



USER MANUAL
ROSHAN DIGITAL ACCOUNT

Owner	Type
Business & Technology Department	User Manual

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Section no.	TABLE OF CONTENTS	Page no.
0	Overview	1
1	Apply Now	1
2	Login	1,2
2.1	• User name and Password	2
2.2	• Unlock my account	3
2.3	• Forgotten Password	3
3	Start New application	4
3.1	• Resume	4
3.2	• New Application creation	4,5
3.3	• One time OTP	5
3.4	• Entering OTP PIN	6
3.5	• Account Information	6
3.6	• Personal Information	7
3.7	• Photos and documents	7,8
3.8	• Declaration	9
3.9	• Application Submission	10
4	Main Menu	10
5	Accounts	11
5.1	• Open New Account	11
5.2	• Account Statement	12
5.3	• Account Summary	12
6	Financial Services	13
6.1	• Funds transfer	14
6.2	• Naya Pakistan Certificate Issuance	15
6.3	• Islamic Naya Pakistan Certificate Issuance	15,16
6.4	• Premature encashment of NPC/INPC	16
6.5	• Term deposit issuance	17
6.6	• Riba Free Certificate (RFC) issuance	17
6.7	• Term Deposit / Riba Free Certificate (RFC) Encashment	18
6.8	• CDC investment (Islamic/Conventional)	18
6.9	• Other Request	19
6.10	• Request Summary	19
7	Non-financial Services	20
7.1	• Change of address or contact number	21
7.2	• Certificate of Account	21
7.3	• Account closure	22
7.4	• CDC account opening	22

7.5	• Other Request	23
7.6	• Request(s) summary	23
7	Change password	24
8	Logout	24

Overview: Roshan digital account is specifically created for overseas Pakistanis, who can create this account living in foreign countries and can directly credit this account by their foreign currencies. They can operate this account here in Pakistan sitting abroad where amount can be converted into PKRs and they can simply use it for investments in Pakistan, for paying any sort of bills and for many other purposes directly without involvement of any channel.

Apply Now: You will be able to apply for Roshan Digital Account from BOP website by simply clicking on “APPLY NOW” button.

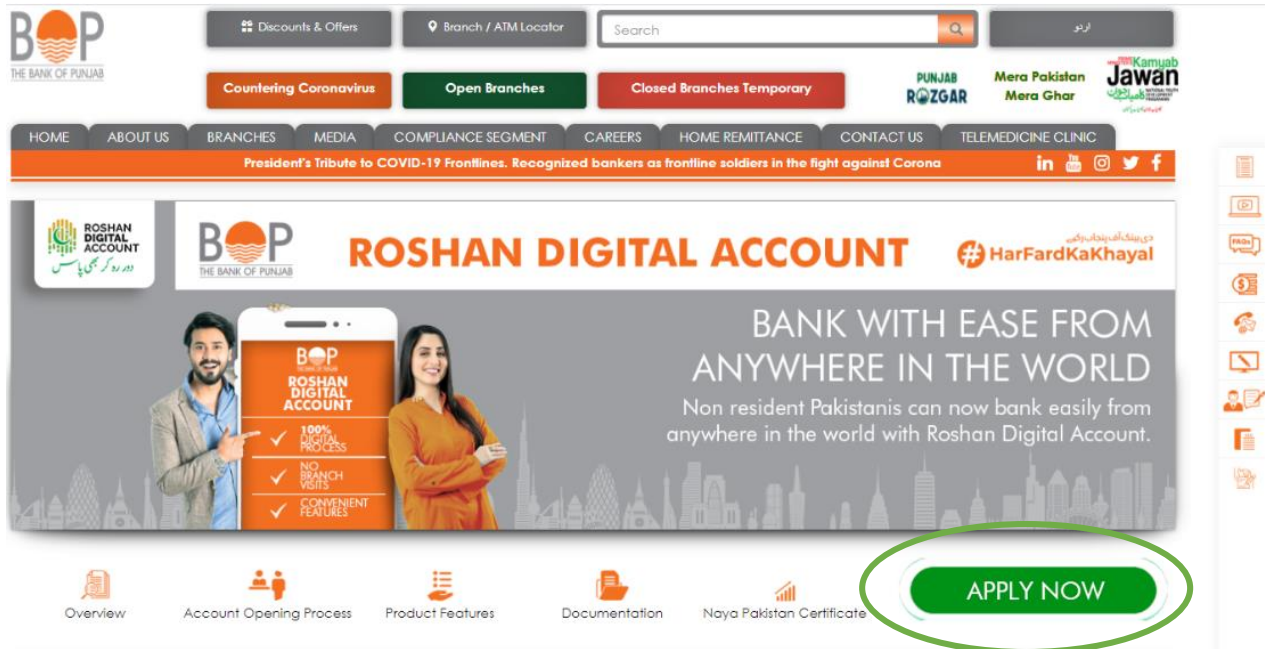


Fig: 1

Login: If account has already been created then you will be able to **Login** to your account anytime by giving credentials.

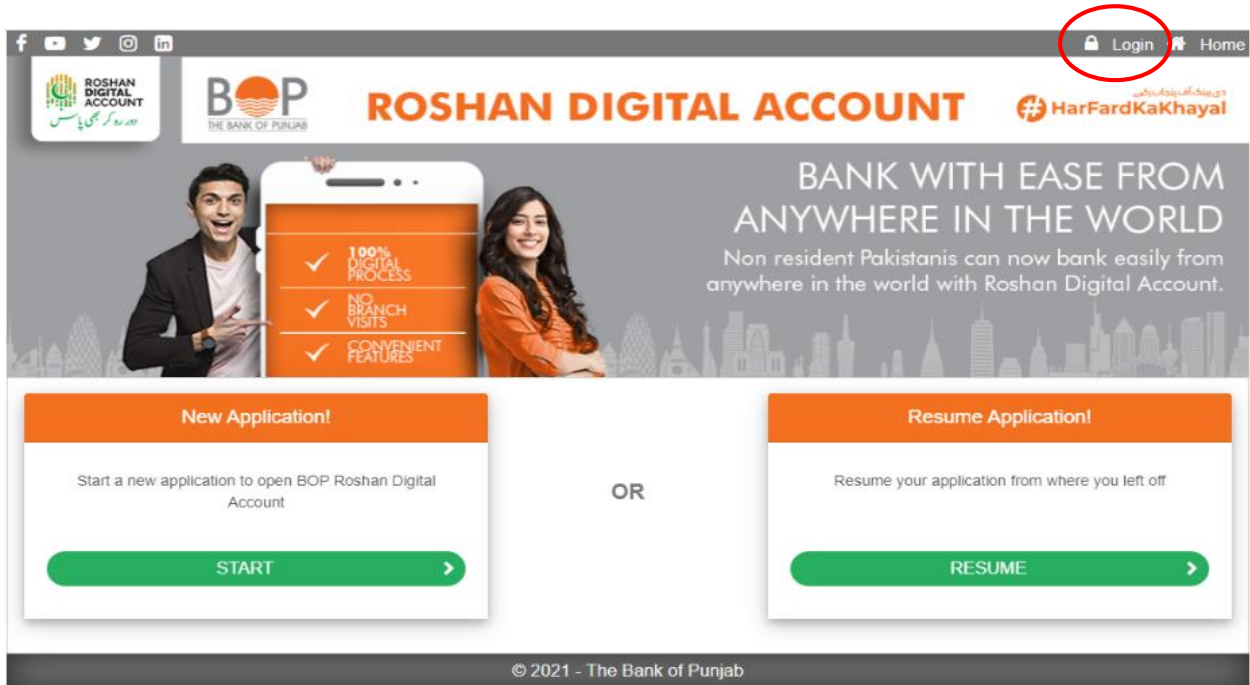


Fig: 2

USERNAME & PASSWORD: By Entering credentials in **USERNAME & PASSWORD** dialogue box and checking **CAPTCHA**, you will be able to login to your account.

