



COMMERCIAL BANKING

Outward Remittance Covering Note

Customer Name: [Grid of 20 boxes]

Account No: [Grid of 4 boxes] - [Grid of 8 boxes] - [Grid of 4 boxes]

Transaction Date: [Grid of 2 boxes] [Grid of 2 boxes] [Grid of 6 boxes]

Beneficiary Name: [Grid of 20 boxes]

Currency (FCY): [Grid of 3 boxes]

FCY Amount: [Grid of 10 boxes]

Transaction Type: [Grid of 10 boxes] (please specify Import or Remittance)

Business Internet Banking (BIB) Reference No: [Grid of 10 boxes]

I/We hereby agree to the contents of this form and confirm all details provided therein are true.

#Signature (with rubber stamp) of Chairman / Secretary / 2 Directors / Trustee / All partners / Karta / Sole Proprietor / All Joint Holders / Authorised Signatory [Signature box]

*Place: _____ *Date: _____

Please Note - The form must be submitted to the branch/RM along with the physical documents latest by 2 pm of the transaction execution day. All fields on the form are mandatory. Transaction will be processed only if the submitted documents meets Bank's requirement. If the documents are incomplete / discrepant or not submitted within 2 pm, the transaction would be cancelled and losses (if any) would be debited to customer's account.