

The QIIB Salary Card is a banking solution designed to enable you pay salaries to your employees, who earn up to QAR 5,000 per month. Salaries will be directly deposited to the employee's Salary Card and can be used at any ATM or Point of Sale purchases in the State of Qatar. The format for the Salary Card Creation file is to be submitted as per the below:

بطاقة الراتب من الدولي الإسلامي هي حل من الحلول البنكية المصممة لتمكينك من سداد رواتب موظفيك الذين يتقاضون مبلغاً يصل شهرياً إلى 5,000 ر.ق. يتم إيداع الرواتب مباشرة في بطاقة الراتب التي تستخدم في أيّ جهاز صراف آلي أو نقطة بيع داخل دولة قطر. يتم تقديم ملف طلب بطاقة الراتب على النحو التالي:

#### SALARY CARD FILE (SCF) NAMING CONVENTION

The SCF file name should be comprised of the following:

- “SCF” - the text used for identification of the Salary Card Files (3 characters, TEXT (3))
- QIIB Account Number (6 characters, NUMBER (6))
- Bank's short name (4 characters, TEXT(4))
- File creation date (8 digits, NUMBER(8), DDMMYYYY)
- File creation time (4 digits, NUMBER(4), hhmm)
- Extension: CSV

Each section will be separated by an underscore (“\_”)

#### EXAMPLE

SCF\_123456\_QIIB\_01032019\_1216.csv

#### SCF

SCF records contain the information about employees.

#### SCF FIELDS

FIELD NAME	FIELD TYPE	FORMAT / COMMENTS	USAGE
QIIB Account Number	Number (6)	QIIB Basic Account Number, which is the middle 6 digit number. i.e. 1111-‘XXXXXX’-001	Mandatory
ID Type	Character (1)	1 – QID 2 – Passport	Mandatory
ID Number	Character (20)		Mandatory
Gender	Character (1)	1 – Male 2 – Female	Mandatory
English Name (as per QID)	Character (35)		Mandatory
Embossing Name (English)	Character (15)		Mandatory
ID Issue Date	Date	DDMMYYYY	Mandatory
ID Expiry Date	Date	DDMMYYYY	Mandatory
Date of Birth	Date	DDMMYYYY	Mandatory
Mobile Number	Number (8)		Mandatory
Employee Number	Number (6)		Mandatory
Nationality	Character (2)	ISO Code	Mandatory
Preferred Language	Character (2)	AR – Arabic EN – English	Mandatory
Email Address	Character (50)		Mandatory