New Salary Transfer

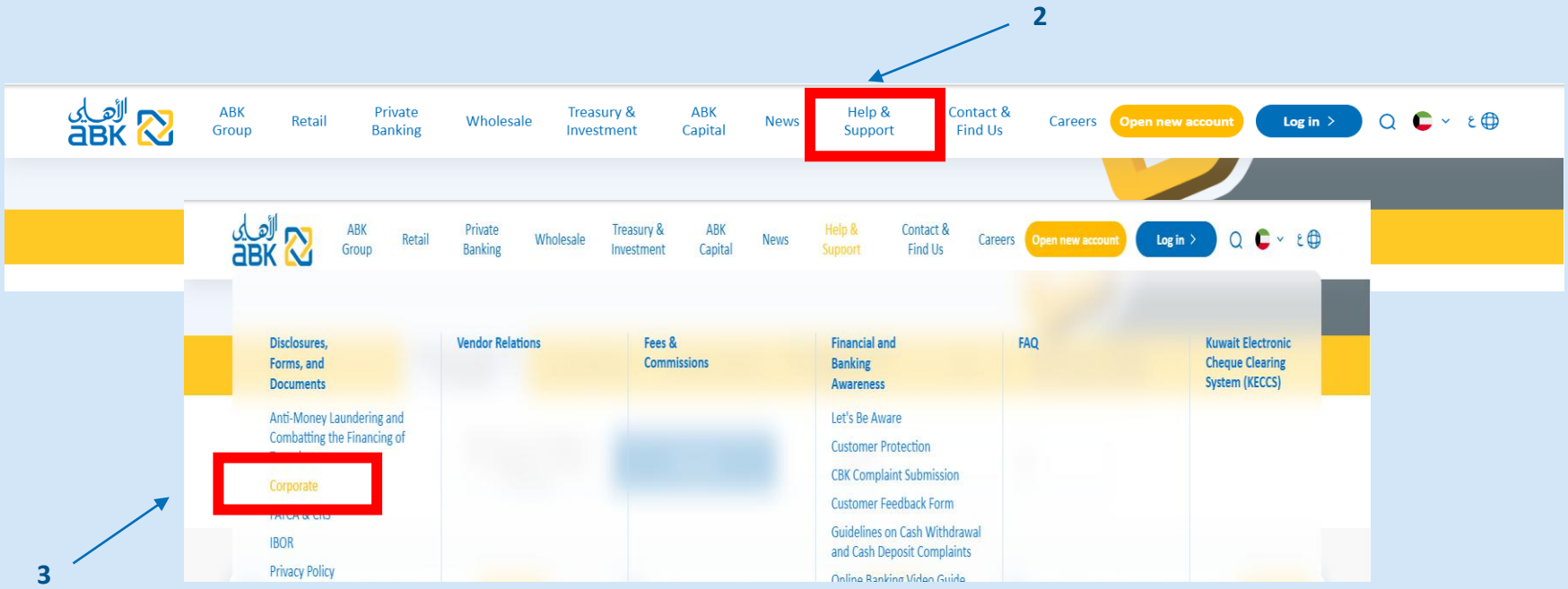
Table of Contents

01

How to submit salary transfer form

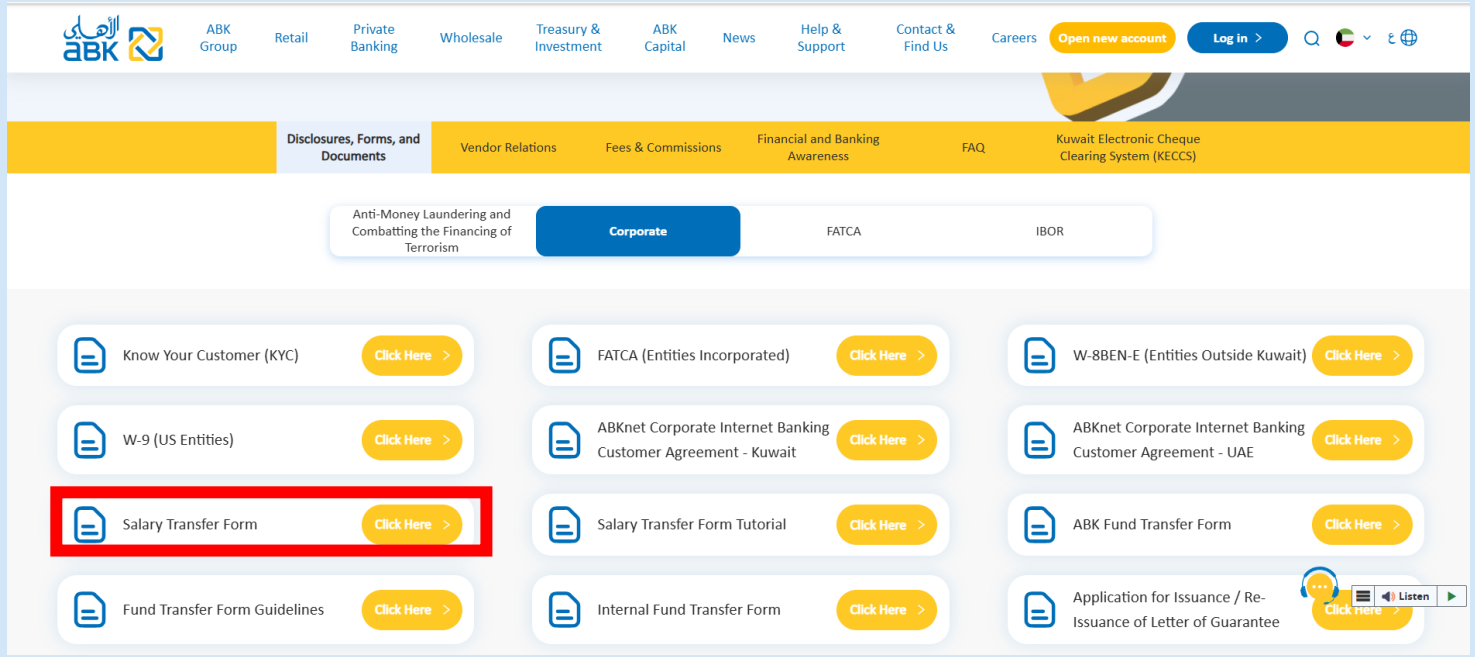
How to submit salary transfer form

1.Visit ABK site : https://abk.eahli.com/
2.On the top right of the page choose Help & support
3.On the bottom of the page choose Corporate



How to submit salary transfer form

