

CitiDirect BE® User Guide

Electronic Proceed Realisation Certificate (e-PRC) and Statement of Proceed Realisation Certificate (S-PRC) Issuance

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Overview

Citibank N.A. Pakistan (**Citi**) is pleased to inform you about the **Electronic Proceed Realisation Certificate (e-PRC) and Statement of Proceed Realisation Certificate (S-PRC) Issuance** facility available through CitiDirect BE® online banking. This digital facility allows you to request e-PRC/S-PRC via CitiDirect and receive a digital copy of the same directly to your registered e-mail address in real-time around the clock. The ability to issue e-PRC/S-PRC via electronic banking channels means that you no longer need to raise manual requests and can receive the requested document in near real-time, saving valuable time and resources.

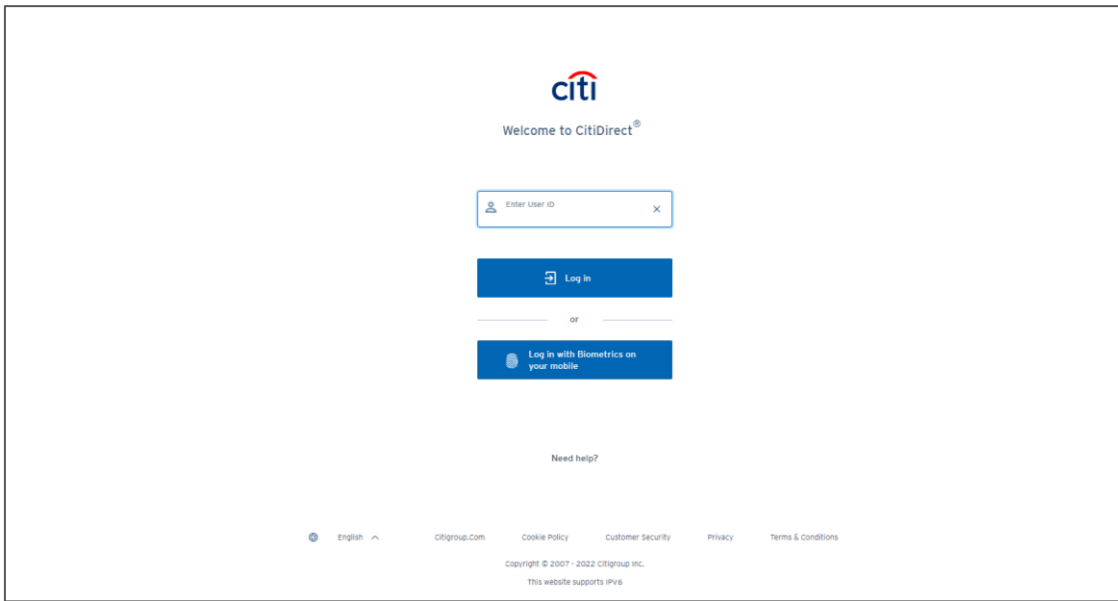
This facility is available against all successful inward foreign remittances.

