

# MKA UK - Maal Department



## 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 £**

Once Above is done please ensure you fill a form to notify National Maal department of your Standing Order breakdown by visiting <https://chanda.khuddam.org.uk/standing-order/>

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