# Payment Guidelines: Cash Deposit, bKash

Dear Alliance Française students, members and friends,

Please find below the payment guidelines to settle your Alliance Française dues: **bKash and cash deposit.**

Alliance Française de Dhaka is pleased to introduce the mobile financial service bKash as an optional method for paying French classes tuition fees. **This will take effect from June 2020 for a limited number of classes. We will gradually allow this payment option for all the French classes transactions.**

Other types of transactions (translation, memberships,…) must be settled by cash deposit in the branches of  Commercial Bank of Ceylon (https://www.combank.net.bd/en/).

**1**

### bKash: Payment Guidelines for French Classes Fees Only

Using these payment facilities, clients can choose to pay the French class fees from their bKash Account, the bKash mobile app or USSD (*247#) or from any bKash Point.

**Please note, there will be NO additional charges for using this service.**

The bkash Merchant Number for Alliance Française de Dhaka is 01678086445.

To pay through bKash, clients are requested to strictly observe the following instructions:

a) **Alliance ID or AFD ID** - Client must enter his personal Alliance ID (for example: 1020500) as a Reference Number in the 'Enter Reference' option during payment through the bKash App or USSD option. **No payment will be acknowledged without the Reference Number.**

b) **Transaction ID** - After paying the fees successfully, clients will get a transaction ID 'TrxID' which needs to be preserved for future reference.
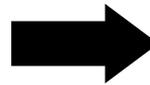
### How to Make a Payment via the bKash Mobile App:

1. Open the bKash mobile app using your bKash activated mobile number and PIN.
(If you do not have a bKash personal account, download the bKash mobile app from

the iOS App Store/Google Play Store (https://www.bkash.com/app/). Open the app and select the Registration option for opening your bKash account instantly using your NID.)

2.  Select the **"Make Payment"** option from the app's home screen.

3.  Input the Alliance Française de Dhaka bKash Merchant Number (**01678086445**) and select the arrow for proceeding. You can also proceed by selecting **"Tap to Scan QR Code"** by scanning the QR code given:

    **Please scan the QR code using your bKash mobile app for paying Alliance Française de Dhaka fees.**

4.  Input the payment amount indicated on your bill. **Kindly recheck and ensure that the correct amount is given**. Select the arrow for proceeding.

5.  In the **"Reference"** field, input your personal **Alliance ID. Please recheck and ensure that the correct Alliance ID is given**. Input your bKash personal PIN and select the arrow for proceeding.

6.  **Tap and hold "Make Payment"** to complete payment to Alliance Française de Dhaka.

7.  A successful payment notification will be shown with the summary of the payment. **Please keep the Transaction ID and your Alliance ID for future reference.**
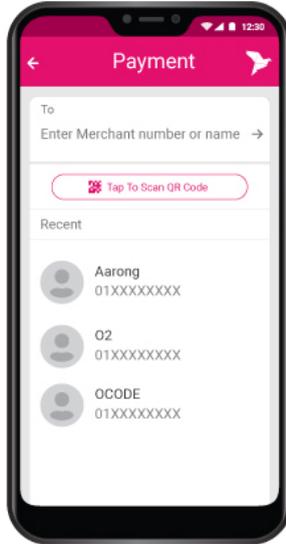
<span style="color:red">**A flowchart of the payment process is presented in the next page.**</span>

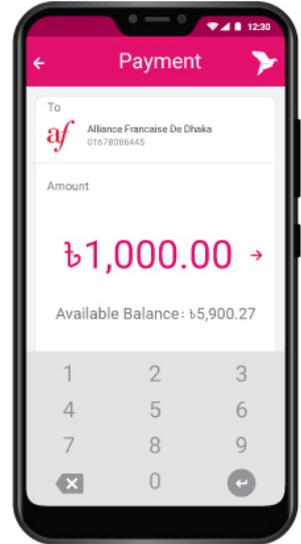![Alliance Française Dhaka logo]

## Payment with bKash App

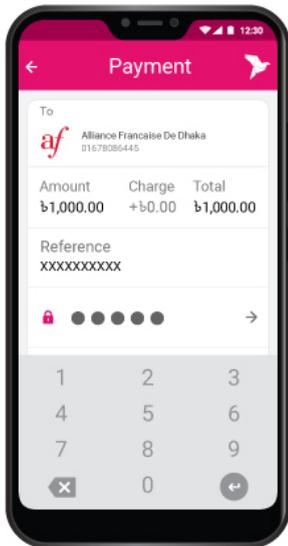**Select "Make Payment" from the App home screen**

