



# 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](mailto:maal.standingorders@khuddam.co.uk) and [maaloffice@khuddam.co.uk](mailto: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.