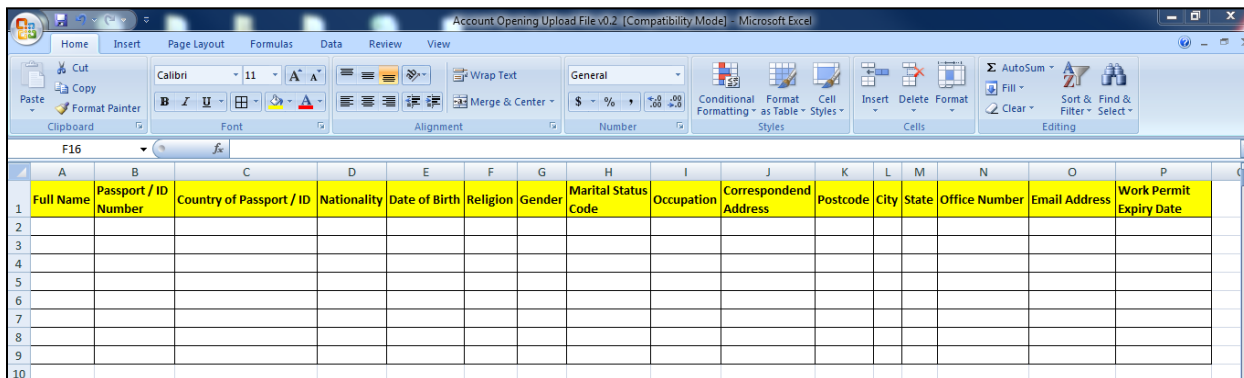


Document Name	Alliance BizSmart (Foreign Worker Employee Account Opening)
Version	Version 1.0

1. Excel Spreadsheet

If you are using the excel spreadsheet provided by the bank, please ensure that all information required is keyed in the respective column prior uploading of file.

Warning: Please do not delete or edit the labels highlighted in yellow.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Full Name	Passport / ID Number	Country of Passport / ID	Nationality	Date of Birth	Religion	Gender	Marital Status Code	Occupation	Correspondend Address	Postcode	City	State	Office Number	Email Address	Work Permit Expiry Date
2																
3																
4																
5																
6																
7																
8																
9																
10																

Account opening for Mobile Foreign Remittance
File Type

Microsoft Excel (.xls only)

Required Information	Column In Excel/Labels	Length	Type	Mandatory/Optional
Staff Name (Complete name as per passport)	Full Name	80	Character	Mandatory
Staff Passport/ID Number (Foreign Worker passport number)	Passport/ID Number	40	Character	Mandatory
Origin country of the passport issued (Refer to appendix section A)	Country of Passport/ID	2	Character	Mandatory
Nationality of the foreign worker (Refer to appendix section A)	Nationality	2	Character	Mandatory
Date of Birth of the foreign worker (i.e. Numeric (ddmmyyyy))	Date of Birth	8	Character	Mandatory
Religion Code (Refer to appendix section B)	Religion	1	Character	Mandatory
Gender Code (M – Male ; F – Female)	Gender	1	Character	Mandatory
Marital Status <ul style="list-style-type: none"> S – Single M – Married D – Divorced U – Undisclosed W – Widow / Widower P – Separated 	Marital Status Code	1	Character	Mandatory
Occupation Code (Refer to appendix section C)	Occupation	4	Character	Mandatory
Correspondence Address of the foreign worker	Correspondence Address	120	Character	Mandatory
Postcode	Postcode	5	Numeric	Mandatory
City (City for the foreign worker to be based)	City	20	Character	Mandatory
State (State of the foreign worker to be based) (Refer to appendix section D)	State	1	Character	Mandatory
Office contact number	Office Number	11	Numeric	Mandatory
Email address of the foreign worker	Email Address	30	Character	Optional
Work permit expiry date with at least 6 months validity (i.e. Numeric (ddmmyyyy))	Work Permit Expiry Date	8	dd/mm/yyyy	Mandatory

Appendix
Section A: Country of Passport/ID/Country Code

Code	Description	Code	Description
BD	BANGLADESH	IN	INDIA
NP	NEPAL	PH	PHILIPPINES
MM	MYANMAR	VN	VIETNAM
ID	INDONESIA	LK	SRI LANKA

Section B: Religion Code

Religion Code	Religion Description
B	BUDDHISM
C	CHRISTIANITY
H	HINDUISM
I	ISLAM
O	OTHERS
S	SIKHISM
T	TAOISM

Section C: Occupation Code

Code	Description
C005	CLEANER
G001	GENERAL/FIELD WORKER
O003	OPERATOR/RECEPTIONIST
P004	PROMOTER/WAITER
S001	SALES/MARKETING PERSONNEL
S003	SECURITY GUARD/PERSONNEL
D005	DESPATCH/COURIER
S005	SHOP KEEPER/ASSISTANT
F002	FOREMAN/MECHANIC/TECHNICIAN/SKILLED PERS
Code	Description
N002	NURSE
D004	DRIVER
C006	CONSTRUCTOR
O002	OTHERS
A001	ACCOUNTANT
A002	ADVOCATE/SOLICITOR
A003	AGENT/BROKER
A004	ANALYST/PROGRAMMER

A005	ARCHITECT
A006	ARMED FORCES
A007	ATHLETE/SPORTSMAN
A008	AUDITOR
C001	CHEMIST
C002	CLERICAL & RELATED
C003	COACH/INSTRUCTOR
C004	CONSULTANT/SPECIALIST
D001	DENTIST
D002	DIRECTOR
D003	DOCTOR/SURGEON
E001	ENGINEER
E002	EXECUTIVE/MANAGER & ABOVE
F001	FIREMAN
H001	HOMEMAKER
H002	HAWKER
J001	JOURNALIST/AUTHOR
J002	JUDGE/MAGISTRATE/JUDICIAL OFFICIAL
L001	LECTURER/TEACHER
M001	MUSICIAN/ARTISTE
N001	NON-CLERICAL & RELATED
O001	OPTOMETRIST/OPTICIAN
P001	PHARMACIST
P002	PILOT
P003	POLICE
R001	RELIGIOUS WORKER
R002	REMISSER/DEALER
R003	RETIREE
S002	SECRETARY/STENOGRAPHER
S004	SELF-EMPLOYED/BUSINESS OWNER
Code	Description
S006	SOCIAL/VOLUNTARY WORKER
S007	STUDENT
S008	SURVEYOR
T001	TAILOR/DRESSMAKER

Section D: State Code

State Code	State Name
A	PERAK
B	SELANGOR
C	PAHANG
D	KELANTAN
E	W.P. PUTRAJAYA
J	JOHOR
K	KEDAH
L	W.P. LABUAN
M	MELAKA
N	NEGERI SEMBILAN
P	PULAU PINANG
Q	SARAWAK
R	PERLIS
S	SABAH
T	TERENGGANU
W	W.P. KUALA LUMPUR