4. On the left side of the page choose Salary Transfer Form



4

How to submit salary transfer form

A) Add all requested information for the company

1. Company Name
2. Type of Salary
3. Company account number in ABK

B) Add employee Account Details

1. Customer IBAN
2. Civil ID
3. Amount
4. Employee Name
5. Customer bank

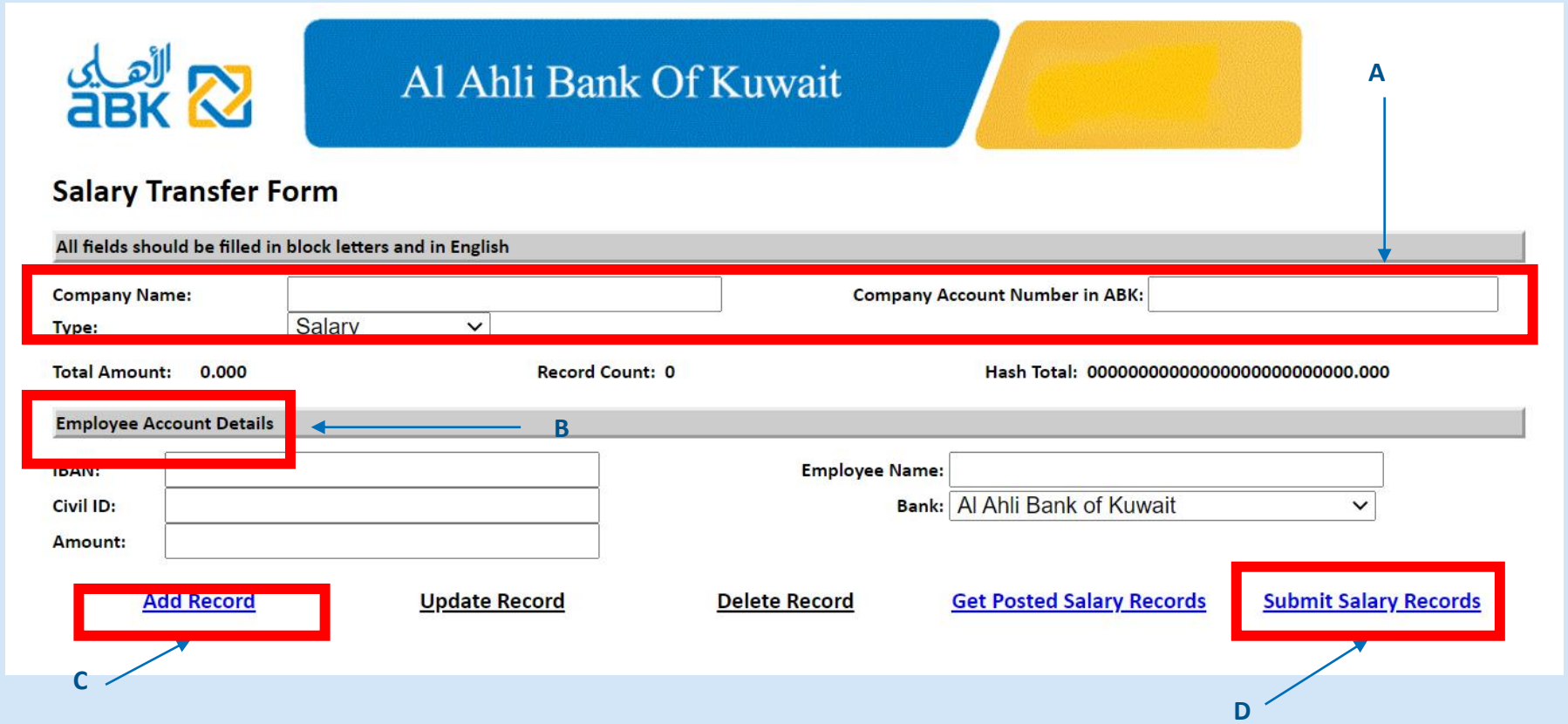
C) Click on ADD Record to start creating Salary Excel Sheet

