

Please complete all sections unless otherwise indicated.

- You want to:
- Transfer money overseas or foreign currencies in Singapore (**Telegraphic Transfer**)
  - Transfer Singapore Dollar to other banks in Singapore (**MEPS**)
  - Transfer money within OCBC Singapore (**Internal Funds Transfer**)

Close

**1 What are your account details?**

Optional ▶ Your reference number

Account name  ▶ Who to call if different from account name  
Contact person

Account number ▶ *Do not include hyphens or spaces*  Currency  Contact number

**2 How much money do you want to transfer?**

Amount  Currency  Optional ▶ to be sent in

Transfer date ▶ DD/MM/YY / /  OCBC Singapore and other bank charges will be paid by

You (OUR)  Recipient (BEN)  Both (SHA) – *You will pay OCBC Singapore charges only*

**3 Who do you want to transfer your money to?**

Recipient's account name  ▶ For Taiwan dollar (TWD) transfers only  
Recipient's contact number

Recipient's account or IBAN number

Optional ▶ Recipient's address

**Recipient's bank details**

SWIFT code  Optional ▶ Clearing code

Bank name  Country

Bank address

Optional ▶ **Intermediary bank details**

SWIFT code  Optional ▶ Clearing code

Bank name  Country

Optional ▶ Fax a copy of SWIFT (MT103) to  ▶ Additional charges apply

**4 Purpose of transfer**

▶ Optional except for transfers to Thailand in THB/ India in INR/ China in CNY

▶

**5 FX contract**

▶ If you have an agreed FX rate with us

|                                      |   |
|--------------------------------------|---|
| Contract number <input type="text"/> | Dealer's name <input type="text"/>                        |
| FX rate <input type="text"/>         | Currency <input type="text"/> Amount <input type="text"/> |

**6 Authorised signature(s)**

By signing this application, you confirm that you have read, understood and agree to be bound by the Terms and Conditions on the other side of this page. "You" refers to the account holder.

Signature(s)

What to do next? ▶ + ▶

Print and sign

Submit the form at any OCBC branch

**Forms with handwritten changes will not be accepted.** If you need to make changes, please edit on the PDF version, print a fresh copy and submit the new copy.

## Terms and Conditions

1. Unless we agree otherwise, once we have received your payment instruction for processing you must not cancel, withdraw or amend it. We have the right to reject your payment instruction without giving you any reason. We may choose another bank or agency (the 'agent bank') to pay the funds (including converting the funds if necessary) to the recipient's bank.
2. We will carry out your payment instruction and our agent bank will act on it if it is within the rules and procedures of the place where, or through which, it will be acted upon. We (and our agent bank) may refuse to carry out your payment instruction if we believe this could break any law, rule or other regulatory requirement that applies.
3. If you ask us to stop, cancel or amend your payment instruction, we will not refuse unreasonably. We may agree to your request only if you meet certain conditions. If we receive the funds that you ask us to get back from the agent bank, we may choose to give them to you in the account currency from which your payment was made. If we do so, we will use our exchange rate that applies at that time to convert the returned funds before paying them into your account. You agree that we and the agent bank may also charge fees and expenses for this service and we can take this from the returned funds.
4. Unless we agree otherwise in writing, we may choose to immediately convert the money we take from your account under your payment instruction into the relevant foreign currency at our exchange rate for the relevant foreign currency. The written statement we give you to explain the conversion will be final and binding on you.
5. The agent bank and the recipient's bank may charge commission, fees or other charges. These fees will be deducted from the payment amount, unless you tell us otherwise on your payment instruction.
6. If we convert any payment charges into a foreign currency, the charges that apply will be based on our exchange rate at that time.
7. If we reject or do not carry out your payment instruction because there is not enough money in your account to cover the payment, a service charge may apply and we may take this from your account.
8. Under the terms of this agreement, we will treat the date on which we receive your payment instruction as the date you want us to make the payment if you do not give us a different payment date. You acknowledge that we will only carry out a same-day payment if we receive your payment instruction before the cut-off time that applies at that time. If we receive your payment instruction after the cut-off time, we will make the payment on the next working day.
9. If the currency of your payment is different from the recipient's account currency, or the national currency where the recipient's account is held, we, the agent bank or the recipient's bank may convert the money we take from your account into the recipient's account currency or the national currency where the recipient's account is held. We will do this at our or their exchange rate.
10. We may give information about you (and your accounts or the recipient's account) to our branches, subsidiaries, associated companies and agents and any other person or organisation we have selected, for confidential use, including for use in connection with carrying out your payment instruction if we believe this is appropriate. These people and organisations may then reveal the information as necessary under any law or regulation that applies. You agree to give us permission to do this (and would not withdraw your permission).
11. We will not be liable for any loss, damage or expense you suffer unless the loss, damage or expense is directly caused by our gross negligence or by us deliberately breaking any of the terms of this agreement. We will not be responsible for any error or delay of any agent bank we use to make the payment, or if they break any of the terms of this agreement.

### **Extra terms that apply for eForm (our interactive electronic form in PDF format)**

12. Instructions you enter into the marked areas of the eForm will be automatically encoded into the barcode that appears on the printed eForm. You must not make any handwritten or typewritten amendments or entries on the printed eForm. The printed eForm should be free from any smudging, alteration and distortion.
13. We have the right not to process any eForm which is smudged, altered or distorted, including any eForm which contains any handwritten or typewritten amendments or entries, either inside or outside the marked areas. However, if we do process such an eForm, you may have to pay extra charges, and we are not responsible for any loss, liability, claim, delay, error or omission which may arise as a result of carrying out the payment instruction and you agree to cover us in full against any loss, liability, claim, delay, error or omission we suffer as a result of making the payment or not being able to make the payment for whatever reason.