



MKA Maal Department

Instructions

How to Setup your Standing Order Online through Online Banking or mobile Banking

1. Go to your mobile bank app or visit your online banking website
2. Go to 'Standing Order' option within your payment section
3. Select the 'date' when you would like the payment to go out each month
4. From frequency select 'monthly'
5. Use the following bank details
 - i. Title of Account MKA Standing Order
 - ii. Sort Code 60-20-09
 - iii. Account No 35093153
6. In Reference please enter '5 Digits AIMS ID' only
7. Once above is done please drop a line in email to office team on maal.standingorders@khuddam.co.uk and maaloffice@khuddam.co.uk with answer to the following;
 - i. 5 Digits Aims Number
 - ii. Name of your Qiadat
 - iii. Regular Monthly Amount £
 - iv. Allocation Khuddam £
 - v. Allocation Ijtema £
 - vi. Allocation Tariq £

Note: Please note that if information as requested as per point no 7 is not provided to office team the Chanda received by MKA will remain unallocated in our records.