



**Draft request form  
(Individual)**

eForm 0156001 (06/2017)

Date:

Branch:

Reference No. (Bank Use Only):

(Please type or write in Block Letters)

**Ordering Customer Details**

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Account Holder Name (Mandatory): .....

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

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

**Beneficiary Details (Individual) (\*Information with respect to Country, Nationality and Date of Birth is only required for USD drafts.)**

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Payable To: .....

Address: .....

Country: ..... Nationality: .....

Date of Birth: ..... Currency: ..... Amount in Figures: .....

Amount in Words: .....

Purpose of Draft: .....

**Beneficiary Details (Individual) (\*Information with respect to Country, Nationality and Date of Birth is only required for USD drafts.)**

---

Payable To: .....

Address: .....

Country: ..... Nationality: .....

Date of Birth: ..... Currency: ..... Amount in Figures: .....

Amount in Words: .....

Purpose of Draft: .....

**Beneficiary Details (Individual)** (\*Information with respect to Country, Nationality and Date of Birth is only required for USD drafts.)

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Payable To: .....

Address: .....

Country: ..... Nationality: .....

Date of Birth: ..... Currency: ..... Amount in Figures: .....

Amount in Words: .....

Purpose of Draft: .....

**Beneficiary Details (Individual)** (\*Information with respect to Country, Nationality and Date of Birth is only required for USD drafts.)

---

Payable To: .....

Address: .....

Country: ..... Nationality: .....

Date of Birth: ..... Currency: ..... Amount in Figures: .....

Amount in Words: .....

Purpose of Draft: .....

**Beneficiary Details (Individual)** (\*Information with respect to Country, Nationality and Date of Birth is only required for USD drafts.)

---

Payable To: .....

Address: .....

Country: ..... Nationality: .....

Date of Birth: ..... Currency: ..... Amount in Figures: .....

Amount in Words: .....

Purpose of Draft: .....

**Declaration**

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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)**

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Date:

.....  
*Signature*

.....  
Print Name in Block Letters

Date:

.....  
*Signature*

.....  
Print Name in Block Letters

## Instructions for Completion

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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.**