



مصرف الشارقة الإسلامي  
SHARJAH ISLAMIC BANK

# KYC update through SIB website Corporate User Guide

# Step 1:

Visit [www.sib.ae](http://www.sib.ae) and choose **KYC Document update** from the main menu

The screenshot shows the main menu of the Sharjah Islamic Bank website. The bank's logo and name are visible in the top left corner. The main menu is divided into several categories: Personal, Priority, Business, Corporate, Investment, and About Us. The 'Personal' category is currently selected and expanded, showing sub-menus for Overview, Accounts, Deposits, Finances, Special Package, Cards, Digital Banking, Tools, and Customer Service Charter. The 'KYC Document Update' option is highlighted with a red circle under the 'Tools' section. A 'Scroll Down' button is visible on the left side of the page.

**SHARJAH ISLAMIC BANK**  
مصرف الشارقة الإسلامي

**Flexi Deposit**  
Long Term Deposit Account  
[Learn more](#)

Scroll Down

**Personal** | Priority | Business | Corporate | Investment | About Us

**Overview**

**Accounts**

- Current Account
- Savings Account
- Digital Account
- Watani Account
- Hassalati Account
- Tayseer (Salary Advance)

[Apply Now](#)

**Deposits**

- Flexi Long Term Deposit
- SIB Maxplus Deposit
- Fixed Deposit

[Apply Now](#)

**Finances**

**Personal Finance** ▾

- Overview
- Additional Personal Finance
- Takeover Liability
- Travel Finance
- Medical Finance
- Rent Finance
- Tayseer (Salary Advance)
- Takaful

[Apply Now](#)

**Real Estate Finance** ▾

**Car Finance** ▾

- Debt Management

**Special Package**

- Waffer Package
- Sharjah Police Package

**Cards**

**Covered Cards** ▾

- Smiles World
- Smiles Titanium
- Cashback Card

[Apply Now](#)

**Credit Card** ▾

**Prepaid Card** ▾

- Debit Cards
- Compare
- Installment Products** ▾
- Card Offers

**Digital Banking**

- Digital Account
- Mobile Banking
- Online Banking
- Cardless Cash Withdrawal
- Remittance
- Samsung Wallet
- Utility Bills Payment
- Apple Pay

**Tools**

- Branches & ATMs
- Calculators
- Partial Cheque Payment
- Currency Converter
- Ways of Banking
- IBAN
- KYC Document Update**

**Customer Service Charter**

**Key Facts, General Terms & Conditions, and Schedule of Fees**

**Forms & Library**

[Investor Relations](#) | [careers](#) | [Contact Us](#) | [Branches and ATMs](#)

## Step 2:

### Enter one of the following:

1- Account Number

2- CIF Number

3- Credit/Debit Card Number & Mobile Number

Home > KYC

### KYC Document Upload

Update your KYC documents in 4 easy steps

- 01 Customer Identification
- 02 Document Upload
- 03 Submission Review
- 04 Successful Upload

Please enter one of the following details

Account Number	OR	CIF Number 
<input type="text" value="Account Number"/>		<input type="text" value="CIF Number"/>
Credit Card Number	OR	Debit Card Number
<input type="text" value="Credit Card Number"/>		<input type="text" value="Debit Card Number"/>
Mobile Number (Required only for Credit / Debit Card)		
<input type="text" value="971"/>		

# Step 3:

## Agree to the terms and conditions

### KYC Document Upload

Update your KYC documents in 4 easy steps

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Please enter one of the following details

Account Number <input type="text" value="00123456789000"/>	OR	CIF Number <input type="text" value="CIF Number"/>
Credit Card Number <input type="text" value="Credit Card Number"/>	OR	Debit Card Number <input type="text" value="Debit Card Number"/>

Mobile Number (Required only for Credit / Debit Card)

I have read and agreed to the [Terms and Condition](#) for use of the website for uploading my documents

Please verify CAPTCHA to proceed \*(Text is not case sensitive)

I'm not a robot

# Step 4:

Enter **OTP** sent to registered mobile number

01 Customer Identification | 02 Document Upload | 03 Submission Review | 04 Successful Upload

Please enter the One-Time Password (OTP) to verify your account

OTP has been sent to registered mobile number XXXXXXXXXXXX09

9 8 6 0 3 6

Validate >

Resend One-Time Password (OTP)

## Step 5:

### Start updating your documents

#### A- Update your passport information

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### KYC Document Upload

You can upload your KYC documents in 4 easy step

- 01 Customer Identification
- 02 Documents Upload
- 03 Submission Review
- 04 Successful Upload

Welcome, **OBAID SULTAN**

File size(s) should be less or equal to 3.5 MB

Please click on the tabs below, to upload the document(s) needed for your account as detailed in the communication send to you by the bank acceptable file types as JPG / PDF / PNG / JPEG

Passport	Visa	Emirates Id	Address Proof	FATCA	Trade License	Other
----------	------	-------------	---------------	-------	---------------	-------

Please upload valid copy of & Valid Passport.