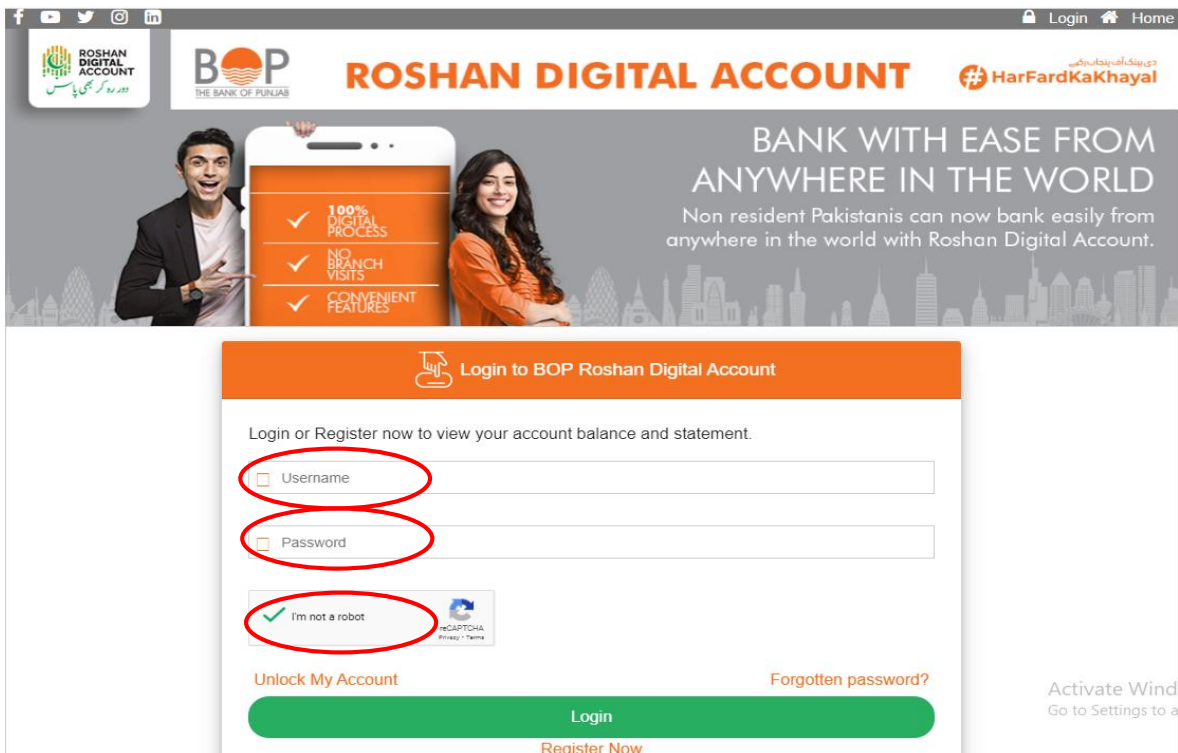


Fig: 3

Unlock My Account: By clicking on Unlock My Account, you will be able to unlock your blocked account by giving email ID and following up the link provided in the email.

Forgotten Password: By clicking on Forgotten Password, you will be able to access back your account by giving email ID and following up the link provided in the email.

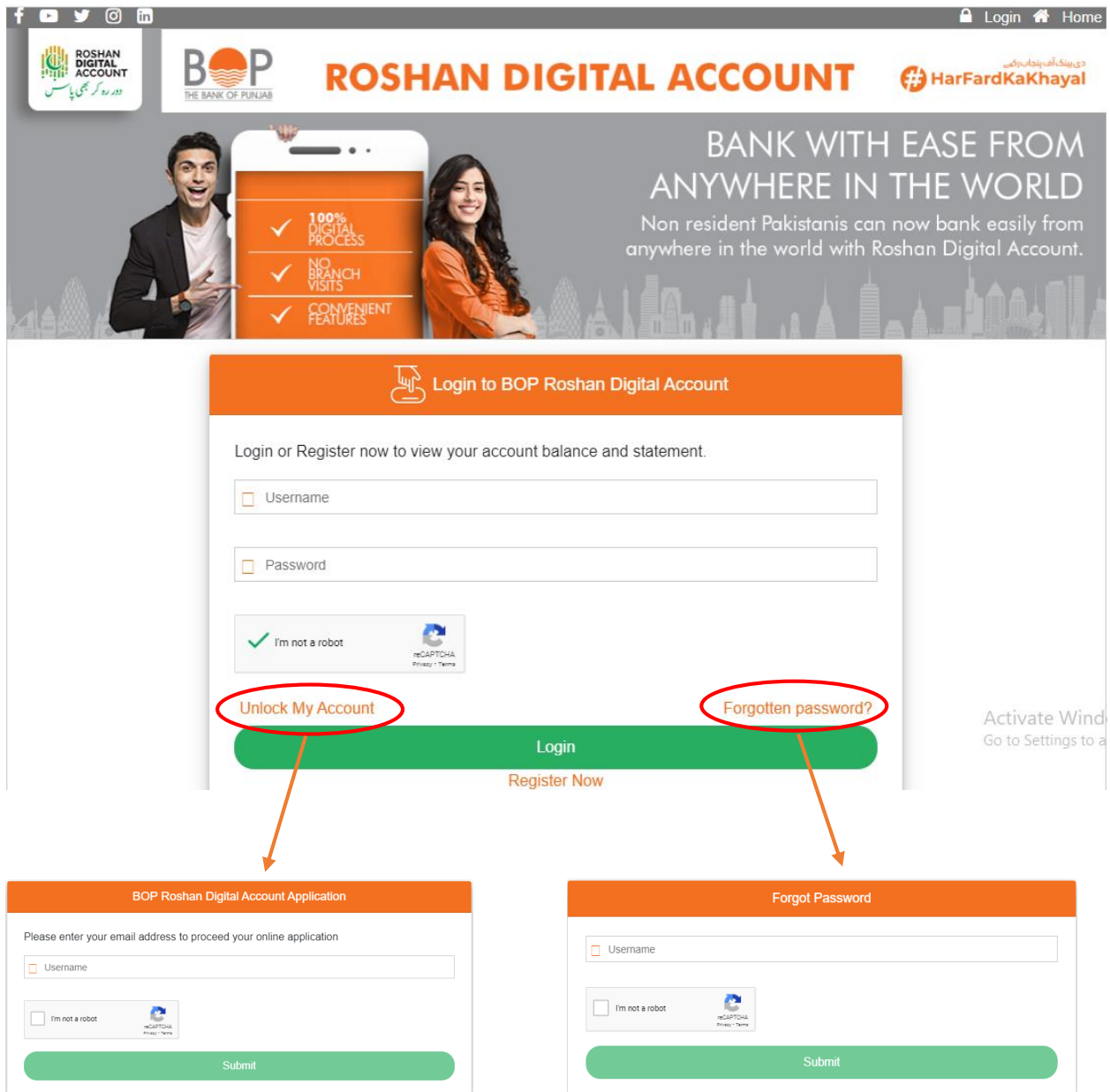


Fig: 4

RESUME: If application is left in between or incompleted, you will be able to resume from the same point where you left by clicking on **RESUME** button, all entered information will be saved automatically.

START new application: By clicking on **START** button you will be able to start new application of Roshan Digital Account.

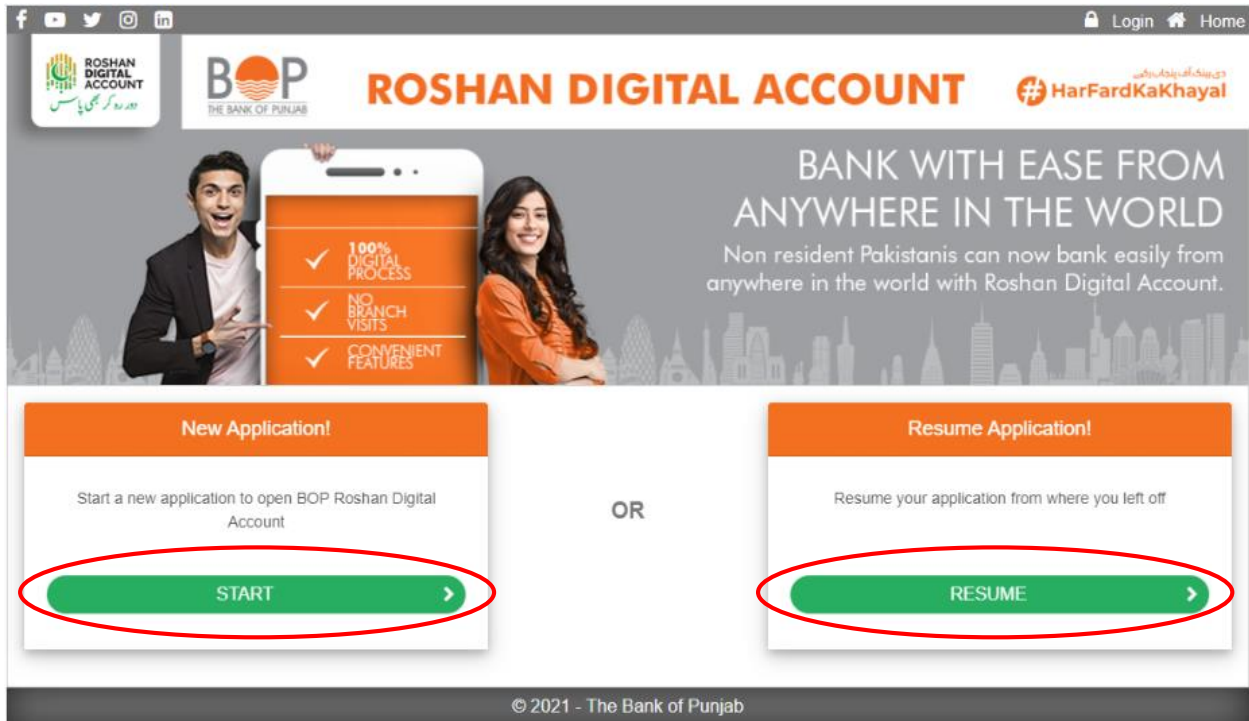


Fig: 5

New Application creation: By giving your email ID and checking CAPTCHA, you will be able to start your new account application

