

Master Account Creation/Amendment Form		
Master Type:	Customer Account	This column to be filled by the requested person
	Existing Customer Code (For amendment)	
1	Customer Name	
2	UAE VAT Registration Number	
3	Customer Address:	
4	PO Box:	
5	State	
6	Country	
7	Telephone Number	
8	Contact Person Name	
9	Mobile Number	
10	Email address	
11	Nature of Business with Al Hamra (specify the details)	
Bank Account Details (It is mandatory for vendor master creation)		
11	Bank Account Name	
12	Account Number	
13	IBAN	
14	Bank Name	
15	Bank Branch	
16	Bank Address	
17	Bank State & Country	
18	Bank SWIFT Code	
<p><u>Documents Required for Customer</u> Customer Creation/Amendment Form Customer bank account details (along with bank proof - cheque copy/statement copy/bank letter etc.) Trade License Copy UAE VAT Registration copy</p>		
<u>Requested Person Name & Signature</u>		<u>Approved by Department Head</u>
<u>Approved by Finance Department</u>		<u>Created by</u>

Note: Finance has to validate for any existing master for the vendor/ Customer / GL account