

INTERNATIONAL PAYMENT REQUEST FORM

Please complete this form in **BLOCK CAPITALS** and black ink and return to us via fax or post using the following details:

Fax: **0870 240 6259**

Post: **Cater Allen Transaction Team, 9 Nelson Street, Bradford, BD1 5AN.**

If you need any help completing this form please call us on 0800 092 3300. Illegible or incorrectly completed forms are likely to lead to delays. Please ensure the information is captured within the respective boxes in each field. Fields highlighted with an asterisk must be completed to ensure the payment is made successfully.

1 Your details			Applicant to complete
Sort code	*Account number	*Your Full Address:	
1 6 - 5 7 - 1 0			
Currency of the account			
GBP <input type="checkbox"/> EUR <input type="checkbox"/> USD <input type="checkbox"/>		Postcode	
* Account name		Your Reference (if different from beneficiary name)	

2 Payment details (how much do you want to send?)			Applicant to complete
Care: please ensure you correctly state the currency you are quoting the payment in (currency code) and the currency you actually want to send (currency payment to be sent in). Please refer to the guide to completing this form overleaf.			* Currency of payment
Payment date		GBP <input type="checkbox"/>	EUR <input type="checkbox"/>
* Currency code		USD <input type="checkbox"/>	Other <input type="checkbox"/> <input type="text"/>
* Payment amount in figures		(Please ensure that the three character box is also completed if the 'other' option is ticked.)	
* Payment amount in words		If none of the above boxes are ticked we will choose the most appropriate currency.	

3 Beneficiary details			Applicant to complete
*International bank account number (IBAN) or Beneficiary account number to be credited			*Beneficiary's bank SWIFTBIC
*Beneficiary name			*Beneficiary bank name
Reference for payment (max 140 characters)			*Beneficiary bank address
			Postcode
			*Beneficiary bank country

4 Intermediary bank details (if applicable)

Applicant to complete

Bank SWIFT code

5 For further credit details (if applicable)

Applicant to complete

Account name

Bank name

Sort code

 - -

Account number

Reference

6 Charges (who do you want to pay the charges?)

Applicant to complete

Please refer to the guide in section 8 for more information on how to complete this section.

Option A SHA – You pay all Cater Allen charges (default)

Option B OUR – You pay all bank charges

Option C BEN – Beneficiary pays all charges

Please note, for payments made within the EEA the only charging option available is SHA (option A). Where no option has been chosen, option A will be used.

7 Your authorisation

Applicant(s) to complete

I authorise the above payment which will be governed in accordance with the Terms and Conditions for my Account, which I have read.

First signatory

Full name

Signature

Date

Authentication Code (RASN) if applicable:

Second signatory

Full name

Signature

Date

When sending an International Payment, the time taken for the recipient to receive the funds can vary significantly and is dependant upon:

- Inclusion of SWIFTBIC and IBAN for payments to Europe.
- local banking practice of the destination country
- country to which the funds are being sent
- amount of information you have to provide
- currency in which the funds are being sent
- validity of any information you have provided

Our network of correspondents, together with our access to international clearing systems, enables us to offer a truly world-wide payments service. Payments may be made for any amount, in any of our traded currencies. To avoid delays, however, we shall send the payment in the currency of the destination country unless you tell us otherwise.

The notes below will assist you to complete the form overleaf.

Section 1 – Your Details

- **Sort code** – Sort code associated with the account you wish to be debited*
- **Account Number to be debited** – Number of the account which is to be debited*
- **Account Name to be debited** – Name of the account which is to be debited*
- **Currency of Account** – Please enter the Currency of the account from which funds will be debited here (popular currencies and corresponding Currency Codes are detailed in the table below).
- **Your Full Address** – Your recorded address including postcode.
- **Your Reference (if different from Beneficiary name)** – Please insert any details here that may help you to identify this payment on your statement. If left blank the beneficiary name will appear.

*These details can be found on your chequebook or statement.

Section 2 – Payment Details – How much do you want to send?

CARE: It is very important that you clearly state what currency you are quoting the instruction in and what currency you actually want to send. For example, the following instructions for a payment to France are all subtly different:

- 1) GBP100 to be sent in euros – this will result in a euro payment to your French beneficiary for the euro equivalent value (at the exchange rate of the day) of £100. If you have asked us to debit your sterling account then you will see a debit entry for £100.
- 2) EUR100 to be sent in euros – this will result in 100 euros being sent to your French beneficiary. If you have asked us to debit your sterling account, we will convert €100 to the equivalent sterling value (at the exchange rate of the day) and debit that amount to your account.
- 3) GBP100 to be sent in sterling – this will result in a sterling payment to your French beneficiary of £100. Unless they hold a sterling account with their French bank, their bank will convert the sterling received to the equivalent euro value in order to credit your beneficiary's account with them. We will debit your account with £100. Unless you are certain the beneficiary holds a sterling account, we suggest you tick the box to send in "euro box" and we will convert to euros as per example 1) above.