D) Submit Salary Records

*Customer can pay multiple employees with the same pay slip

How to submit salary transfer form

Add all requested information in the felids bellow



How to submit salary transfer form

After adding records and submitting them, a CAPTCHA should be entered for security purposes

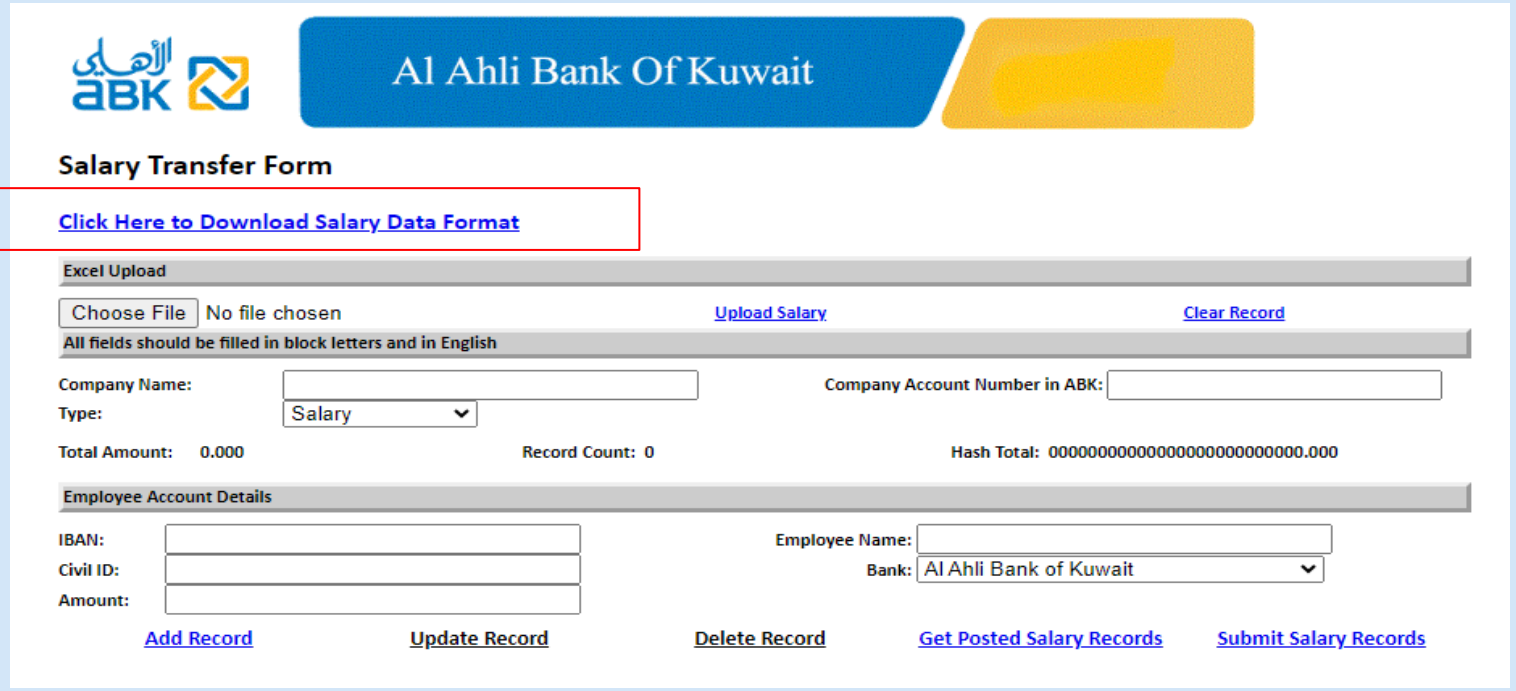
02

Excel File to be uploaded for salary payment

Excel File to be uploaded for salary payment

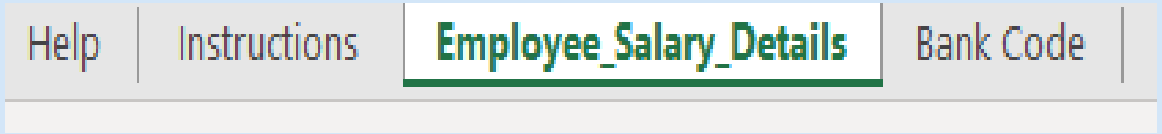
Customers can now upload company payments (Salaries, Allowances, Final Settlements, etc.) through an Excel sheet as a bulk transaction.

- Excel sheet is provided on our website - below screenshot specimen.



Excel File to be uploaded for salary payment

The Excel sheet will be empty (as shown below), customers can view all requirements, in order to create a valid salary Excel sheet by clicking the tab located under the table.



The Excel File to appear as below when employers complete the file.