For further information

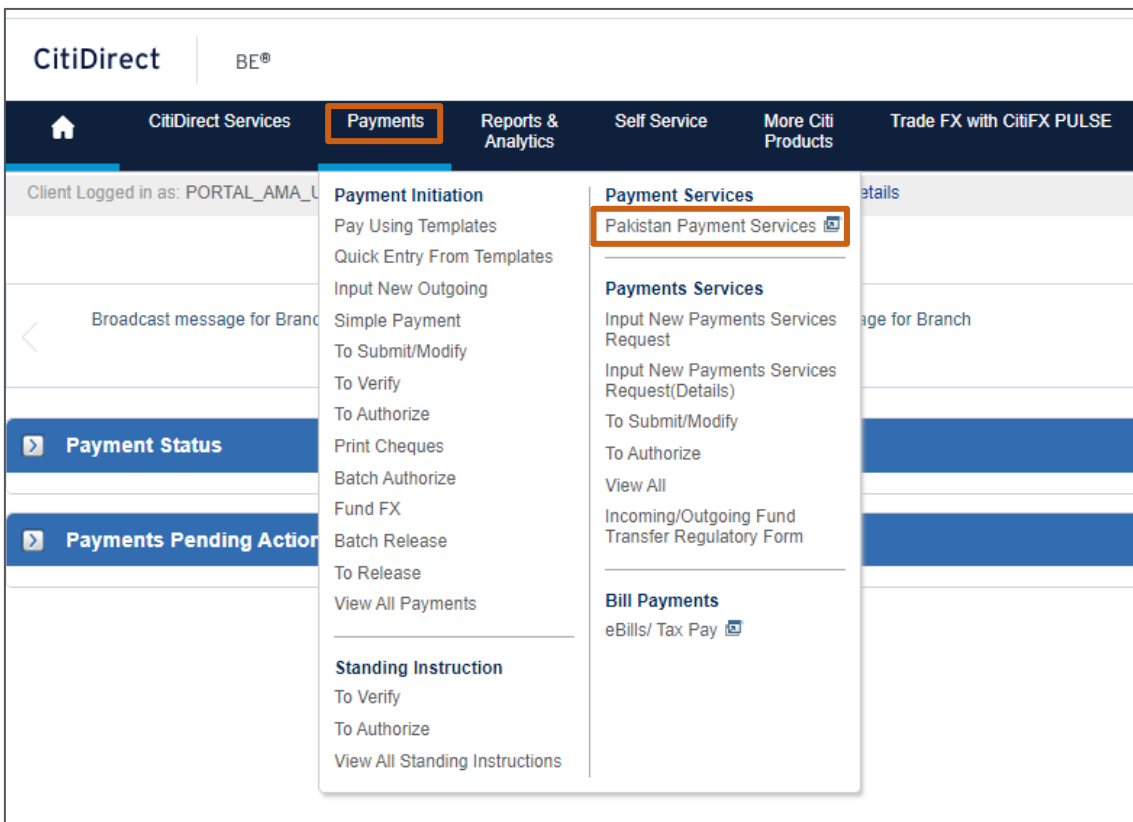
- About Citi in Pakistan: <https://www.citi.com/icg/sa/emea/pakistan>
- For queries, please don't hesitate to reach out to CitiService Pakistan at citiservice.pakistan@citi.com.
- For further details on PRC: <https://www.citi.com/icg/sa/emea/pakistan/verification.html>

Guidelines

1. Login on to the CitiDirect BE menu: <https://www.citidirect.com/login>.



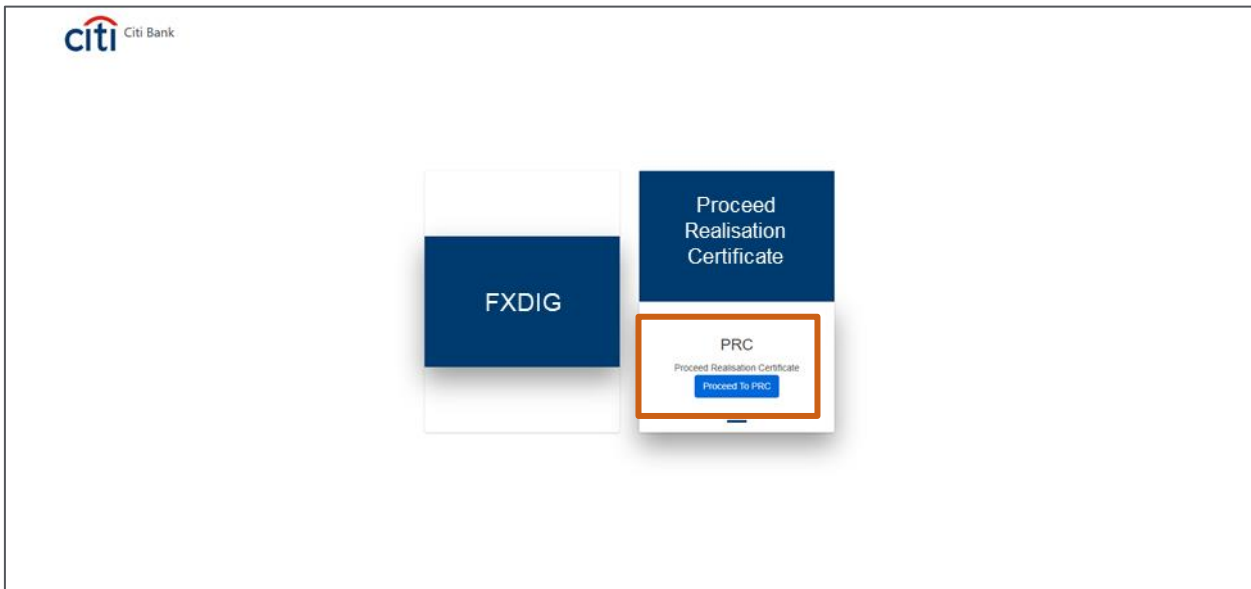
2. Navigate to “**Payments**” and click on “**Pakistan Payment Services**”.



- Once automatically re-directed to the below landing page, click on the box labelled **“Proceed Realisation Certificate”**.