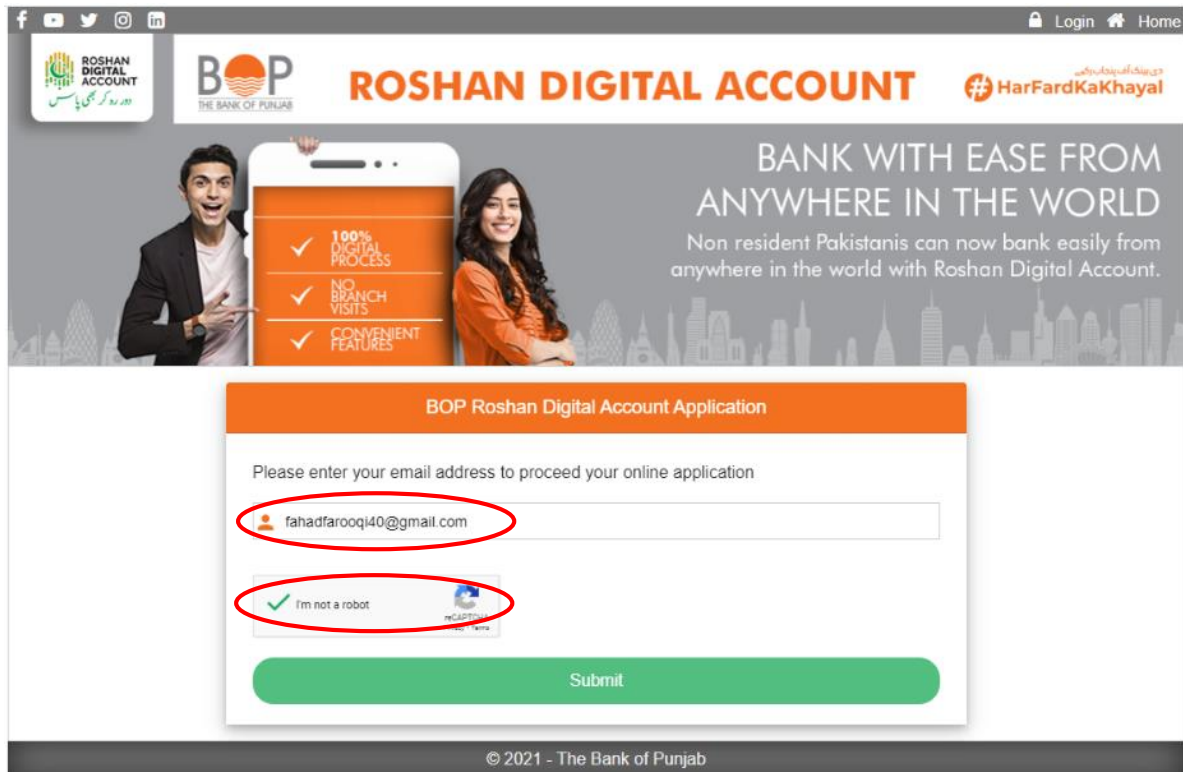


Fig: 6

One Time OTP: After entering your email ID for new account opening, you'll get a password on provided email ID for verification.

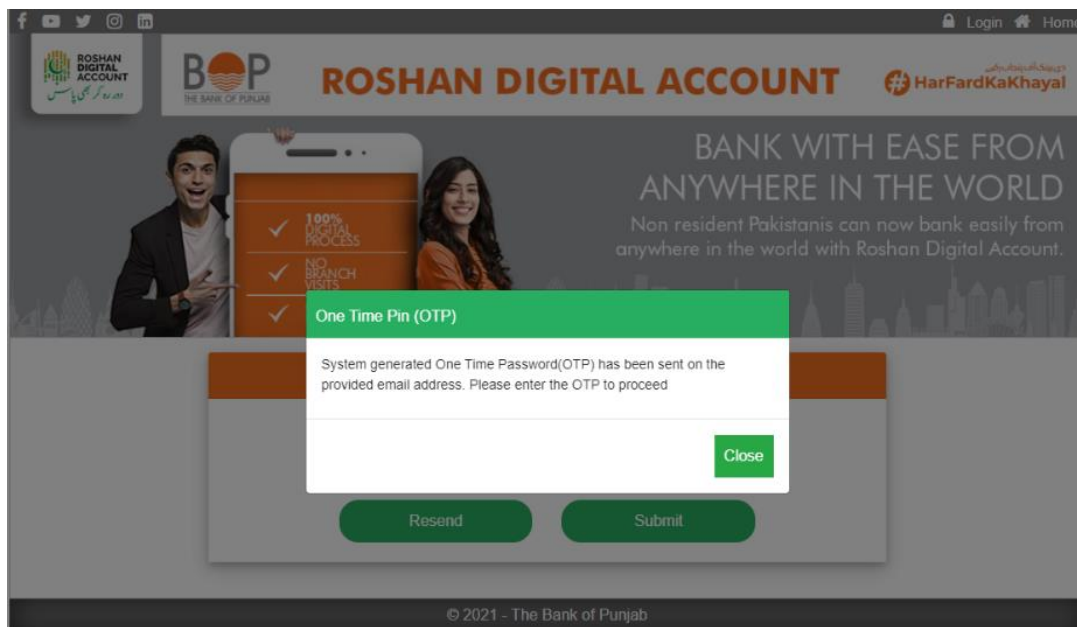


Fig: 7

Entering OTP PIN: By entering OTP PIN that you'll receive in your mail box, you'll be able to continue your new account application.

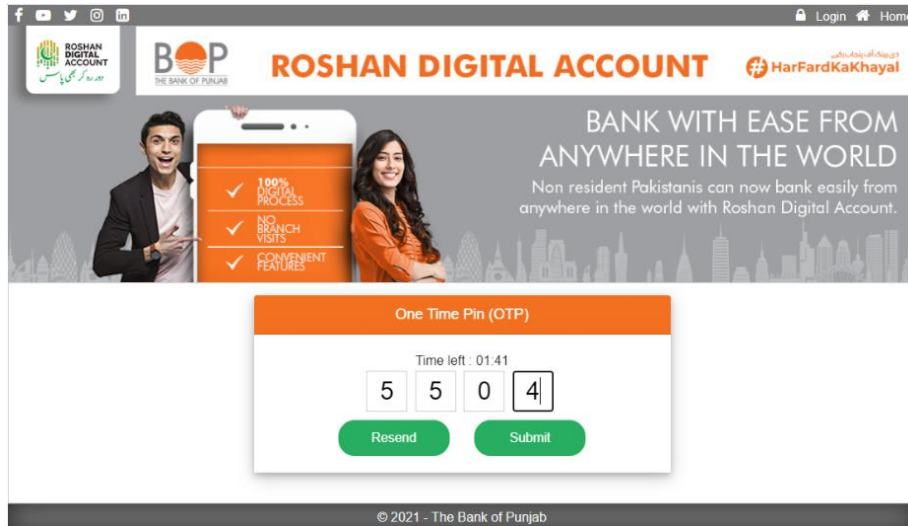


Fig: 8

Account Information: Out of 4 steps, the first step for creating account is giving **ACCOUNT INFORMATION** in which you'll give following information to proceed.

Save & Continue: By clicking on **Save and Continue** the system will take you to next window where you'll provide your personal information.

