



Date:

Branch:

Reference No. (Bank Use Only):

(Please type or write in Block Letters)

Ordering Customer Details

Account Holder Name (Mandatory):

Contact Number (Mandatory): Account Number (Mandatory):

Number of Drafts Requested: Draft(s) to be collected at:

Beneficiary Details (Company) (*Country is only required for USD Drafts.)

Payable To:

Address:
.....

Country:

Currency: Amount in Figures:

Amount in Words:

Purpose of Draft:
.....

Beneficiary Details (Company) (*Country is only required for USD Drafts.)

Payable To:

Address:
.....

Country:

Currency: Amount in Figures:

Amount in Words:

Purpose of Draft:
.....

Beneficiary Details (Company) (*Country is only required for USD Drafts.)

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Address:

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Amount in Words:

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Beneficiary Details (Company) (*Country is only required for USD Drafts.)

Payable To:

Address:

Country:

Currency: Amount in Figures:

Amount in Words:

Purpose of Draft:

Beneficiary Details (Company) (*Country is only required for USD Drafts.)

Payable To:

Address:

Country:

Currency: Amount in Figures:

Amount in Words:

Purpose of Draft:

Declaration

In consideration of this service provided to me/us by RBC Royal Bank (Trinidad & Tobago) Limited (the "Bank") at my/our request, I/we hereby authorize the Bank to debit my/our account for the full draft value as well as for all applicable fees and charges payable for the service. I/we accept responsibility for the accuracy of all information provided by me/us herein and understand that the Bank relies on this information "as is" to provide the service. I/we agree to indemnify the Bank against all actions, proceedings, losses, damages, costs and expenses that the Bank may incur or suffer as a result of the Bank relying and acting upon this information and instruction herein".

Account Holder(s) Signature(s)

Date:

.....
Signature

.....
Print Name in Block Letters

Date:

.....
Signature

.....
Print Name in Block Letters

Instructions for Completion

Completed Forms may be deposited at the **Drop-Off Requests area** for processing as follows:

MALL BRANCHES:

Mondays–Thursdays: Requests received by 2:00 p.m. – Collection of draft between 10:00 a.m. and 5:00 p.m. (6:00 p.m. Fridays only) on the following business day.

Requests received after 2:00 p.m. – Collection of draft between 10:00 a.m. and 5:00 p.m. (6:00 p.m. Fridays only) in the next 2 business days (with the exception of Saturdays).

Fridays: Requests received by 2:00 p.m. – Collection of draft between 10:00 a.m. and 5:00 p.m. on the following Monday/business day.

Requests received after 2:00 p.m. – Collection of draft between 10:00 a.m. and 5:00 p.m. in the next 2 business days (with the exception of Saturdays).

Saturdays: Requests received before end of business day – Collection of draft between 10:00 a.m. and 5:00 p.m. on the following Tuesday/business day.

ALL OTHER BRANCHES:

Mondays–Thursdays: Requests received by 2:00 p.m. – Collection of draft between 8:00 a.m. and 4:00 p.m. (5:00 p.m. Fridays only) on the following business day.

Requests received after 2:00 p.m. – Collection of draft between 8:00 a.m. and 4:00 p.m. (5:00 p.m. Fridays only) in the next 2 business days (with the exception of Saturdays).

Fridays: Requests received by 2:00 p.m. – Collection of draft between 8:00 a.m. and 4:00 p.m. on the following Monday/business day.

Requests received after 2:00 p.m. – Collection of draft between 8:00 a.m. and 4:00 p.m. in the next 2 business days (with the exception of Saturdays).

Saturdays: Requests received before end of business day – Collection of draft between 8:00 a.m. and 4:00 p.m. on the following Tuesday/business day.

***Use multiple forms if you are requesting more than 5 drafts.**