



# Transfer service arrangement – Foreign currency wire transfer

eForm 0158001 (01/2017)

Branch: \_\_\_\_\_  
Reference No. (Bank Use Only): \_\_\_\_\_

## 1. Date and Transaction Details

Date: \_\_\_\_\_  
Transaction Currency: \_\_\_\_\_ Transaction Amount: \_\_\_\_\_

## 2. Sender

Account Number (Mandatory): \_\_\_\_\_ Account Currency: \_\_\_\_\_  
Name (Mandatory): \_\_\_\_\_  
Address (Mandatory): \_\_\_\_\_  
Contact Number (Mandatory): \_\_\_\_\_

## 3. Intermediary Bank (if required)

Name (Mandatory): \_\_\_\_\_  
Address (Mandatory): \_\_\_\_\_  
Routing Code: \_\_\_\_\_  
(e.g. **USA** – SWIFT BIC, ABA Number, CHIPS; **UK** – SWIFT BIC, SORT CODE; **Europe** – SWIFT BIC, IBANs)

## 4. Paying Bank

Name (Mandatory): \_\_\_\_\_  
Address (Mandatory): \_\_\_\_\_  
Routing Code: \_\_\_\_\_  
(e.g. **USA** – SWIFT BIC, ABA Number, CHIPS; **UK** – SWIFT BIC, SORT CODE; **Europe** – SWIFT BIC, IBANs)

## 5. Beneficiary

Account No. (Mandatory): \_\_\_\_\_  
Name (Mandatory): \_\_\_\_\_  
Address (Mandatory): \_\_\_\_\_

## 6. Purpose or Details of Payment (Be specific) (Mandatory)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 7. Foreign Bank Charges for Account

Beneficiary  Sender

## 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 wire transfer 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 effect the transfer requested by me/us. 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.

I/we understand that foreign bank charges for the account of the Sender will be debited to the Sender's account. I/we further understand that foreign bank charges may be levied by the Paying Bank(s); the amount of which the Bank has no prior knowledge and that, in the event that the transfer cannot be effected due to circumstances beyond the Bank's control, the Bank will refund the Sender the foreign currency amount based on returned funds received from the overseas correspondent bank or the local currency equivalent of that amount.

I/We understand that all refunds will be effected less any charges levied by the Bank and/or the Paying Bank(s) and where such refund is made in local currency, the refund amount will be calculated using the Bank's cheque buying rate as at the date of the refund. In instances where proceeds of returned funds are re-transmitted, the Sender agrees to bear all associated costs, including charges, applied by the Paying Bank(s) involved in the transaction.

I/We further agree that the Bank may make the remittance through such agents and correspondents as it deems appropriate and that if the transfer cannot be effected, the Bank will refund to me/us the TTD amount which was to be transferred and neither the Bank nor its agents and correspondents will be held liable for any nonpayment of funds/delay in effecting the transfer and any associated loss or damage including loss of profit, loss of goodwill or any type of special, indirect or consequential loss suffered by such nonpayment of funds/delay due to circumstances beyond their control.

**Customer(s) Signature(s)**

---

Date: .....  
Signature  
.....  
Print Name in Block Letters

Date: .....  
Signature  
.....  
Print Name in Block Letters

**For Bank Use Only**

---

Currency Code : .....  
Amount : .....  
Exchange Rate (if required) : .....  
Local Equivalent (if required) : .....  
Commission : .....  
Total : .....

**Bank Authorized Signatures**

---

Date: .....  
Signature  
.....  
Print Name  
.....  
Position Title

Date: .....  
Signature  
.....  
Print Name  
.....  
Position Title

**Instructions for Completion** *(The numbered descriptions refer to the corresponding numbered items at the front)*

---

1. Insert the date, the currency and the amount requested.
2. Insert Sender's account number, account currency, full name and full address (i.e. Street Number, City, Country. P.O. Box addresses/addresses "in care of" (c/o) another party will not be accepted).
3. Insert the full name and address (including City and Country) of the Intermediary Bank (i.e. a bank through which the payment will be routed before the Paying Bank), if provided. Affix Routing code(s) (e.g. SWIFT BIC or ABA numbers).  
**Note:** The SWIFT BIC and IBAN are mandatory for all Euro wire transfer messages for payment to beneficiaries in member countries of the European Union.
4. Insert the full name and address (including City and Country) of the Paying Bank. Affix Routing code(s) (e.g. SWIFT BIC or ABA numbers).  
**Note:** The SWIFT BIC and IBAN are mandatory for all Euro wire transfer messages for payment to beneficiaries in member countries of the European Union.
5. Insert the Beneficiary's account number, full name and full address (i.e. Street Number, City, Country, P.O. Box addresses/ addresses "in care of" (c/o) another party will not be accepted).
6. Insert the purpose for the transfer (invoice numbers/reference numbers must be supported by a specific reason for the payment).
7. Indicate the party (Beneficiary or Sender) responsible for foreign bank charges by ticking the applicable box.  
**Note:** Where Sender has been selected, the Sender will pay the foreign bank charges of RBC's Overseas Correspondent Bank. However, additional foreign bank charges may be deducted by other banks involved in effecting payment of the wire transfer message.
8. For Bank Use Only – Insert the following:
  - ISO Currency Code of the Remittance Amount
  - The Remittance Amount
  - Where conversion to the Remittance Currency has occurred, insert the applicable day's Selling Rate
  - Where conversion to the Remittance Currency has occurred, insert the equivalent in the Payment Currency
  - Insert the wire transfer commission
  - Insert the total wire transfer cost

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 transaction copy 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 transaction copy 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 transaction copy 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 transaction copy 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 transaction copy 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 transaction copy 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 transaction copy 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 transaction copy 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 transaction copy 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 transaction copy between 8:00 a.m. and 4:00 p.m. on the following Tuesday/business day.