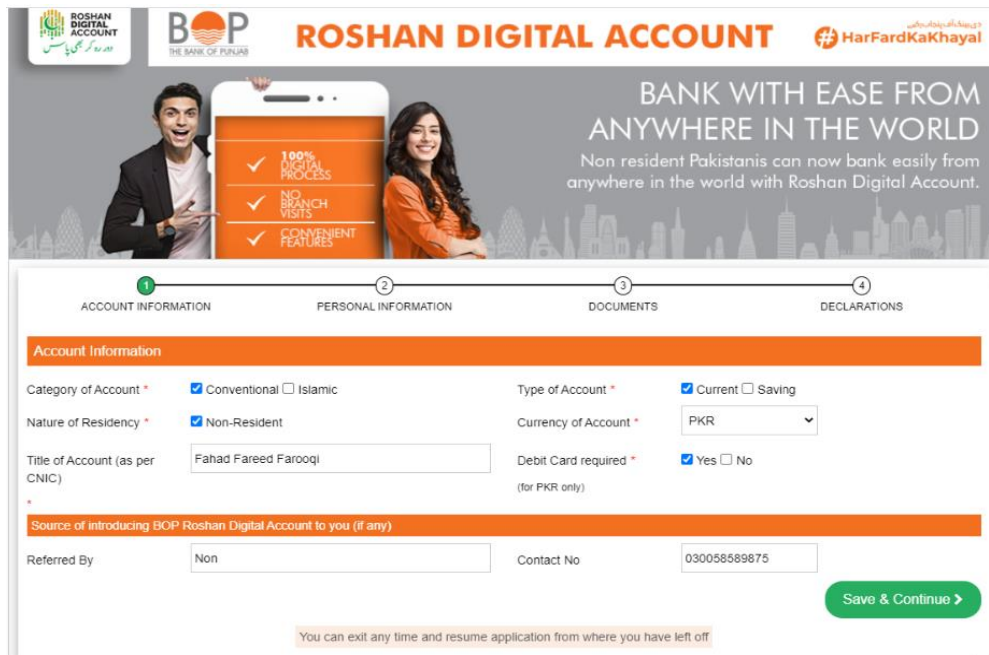


Fig: 9

Personal Information: The 2nd step of creating Roshan Digital Account is giving your personal information for creation where you'll provide all the details mentioned below.

- **Save & Continue:** By clicking on **Save & Continue** you'll proceed to step no.3 to complete your application.
- **Previous:** By clicking on previous button, you'll be taken back to previous window where you can edit any information that you provided earlier.

ACCOUNT INFORMATION	PERSONAL INFORMATION	DOCUMENTS	DECLARATIONS	
Personal Information				
Full Name as per CNIC/NICOP/POC *	fahad			
Father's/Husband's Name *	farooqi	Mother's Maiden Name *	xyz	
ID Type *	CNIC	ID Number *	3520256589752	
ID Date of Issue *	2012-01-19	Gender	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Others	
Date of Birth *	1996-12-30	Place of Birth *	Lahore	
Passport Number *	525315649864131232	Nationality-1 *	PAKISTAN	
Nationality-2	Select	Country of Residence *	Select	
	PAKISTAN		PAKISTAN	
Contact Detail				
Mobile No *	Pakistan	92 03236549	Mailing Address *	flat no.19/B, askari X
Landline No	Select		Postal/Zip Code *	54000
Additional Information				
Remitting Bank Name *	BOP	Remitting Bank Account No *	25854322165498432	
Source of Income *	SALARY	Any existing account with BOP	non	
Occupation/Profession *	Engineer			

Fig: 10

Photo and Documents: In step no.3 you'll provide all mentioned documents along with your photo to proceed on step no.4

- **Take photo:** By clicking on **Take Photo**, you'll be able to capture your photo directly from your camera.
- **Save photo:** After taking the photo you'll have to click on **Save Photo** button to save it in data that you're providing.
- **Choose file:** By clicking on choose file button you'll be able to upload your desired file from your browser.

- **Upload file:** After choosing the file, you've to click on upload file to save it in data that you're providing else it won't be saved in the information that you're providing.
- **Save & Continue:** By clicking on **Save & Continue** you'll proceed to step no.4 to complete your application.
- **Previous:** By clicking on previous button, you'll be taken back to previous window where you can edit any information that you provided earlier.
- **Remarks:** You can add any remarks in the given field of remarks that you think is important for bank to know while opening your account

ACCOUNT INFORMATION
PERSONAL INFORMATION
DOCUMENTS
DECLARATIONS

Photo and Documents

Note: Photo and all documents must be in (.jpg, .jpeg, .png, .pdf) formats only. Maximum size allowed is 10 MBs.

Camera View

Take Photo

Photo Captured

Save Photo

Documents

Original Scanned CNIC/NICOP/POC (Both front and back sides)*

Choose File
No file chosen
Upload File

Original Scanned Passport: First 2 pages - Pakistani and/or Foreign Country*

Choose File
No file chosen
Upload File

Signature on white paper stating identity number*

Choose File
No file chosen
Upload File

Proof of NRP Status - scanned copy of POC, visa, entry/exit stamps, Work permit etc.)*

Choose File
No file chosen
Upload File

Proof of Profession and Source of Income*

Choose File
No file chosen
Upload File

Your Remarks

Save Remarks

← Previous
Save & Continue →

Fig: 11

Declaration: After providing account information, personal information and uploading your documents the 4th and last step is **Declaration** where you'll be checking desired fields and confirming that you agree with terms & conditions.

- **Previous:** By clicking on previous button, you'll be taken back to previous window where you can edit any information that you provided earlier.
- **Save:** By clicking on **Save** button, all your provided information will be saved in the portal that you can access anytime if left incomplete
- **Preview:** By clicking on the **Preview** button, you'll be able to review all the information that you've provided in all 4 steps of Roshan Digital Account creation.
- **Submit:** By clicking on **Submit** button all your provided information will be submitted for creation of your Roshan Digital Account

1 ACCOUNT INFORMATION 2 PERSONAL INFORMATION 3 DOCUMENTS 4 DECLARATIONS

FATCA Confirmation

Are you a United States of America ("US") Resident or Citizen or US Permanent Resident holder (Green Card)? Yes No

Is your place of Birth in the United States of America or any US Overseas Territory? Yes No

Do you have US residential address or correspondence address or a US telephone number? Yes No

Have you either set up standing instructions to transfer money to an account maintained in the US/US Overseas territory or an account with US address OR have you granted a Power of Attorney or Signatory Authority to a person with a US address? Yes No

Do you have any "In care of" or "hold mail address" as the only address? Yes No

CRS Confirmation

Have you either set up payment standing instructions to transfer money to an account maintained in a country other than Pakistan or US/US territories or an account with an address of a reportable jurisdiction? Yes No

I am tax resident of Pakistan and/or USA only. Yes No

Declaration

I/We agree to the [Terms and conditions](#)

I/We agree to Non Resident/Resident Pakistani [Declarations](#)

< Previous Save Preview Submit >

You can exit any time and resume application from where you have left off

Fig: 12

Application Submission: Once you're done with the submission of your information, you'll get a confirmation message that your application has been submitted successfully.

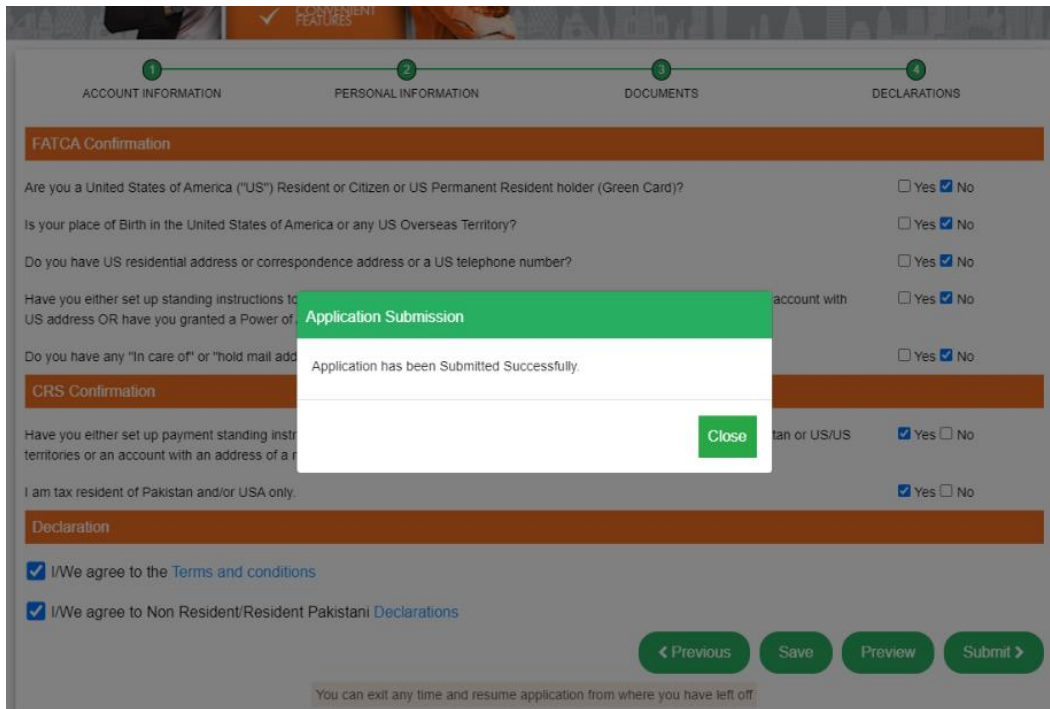


Fig: 13

Main Menu: After successful creation of your Roshan Digital Account, this will be the first landing page of your ID where you'll be able to manage your accounts, can have financial, nonfinancial services and can change your password anytime.



