



This guide is applicable to policyholders who bank with First Citizens Bank (FCB).

FCB Online Banking steps:

1. Log in to your Internet Banking portal.
2. Select the 'My Payments' tab and click on the 'Manage Payees' option.
3. Click on 'Custom Payee Information' and enter 'Gulf Insurance Limited'.
4. In the 'Custom Payee Information' section, enter GULF's account number 746480 and in 'Your Account Number', enter your policy number (policy to be renewed).
5. Select the 'My Payments' tab again and click on the 'Payments' option.
6. In the 'Transaction Pin' section, please enter your PIN code.
7. Select your 'Account' from which the transfer will be made to Gulf
8. In the 'Amount' section, enter the amount to be transferred to Gulf, i.e. "Premium Due".
9. In the 'Payee' section, select 'Gulf Insurance Limited' from the options.
10. In the 'Terms' section, 'Immediately' will be selected by default. If you not do wish to make the payment immediately, then select 'Scheduled' and enter the date that you wish the payment to be made.
11. Click 'Submit' to complete the transaction and note your Transaction Number when the transaction is completed.