

## Moving Money Faster

**Standard Chartered Bank has introduced an enhanced payments process for all customers using paper-based remittances**

Please find enclosed a sample of the new form that will now be used by the Bank. This is the only form that the Bank will accept for paper-based remittances. We recommend that you use the electronic version of the form which has drop-down menus for convenience and clarity. The electronic form is available for download at [http://www.standardchartered.ae/personal/apply-now/en/form\\_centre.html](http://www.standardchartered.ae/personal/apply-now/en/form_centre.html). The pre-printed version of this form will also be available with your relationship manager or at any Standard Chartered branch.

### How will it benefit you?

We have upgraded our payment system to deliver to you:

1. Fast money transfers
2. Reliable and accurate remittances
3. Real-time tracking of transactions
4. End-to-end electronic processing – conserving nature by conserving paper

### Points to note for customers using the Bank's new electronic remittance form

- Print the bar coded form using a laser or inkjet printer with a resolution of 300 dpi or higher
- Remember to save the new remittance form before printing
- Print with A4 setting and submit to the bank the printout of the new remittance form
- Do not make any modifications to the printed copy of your instruction. These modifications cannot be recognized by the system when the form is processed. If you need to make modifications, please edit the PDF version of the form and print a fresh copy. Remember to save your changes before printing.
- Do not staple attachments through the bar code
- We recommend the use of Adobe Reader 8.0 and above in order to use the form. (For minimum system requirements to support Adobe Readers and for downloads, please refer to [www.adobe.com](http://www.adobe.com))



**You want to move  
money fast  
we power up your  
remittances**

**Call 971 600522288**

[www.standardchartered.ae](http://www.standardchartered.ae)

# Guide To Completing The Electronic Remittance Form



## REMITTANCE APPLICATION FORM

Please "✓" where applicable.

\*Indicates mandatory information to be provided

Branch \_\_\_\_\_ Date\* \_\_\_\_\_

### Applicant's Information (Sender)

Name of Sender\* \_\_\_\_\_

Address \_\_\_\_\_

Resident  Yes  No ID / Passport No. \_\_\_\_\_ Telephone No. \_\_\_\_\_

### Transfer Instructions

Payment Method  From Account  Others (please specify) \_\_\_\_\_

Debit A/C No.\* \_\_\_\_\_  
Currency \_\_\_\_\_ Account \_\_\_\_\_

Charges Debit A/C No.\* \_\_\_\_\_  
Currency \_\_\_\_\_ Account \_\_\_\_\_

Please enter amount to be remitted or equivalent currency to be converted\*  
Currency Amount

Remittance of \_\_\_\_\_  
In Words \_\_\_\_\_

OR  
Equivalent of \_\_\_\_\_  
Currency Amount

32A Value Date \_\_\_\_\_

56A Intermediary Bank  
*Optional – for routing payment to Beneficiary Bank*  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Country \_\_\_\_\_ Code \_\_\_\_\_

57 Beneficiary's Bank  
Name\* \_\_\_\_\_  
Address\* \_\_\_\_\_  
Country\* \_\_\_\_\_ Code \_\_\_\_\_

59 Beneficiary  
Name\*/ \_\_\_\_\_  
Address \_\_\_\_\_  
Country\* \_\_\_\_\_ Account No\* / IBAN \_\_\_\_\_

70 Details of Payment \_\_\_\_\_  
\_\_\_\_\_

71\*  All local 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)

### Contract Details (As Applicable)

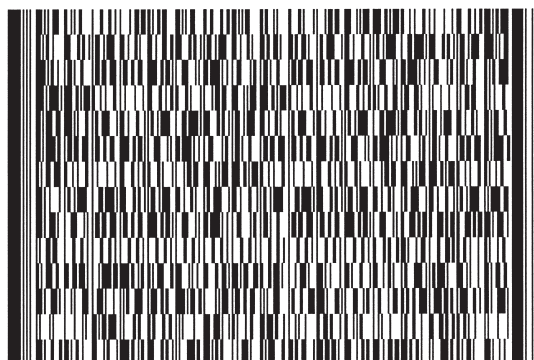
Forward Contract / Treasury Deal No.: \_\_\_\_\_ FX Rates: \_\_\_\_\_ Dealer's Name: \_\_\_\_\_

### Customer's Signature(s)

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(s) \_\_\_\_\_

### Do not write on this area



1893cabcd6a7-4aaa-8ecd-713c4416f541

### Field Title Explanation of the Electronic Remittance Form

| FIELD TITLES | EXPLANATION   |
|--------------|---|
| Branch       | Customer's domicile branch or the branch where the customer opened the account. |
| Date         | Submission date in the format dd/mm/yyyy  |

### Applicant's Information (Sender)

|                     |   |
|---------------------|---|
| Name of Sender      | Name of applicant   |
| Address             | Address of applicant  |
| Resident (Yes / No) | Is the applicant a local resident? In some countries, this information is required. |
| Telephone Number    | Applicant's contact number  |
| ID/Passport No.     | Identification number of the applicant  |

### Transfer Instructions

|  |   |
|--|---|
| Payment Method (From Acct / Others)        | The method in which the remittance request is funded.   |
| Debit Acct No. (Currency / Account)        | This is to be entered if the remittance is funded from an account with Standard Chartered Bank. |
| Charges Debit Acct No (Currency / Account) | The account number that charges for the remittance are to be debited from.                      |
| Remittance of (Currency / Amount)          | Currency and amount to be transferred.  |

Equivalent of (Currency / Amount)  
The customer may enter the "Remittance of - Ccy" and state the "Equivalent of - Ccy" & "Equivalent - Amt". In this case you may leave the "Remittance of - Amt" blank as this will be calculated by the Bank which is dependent on the exchange rate at the time of processing.

In Words  
Amount in words will be auto-populated upon keying the Remittance Amount or Equivalent Amount.

32A: Value Date  
Date on which this transfer needs to be executed in the format dd/mm/yyyy. It may not be the same as the date of submission.

56A: Intermediary Bank (Name, Address, Country)  
If you have a preference for an intermediary bank, you can provide SWIFT code, BSB, etc.  
(SWIFT Code / Chips ID / Australia BSB Code / USA Fed wire / USA ABA / UK Sort Code)  
This is the unique identification code of a particular bank. These codes are used when transferring money between banks, particularly for international wire transfers.

57: Beneficiary's Bank (Name, Address, Country)  
The bank at which the beneficiary holds the account or which bank the funds should transfer to. Also known as the receiving bank.

59: Beneficiary (Name, Address, Country)  
The receiver of the funds.

Account No. / IBAN  
International Bank Account Number (IBAN) is an international standard for identifying bank accounts across national borders.  
Please include BIC and IBAN on your remittance form in order to ensure non-STP charges are not levied against you for EURO Payments.

70: Details of Payment  
Some payments will have an important message that needs to be captured in the payment. Eg. Invoice no., breakdown of the funds.

71: All local & overseas charges borne by beneficiary (BEN), Remitter (OUR) or (SHA)  
Who bears the charges? If all local and overseas charges are borne by beneficiary, then it is "BEN". If all local and overseas charges are borne by remitter, then it is "OUR". If charges are being shared (SHA), the applicant will bear local charges and the beneficiary bears overseas charges.

### Contract Details (As Applicable)

Forward Contract / Treasury Deal No., FX Rates, Dealer's Name  
Before sending your remittance instruction some customers might have contracted a FX rate with dealers. Hence kindly input the contract or deal number and the dealer's name.

### Customer's Signature(s)

Customer's Signature(s)  
Customer to sign in this box. This signature should be similar to the signing mandate of the debiting account.

