

GUIDE TO MAKE A BANK TRANSFER – Anglican Church in Qatar

This guide has been split into two parts:

PART I. Adding “Anglican Church in Qatar” as a beneficiary (*needs to be done ONLY once*)

PART II. Completing the Bank Transfer

PART I. ADDING ACQ AS BENEFICIARY

1. Login to your Bank account as you usually do.
2. Find the tab “Fund Transfer” or “Transfers” and select “Other Accounts.” You will need to “Add” the Anglican Church in Qatar as a new beneficiary. (*to be done only 1st time*)
3. Pick “Add Beneficiary” in Fund Transfer
4. Please enter details of the ‘**BENEFICIARY.**’ Do NOT miss any field as shown below:

The Anglican Church in Qatar
The Anglican Centre, Religious Complex
P.O. Box 3210
Doha, Qatar

5. Please enter the required information of the beneficiary’s Bank Account. Do NOT miss any field. Also do NOT provide details they have not asked for

Name of the Bank: The Commercial Bank (QSC)

Account No: 4580-582979-001

Bank Address: PO Box 3232, Doha, Qatar

Account Name: Anglican Church in Qatar

IBAN No: QA02CBQA000000004580582979001

Branch No: 4580

Currency: QAR

Swift Code: CBQQAQQA

6. Once you have completed entering all details, you will need to ‘Activate’ this beneficiary. To do this, click the hyperlink labelled “Activate”. This will trigger the release of an OTP to your phone numbered link to your bank account.
7. Enter the OTP from your phone (and you will receive an acknowledgement “*Beneficiary activation completed successfully.*”
8. Now you are ready to go to part II and complete the Bank Transfer

II. COMPLETING THE BANK TRANSFER

1. Login to your Bank account as you usually do.
2. Find the tab “Fund Transfer” or “Transfers” and select “Other Accounts.”
3. Pick “Anglican Church in Qatar” that is listed under your beneficiaries
4. Complete the transfer details as required. Please note TWO important details.
 - a. The church’s account is a “**Business Account**” and not a “Personal Account”
 - b. For the “**Purpose of Remittance**” ONLY pick “*Payments for any other services*” and for “Details to Beneficiary” type “*Monthly support to my church*” or something similar. Do not use words like “charity” or “pledge” etc.
5. Select “**Submit**” and you are done. You may have one more step if your bank uses OTP verification for Transfers.