Company Name	Test
Company Account Number with ABK	06[redacted]
Record Count	6
Total Amount	8,050.000
Hash Total	45387200172750.000

Please click this button to validate before saving the file

<--- Errors Appear Here

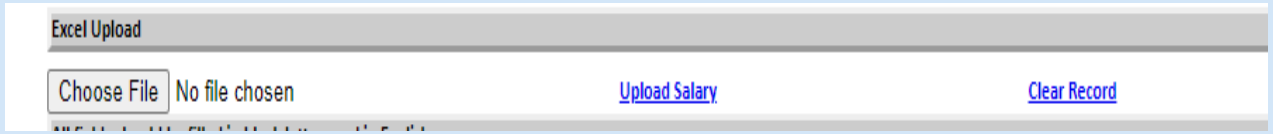
Salary System Ver 1.1/2017

Validate the Input Data

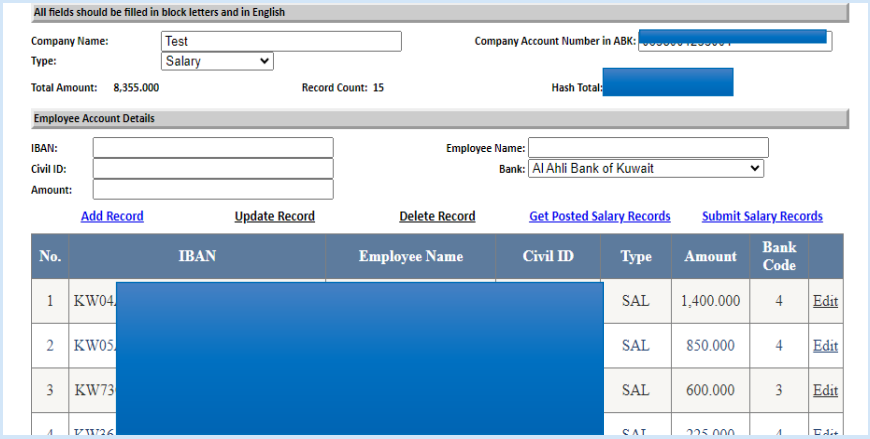
IBAN Number	Employee Name	Civil ID	Type	Amount	Bank Code
KW22ABKK000000[redacted]		288020000000	SAL	2,000.000	4
KW66ABKK000000[redacted]		288020000000	SAL	1,250.000	4
KW72ABKK000000[redacted]		288020000000	SAL	1,800.000	4
KW82ABKK000000[redacted]		288020000000	SAL	1,400.000	4
KW73GULB00000000[redacted]		288020000000	OTH	600.000	3
KW48NBOK000000000[redacted]		288020000000	SAL	1,000.000	1

Excel File to be uploaded for salary payment

To upload the excel sheet, Employers first click on “Choose file” in the Excel upload criteria.



Then click on upload salary, which will help process the payment, as the transaction will appear as below



Excel File to be uploaded for salary payment

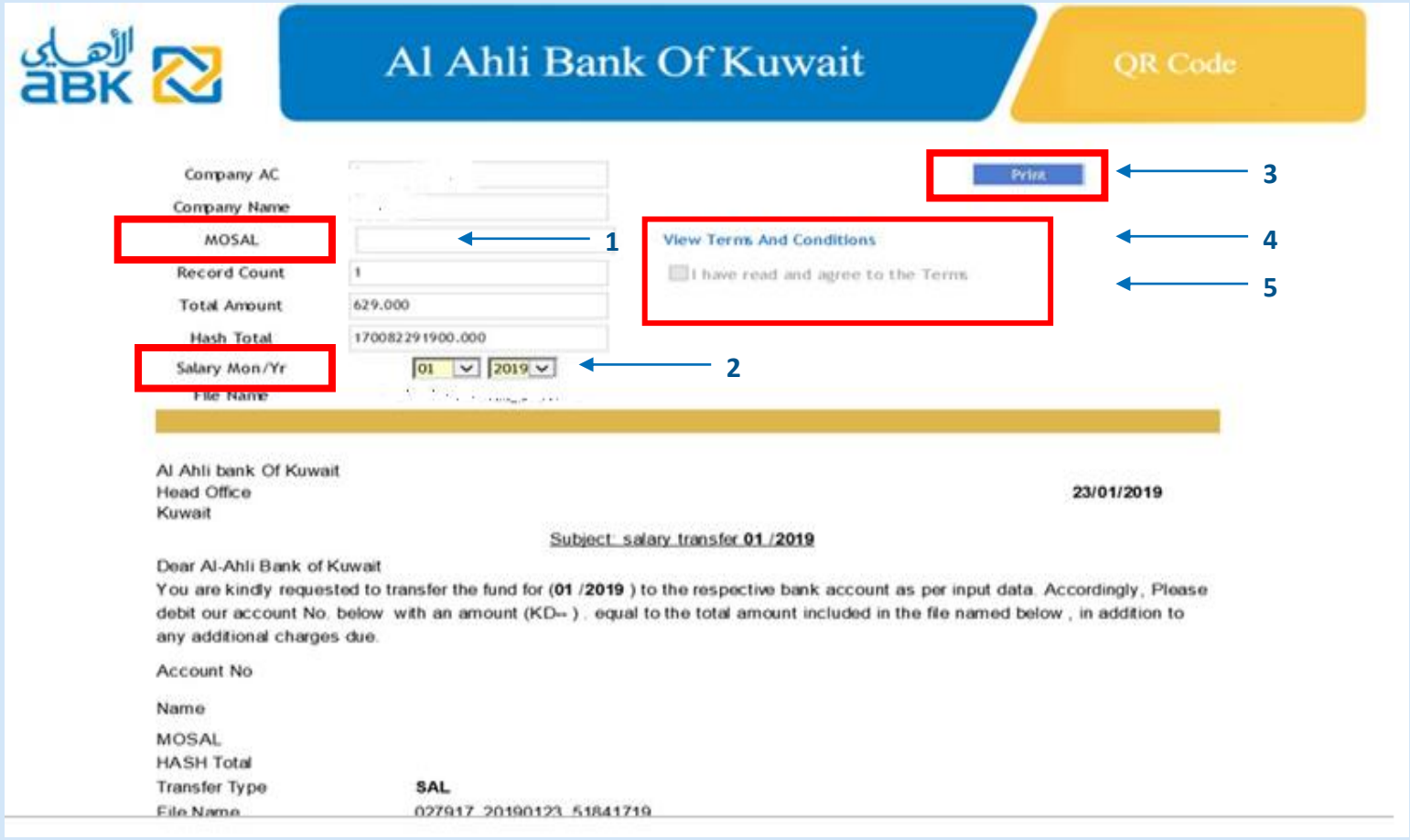
After passing CAPTCHA , to print Salary letter you have to :

