

OUTWARD TELEGRAPHIC TRANSFER APPLICATION



I/We authorize the bank to debit the funds for the lawful purpose detailed below and agree to abide by the terms and conditions printed overleaf

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***MANDATORY FIELDS (The terms and conditions governing TT shall form part and parcel of this application)**

REMITTANCE AMOUNT DETAILS (FCY AMOUNT TO BE REMITTED)		FIELD 32
*Currency	*Amount (in Figures)	*Amount in Words:

BANK USE ONLY	
TT Ref:	
CIF:	
Exch Rate:	
Rate Ref:	
Value Date:	
Nostro Bank:	
Compliance Checked:	
EPF NO:	SIGNATURE:
Seal:	

APPLICANT DETAILS (HNB ACCOUNT HOLDER'S DETAILS)		FIELD 50
*Applicant's Account No:		
Account Type: Current/Savings/PFCA/BFCA/IIA/OIA/DFA/CTRA		
*Applicant's Name:		
*Address:		
*Telephone No / Mobile No:		
Email:		
*Source of Funds (For IIA/CTRA Accounts):		
TIN /VAT ID No:	Income Tax File No:	

INTERMEDIARY BANK DETAILS		FIELD 56
Name of the Intermediary Bank (State Full Name):		
Country:	SWIFT Code:	Sort Code:

BENEFICIARY BANK DETAILS		FIELD 57
*Name of the Bank & Branch: (State Full Name):		
*Bank Address:		
*Country:		
*SWIFT Code:	Sort Code:	

BENEFICIARY DETAILS		FIELD 59
*Account No OR IBAN No:		
*Name:		
*Address:		
*Country :		

*REMITTANCE INFORMATION (PLEASE FILL/MARK RELEVANT FIELDS)		FIELD 70
INV No/ Reference No:		
FOR IMPORT PURPOSE ONLY: Payment Term: Advance Payment [] Open Account [] Delivery Term :		
Description of Goods:		
HS Code:	Country of Origin :	
Shipment of Goods From:	Shipment of Goods To :	
For Advance payments, I / We hereby undertake to submit the Commercial Invoice & a Transport Document / Shipping Line Delivery Order / Arrival Notice, evidencing the shipment of Goods to Sri Lanka, Within 180 days /360 days (For Machinery or Heavy Equipment) from today.		
FOR STUDENT PAYMENT ONLY: Student Name:		
Student File Held at the Branch: YES/NO	Student ID :	Payment Ref No:
FOR SERVICE PAYMENT ONLY:	Payment Accordance with the Agreement YES/NO	Tax clearance Attached: YES/NO
OTHER PURPOSE ONLY (Please specify)		

FOREIGN BANK CHARGES TO BE BORNE BY: APPLICANT[] BENEFICIARY[] SHARED BETWEEN APPLICANT AND BENEFICIARY[] **FIELD 71**

With reference to the above outward remittance instruction, we are aware of the possibility of the instructions received from the beneficiary could be hacked by fraudsters and instructions altered. Therefore, we have rechecked the beneficiary bank and account details and are satisfied with the accuracy of the said beneficiary details, the bank is hereby authorized to remit the funds as per the instructions provided herewith.

Signature of the Applicant/s

BANK USE ONLY			
Applicant's Signature Verified	Original documents pertaining to Outward TTs received at the branch and will be forwarded with 2 days		
Authorized to overdraw the account since facility available/TOD approved/Import Loan granted/will be granted/Under the pack limit			
DATE:		DATE:	
EPF NO:	SIGNATURE OF BM/BOM	EPF NO:	AUTHORIZED SIGNATORY

TERMS AND CONDITIONS GOVERNING OUTWARD TELEGRAPHIC TRANSFERS

1. Agreement and Authorization

- 1.1. By signing this Application to effect an outward Telegraphic Transfer (hereinafter referred to as “**the Application**”) the Applicant acknowledges and agrees that the Applicant:
- (a) has read and understood these terms and conditions and agrees to be bound by them,
 - (b) warrants and confirms that all particulars provided to Hatton National Bank PLC (hereinafter referred to as “**the Bank**”) in connection with this Application are true and correct.
 - (c) Authorizes the Bank to debit the nominated account with the total payment, commission and other related fees.
 - (d) shall answer additional written questions under certain circumstances before and after the remittance request is processed by the Bank.
 - (e) shall accept that the payment is to be made to the Account Number/International Bank Account Number provided.
- 1.2. The Applicant further agrees that the Bank shall not be liable to make any refund prior to receipt by it of confirmation of order of cancellation from the correspondent, agent or sub-agent engaged by the Bank to effect the transmission and in the case of funds already converted, only on the basis of the Bank’s buying rate on the day a refund is made less the expenses of the Bank, its correspondents and agents.

