص العمل بدون حفظ في نهاية كل يوم. تطبيق سياسة نظافة

#	Control Code	Control Name
1816	C0078	تطبيق الاجراءات الصحيحة والمعتمدة بشأن تسليم وتداول المستندات المرقمة.
1817	C0077	التأكد من أن الصلاحيات الممنوحة للموظف تتناسب مع طبيعة عمله
1818	C0076	والموظفين الآخرين على ضرورة الاهتمام باستيفاء بيانات الطلب بشكل واضح ودقيق. ودقيق وصحيح من قبل المسئول عن المراجعة. التدريب والتوجيه المستمر للباحثين التأكد من ان جميع بيانات الطلب قد تم استيفائها بشكل واضح
1819	C0075	مطابقة التوقعات اينما وجدت باستيفاء خاتم التوقيع مطابق و توقيع المسئول المختص التأكيد على
1820	C0074	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.
1821	C0073	System errors in some contracts that could not change DR profit rate automatically and stopped accrued as well Report have been designed to be sent on weekly basis from IT to CFOD till closing the issue.
1822	C0072	Sudden visits on selected auto dealers should be conducted .
1823	C0071	Sample on daily credit for Fraud Negative Listed customers .
1824	C0070	Reviewing BO reports on daily basis to monitor stopped checks for every segment
1825	C0069	Required investigation to be conducted on the suspicious cases .
1826	C0068	- Report 5011 should be sent to CAD & finance to be presented to CBE
1827	C0067	- Releases of credit file should be according to approved process
1828	C0066	Release should be as per the approval matrix stated in the Release Process.
1829	C0065	Random Review before sending to booking
1830	C0064	Other than the abovementioned, the Sharia department will review and approve debiting transaction requests on Charity accounts.

#	Control Code	Control Name
1831	C0063	- Original documentation safekeeping is kept in fire proof cabinet with dual custody, key register for movement of keys
1832	C0062	- Nostro limits for each bank should be reconciled on daily basis with treasury middle office sheet to ensure that exposure is within approved nostro limit.
1833	C0061	Monthly report for the staff leaves balance as well as 2 consecutive leave status to be shared to all sector Heads
1834	C0060	Monitor internal and external internet banking transactions
1835	C0059	Matrix is reviewed by maker/checker at CADC
1836	C0058	Job descriptions in place to ensure segregation of duties is clearly documented and implemented
1837	C0057	- 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 indecency of functions.
1838	C0056	- Job description should be in place for all staff members to ensure their awareness & accountability for their roles & responsibilities.
1839	C0055	In case if any documents are missing or any information is not captured / wrongly captured, this will be communicated to RM
1840	C0054	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 process. المطابقة الدقيقة التي تتم بمعرفة موظفي الإحاطة...
1841	C0053	- Facilities are activated by maker and checker in order to ensure that all required documents are obtained and valid.
1842	C0052	- Ensure that OPs are calculating Installments , profit , commissions , fees
1843	C0051	- Ensure that All required data / facility mechanism are sent to OPS as per approved SLA
1844	C0050	Ensure all procedures/Policies are updated and approved All functions are communicated by the agreed SLA
1845	C0049	- Ensure that all processes in place and properly communicated.

#	Control Code	Control Name
1846	C0048	- Drawdown request are reviewed by maker & checker ensuring that it states proper / approved purpose.
1847	C0047	- Docs review & scanning performed by maker & checker on the shared folder while reviewing documents
1848	C0046	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...
1849	C0045	Customer data are maintained on the system as per the application signed by the customer تم التأكد من اكتمالها وصحتها بمعرفة مدير الوحدة أو من يحل محله تسجيل البيانات الأساسية للعملاء من واقع المستندات التي
1850	C0044	- Credit files should be kept in fire proof room.
1851	C0043	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
1852	C0042	Committees should be in line with the regulatory requirements such as BOD committees, and the committees governed to Corporate Governance rules
1853	C0041	Clear designations are in place to segregate duties maintained within the unit
1854	C0040	Clear designations are in place to segregate duties maintained within the unit
1855	C0039	Clear designations are in place to segregate duties maintained within the unit
1856	C0038	Clear designations are in place to segregate duties maintained within the unit
1857	C0037	Clear designations are in place to segregate duties maintained within the unit
1858	C0036	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 ...
1859	C0035	check the conflict on the Random sample from daily entered cases to be sent to two different external agency if any .
1860	C0034	- Capacity plan should be prepared, taking into consideration annual leaves. - Ensure proper communication, guidance and training to all concerned staff members, as to have required knowledge to stand of their required performance standards.

