

REMITTANCE APPLICATION FORM



Please fill in using **BLOCK LETTERS**

- Please "✓" where applicable.
- * Indicates mandatory information to be provided



Branch _____

Date* _____

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) _____

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*

Remittance of Currency: _____ Amount: _____

Amount in Words _____

OR

Equivalent of Currency: _____ Amount: _____

32A	Value Date	_____	
56A	Intermediary Bank <i>Optional - for routing payment to Beneficiary Bank</i>	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* _____ Resident <input type="checkbox"/> Yes <input type="checkbox"/> No	Account No*/ IBAN: _____ ID/ Passport No. _____
70	Details of Payment	_____	
71*	<input type="checkbox"/> All local and overseas charges borne by beneficiary (BEN) OR <input type="checkbox"/> All local and overseas charges borne by remitter (OUR) OR <input type="checkbox"/> 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: _____

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: _____

Processed by: _____

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

OTTA ver/ Apr 09

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, or omission which may occur in this transmission of the message or for its misinterpretation when received or 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 profit or contract, indirect or consequential loss or damages.
 2. In the absence of specific instruction, the telegraphic transfer will be effected in the currency of the country in which payment is to be made.
 3. All charges/commission outside <The Gambia> are for the beneficiary's account unless specified for my/our account such charges/commission shall be in accordance with the Bank's prevailing tariff.
 4. The Bank reserves the right to send this telegraphic transfer to a different place other than the specified destination by the remitter if operational circumstances so require.
 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 provisional rate and actual rate shall be debited/credited (as the case maybe) to the applicant's account and subject to paragraph 10 below. 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 the 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 the same day value are subject to cut off times related to the geographic location of the destinations concerned.
 9. If the 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 the 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 tariff.
 11. The Bank reserves the right to revise all the telegraphic charges from time to time without prior notice.
 12. It is important for the customer to provide details of the intermediary bank. Failure to do so may result in the Transfer not reaching to its intended destination on time. If this is the case, the Bank will not be held liable.
- NB.** This form must be signed by the applicant or in case the applicant is a firm or company by a person duly authorized to sign on their behalf.