

**PLEASE**

Issue Demand Draft / Cashiers Order

Make a Telegraphic Transfer

Date \_\_\_\_\_

**Beneficiary details:**

Beneficiary's name / in favour of : \_\_\_\_\_

Beneficiary's account number : \_\_\_\_\_

Beneficiary's account with bank : \_\_\_\_\_

Beneficiary's bank address : \_\_\_\_\_

Preferred routing information i.e. Correspondent/intermediary bank (if known) : \_\_\_\_\_

Payment to be made  on application and identification  Credit Advise

Sort code: \_\_\_\_\_ CHIPS UID/ABA code: \_\_\_\_\_

**Payment details / Purpose:** \_\_\_\_\_

**In reimbursement please:**

debit my / our account no.

Currency:    \_\_\_\_\_

Account No.             \_\_\_\_\_

Forward Contract / Treasury Deal no (if any) \_\_\_\_\_

**Amount**

Currency:    \_\_\_\_\_

In figures:       \_\_\_\_\_

In words: \_\_\_\_\_

**Charges: (Please ✓ one)**

All charges to my account

All charges to beneficiary's account

Local charges to me & outside Qatar charges to beneficiary

**Draft disposal: (Please ✓ one)**

Hold the draft for collection by me at the bank

Send to my address by mail

Send to beneficiary's address (below) by mail

**Applicant details:**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

**Applicant signature(s):**

1. \_\_\_\_\_ 2. \_\_\_\_\_

I/We agree to abide by the terms and conditions printed overleaf.

**For Bank use only**

Transaction ref. no: \_\_\_\_\_ Input by \_\_\_\_\_ Authorised by: \_\_\_\_\_

## **Terms and Conditions Governing Telegraphic Transfers and Demand Drafts**

1. It is understood that the Telex/SWIFT messages are sent entirely at the Customer's risk. The customer agrees to hold harmless and indemnify the Bank against any loss, cost, damages, expense, liability or proceedings which the Bank may incur or suffer as a result of the Bank acting upon or delaying to act upon or refraining from acting upon the said instructions. The bank shall not be liable for any loss, delay, error, omission which may occur in the transmission of the message or for its misinterpretation when received or any delay caused by the clearing system of the country in which the payment is to be made or any act of default or negligence of the beneficiary's bank in collecting the remittance. In no event shall the Bank under any circumstances be liable for any loss of profits or contracts or special, indirect or consequential loss or damages.
2. In the absence of specific instructions, the telex/SWIFT transfer will be effected in the currency of the country in which the payment is to be made. In case the currency of the account to be debited is not mentioned, the Bank will effect the transfer to the debit of the customer account in the order of:
  - a) Same currency account as the currency of the transfer, if available.
  - b) QAR account
  - c) Any currency account maintained with the Bank, at the discretion of the Bank.
3. In the absence of specific instructions, all charges/commissions outside the Qatar are for the beneficiary's account. The Customer may be unable to obtain full value under a demand draft/telegraphic transfer on account of exchange or other restrictions applicable in the country of payment or to the paying bank or charges and fees of the paying bank.
4. The Bank reserves the rights to send this telex transfer from a different place other than the one specified by the remitter if operational circumstances so require.
5. Encashment of the remittance is subject to any exchange control or other restrictions which may be imposed by the rules and regulations of the country where encashment is to be made. Neither the Bank nor its correspondents or agents shall be liable for any loss or delay caused by any such rules and regulations.
6. The Bank will use reasonable endeavors to process applications received by the Bank before the specified cut-off time notified by the receiving branches or centres from time to time. Applications received after such cut-off time will be processed on the next working day. For this purpose all holidays and Fridays are non-working days.
7. The Beneficiary's Bank BIC Code/Sort Code/Fedwire ID/CHIPS UID or any such code mentioned by the remitter will be considered as correct and the remittance will be effected accordingly, assuming correctness of the given codes.
8. Telegraphic transfers will be effected with SPOT value (two business days after the date of receipt of request by the Bank). Applications for the same day value are subject to the time when the application is received, as well as cut-off times related to the geographical location of the payment destination.
9. The Bank reserves the right to revise all remittance charges from time to time without prior notice.
10. If a Demand Draft/Cashier Order is lost or stolen the Customer agrees to provide the Bank with an indemnity acceptable to the Bank. In case where the Drafts are directly despatched to the beneficiary, neither the Bank nor the Branches or Correspondents are responsible for any delay, mistake or omission caused by the Telegraphic or Postal authorities and that in the event this draft is lost or stolen the Bank is not liable for immediate refund.
11. If the transfer authority is submitted by postal or messenger service or by fax (or otherwise than by the Customer in person) the Bank may act upon such authority ("instructions") and may presume that they are genuine and accurately represent the wishes of the Customer, even if the instructions are actually compiled or sent in error or by fraud or negligence or altered or amended by someone other than the Customer with or without the actual knowledge or instructions of the Customer. The Bank has no duty to verify the fact or genuineness of the instructions.
12. If a refund of the remittance amount is desired from the Bank by the applicant, after receipt of funds from the beneficiary's Bank, the Bank shall, at its discretion make the payment to the applicant at the prevailing buying rate for the relevant currency less all charges and expenses.