



# Transfer Order Authority

						Order No.:	
Fill in blanks and place tick(s) accordingly		Branch				Date	
Please Arrange to	Add		Modify		Delete		Apply a temporary stop
	Temporary stop for \$ _____ and next payment to be effective on _____						

## ACCOUNT TO BE DEBITED (Details)

Account Number			Product No.	Account Name						
Payment frequency	Weekly		Fortnightly		Quarterly		Annually		Half Yearly	
	Monthly		You may specify the monthly transfer day eg. 2nd, 17th, First business day of every month, LDEM etc.							
Amount \$		First Payment Date		Last Payment Date		OR Until Further Notice				
Narrative										
Transfer Order Fees	Normal		Exempt		Reason for Exemption					

## PAYMENT DETAILS (Account to Credit)

Payee's Bank Name/Branch			Payee's Account Name						
Product No.		Account No.		Narrative					
Type of Account	Savings		Transaction		Loan		General Ledger		

## ISSUE BANK CHEQUE / OVERSEAS PAYMENT

Issue Bank Cheque		Issue Overseas Draft		Send Telegraphic Transfer	
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### Bank Cheque / Draft

Please include payee's name and full address. Also record any relevant reference number in the purpose/reference box below

### Telegraphic Transfer

Please include payee's account name, account number, bank address and bank number. Also record any relevant reference number in the reference box below

Currency to be Remitted		i.e. The currency that the payee will receive			
Payee's Account Name					
Payee's Bank Address			Payee's Account Number		
Payee's Bank Number			Payment Reference Number		

## CUSTOMER DECLARATION AND ACKNOWLEDGEMENT

I/We have read and agree/ed to be bound by the declaration and acknowledgement as per reverse and that details provided on this form are true and correct.

Customer's Name		Signature		Contact		Date	
Customer's Name		Signature		Contact		Date	
Customer's Name		Signature		Contact		Date	

Branch  
Stamp

## BANK USE ONLY

	Name	Signature	Date
Verified By:			
Loading Officer:			
Checked by Operations:			



## Terms and Conditions

I/We acknowledge that:

1. If there is insufficient cleared funds available in the account to be debited on the due date and no other arrangements exists at the time to allow the account to be overdrawn, the Bank:
  - Does not have to make the payment on that date.
  - May make the payment on a later date when funds become available (but will not be obliged to do so) and may charge me/us a fee.
  - May charge a (Payment not Made fee) if there is insufficient cleared funds in the Account to be Debited on the due date, or the day the bank attempts to make the payment (Excluding Fiji).
  - If the Borrower does not pay an amount due and owing to the bank, the bank shall apply any money in the borrowers accounts or deposits (whether matured or not) in payment of any amount payable to the bank. It can convert currencies using its normal procedures.
2. When the due date occurs on a weekend or public holiday, the payment may be made on the next Business day.
3. If I/we have sufficient cleared funds in our account the bank will send the payment to the payee or payees bank on the due date, but is not responsible for any delays in processing under the control of the payee or their bank.
4. The bank will not add, modify, delete, temporarily stop a Periodic Payment or make a special payment when the request to do so is received on the day before the payment is due or the day on which the payment is due.
5. The Bank may decide the order in which it will pay any moneys which I/we may at any time authorise the Bank to pay or withdraw from my/our account. This includes, amongst others, moneys payable under this or any other authority and any cheque or bank fee.
6. The bank will not be liable:
  - If it fails to make any payment
  - If any payment is late
  - For any error in making any payment
  - For any reason other than its own neglect or default.
7. The Bank will continue the payments until the last payment date as specified or until it is advised in writing that this authority is cancelled.
8. The Bank may discontinue the payments at any time, but will advise me/us in writing if it does so (unless it discontinues the payments because the payee, or the payee's bank refuses to accept them).
9. The Bank may debit my/our accounts for any bank fees or government charges that apply to periodical payments from time to time.
10. For payments made by Draft or Telegraphic Transfer, and involving currency conversion, the exchange rate to be used is chosen by the Bank.
11. I/We have read and understood the Privacy Statement in the Customer Banking Agreement.
12. Loan Repayment Authority (Delete if not applicable)  
Whenever my/our required repayment, including bank fees, to my/our loan account with the bank is increased/decreased, you may vary the amount of my/our periodical payment to ensure that it at least meet