1. Add MOSAL number (if you need the salary to be sent to the Ministry of Social Affairs)
2. Chose salary month and year (you cannot submit the same month, year and amount or the same type again)
3. View Terms and Conditions
4. Tick on the box after reading Terms and Conditions
5. Print salary letter as A4

03

Printing salary letter

Printing salary letter

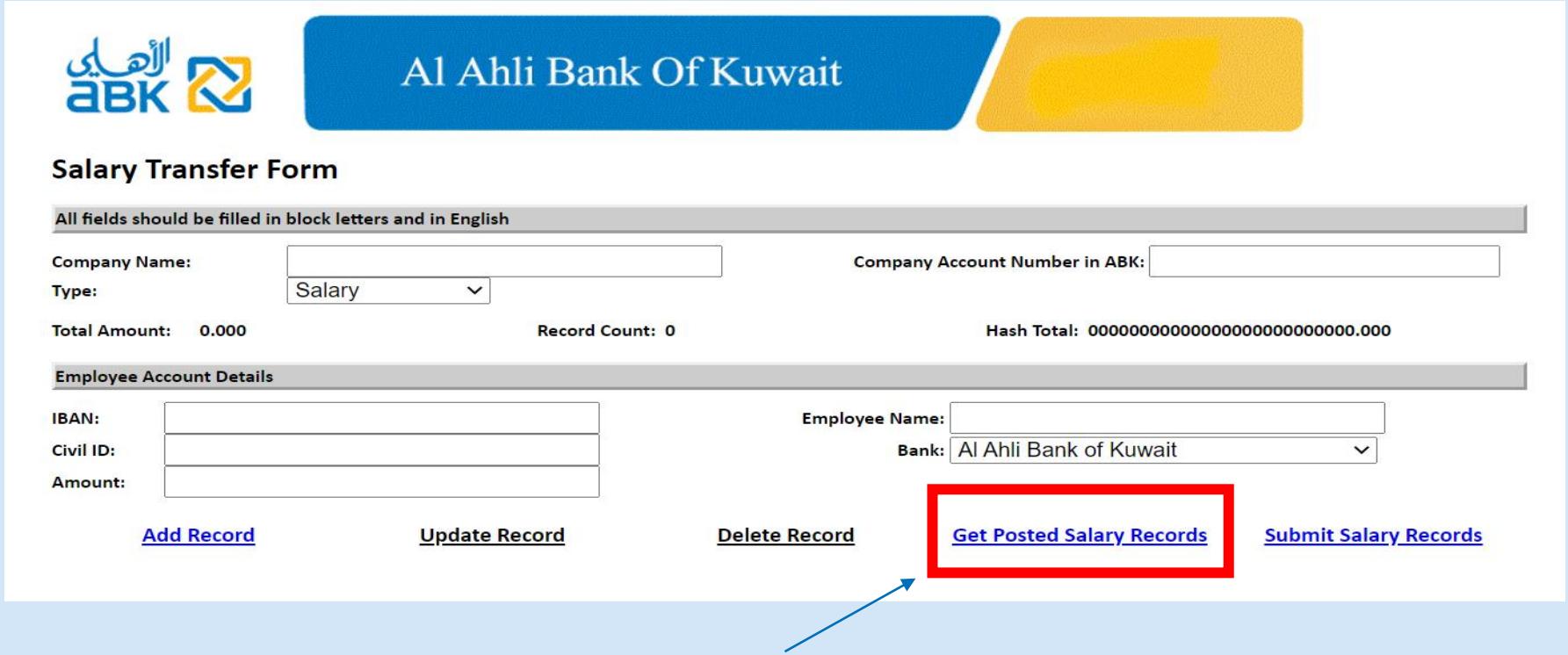


04

Retrieve Posted Salary Records

Retrieve Posted Salary Records

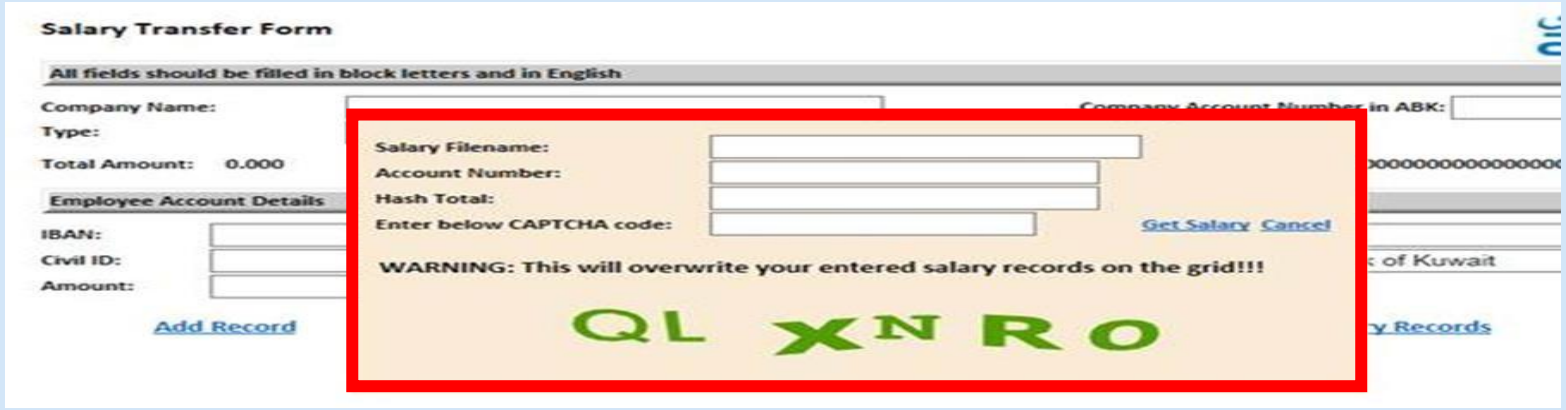
Click on GET POSTED SALARY RECORDS to retrieve employee salary records



Retrieve Posted Salary Records

Retrieve Posted Salary Records

- For security reasons, the following values have to be provided (to be validated) before posted salary records can be retrieved
  - . Salary file name
  - . Account number
  - . Hash total
  - . CAPTCHA code

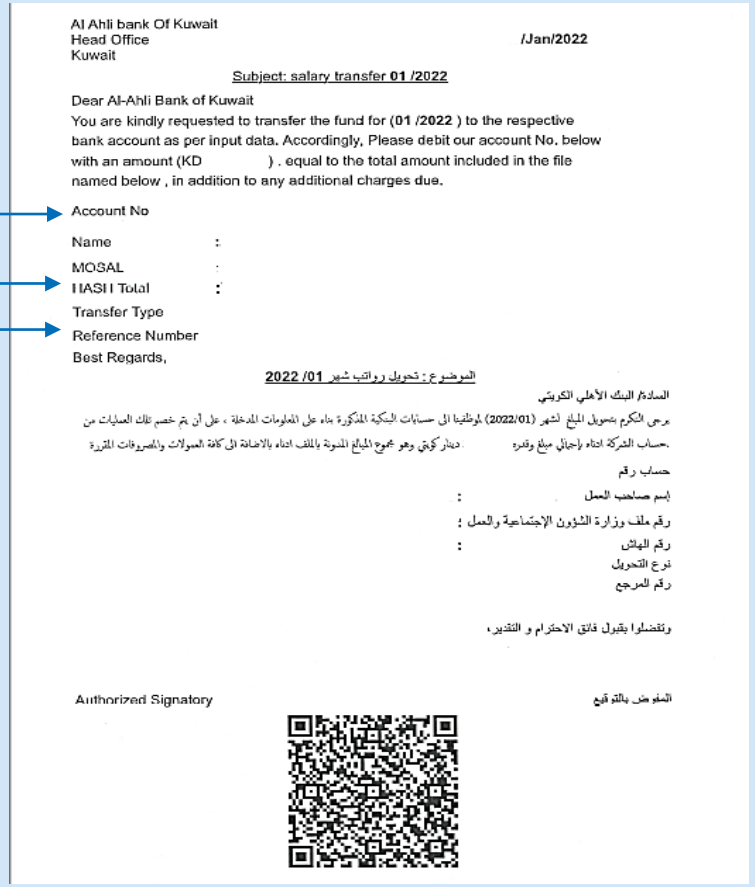


Salary Transfer letter

Account number

Hash total

Salary file name



Al Ahli bank Of Kuwait
Head Office
Kuwait

/Jan/2022

Subject: salary transfer **01** /2022

Dear Al-Ahli Bank of Kuwait
You are kindly requested to transfer the fund for (**01** /**2022**) to the respective bank account as per input data. Accordingly, Please debit our account No. below with an amount (KD) . equal to the total amount included in the file named below , in addition to any additional charges due.

Account No

Name :

MOSAL

HASH Total :

Transfer Type

Reference Number

Best Regards,

الموضوع : تحويل رواتب شهر 01/ 2022

السادة/ البنك الأهلي الكويتي

يرجى التكرم بتحويل المبلغ لشهر (2022/01) لموظفينا الى حسابات البنكية المذكورة بناء على المعلومات المدخلة ، على أن يتم خصم تلك العمليات من حساب الشركة اثناء بإجمالي مبلغ وقدره .دينار كويتي وهو مجموع المبالغ المدونة بالملف اثناء بالاضافة الى كافة العمولات والمصروفات المقررة

حساب رقم

إسم صاحب العمل :

رقم ملف وزارة الشؤون الإجتماعية والعمل :

رقم الهاش :