Note: If you request a currency payment to a UK beneficiary, e.g. EUR100 but do not tick the "Currency Payment to be sent in" euros box, the payment will be converted to sterling as that is the local currency of the UK. If it was your intention to send euros to an account in the UK in this example, then tick the "euros" box to ensure the payment is sent in euros.

- **Currency Code and Payment Amount (in FIGURES)** – Please enter the Currency Code and payment amount in figures.
- **Payment Amount (in WORDS)** – Please enter the payment amount in words (including the currency name).
- **Currency payment to be sent in** – Please choose a currency you would like the payment to be sent in.

Please enter the Currency Type and Currency Code if you wish to send the payment in another currency. Popular currencies and their corresponding currency codes are detailed in the table below.

Section 3 – Beneficiary details

- **Beneficiary Account Number/IBAN** – An IBAN is an International Bank Account Number. The beneficiary should provide you with their IBAN, which is available from the beneficiary bank.
- **Beneficiary Account Name** – Name of the person you are paying.
- **Reference for Payment** – Please insert any details here that may help the beneficiary/beneficiary bank to identify this payment e.g. invoice numbers, reference numbers.
- **Beneficiary Bank's SWIFTBIC** – The globally recognised method for identifying banks and other financial institutions. The SWIFTBIC will be either 8 or 11 digits long. Beneficiary of payment will have these details.

The following information is only required if you cannot provide the SWIFTBIC:

- **Beneficiary Bank Name** – Name of the bank where the beneficiary holds their account.
- **Beneficiary Bank Address/Bank Code** – Full address of the beneficiary's bank and bank code if applicable. The beneficiary bank will be able to provide this information.
- **Beneficiary Bank Country** – Name of the receiving bank country.

Section 4 – Intermediary bank details

This section is to be used if you wish to specify the intermediary bank to be used for processing the payment. If left blank, an intermediary bank will automatically be selected if required. An intermediary bank is required when sending a payment in a currency that is not the domestic currency for the destination country. For example, a USD payment to Hong Kong will need to be routed via a US bank.

Section 5 – For further credit details

Should you require for funds to be credited to a 3rd party on receipt by the beneficiary, please complete the details here.

Section 6 – Charges – (Who do you want to pay the charges?)

Charging options available for International Payments:

Payment Services Regulations require that for payments within the EEA in any currency, each party to a payment is responsible for paying the charges levied by their respective Payment Service Provider (charges Option A). If you select Option B or C in these circumstances, we will change this to Option A when we process your instruction. You may select Option B or C for any other payment.

- **Option A:** You pay all Cater Allen Ltd. charges only. The beneficiary will receive the funds less the foreign bank charges.
- **Option B:** You pay all bank charges. The beneficiary will receive the full amount of the payment and you will be debited with both Cater Allen Ltd. and the foreign bank charges. Foreign Bank charges vary from country to country and from bank to bank. An indication of the charge for payment is available upon request. If you opt to accept the foreign bank charges, once this has been debited from your account, no additional charges from overseas banks will be payable.
- **Option C:** Beneficiary pays all charges. The beneficiary will receive the payment less Cater Allen Ltd. and the foreign bank charges.

European Economic Area currencies

Country	Currency	Code
Austria	Euro	EUR
Belgium	Euro	EUR
Cyprus	Euro	EUR
Finland	Euro	EUR
France	Euro	EUR
Germany	Euro	EUR
Greece	Euro	EUR
Ireland	Euro	EUR
Italy	Euro	EUR
Luxembourg	Euro	EUR
Netherlands	Euro	EUR
Portugal	Euro	EUR
Spain	Euro	EUR
Denmark	Danish Krone	DKK
Norway	Norwegian Krone	NOK
Poland	Polish Zloty	PLN
Sweden	Swedish Krona	SEK
United Kingdom	Sterling	GBP

Section 7 – Your Authorisation

Once the instructions have been completed, and the Terms and Conditions read, the form must be signed and dated, authorising in accordance with your Account Mandate.

- **Authentication Codes (RASN) if applicable** – Please enter the RASN code if applicable

Other currencies

Country	Currency	Code
Australia	Australian Dollar	AUD
Canada	Canadian Dollar	CAD
Hong Kong	Hong Kong Dollar	HKD
India	Indian Rupee	INR
Japan	Japanese Yen	JPY
Morocco	Moroccan Dirham	MAD
New Zealand	New Zealand Dollar	NZD
Singapore	Singapore Dollar	SGD
South Africa	South African Rand	ZAR
Switzerland	Swiss Francs	CHF
Thailand	Thai Baht	THB
United Arab Emirates (UAE)	Dirhams	AED
United States of America	US Dollars	USD

Cater Allen Private Bank is able to provide literature in alternative formats. The formats available are: Large Print, Braille and Audio CD. If you would like to register to receive correspondence in an alternative format please contact us on 0800 092 3300. For the hard of hearing and/or speech impaired please use the Text Relay service. Further details can be found at <http://ngts.org.uk/>

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