

# VERIFICATION CHECKLIST

Dossier No: \_\_\_\_\_

Customer's Name: HASNAH BINTI LATIFF

Notes: Tick (✓) "checked" column after verification	Checked	
	Sales Staff	Sales/ Branch Manager
<b>APPLICATION AND OTHER RELEVANT FORMS</b>		
a) Clear handwriting in BLOCK letters which written with black pen		
b) Completeness of forms		
c) All information are accurate and valid		
d) Face to face interview conducted with all customers		
e) Endorsement/ Amendment (if any) has been made accordance to standard guidelines		

SUPPORTING DOCUMENTS	Sales Staff	Sales/ Branch Manager
	<b>a) Photocopy of IC</b>	
- Clear physical image & legible		
- Stamped with "For Al-Rajhi Bank Only"		
- Original sighted by signing & stamping (Name, Position & Date)		
<b>b) Other supporting documents</b>		
- Clear and Valid documents		
- Physical sighting against the original documents		
- Sign and stamp ("original sighted", name, position and date)		

SCANNING OF DOCUMENTS	Sales Staff	Sales/ Branch Manager
	a) All documents are clear and valid for scanning	
b) Documents MUST BE arranged according to correct scanning order		

**Recommendation :**

<p>I confirm that I have conducted the above physical checks on the customer and original sighted his/ her attached documents submitted for clarity, authenticity and completeness as required.</p> <p>Signature _____</p> <p>Sales Staff Full Name : _____</p> <p>Date : _____</p>	<p>I confirm that I have checked the application and the attached documents submitted for compliance, clarity, authenticity and completeness as required therefore I am supporting this application.</p> <p>Signature : _____</p> <p>Sales/ Branch Manager Full Name : _____</p> <p>Date : _____</p>
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