نوع التحويل

رقم المرجع

وتفضلوا بقبول فائق الاحترام و التقدير،

Authorized Signatory

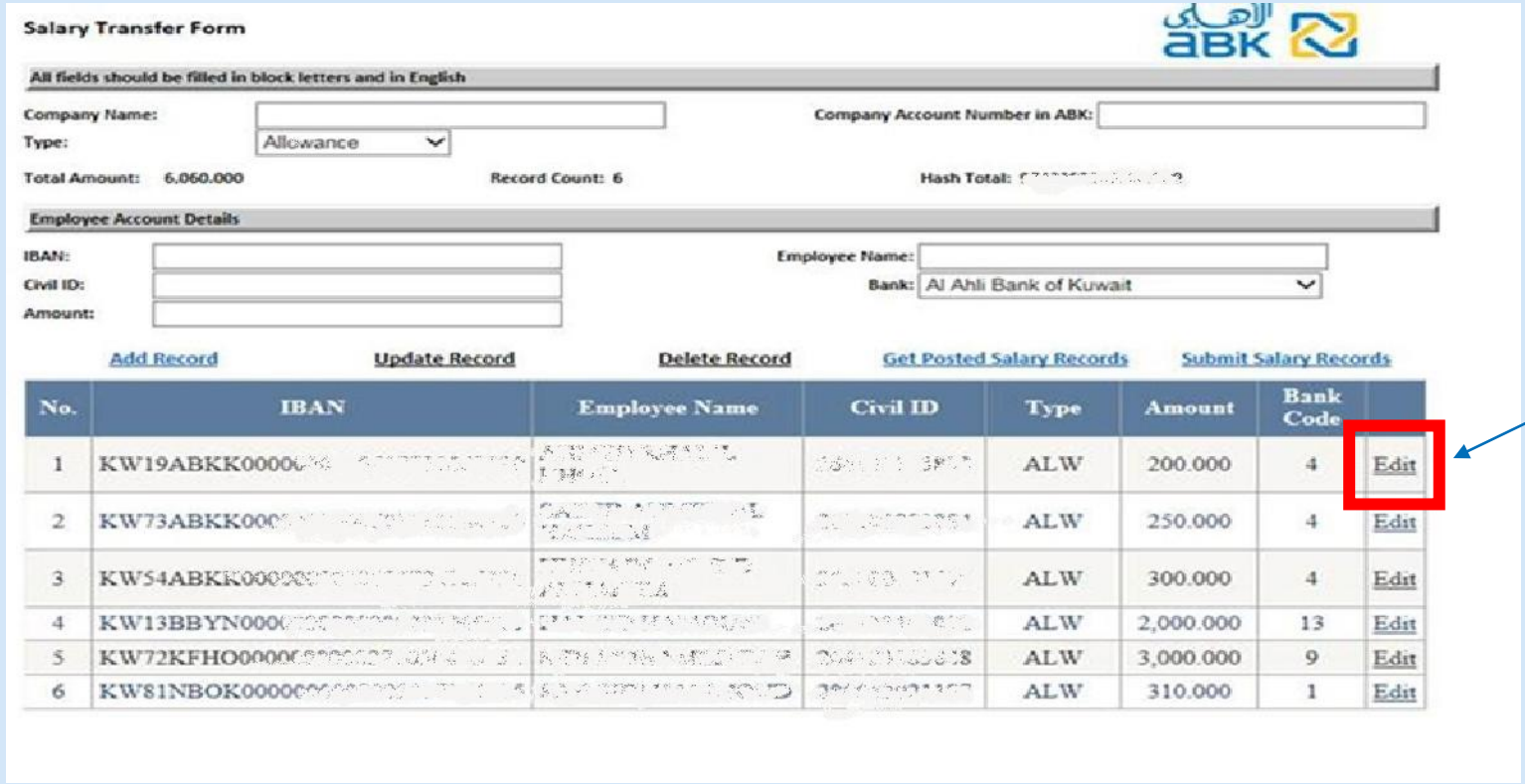
المفوض بالتوقيع

05

Edit / Delete or New records

Edit /Delete or new records Posted Salary Records

Retrieved records can be Edited/Deleted and new records can be added



Salary Transfer Form

All fields should be filled in block letters and in English

Company Name: | Company Account Number in ABK:

Type: Allowance

Total Amount: 6,060.000 | Record Count: 6 | Hash Total:

Employee Account Details

IBAN: | Employee Name:

Civil ID: | Bank: Al Ahli Bank of Kuwait

Amount:

Add Record | Update Record | Delete Record | Get Posted Salary Records | Submit Salary Records

