

Smartform Completion Guide (Telegraphic Transfer/Local Interbank Funds Transfer)

Please ensure to follow the completion guide below.

- (1) Select payment type
- (2) Input required information
- (3) Click "Print & validate Form" button to print the Smartform with a system generated barcode
- (4) Sign the form with a blue or black ball pen

The following fields are **mandatory**:

- > Debit Account Number, Currency / Account Type
- > Remittance Currency, Amount in Figures and in Words
- > Account to be Debited on
- > Beneficiary Bank Details (Bank Code Type and Bank Code or Country/Territory and Bank Name)
- > Beneficiary Details (Full Name and Account Number)
- > Fund Transfer Charges
- > Name of Debit Account Holder

Input the payment type
> Telegraphic Transfer
> Local Interbank Funds Transfer

1ST PRIORITY :
Input SWIFT BIC in Bank Code Type field and 8 or 11 alphanumeric BIC in Bank Code field (For Euro payment in EU and EEA, BIC must be provided).

2ND PRIORITY :
Input local clearing code according to destination country/territory:

Bank Code Type	Bank Code (numeric)
>Australia - BSB code	6
>Canada - Routing no.	9
>Germany - Bankleitzahl	8
>HK SAR - Bank code (for HK Interbank Funds Transfer)	3
>Singapore - Bank code	4
>UK - Sort code	6
>US - Fedwire	9
>US CHIPS UID	6
>US CHIPS PID/ABA	4

Note:
We will only refer to beneficiary bank information that is input under 'Bank Code Type' (either clearing code or SWIFT address) to process the instruction even if the bank name and address are provided as additional information.

This section is only applicable to the account holder which is a Financial Institution.

For Financial Institution account holder, please complete this section if the particular payment is made on behalf of a third party.

When completing this section, please ensure all the fields such as Account identifier, Full Name, Full Address, and Country/Territory are completed.

For the full address, please ensure to include building name, street name, city, country, province and/or state.

Language:

Country/Territory:

Application Date:

1. ACCOUNT HOLDER INFORMATION (Please refer to Important Notes 2,4)

Debit Account Number:

Currency / Account Type:

2. PAYMENT DETAILS

Remittance Currency: Amount: In Remittance Currency In Debit Account Currency

Amount in Words:

Account to be Debited on (DDMM/YYYY):

3. BENEFICIARY BANK DETAILS

Bank Code Type:

Bank Code:

Country/Territory:

Bank Name:

Address:

City:

Province:

Postcode:

Message to Beneficiary Bank:

4. BENEFICIARY DETAILS

Account Number / IBAN:

Full Name:

Address:

City:

Province:

Country/Territory:

Message to Beneficiary (Maximum 35 characters in each line):

Purpose of Payment:

5. INTERMEDIARY

Bank Code Type:

Bank Code:

Country/Territory:

Bank Name:

Address:

City:

Province:

Postcode:

6. FUND TRANSFER CHARGES (Please refer to Important Notes 2,4)

Local / Overseas Charges:

7. FOREIGN EXCHANGE DETAILS (OPTIONAL)

Exchange Rate:

Rate Given By / Foreign Exchange Contract Number:

8. ORDERING PARTY DETAILS (Please complete this section if account holder is a Financial Institution)

Is this payment on behalf of a third party? Yes No

Account Identifier:

Full Name:

Full Address:

City:

Province:

Country/Territory:

Postcode:

9. CUSTOMER(S) AUTHORIZED SIGNATURE(S)

Signature(s):

Name of Debit Account Holder:

10. CHECKBOXES

For Bank Use Only (Ref:)

Request same day urgent processing (Discount / Standard)

Next day/Same day processing allowed at discounted price

In Person HK ID Sighted Non-HK ID Sighted (Country/region:)

Account Card Produced

No Account Card Produced

V/Q Waive charge

Self-name T/FCHATS to Global Private Bank

Checked by (Please initial):

Branch Authorizer (for 2, V) (Full signature with name & no.):

Contact tel:

HK1-012345678001-123456789001-2017-06-13

9ad570ce-425a-4f68-b878-884858e6735

Customer Receipt
 HK1-012345678001-123456789001-2017-06-13
 This receipt is issued only to facilitate the customer to enquire the transaction status and should not be regarded as transaction completion proof. An official debit advice will be sent to your/your company's correspondence address at the Bank's record by mail the next working day after the transaction is completed.

The Hongkong and Shanghai Banking Corporation Limited

GPS001 Ver: 1-2108