



Instructions

How to setup a standing order through Online Banking or Mobile Banking

1. Log on to your online banking website or mobile banking app.
2. Go to the '**Standing Orders**' option in the payments section.
3. Set up a new standing order with the following bank details:
 - Account name: **Majlis Khuddamul Ahmadiyya UK**
 - Short Name: **MKA UK SO**
 - Sort code: **60-20-09**
 - Account no: **35093153**
4. Enter the total '**Amount**' you would like to pay each month.
 - This includes Khuddam Chanda, Ijtema Chanda and Tariq Magazine subscription.
5. In Reference, enter your '**AIMS ID (5 digits)**' only.
6. Select the '**Date**' you would like the payment to go out every month.
7. Select '**Monthly**' under Frequency.
8. Once submitted, please email the following information:
 - **AIMS ID (5 digits)**
 - **Name of your Qiadat**
 - **Total monthly amount £**
 - **Allocation Khuddam Chanda £**
 - **Allocation Ijtema Chanda £**
 - **Allocation Tariq Magazine £**

Send the email to both:

maalreports@khuddam.co.uk

maal.standingorders@khuddam.co.uk

Please note that if the information requested in point 8 above is not provided, the payments received by MKA will remain unallocated.