Fig: 14

Accounts: In the drop down menu of accounts, you'll be having option

1. To open another account
2. Request for account statement
3. View account summary

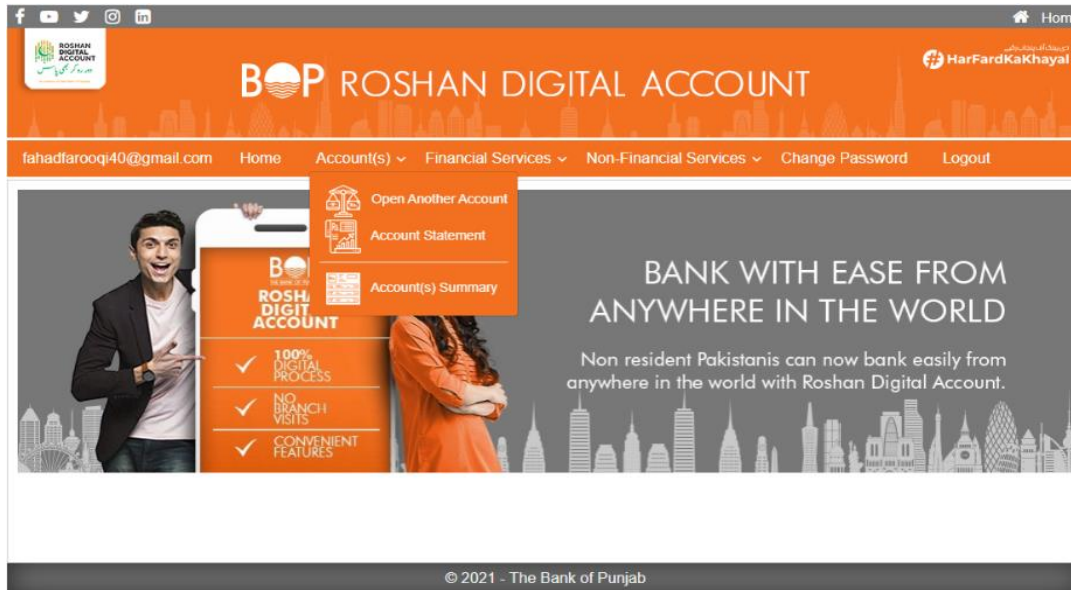


Fig: 15

- 1. Open new account:** For opening another account you have to follow all the instructions aforementioned that you used while creating account for the first time

The image shows the account opening form interface. At the top, there is a banner with the text 'BANK WITH EASE FROM ANYWHERE IN THE WORLD' and 'Non resident Pakistanis can now bank easily from anywhere in the world with Roshan Digital Account.' Below the banner is a progress bar with four steps: 1. ACCOUNT INFORMATION, 2. PERSONAL INFORMATION, 3. DOCUMENTS, and 4. DECLARATIONS. The 'ACCOUNT INFORMATION' step is currently active. The form includes fields for 'Category of Account' (Conventional, Islamic), 'Nature of Residency' (Non-Resident), 'Type of Account' (Current, Saving), 'Currency of Account', 'Debit Card required', and 'Source of introducing BOP Roshan Digital Account to you (if any)'. There are also fields for 'Referred By' and 'Contact No'. A 'Load Old Information' button is located at the top right, and a 'Save & Continue >' button is at the bottom right. A note at the bottom states 'You can exit any time and resume application from where you have left off.'

Fig: 16

- 2. Account Statement:** For getting an account statement you have to select the account of which you need account statement and you've to select time period as well. By clicking on Search button you'll get your account statement of mentioned period.

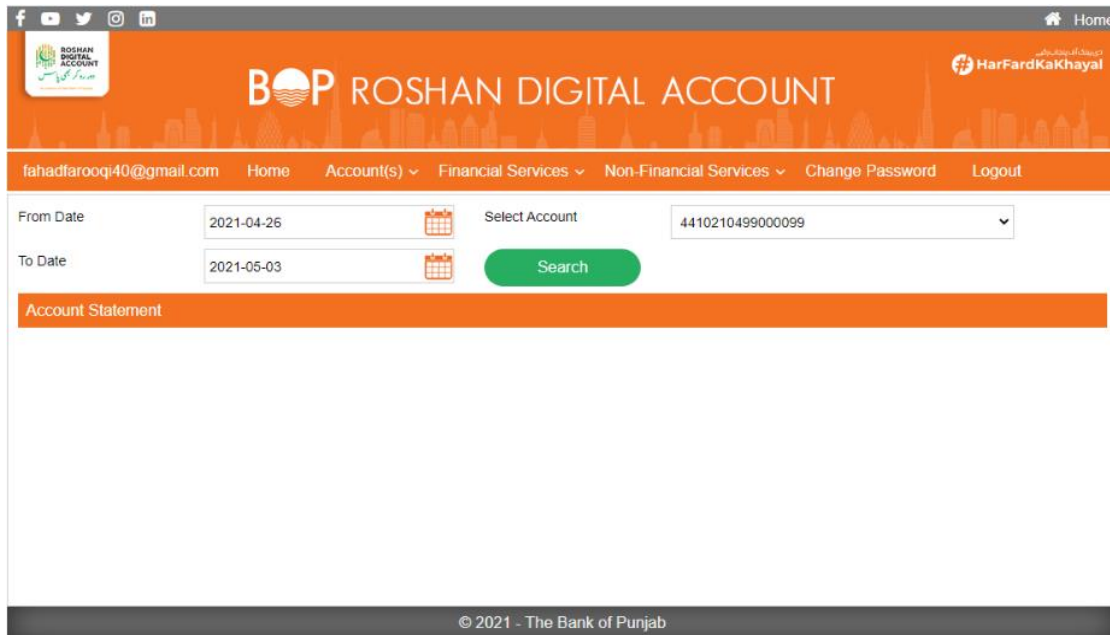


Fig: 17

- 3. Account Summary:** By clicking on account summary from drop down, you'll get display of all details of your accounts

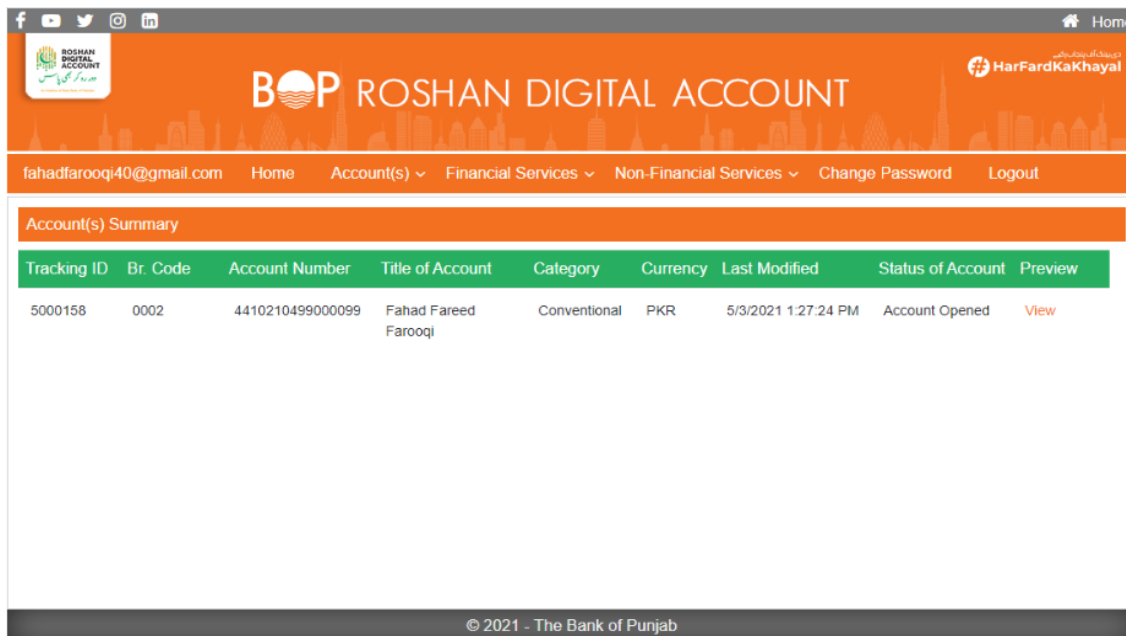


Fig: 18

Financial services: In financial services drop down, the portal will be giving you following services:

