

REMITTANCE APPLICATION FORM



Please fill in using **BLOCK LETTERS**

☐ Please "√" where applicable.

* Indicates mandatory information to be provided



Branch _____

Date* _____ DD MM YYYY

Applicant's Information (Sender)

Name of Sender* _____

Address _____

Contact Telephone
Number _____

Resident ☐ Yes ☐ No

ID/ Passport No. _____

Transfer Instructions

Payment Method ☐ From Account ☐ By Cash ☐ Others (please specify) _____
Currency _____ Account _____

Debit A/C No.* _____

Charges Debit A/C No.* _____
Currency _____ Account _____

Please enter amount to be remitted or equivalent currency to be converted*

Remittance of _____ Currency _____ Amount _____

Amount in Words _____

OR _____

Equivalent of _____ Currency _____ Amount _____

32A Value Date _____ DD MM YYYY

56A Intermediary Bank
Optional – for routing payment to Beneficiary Bank
Name _____
Address _____
Country _____
Swift Code/ Chips ID/ Australia BSB Code/ USA Fed Wire/ USA ABA/ UK Sort Code _____

57 Beneficiary's Bank
Name* _____
Address* _____
Country* _____
Swift Code/ Chips ID/ Australia BSB Code/ USA Fed Wire/ USA ABA/ UK Sort Code _____

59 Beneficiary
Name* _____
Address* _____
Country* _____
Account No*/ IBAN _____
Resident ☐ Yes ☐ No ID/ Passport No. _____

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70 Details of Payment _____

71* ☐ All local and overseas charges borne by beneficiary (BEN) OR ☐ All local and overseas charges borne by remitter (OUR) OR ☐ Local charges borne by remitter & overseas charges by beneficiary (SHA)

72 Bank to Bank Information _____

Contract Details (As Applicable)

Forward Contract/ Treasury Deal No: _____ FX rates: _____
Dealer's Name: _____

Customer's Signature

I/ We authorise the bank to debit the above monies for the lawful purpose detailed above and agree to abide by the Terms and Conditions printed overleaf.

Customer's Signature _____

SV

For Bank Use Only

Reference No. OT _____

☐ Signature verified ☐ Fax indemnity held ☐ ALM reporting
☐ AML checked ☐ Fund Sufficiency

Checks performed by: _____

Staff ID: _____

Call back confirmed with: _____

Time & Date: _____ HH MM _____ DD MM YYYY

Processed by: _____

Conditions

In requesting the bank to make the telegraphic transfer overleaf, I/We hereby agree that it is to be dispatched in accordance with the following conditions:

1. The Bank is at liberty to send the telegraphic transfer either literally or in cipher entirely at my/our risk. The bank shall not be liable for any loss, delay, error, omission which may occur in the transmission of the message or for its misinterpretation when received or any delay caused by the clearing system of the country in which the payment is to be made or any act default or negligence of the beneficiary's bank in collecting the remittance. In no event shall the bank under any circumstances be liable for any loss of profits or contracts or, indirect or consequential loss or damages.
2. In the absence of specific instructions, the telegraphic transfer will be effected in the currency of the country in which payment is to be made.
3. All charges/commission outside Federal Republic of Nigeria are for the beneficiary's account unless specified for my/our account, such charges/commission shall be in accordance with the Bank's prevailing charge tariff schedule.
4. The Bank reserves the right to send this telegraphic transfer from a different place other than that specified by the remitter if operational circumstance so required.
5. Where the Bank is unable to provide a firm exchange rate quotation, the Bank shall effect the remittance on the basis of a provisional rate which shall be subject to adjustment when the actual exchange rate is ascertained. Any difference between the provisional rate and the actual rate shall be debited/credited (as the case may be) to the Applicant's account and subject to paragraph 10 below, and any shortfall or overpayment shall be for the bank's account if the Applicant has no account with the Bank.
6. Encashment of the remittance is subject to any exchange control or restrictions which may be imposed by the rules and regulations of the country where encashment is to be made. Neither the Bank nor its correspondents or agents shall be liable for any loss or delay caused by any such rules and regulations.
7. The Bank will use reasonable endeavours to process applications received by the Bank two hours before the Bank's closing time (or such other time as may be notified by the receiving branches or centres) on the same day. Applications received after such cut-off time will be processed on the next working day. For this purpose, Saturday is not a working day.
8. Applications for same day value are subject to cut-off times related to the geographic location of the destinations concerned.
9. If a refund of the remittance amount is desired from the Bank by any Applicant, the Bank shall at its discretion make the payment to the applicant at the prevailing buying rate for the relevant currency less all charges and expenses.
10. The Bank is entitled to collect from me/us all telegraphic transfer charges and other charges including those collected or to be collected by the Bank's correspondent, agent or sub-agent in connection with carrying out the instructions in accordance with the Bank's prevailing charge tariff schedule.
11. The Bank reserves the right to revise all telegraphic charges from time without prior notice.
12. Telegraphic transfers are subject to exchange control regulation in force from time to time in the Federal Republic of Nigeria.

NB: This form must be signed by applicant, or in case the applicant is a firm or a company, a person duly authorised to sign on their behalf.

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