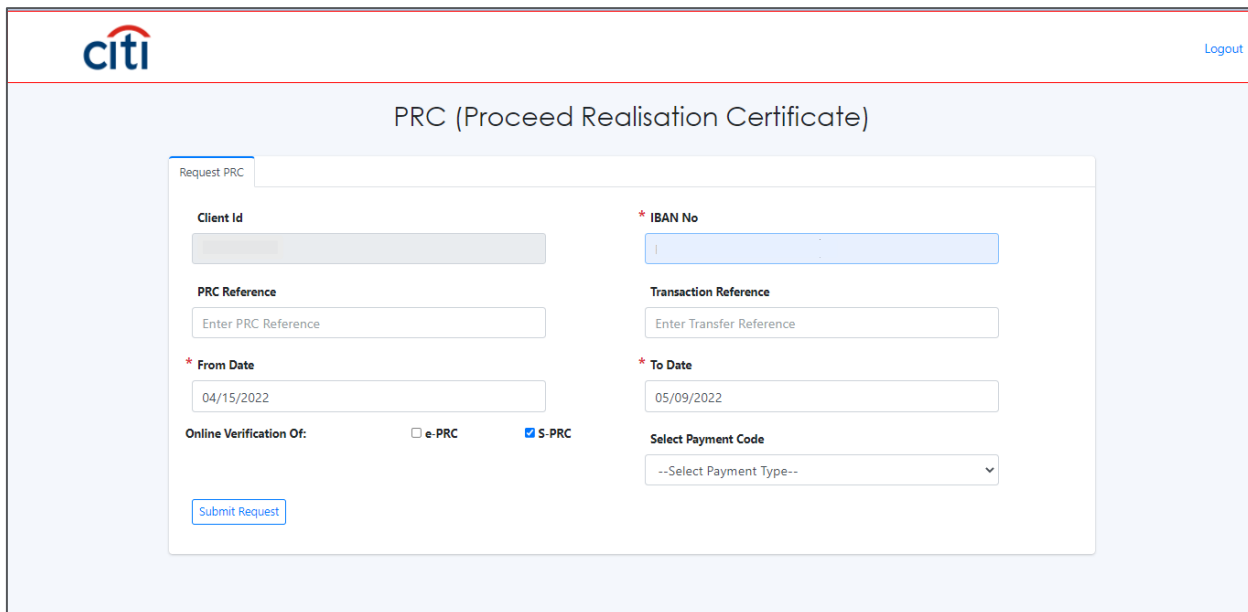
- Click on **“Proceed to PRC”**. This will automatically route you to a portal where you may request e-PRC/S-PRCs.



5. Fill in the given fields as per instructions provided in the below table:

Field	Instructions
Client ID	Automatically completed by the system and cannot be changed.
IBAN No	Enter the IBAN number for the account in which the inward foreign remittance(s) was received.
PRC Reference	Input the unique e-PRC/S-PRC reference number in the format "CITI-0000-0000000000".
Transaction Reference	Input the 16-digit bank reference number.
From Date	Input in DD/MM/YYYY format.
To Date	Input in DD/MM/YYYY format.
Select Payment Code	Choose payment type from the drop-down list.
Online Verification Of	Click the checkbox against either e-PRC or S-PRC.

Note: All fields marked with "*" are mandatory. Click "Submit Request" once required fields are completed.