1. Funds transfer
2. Naya Pakistan certificate issuance
3. Islamic Naya Pakistan certificate issuance
4. Premature encashment of NPC/INPC
5. Term deposit issuance
6. Riba free certificate (RFC) issuance
7. Term deposit riba free certificate (RFC) encashment
8. CDC Investment
9. Other Request
10. Request Summary

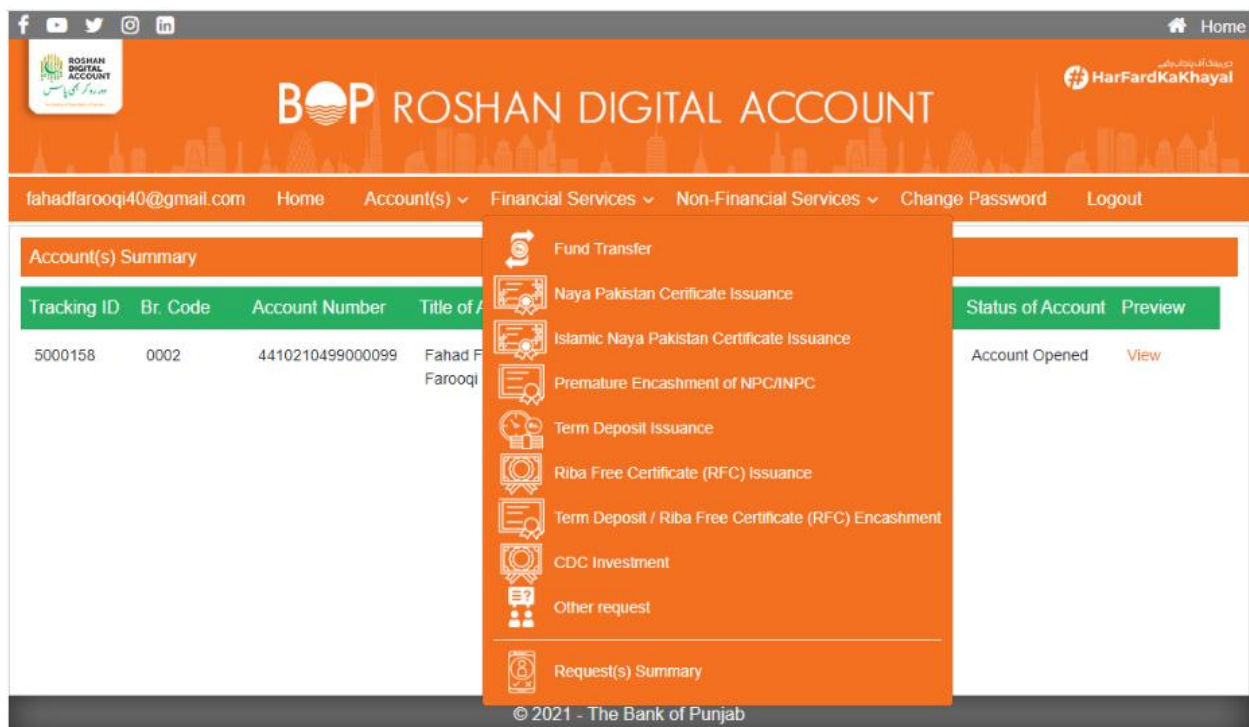


Fig: 19

- Funds Transfer:** By Pressing Submit button after filling customer information, Transaction details, beneficiary details and by agreeing with terms and conditions you'll be able to transfer funds to anyone.

Fund Transfer

Customer Information

Account No * 441021049900099 Type of Account Current

Account Title Fahad Fareed Farooqi Account Currency PKR

Please process following funds remittance against debit to my/our account

Type of Transaction * Select

Transaction Detail

Currency Select

Amount in Figures Amount in Words

Beneficiary Detail

Beneficiary Name Country Select

Beneficiary Address Beneficiary Contact

Beneficiary Relation Purpose

Bank Name

Branch Code Branch Name

NTN(For Entities) /CNIC(For Individual)

Beneficiary Account #/ IBAN (N/A for Pay Order/UC)

SWIFT Code (Only For Foreign Outward Remittance)

Authorization for Collection of Instrument (UC)

I/ We authorize below person to collect my above mentioned instrument on my/our behalf.

Authorized Person's Name and location of collection CNIC

Father/husband Name Contact

Terms and conditions governing UC/OFTT/Intra Bank Funds Transfer

I hereby confirm that information provided herein is correct and verifiable with all risks and consequences on my/ our part. I/We have also read, understood and accepted the [Terms & Conditions](#)

Submit

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Fig: 20

2. Naya Pakistan Certificate Issuance: By pressing submit button after filling Customer information, investment details including amount, currency type, tenure and by agreeing with terms and conditions, user will be able to get Islamic Naya Pakistan Certificate. This certificate is issued by the state bank of Pakistan for investment purposes.

Naya Pakistan Certificate Issuance

Customer Information

Account No * Type of Account

Account Title Account Currency

Investment Details

Amount (in figure) Amount (in words)

- US Dollar Denominated Certificates: Minimum investment of USD 5,000 with integral multiples of USD 1,000.
- PKR Denominated Certificates: Minimum investment of PKR 100,000 with integral multiples of PKR 10,000.

Currency of Issue

- NPC will be issued only in PKR and USD.
- Account holder maintaining account in PKR can only purchase the PKR denominated NPCs.
- Account holder maintaining account in FCY can only purchase the USD denominated NPCs.

Tenure

I agree with all terms and conditions mentioned above. [Terms & Conditions](#)

Fig: 21

3. Islamic Naya Pakistan Certificate Issuance: By pressing submit button after filling Customer information, investment details including amount, currency type, tenure and by agreeing with terms and conditions, user will be able to get Islamic Naya Pakistan Certificate. This certificate is issued by the state bank of Pakistan for investment purposes.

BOP ROSHAN DIGITAL ACCOUNT HarFardKaKhayal

fahadfarooqi40@gmail.com Home Account(s) Financial Services Non-Financial Services Change Password Logout

Islamic Naya Pakistan Certificate Issuance

Customer Information

Account No * 4410210499000099 Type of Account Current

Account Title Fahad Fareed Farooqi Account Currency PKR

Investment Details

Amount (in figure) 50000 Amount (in words) Fifty Thousand Only

- US Dollar Denominated Certificates: Minimum investment of USD 5,000 with integral multiples of USD 1,000.
- PKR Denominated Certificates: Minimum investment of PKR 100,000 with integral multiples of PKR 10,000.

Currency of Issue PKR

- INPC will be issued only in PKR and USD.
- Account holder maintaining account in PKR can only purchase the PKR denominated NPCs.
- Account holder maintaining account in FCY can only purchase the USD denominated NPCs.

Tenure Five Year

I agree with all terms and conditions mentioned above. [Terms & Conditions](#)

I hereby agree to the terms & conditions (Mudarabah agreement for Islamic Naya Pakistan Certificate) [Terms & Conditions](#)

Submit

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Fig: 22

4. Premature encashment of NPC/INPC: Premature encashment allows you to withdraw your cash before its maturity time period whenever you want to, by giving customer information, amount, NPS reference number, type of currency, dates and by agreeing with terms and conditions.