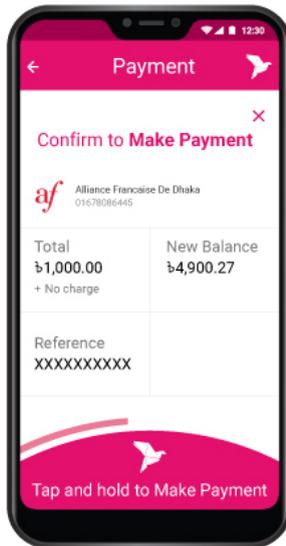**Enter merchant number (01678086445) or "Tap to Scan QR Code"**
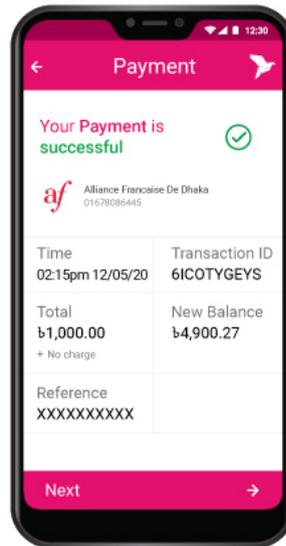
**Hold your camera for a while on the Merchant QR code**
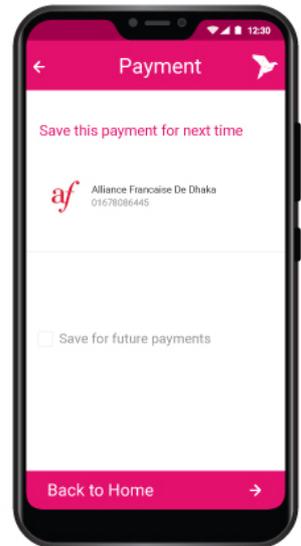
**Enter the payment amount**

**Reference: Alliance ID. Enter bKash PIN number**

**Tap and hold for a while to Make Payment**

**Once your payment is successful, you will get a confirmation.**

**You can save the Payment information for future reference.**

**Learn about paying through bKash by dialling \*247# in the next page.**

**How to Make a Payment via the bKash Mobile USSD (*247#):**

1. Dial *247# from your bKash activated handset to access bKash menu.

2. Input 3 for Payment and select send for next step.

3. Input Alliance Française de Dhaka bKash merchant number (**01678086445**) and select send for next step.

4. Input the payment amount. Kindly recheck and ensure that the correct amount is given. Select send for next step.

5. In the Reference field, input your personal **Alliance ID**. Kindly recheck and ensure that the correct **Alliance ID** is given. Select send for next step.

6. In the Counter field, input 1 and select send for next step.

7. View the payment summary and input your bKash personal PIN. Select send for confirming payment.

8. A successful payment SMS will be sent to you, along with the summary of the payment.

**A flowchart of the payment process is presented in the next page.**

## Payment by dialing *247#

**1.** Dial *247#

*247#

Send — Exit

**2.** Press "3" to select Payment

bKash
1. Send Money
2. Mobile Recharge
3. Payment
4. Cash Out
5. Pay Bill
6. App Registration for TK200 Bonus
7. My bKash
8. Helpline

Send — Exit

**3.** Enter Merchant number (01678086445)

Enter Merchant bKash Account No:

01678086445

Send — Exit

**4.** Enter the Payment amount

Enter Amount:

1000

Send — Exit

**5.** Reference: Alliance ID.

Enter Reference:

XXXXXXXXXX

Send — Exit

**6.** Enter "1" and press Send

Enter Counter No:

1

Send — Exit

**7.** Enter your bKash PIN number and press Send.

Payment
To: 01678086445
Amount: Tk 1000.00
Reference: XXXXXXXXXX
Counter : 1
Enter Menu PIN
to confirm:

XXXXX

Send — Exit

Once your payment is successful, you will get a confirmation SMS

Payment
TK 1000.00 to
01678086445
successful.
Ref XXXXXXXXXX
Counter 1. Fee Tk. XX
Balance Tk 2500.00
TrxID 43B3CNT66 at
12/05/2020    13:29

Send

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**Important Instructions**

1. **Please ensure that the correct amounts are inputted as indicated on your Alliance Française bill.**

2. **Please ensure that the correct Alliance ID is inputted while making payments.**

3. **We highly encourage our clients to complete the payments from their own bKash personal accounts.** If you do not have a personal bKash account, kindly download the bKash APP from the iOS App Store/Google Play Store and select the **Registration** option to open a bKash personal account instantly using your NID.

**NB: This service is optional. If you do not wish to pay the class fees by bKash, you may pay through cash deposit to Commercial Bank of Ceylon.**

**Learn about cash deposit in the next page.**

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## Cash Deposit to Commercial Bank of Ceylon: Payment Guidelines for Any Dues

You can settle you Alliance Française bill through Cash deposit in any Commercial Bank of Ceylon branches (https://www.combank.net.bd/en/). Please follow the guidelines and account details below:

COMMERCIAL BANK OF CEYLON PLC
ACCOUNT NAME: **ALLIANCE FRANÇAISE DE DHAKA**
ACCOUNT NUMBER: **1140632000**

# How to fill in the deposit slip
# কিভাবে জমা রসিদ পূরণ করবেন

① **Locate the document titled 'Bill'.**
'Bill' শিরোনামের কাগজটি সনাক্ত করুন।

② **Now, fill in the blank fields in your deposit slip as depicted below.**
এখন, জমা রসিদের শূন্য স্থানগুলো নিচে যেভাবে দেখানো হয়েছে সেভাবে পূরণ করুন।



③ **Fill in the rest of the fields with the requested information.**
অবশিষ্ট শূন্য স্থানগুলো প্রয়োজনীয় তথ্য দ্বারা পূরণ করুন।

**Alliance**Française
*Dhaka*

AFD offices are temporarily closed due to the COVID-19 crisis. Please check your email as well as our Facebook page and website for further updates.

**For any issues related to French classes payments, please contact us at registration@afdhaka.org.**

Thank you.

Best regards,
AFD Team

www.facebook.com/afdhaka
www.afdhaka.org