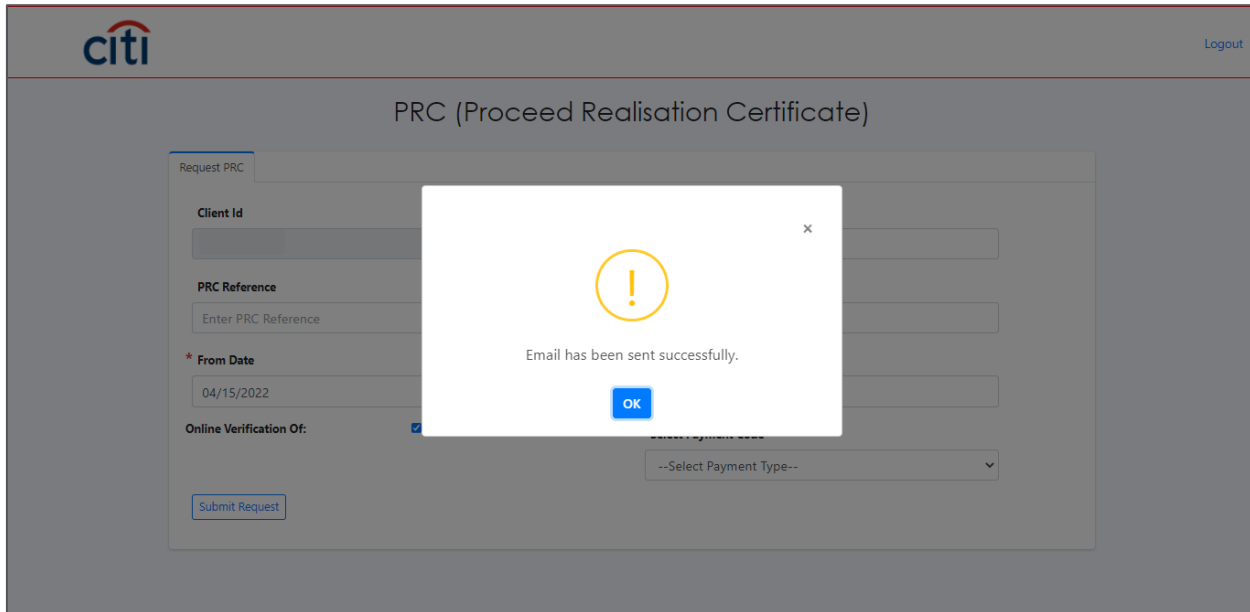


The screenshot shows the Citi PRC (Proceed Realisation Certificate) request form. The form is titled "Request PRC" and includes the following fields:

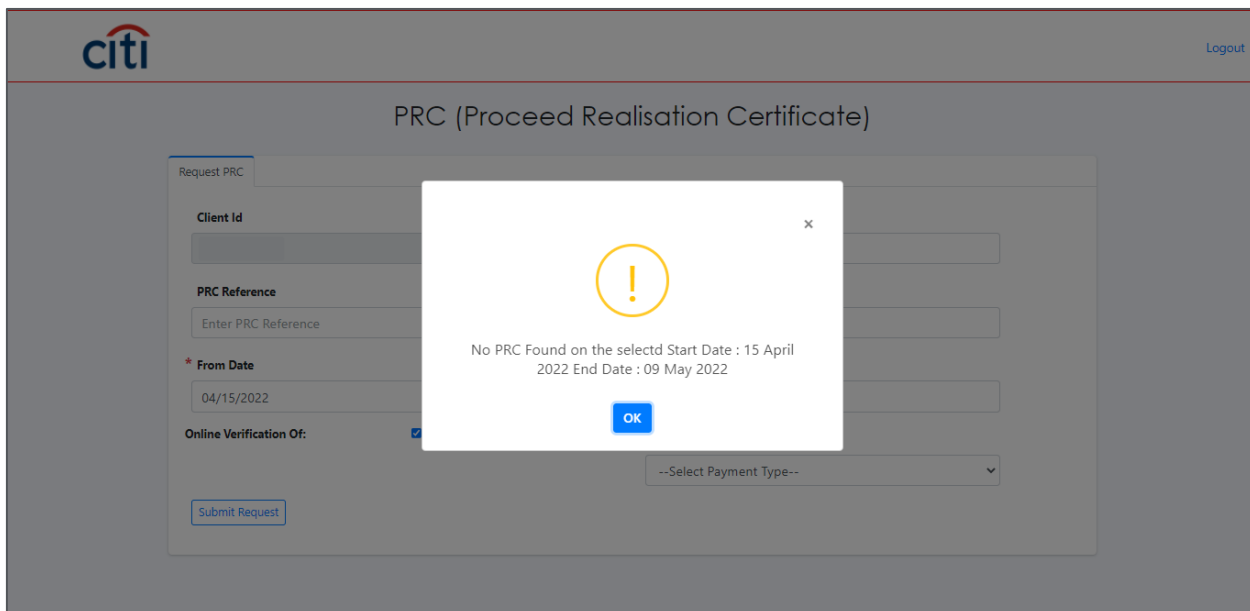
- Client Id**: A text input field.
- IBAN No**: A text input field, marked with an asterisk (*).
- PRC Reference**: A text input field with the placeholder "Enter PRC Reference".
- Transaction Reference**: A text input field with the placeholder "Enter Transfer Reference".
- From Date**: A date input field, marked with an asterisk (*), showing "04/15/2022".
- To Date**: A date input field, marked with an asterisk (*), showing "05/09/2022".
- Online Verification Of**: Radio buttons for "e-PRC" (unchecked) and "S-PRC" (checked).
- Select Payment Code**: A dropdown menu with the placeholder "--Select Payment Type--".

A "Submit Request" button is located at the bottom left of the form.

- If the information provided is valid, a pop-up will confirm that an electronic instrument has been delivered to your registered e-mail address. You will receive the e-mail in real-time and you may download a digital copy of your issued e-PRC/S-PRC.



- If the information provided is invalid or no instrument exists, a pop-up will inform you of the same, as below:



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