BOP ROSHAN DIGITAL ACCOUNT HarFardKaKhayal

fahadfarooqi40@gmail.com Home Account(s) Financial Services Non-Financial Services Change Password Logout

Premature Encashment of NPC / INPC (Naya Pakistan Certificate)

Customer Information

Account No * 4410210499000099 Type of Account Current

Account Title Fahad Fareed Farooqi Account Currency PKR

Premature Encashment Of NPC/INPC (NAYA Pakistan Certificate)

Please refer to my / our NAYA Pakistan Certificate (NPC/INPC) issued against the afore-mentioned account maintained with your bank. You are hereby requested to encash the same before maturity, and credit principal amount along with accrued profit (if any) to my / our account after necessary adjustments including Zakat and Tax (if applicable), as per bank's policy.

Details of my / our NPC/INPC are appended below:

Amount In Figures 5000 Amount In Words Five Thousand Only

NPC/INPC Ref # Ref_43544 Currency Select Tenure 5

Issuance Date 2007-05-02 Maturity Date 2021-05-10

I hereby agree to the above terms and conditions [Terms & Conditions](#)

Submit

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Fig: 23

- 5. Term deposit issuance:** Term deposit issuance allows you to have profit on your deposited amount after specific time period of your choice that you select from profit payment frequency. Your request for profit is generated by pressing submit button after giving customer information and relevant information in term deposit detail request. The term deposit is automatically renewed if you select it to be renewed automatically after certain time period of your choice.

Fig: 24

- 6. Riba Free Certificate (RFC) issuance:** Riba free certificate issuance allows you to have certificate from state bank of Pakistan by giving customer information, RFC details and by agreeing with terms and conditions. On clicking submit button your request for RFC is generated.

Fig: 25

7. Term Deposit / Riba Free Certificate (RFC) Encashment: Term deposit issuance allows you to have profit on your deposited amount as per Islamic principles of profit making. Your request for profit is generated by pressing submit button after giving customer information and relevant information in term deposit detail request.

Customer Information

Account No * 4410210499000099 Type of Account Current

Account Title Fahad Fareed Farooqi Account Currency PKR

Term Deposit / RFC Encashment

Please refer to my / our term deposit /RFC being maintained with your bank. You are requested to en-cash my / our TDR / RFC and credit principal amount along with accrued profit (if any) into my / our account after necessary adjustments including deduction of Zakat and Tax (if applicable), as per bank's policy.

Details of my / our TDR / RFC is appended below:

Amount in Figure 500000 Amount in words Five Hundred Thousand Only

TD / RFC Reference# 2345 Issuance / Renewal Date 2016-05-03 Maturity Date 2021-05-19

Submit

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Fig: 26

8. CDC investment (Islamic/Conventional): CDC is a development finance institution owned by the UK government, By submitting the request of CDC investment, giving customer information, CDC details and agreeing with terms and conditions your account is created in CDC which is used to invest in stock exchange.

Customer Information

Account No * 4410210499000099 Type of Account Current

Account Title Fahad Fareed Farooqi Account Currency PKR

Investment Details

Amount In Figures 500000 Amount In Words Five Hundred Thousand Only

CDC Accounts -- Please select -- Investment Model Select

Disclosure: Terms & Conditions of Investments.

I hereby confirm that information provided herein is correct and verifiable with all risks and consequences on my/ our part. I/We have also read, understood and accepted the above mentioned all [Terms & Conditions](#)

Submit

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Fig: 27

Other Request: you can submit any request against your account by filling the request field and submitting it

The screenshot shows the 'Other request' form in the Roshan Digital Account interface. The form is titled 'Other request' and is located under the 'Account(s)' menu. It contains the following fields and options:

- Customer Information:**
 - Account No: 4410210499000099
 - Type of Account: Current
 - Account Title: Fahad Fareed Farooqi
 - Account Currency: PKR
- Request Detail:**
 - A text area with the placeholder text: [Please mention here your requirement]
 - A green 'Submit' button.

The footer of the page reads: © 2021 - The Bank of Punjab

Fig: 28

Request Summary: You can request for the summary for your account by adding desired time period and searching it by clicking on search button

The screenshot shows the 'Request Summary' form in the Roshan Digital Account interface. The form is titled 'Request Summary' and is located under the 'Account(s)' menu. It contains the following fields and options:

- Transaction Status:**
 - From Date: 2021-04-26
 - To Date: 2021-05-03
 - A green 'Search' button.

The footer of the page reads: © 2021 - The Bank of Punjab

Fig: 29

Non-financial services: In **Non-financial** services drop down, the portal will be giving you following services:

1. **Change of address or contact number**
2. **Certificate of Account**
3. **Account closure**
4. **CDC account opening**
5. **Other Request**
6. **Request(s) summary**

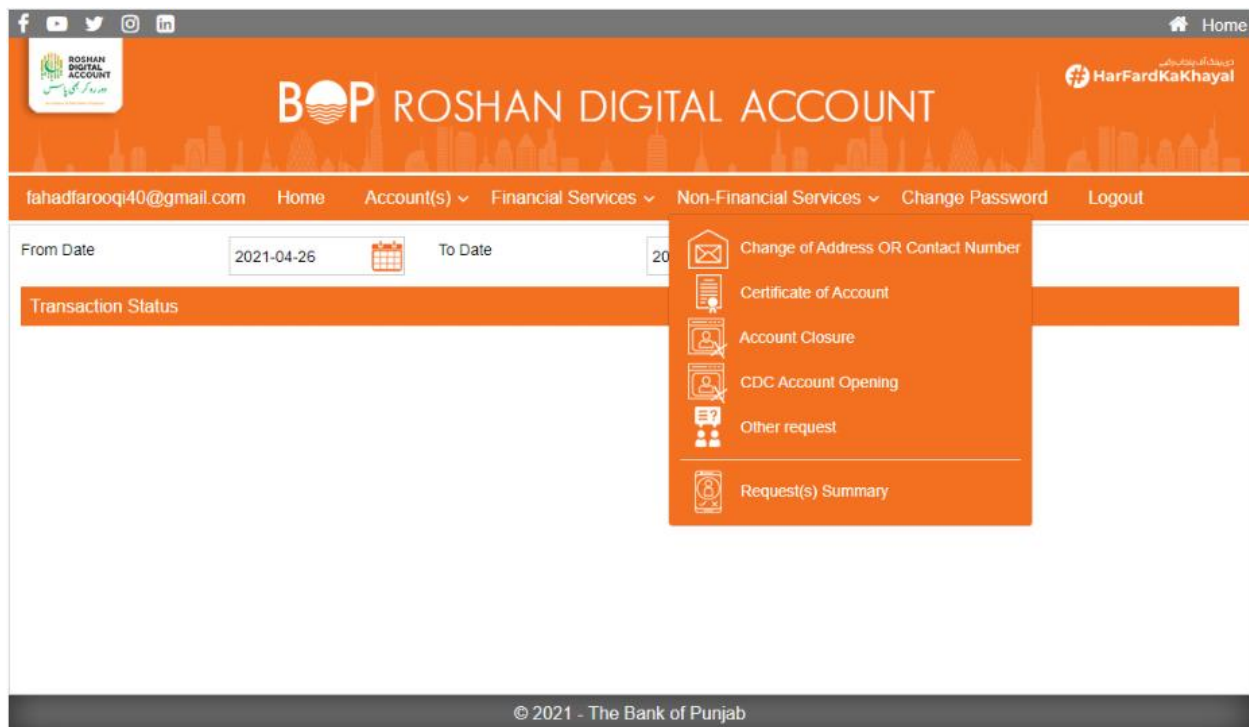


Fig: 30

- 1. Change of address or contact number:** You will be able to change you address or contact number at any time by giving customer information, filling all other required details and agreeing with terms and conditions.

The screenshot shows the 'Change of Address OR Contact Number' form on the Roshan Digital Account website. The form is titled 'Change of Address OR Contact Number' and is divided into two main sections: 'Customer Information' and 'Request for Change of Address OR Contact Number'. In the 'Customer Information' section, the Account No is 4410210499000099, Type of Account is Current, Account Title is Fahad Fareed Farooqi, and Account Currency is PKR. In the 'Request for Change of Address OR Contact Number' section, the Request Type is 'Update Mailing Address', and the New Address is 'state bank colony, house no.5 , street no.7'. The City is Lahore and the Country is Pakistan. The Landline Number (Residence) is 04235154523, Landline Number (Office) is 04235123650, Landline Number (Pakistan) is 04535120120, and Mobile Number (Place of Residence) is 03024242101. There is also a field for Mobile Number (Pakistan) with the value 03021212123. At the bottom, there is a checkbox for 'I/we agree to the above terms and conditions. Terms & Conditions' and a green 'Submit' button.

Fig: 31

- 2. Certificate of account:** You will be able to request for account certificate, tax certificate or balance certificate that will be issued by state bank of Pakistan by giving customer information, filling all other required details, agreeing with terms and conditions and submitting it.