#	Control Code	Control Name
1861	C0033	- Capacity plan should be prepared, taking into consideration annual leaves. - Ensure proper communication, guidance and training to all concerned staff members, as to have required knowledge to stand of their required performance standards.
1862	C0032	- CAD to check past due report and ensure reporting of nonaccrual clients to CBE.
1863	C0031	- CAD to check Non Performing Portfolio report and ensure reporting of nonaccrual clients to CBE.
1864	C0030	BO reports extracted on daily basis to ensure correctives for the data fed
1865	C0029	- All Received documents should be updated on Q&A; or CRM
1866	C0028	6-Collection not to write off unless claim feedback is received from the takaful insurance company after 90 days if claim not paid
1867	C0027	5. Excel sheet in place which is updated upon placing/releasing hold
1868	C0026	4-Dual custody designations are updated in time & in place as per process.
1869	C0025	4) Limits on the size of the Program as well as any other appropriate parameters are identified.
1870	C0024	3. Hold/release is done on maker/checker 4. confirming result
1871	C0023	2. Ensure that SLAs between concerned departments in place
1872	C0022	2) Profit Calculation and repayment amount as well as tenor must be filled by CFOD
1873	C0021	1-Clear designations are in place to segregate duties maintained within the unit
1874	C0020	1 -Exhibits are performed Monthly to control flow for the FCY White Manager Checks
1875	C0019	*first department Review of documents provided by customer for granting system access. Matrix is reviewed by maker/checker at CADC.

#	Control Code	Control Name
1876	C0018	*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...
1877	C0017	*Deferrals level of approvals should be reviewed by maker/checker
1878	C0016	*As far we start to handle User admin side on registration on system CADC department are divided to two department (reviewing & token custody) and (IB registration department) to avoid conflict in implementation
1879	C0015	*All process/policies/Credit Programs are in place and approved .
1880	C0014	*4 eyes principal is followed where every case would require at least a pre-screener & a credit officer to process a case to ensure all credit program criteria are followed.
1881	C0013	* Reserve file is reviewed independently by Middle Office Dept getting data from CBE RTGS system and Finance Dept .and reconciled with Treasury on daily basis.
1882	C0012	* Monthly proof of all issued and O/S certificates versus
1883	C0011	3. General Service head review the received report against the approval to ensure all the redeemed points were approved
1884	C0010	3- All job descriptions are reviewed annually and updated with HR
1885	C0009	- 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
1886	C0008	6. Access to read-write on the excel sheet is granted only to team leader and unit head
1887	C0007	2-Counting and sorting are dually processed
1888	C0006	لتجديدها. 1. يقوم الموظف بتسجيل ميعاد انتهاء الرهون في السجل الخاص بها. 2. يقوم الموظف بمراجعة السجل شهريا لمعرفة مواعيد رفع الحظر على الرهون
1889	C0005	Charter Department SLA governs launching/ Updating banking products, services, accounts, investment funds, syndications
1890	C0004	• Develop, update and monitor unit Service Level Agreement established with stakeholders

#	Control Code	Control Name
1891	C0003	3- Transaction posting is limited in 1 level being subject to close alert revision.
1892	C0002	3)Major Risk and Risk mitigates are identified.
1893	C0001	سجل يخصص لعملية التداول يبين اسم الحائز الأصلي ومن يحل محله في حالة غيابه. ضرورة وجود

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