Passport Number \*

Place Of Issue \*

Passport Issue Date \*

Passport Expiry Date \*

Upload Passport Photo Page \*

File type must be JPG, PDF, PNG, JPEG

## B- Update your visa information

Corporate accounts can update up to **5 stakeholder visa** profiles

The screenshot shows the 'KYC Document Upload' page on the Sharjah Islamic Bank website. The page features a navigation bar with the bank's logo and name in Arabic and English, and a menu with options like 'Personal', 'Business', 'Corporate', 'Priority', 'Investment', and 'About Us'. The main heading is 'KYC Document Upload' with a sub-heading 'You can upload your KYC documents in 4 easy step'. A progress indicator shows four steps: 01 Customer Identification, 02 Documents Upload, 03 Submission Review, and 04 Successful Upload. Below this, a welcome message for 'OBAID SULTAN' is displayed, along with instructions to click on tabs for document upload. A file size limit of 3.5 MB is noted. A tabbed interface is shown with 'Passport', 'Visa', 'Emirates Id', 'Address Proof', 'FATCA', 'Trade License', and 'Other'. The 'Visa' tab is active, showing a form with fields for 'Enter Visa Number' and 'Visa Expiry Date', a file upload section for 'UAE Residence Visa Front', and navigation buttons at the bottom: 'Add More Stakeholder', 'Skip & Next', 'Save & Next', and 'Submit & Finish'.

## C- Update your Emirates ID

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File size(s) should be less or equal to 3.5 MB

Passport	Visa	<b>Emirates Id</b>	Address Proof	FATCA	Trade License	Other
----------	------	--------------------	---------------	-------	---------------	-------

Please upload copy of latest & valid Emirates ID

Enter Emirates Id card number \*

Enter Emirates Id Expiry Date \*

Upload Emirates Id front image \*

File type must be JPG, PDF, PNG, JPEG

Upload Emirates Id back side image \*

File type must be JPG, PDF, PNG, JPEG

## D- Update your Address information

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File size(s) should be less or equal to 3.5 MB

Passport	Visa	Emirates Id	Address Proof	FATCA	Trade License	Other
----------	------	-------------	---------------	-------	---------------	-------

Please upload copy of any of the following supporting documents, as a proof of residence address

- Utility bills from last 3 months
- Other bank statements with full residence address from last months
- Valid tenancy contract

Please select the type of proof of address \*

Please select the date of proof address \*

Please upload proof of residence address \*

File type must be JPG, PDF, PNG, JPEG

Skip & Next Save & Next Submit & Finish

# E- Update FATCA Application Form

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Please click on the tabs below, to upload the document(s) needed for your account as detailed in the communication send to you by the bank acceptable file types as JPG / PDF / PNG / JPEG

Passport	Visa	Emirates Id	Address Proof	<b>FATCA</b>	Trade License	Other
----------	------	-------------	---------------	--------------	---------------	-------

Please click here Link to download the FATCA declaration form and submit scanned copy of the singed and complete form

If a scanned copy of the ready document is not available then please proceed with the submission of other document and visit us again for the submission of Fatca declaration

Please upload a signed FATCA declaration form \* \*

Choose File

file type must be JPG, PDF, PNG, JPEG

## F- Update your Trade License Information

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File size(s) should be less or equal to 3.5 MB

Passport	Visa	Emirates Id	Address Proof	FATCA	<b>Trade License</b>	Other
----------	------	-------------	---------------	-------	----------------------	-------

Trade License Number\*

Please enter trade license expiry date\*

Upload file / document \*

File type must be JPG, PDF, PNG, JPEG

## G- Add other additional documents

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File size(s) should be less or equal to 3.5 MB

Passport	Visa	Emirates Id	Address Proof	FATCA	Trade License	<b>Other</b>
----------	------	-------------	---------------	-------	---------------	--------------

File Name \*

Enter Comments if any

Upload file / document \*

File type must be JPG, PDF, PNG, JPEG

# Thank you

shjislamicbank@    

[www.sib.ae](http://www.sib.ae)

SIB Digital App

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