

Regulations for opening a banking office

Based on the decision of the board of directors of this bank no. 152 for the year 2019, which was adopted in its session no.(1587) held on 12/11/2019 it was decided the following:

- 1- The office space if it is within a complex or building is not less than (30) square meters, and outside the complex or building is not less than (50) square meters.
- 2- The building's facade shall not be less than (5) m 2.
- 3- In the office, the area of the fortified room is (4) m 2, provided that the construction of the fortified room is made of reinforced concrete with a thickness of no less than (37) cm with the availability of a fortified door, or (2) iron cupboards with high-quality specifications and two large and medium sizes for keeping money and important documents. The currency, either dollars or dinars should be transferred to the nearest branch of the bank every weekend.
- 4- There should be places for employees divided according to the units assigned to banking activities.
- 5- A system of surveillance cameras must be installed, not less than (5) cameras inside and outside the building.
- 6- The office must be provided with a 3phase electrical source and that the cables used should be of the new type, with the necessity of inserting the electricity source of the building safely and privately to the fortified room. The electricity should be disconnected from the fortified room after leaving it).
- 7- The office must be provided with a fire fighting system distributed to the building according to the standard specifications.
- 8- All external walls must be at least (9) inch thick, using the main gate for the office from steel, with barriers at the main entrances when needed.

9- Glazed aluminum window openings, with a protection grid of square steel bars (12) mm each (3) inch.

10- Submit the title deed if the property is registered in the name of the bank with the approval of the Central Bank of Iraq for the purchase or lease contract if the property is leased and the contract is certified and registered with the General Authority for Taxes.

11- Submitting a structural safety certificate from the accredited authority and before occupying the building

12- The office must be provided with another source of electricity (an electric generator) of good origin and of generating capacity commensurate with the numbers and types of devices used in the building.

13- The office should be provided with a well-developed and advanced internet system.

14- The office should contain emergency exits with fortified and fire-resistant doors.

15- All surfaces must be covered with water repellents to prevent water leakage.

16- The office should be provided with an air conditioning system (separate units with a capacity of (2) tons at the least).

17- The glass used in the building must be of the gelatin or normal type, with anti-laminating paper.

18- There must be places for customers hosting.