

# 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.

Application Form For:

Note: It is important that you read the terms and conditions of the Debit Account and the signature rules over any amendments made after the form is generated.

Language:  Country/Territory:  Application Date:

For Integrated/Business Integrated Account, please specify Account Type (e.g. HKD Current/ HKD Savings Account).

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 (Maximum 35 characters in each line):

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:  Postcode:  Country/Territory:

9. CUSTOMERS' AUTHORIZED SIGNATURE(S)

10. CUSTOMER RECEIPT  
Name of Debit Account Holder:   
Note: Your email address and contact number maintained in the bank's record will be used for correspondence in respect of this instruction. Please ensure that your email address and contact number with the bank are up to date.  
For Bank Use Only (Ref: )  
 Request same day urgent processing (  Discount /  Standard )  
 Next day/Some day processing allowed at discounted price  
 In Person  HK ID Sighted  Non-HK ID Sighted (Country/region: )  
 Account Card Sighted  No Account Card Produced  V.Q.  
 Self-name TT/CHATS to Global Private Bank  
Checked by (Please initial):   
Branch Auditor/ Auditor (for S.V) (Full signature with name & no.):   
Contact tel:

Print & Validate Form Save Clear

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.

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For Integrated/Business Integrated Account, please specify Account Type (e.g. HKD Current/ HKD Savings Account).

Language:

Country/Territory:

Application Date:

Either input the amount in Remittance currency value or amount in Debit account currency value.

For payments to UAE, Jordan, Pakistan or Qatar in all currencies and to EU and EEA in EURO, IBAN must be provided.

Purpose of payment is required for cross-border RMB payment. Please refer to the "Renminbi Outward Payments Purpose Code List" that is available on the Bank's website for the definition and coverage of each purpose code.

Payments to Jordan and India in all currencies require purpose of payment. Please refer to Customer Information Sheet for Outward Payments for more information on purpose of payment.

Three options are available for the charge handling:  
> **OUR**: Remitter to pay all charges (include local HSBC and other bank charges) (NOT applicable to Local Interbank Fund Transfer).  
> **BEN**: Beneficiary to pay all charges (include local HSBC and other bank charges).  
> **SHA**: Remitter to pay local HSBC charges and Beneficiary to pay other bank charges.

For Integrated/Business Integrated Account, please specify Account Type (e.g. HKD Current/ HKD Savings Account).

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