The screenshot shows the 'Certificate of Account' form on the Roshan Digital Account website. The form is titled 'Certificate of Account' and is divided into two main sections: 'Customer Information' and 'Request for Certificate of Account'. In the 'Customer Information' section, the Account No is 4410210499000099, Type of Account is Current, Account Title is Fahad Fareed Farooqi, and Account Currency is PKR. In the 'Request for Certificate of Account' section, the user is asked to provide the certificate for a specific period. The From Date is 2020-03-17 and the To Date is 2021-04-13. There are three checkboxes for 'Account Certificate', 'Balance Certificate', and 'Tax Certificate'. Below this, it states 'This certificate may be delivered to me/us at registered e-mail address.' and 'This Certificate may be delivered to'. The Mr. field is 'Ali zain' and the holding CNIC field is '352014569877'. At the bottom, there is a checkbox for 'I/we agree to the above terms and conditions. Terms & Conditions' and a green 'Submit' button.

Fig: 32

- 3. Closure of account:** You'll be able to request for closure of account at any time due to any reason by giving customer information, filling all other required details, agreeing with terms and conditions and submitting it.

The screenshot shows the 'Account Closure' form on the BOP Roshan Digital Account website. The form is titled 'Account Closure' and is divided into several sections. The 'Customer Information' section includes fields for 'Account No' (4410210499000099), 'Type of Account' (Current), 'Account Title' (Fahad Fareed Farooqi), and 'Account Currency' (PKR). The 'Closure of Account' section contains a 'Reason' dropdown menu (using another account), a 'Chequebook Status' dropdown menu (Surrendered), and an 'Unused Cheque Leaves' section with 'From' (1) and 'To' (10) input fields. There is also a 'Debit Card Status' dropdown menu (Lost) and a 'Card Number' input field (112233445566). A checkbox at the bottom indicates agreement to terms and conditions, with a link to 'Terms & Conditions'. A green 'Submit' button is located at the bottom right of the form. The footer of the page reads '© 2021 - The Bank of Punjab'.

Fig: 33

- 4. CDC account opening conventional/Islamic:** CDC is a development finance institution owned by the Uk government, by submitting the request of CDC account opening by giving customer information, CDC details and agreeing with terms and conditions your account is created in CDC. You're given an option to choose if you want your account to be conventional or Islamic.

The screenshot shows the 'CDC Account Opening Conventional / Islamic' form on the BOP Roshan Digital Account website. The form is titled 'CDC Account Opening Conventional / Islamic' and is divided into several sections. The 'Customer Information' section includes fields for 'Account No' (4410210499000099), 'Type of Account' (Current), 'Account Title' (Fahad Fareed Farooqi), and 'Account Currency' (PKR). The 'Request for CDC Account Opening' section contains a 'Request Type' dropdown menu (Islamic), a 'Broker List' dropdown menu, and an 'Investment Model' dropdown menu (DSS). There is also a 'Remarks' text area. A checkbox at the bottom indicates agreement to terms and conditions, with a link to 'Consent Disclamir'. A green 'Submit' button is located at the bottom right of the form. The footer of the page reads '© 2021 - The Bank of Punjab'.

Fig: 34

5. Other Request: you can submit any request against your account by filling the request field and submitting it

The screenshot shows the 'Other request' form in the Roshan Digital Account interface. The form is titled 'Other request' and is located under the 'Customer Information' section. The form fields are as follows:

- Account No * (dropdown menu): 4410210499000099
- Type of Account (text input): Current
- Account Title (text input): Fahad Fareed Farooqi
- Account Currency (text input): PKR

Below the form fields, there is a section titled 'For any other request type - Request Detail' with a text area containing the placeholder text '[Please mention here your requirement]'. A green 'Submit' button is located at the bottom right of the form.

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Fig: 35

6. Request Summary: You can request for the summary for your account by adding desired time period and searching it by clicking on search button

The screenshot shows the 'Request Summary' form in the Roshan Digital Account interface. The form is titled 'Request Summary' and is located under the 'Transaction Status' section. The form fields are as follows:

- From Date (calendar icon): 2021-04-26
- To Date (calendar icon): 2021-05-03
- Search (button): Search

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Fig: 36

Change password: You can change your password anytime by entering your current password in given field of current password, entering new password twice in below two fields and submitting it.

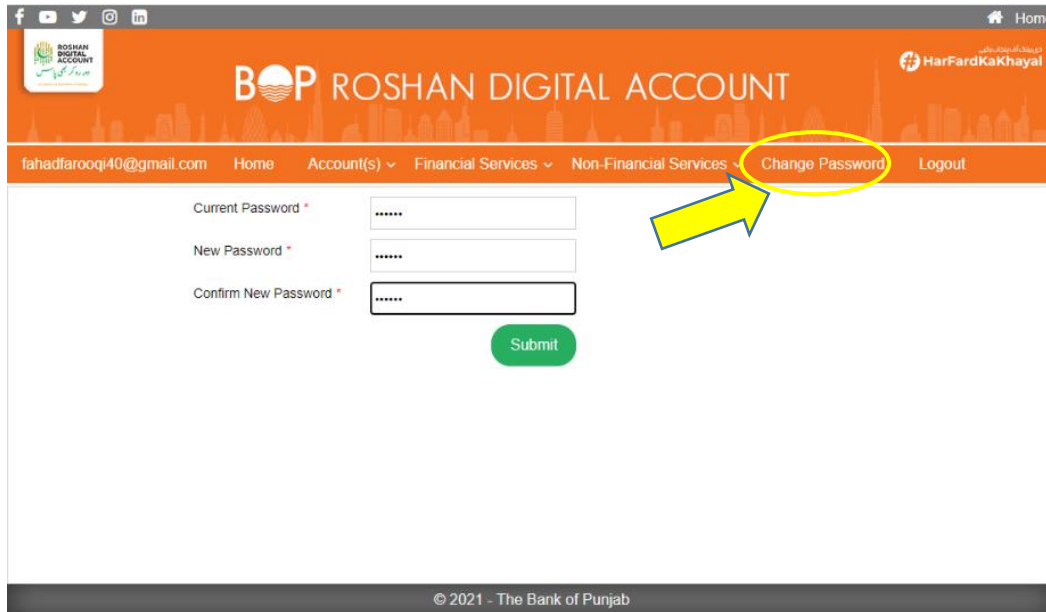


Fig: 37

Logout: You can logout from the portal anytime simply by clicking on the logout as illustrated below

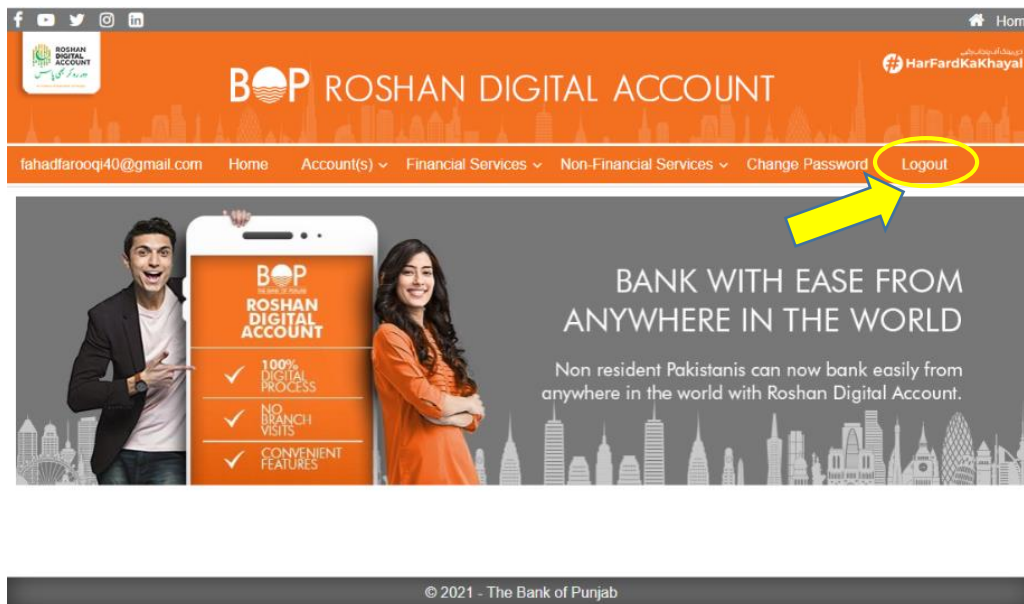


Fig: 38