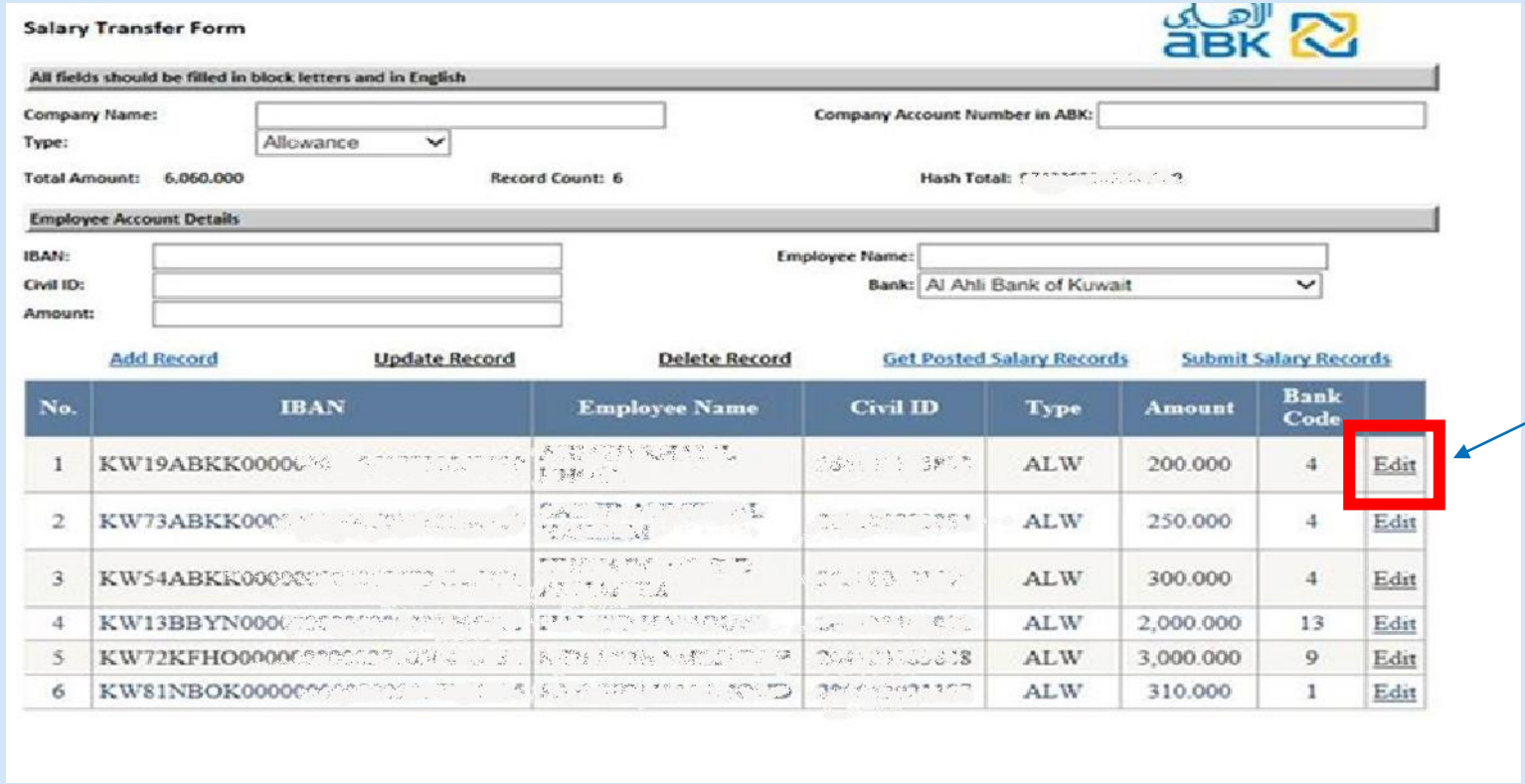
No.	IBAN	Employee Name	Civil ID	Type	Amount	Bank Code	
1	KW19ABKK0000			ALW	200.000	4	Edit
2	KW73ABKK000			ALW	250.000	4	Edit
3	KW54ABKK000			ALW	300.000	4	Edit
4	KW13BBYN000			ALW	2,000.000	13	Edit
5	KW72KFHO0000			ALW	3,000.000	9	Edit
6	KW81NBOK0000			ALW	310.000	1	Edit

06

Printing salary letter

Printing salary letter

Retrieved records can be Edited/Deleted and new records can be added



Salary Transfer Form

All fields should be filled in block letters and in English

Company Name: | Company Account Number in ABK:

Type: Allowance

Total Amount: 6,060.000 | Record Count: 6 | Hash Total:

Employee Account Details

IBAN: | Employee Name:

Civil ID: | Bank: Al Ahli Bank of Kuwait

Amount:

Add Record | Update Record | Delete Record | Get Posted Salary Records | Submit Salary Records

No.	IBAN	Employee Name	Civil ID	Type	Amount	Bank Code	
1	KW19ABKK0000			ALW	200.000	4	Edit
2	KW73ABKK000			ALW	250.000	4	Edit
3	KW54ABKK000			ALW	300.000	4	Edit
4	KW13BBYN000			ALW	2,000.000	13	Edit
5	KW72KFHO0000			ALW	3,000.000	9	Edit
6	KW81NBOK0000			ALW	310.000	1	Edit

07

Important Notes

Important Notes

Dear ABK customer, kindly find the below notes for your information :

1. Any IBAN Outside Al-Ahli bank of Kuwait takes one working day to be transferred.
2. Issue date letter should be less than 6 months to be accepted by the system
3. Please consider fees either for(MOSAL, Al-AMIL, other Bank accounts….etc.)
4. Two copies are printed . One with QR code and one without.
5. Make sure to submit Bank copy (with QR code) to any branch you visit
6. Keep the copy with the file number with you for further information In the future and to retrieve salary records again.
7. QR code should be on the same page as the paper that you wish to submit
8. We will only accept the printed paper not a screenshot of the website
9. Any letter containing file name of the payment will be rejected on the spot