2. Foreign Currency Transfers & Rates

- (a) Unless specifically requested by the Applicant in writing, for transactions that require a cross currency conversion, the Bank is authorized to convert to the currency of the payment at the rate of exchange prevailing for purchasing and selling the relevant currency (as the case may be) at the time of processing of the transaction, or as agreed with the rates issued by the Bank’s Treasury Department.
- (b) The Applicant hereby accepts the Bank’s statement in writing that it has made a conversion as referred to above as conclusive and in such a case the order in this application shall be construed as an immediate purchase of the amount of said foreign exchange at the Applicant’s sole risk.

3. Charges & Commission

- (a) The Bank is authorized to debit the charges and commissions to the Applicant’s nominated account for processing of the Application as per the Bank’s published rates and tariffs guide. The charges may be revised from time to time at the discretion of the Bank.
- (b) Correspondent Bank commissions, fees, or other charges.

The **Applicant** agrees that a Correspondent bank may charge commissions, fees, or other charges in making the payment to the beneficiary’s account. The Correspondent Bank will either deduct these commissions, fees, or charges from the funds paid to the beneficiary’s account, or pass them on to the Bank.

Where the deduction is made to a beneficiary, the **Applicant** agrees that the beneficiary will receive less than the payment amount specified in the **Applicant**’s remittance instructions. If the commissions, fees, or other charges are passed to be paid by the Bank, then the **Applicant** agrees to reimburse the Bank for same.

4. Indemnity

- 4.1. Without limitation to any other provisions hereto the Applicant agrees to indemnify the Bank against any and all losses, damages, claims, liabilities, costs (including legal costs on a full indemnity basis) which the Bank may suffer or incur arising from or in connection with any outward telegraphic transfer/transaction effected by the Bank hereunder.
- 4.2. The **Applicant** further agrees to absolve the Bank from any and all liabilities or losses arising from any cause beyond its control including, including but not limited to the following:
- (a) the act, failure or neglect of any agent or correspondent selected by the Bank for the remittance thereof.
 - (b) the act, failure, omission, or neglect by the **Applicant**.
 - (c) any delay, error, omission or default of any mode of transmittance including SWIFT messages.
 - (d) the acts or edicts of any government or governmental agency or other group or groups exercising governmental powers whether de jure or de facto.

5. Tracing of Payments

The **Applicant** agrees that the Bank shall be under no obligation to obtain a confirmation or a receipt of remittance from the beneficiary or the beneficiary’s Bank. The Bank may, on request make reasonable efforts to trace a payment.

6. Restrictions under Foreign Exchange Act

The **Applicant** agrees that neither the Bank nor its correspondents, agents or sub agents shall be liable for any losses or delays caused by any restriction under the Foreign Exchange Act or other restrictions which may be imposed by the rules and regulations of the Government of Sri Lanka and of the country where encashment is to be made.

7. Working days

The **Applicant** agrees that the Bank will use reasonable endeavors to process Applications received by the Bank before the Bank’s specified cut-off time. Applications received after such cut-off time will be processed on the next Banking day. For this purpose, all bank holidays and weekends are non-working days.

8. Privacy

The **Applicant** agrees that the Bank collects personal information in order to carry out the instructions given by the **Applicant** and to comply with all applicable laws in Sri Lanka. The **Applicant** hereby acknowledges that the Bank may disclose such information to the beneficiary’s Bank, a correspondent Bank or any relevant government or regulatory authority or court of law.

9. Jurisdiction

The **Applicant** hereby agrees that the laws of Sri Lanka shall govern these Terms and Conditions, and the parties shall submit to the exclusive jurisdiction of the courts of Sri Lanka.

These terms may be varied by the Bank from time to time. The latest Terms and Conditions shall be uploaded to the website of the Bank www.hnb.net. The Applicant hereby agrees and undertakes to abide by these Terms and conditions as may be amended from time to time.