

# FUNDS TRANSFER FORM

For any type of Funds Transfer, whether Internal, Local or Overseas, and to set up Standing Instructions



## Funds Transfer Type

1. ☐ Internal Transfer
  - 1.1 ☐ One-off Transfer 1.2 ☐ Standing Instruction for Recurring Transfers\*
2. ☐ Local SCR Transfer (SEFT)
  - 2.1 ☐ One-off Transfer 2.2 ☐ Standing Instruction for Recurring Transfers\*
3. ☐ Local Foreign Currency Transfer (One-Off only)
4. ☐ Overseas Transfer (One-Off only)

\* Go to Page 2 to insert frequency of Transfers

**BANK USE ONLY**

Ref No.:

## Instructions

1. Please write clearly in **BLOCK CAPITALS** in **BLACK** or **BLUE INK** only.
2. Kindly ensure that you have provided contact details, where requested on the form, in case the Bank needs to get in touch with you with regards to this Funds Transfer request.
3. For Overseas Transfers please provide the **FULL IBAN** in the **Beneficiary's Account Number** field.

Date of Application for Funds Transfer:

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## Source Account

Full Name:

Account  
Holder's  
Address:

Email Address:

Phone Number:

Branch Code:

Account Number:

## Beneficiary Account

Full Name:

Beneficiary's  
Address:

IBAN:

Account Number:

Bank Name:

Branch:

SWIFT Code:

Bank's  
Address:

## Transfer Details

Value Date:

Currency:

Transfer Amount in Figures:

Transfer  
Amount in  
Words:

Narrative:

Purpose  
(AMLreq):

**Fees & Charges for**

**SWIFT Transfers Only:**

- ☐ **OUR** (all charges borne by applicant)  
☐ **SHA** (local charges borne by applicant, overseas charges borne by beneficiary)  
☐ **BEN** (all charges borne by beneficiary)

For Standing Orders (Recurring Transfers) Only

Frequency of Transfers: 

☐ Weekly on \_\_\_\_\_ (Day of the Week)

☐ Monthly on \_\_\_\_\_ (Day of the Month)

☐ Quarterly on \_\_\_\_\_ (Day of the Month)

☐ Semi-Annually on \_\_\_\_\_ (Day of the Month)

☐ Annually on \_\_\_\_\_ (Day of the Month)

Date of First Transfer: 

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Date of Last Transfer: 

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Terms and Conditions

1. The Account Holder(s) shall take full responsibility for the correctness of all information provided on this form and understands that he/she/they shall be responsible for the accuracy of the information given in this form and that he/she/they shall be liable for any loss in this funds transfer request and shall be liable to compensate the parties involved in the transaction for any loss arising from the error in his/her/their funds transfer request.
2. The Account Holder(s) shall ensure availability of funds in his/her/their account for the funds transfer to be executed on the specified date(s). Where the transfer to be executed is a recurring transfer (standing instruction/standing order), the Account Holder(s) shall ensure that his/her/their account is sufficiently funded at close of business of the working day preceding the recurring transfer/standing instruction due date. Further, he/she/they is/are aware that in the event that the Seychelles Commercial Bank executes the requested transfer on his/her/their behalf in the absence of sufficient funds in the Account Holder's/Holders' account at the time then he/she/they shall be bound to reimburse the Bank the amount paid on his/her/their behalf.
3. The Account Holder(s) acknowledges that the Bank may reject the funds transfer if:

The Funds Transfer request is incomplete or deemed to be unreadable;

The Bank has reason to believe that the payment request relates to an unlawful transaction; and/or

The Bank has reasons to believe that the Account Holder(s) has/have not acted in accordance to the terms and conditions of any of the payment systems used to undertake the requested funds transfer, including the SEFT and SWIFT networks.
4. The Account Holder(s) is/are aware that any SEFT payments and receipt related notification messages will be communicated via email and/or SMS (Text) message both for the transaction confirmation and rejection.
5. The Account Holder(s) shall take full responsibility to keep his/her/their contact details and email address up to date. If he/she/they wish to change the contact details registered with the Bank, he/she/they may do so by following the Bank's account update procedure at any of its branches.
6. The Account Holder(s) understand(s) that the request for funds transfer received by the Bank after the cut-off times, as specified by the Bank from time to time, will be processed at the next working day.
7. The Account Holder(s) shall address any concerns or complaints relating to this request for funds transfer to the Bank as soon as the causes of concerns or complaints arise.
8. The Account Holder(s) agree(s) that in the event of any delay in the completion of the funds transfer and/or any loss on account of error in the execution of the funds transfer pursuant to his/her/their funds transfer request, the Bank's liability shall be limited only to the extent of the amount involved in the fund transfer plus interest calculated using the current market rate as determined by the Central Bank of Seychelles.
9. The Account Holder(s) agree(s) that the funds transfer request shall become final and irrevocable when it is executed by the Bank.
10. The Account Holder(s) understand(s) that the terms and conditions shall only come into force upon signature of this form by authorised signatory(ies) of the account being debited for the funds transfer, as specified by the account mandate.
11. The Account Holder(s) authorise(s) the Bank to debit the account being debited for the funds transfer with the relevant fees and charges applicable to the fund transfer (or equivalent in the account currency at the current rate prevailing on the transaction date).
12. The Account Holder(s) understand(s) that the relative messages for overseas transfers are sent through the SWIFT network at his/her/their own risk without any liability or responsibility on the part of the Bank or its agents for any loss or delays. In the event this transfer is effected but cannot be applied through no fault of the bank, he/she/they can only claim the equivalent amount in the currency of the account debited at the buying rate (where applicable) prevailing on the day the refund takes place less any applicable charges. It is further agreed that no refund shall be made unless the Bank has received definitive advice from its Agents that the transfer instructions have been cancelled. In that context any charge resulting therefrom shall be borne by the Account Holder(s).
13. The Account Holder(s) acknowledge that neither the Bank nor its agents/correspondents are responsible in the event that the funds transfer is delayed or blocked due to verification of the authenticity of any information contained in this Funds Transfer Form and/or if the funds are blocked due to jurisdictional legal/regulatory obligations of the Bank, its correspondent bank or the beneficiary bank.
14. The Account Holder(s) has/have the right to amend the date and amount of a recurring funds transfer or to cancel any recurring transfer by submitting his/her/their instructions in writing to the Bank using the relevant forms.
15. The Account Holder(s) understand(s) that the Bank shall automatically cancel a recurring funds transfer in the event that 3 consecutive payments are not effected due to lack of funds.
16. The Account Holder(s) understand(s) that he/she/they shall be bound by the terms and conditions until either party has formally terminated this agreement

By signing below, I/we confirm having read and understood the above Terms & Conditions for Funds Transfers (authorised signatories)

PRINT NAME: PRINT NAME:

BANK USE ONLY

Verified By:

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Input By:

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Authorised By:

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