

Standing Instruction for Transfer of Funds Form (Based on Date)
To: HSBC Bank (Singapore) Limited

Please tick (✓) where applicable.

- New Standing Instruction (Please complete all applicable boxes)
 Amendment of Existing Standing Instruction (Please complete box numbers 1, 2, 3, 9 and 10 as well as those boxes you wish to amend)

1. Primary Account Numbers (To be debited)	2. Account Name
3. Effective Date (i.e. date of first transfer, subsequent payments will be made on, or as close to, the same day of each period specified by you in the next box)	4. Frequency (Daily, Weekly, Monthly, etc.)
5. Final Payment Date or Total Number of Instructions (Leave blank if you wish the instruction to continue until further notice)	6. Priority (If not specified, this standing instruction will be generated after all other Standing Instruction(s) based on the same date)

Please complete either Option (1) or Option (2)

7.	Transfer a fixed sum of (Please specify Currency and Amount) _____ 1st payment amount \$ _____ (Please specify if 1st and final payment amount differ from above) Final payment amount \$ _____	Overseas Charges (For TTs Only) <input type="checkbox"/> are for the account of remitter <input type="checkbox"/> are for the account of beneficiary
Option (1)	Payment Method or <input type="checkbox"/> Telegraphic Transfer <input type="checkbox"/> Internal Transfer or <input type="checkbox"/> Demand Draft or <input type="checkbox"/> Cashier's Order or <input type="checkbox"/> Interbank GIRO (Transfer will take up to 3 working days)	Payment currency (i.e. Currency you wish beneficiary to receive if payment method is by Demand Draft or Telegraphic Transfer)
	Auto Debit Accounts (Optional - if allows auto transfer of funds from 2 other accounts to make up the payment account) Auto-Dr A/C 1 _____ Auto-Dr A/C 2 _____	
Option (2)	Transfer (internally) the credit balance (less holds) of the abovementioned account LESS * retention amount of _____ *Amount must be in the same currency as the primary account stated in box 1 above. Include O/DFacility <input type="checkbox"/> Yes <input type="checkbox"/> No	

8. Name & Address of Beneficiary's Bank (Address of Beneficiary's Bank is mandatory if payment method is by Telegraphic Transfer)	Sort Code/Fed Wire (If applicable)
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9. Beneficiary's account number (Optional if payment method is by Cashier's Order or Demand Draft or Telegraphic Transfer)	10. Beneficiary's Name(s) (not required if payment method is by Internal Transfer)
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11. Beneficiary's Address (Not required if payment method is by Internal Transfer or IBG)
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12. Is an advice of each transfer required by the Primary Account Holder? <input type="checkbox"/> Yes <input type="checkbox"/> No (Note: Not required for IBG)	13. Is an advice of each transfer required by the Beneficiary? (This service is available for beneficiaries with HSBC Singapore accounts only) <input type="checkbox"/> Yes <input type="checkbox"/> No (Note: Not required for IBG)
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14. Payment Narrative (Which will appear on each party's statement and/or advice respectively)
Primary Account Holder (For IBG, Associate Party Name)
_____ _____ _____
Beneficiary (For IBG, Primary Party Name)
_____ _____ _____

Declaration

I/We confirm that I/we have read the terms and conditions printed overleaf and agree to be bound by them.

Signature of Account Holder

 Name: _____
 Contact no.: _____
 Date: _____

Signature of Joint Account Holder

 Name: _____
 Contact no.: _____
 Date: _____

For Bank use only		
Signature Verified & Data Input by	Additional information	ORM Charge Type <input type="checkbox"/> I/E Cost Centre (Primary Party) _____ I/E Cost Centre (Associate Party) _____ CBID Code _____ S/I Number _____
Date:		
Data Input Checked & Verified/ Approved by	Instructions in total _____ Priority _____ Commission _____ Postage _____ Stamp Duty _____	
Date:		

Data Protection Policy

 The personal data you are submitting is being collected for the purposes stated in HSBC's Data Protection Policy, a copy of which may be found at <http://www.hsbc.com.sg/1/2/miscellaneous/privacy-and-security>.

Terms and Conditions

1. I/We understand that HSBC Bank (Singapore) Limited (the "Bank") accepts the standing instructions upon the following conditions:-
 - i) the Bank is not obliged to effect payment if my/our account does not have sufficient funds to meet it.
 - ii) the Bank will levy a one-time set-up charge or such other amount as the Bank may from time to time levy and handling commission for every standing instruction payment.
 - iii) the Bank will impose a charge if my/our standing instruction is rejected due to insufficient funds.
 - iv) the Bank may at its discretion cease to carry out this instruction without notice to me/us if there are insufficient funds in my/our account for three months.
 - v) on the date of effecting payment the Bank reserves the right to determine the priority of this payment order against cheques presented or any other existing arrangements made with the Bank.
 - vi) the Bank may cease to carry out this instruction at any time by notice in writing to me/us or without notice at any time after being advised by the beneficiary/beneficiaries that no further payment is required.
 - vii) any amendments and cancellations should reach the Bank at least three days before the next successive payment is due. The Bank will levy a charge or such other amount as the Bank may from time to time levy for each amendment or cancellation.
 - viii) this order will remain effective notwithstanding my/our death, bankruptcy, liquidation, winding-up, incapacity, or any change in the constitution of the applicant until actual notice is received by the Bank.
 - ix) I/we understand that where I/we have set up a standing instruction to a beneficiary account in the U.S. or in U.S. territories, I/we may be required to submit additional documentation.
2. I/We agree to absolve the Bank from any liability whatsoever in respect of any losses, damages and expenses that I/we may suffer or incur as a result of the Bank carrying out of the above instructions.
3. Where the personal data I/we provide in this form is/was collected by me/us or from third party sources, I/we confirm and agree that:
 - i) the relevant consents for the purposes notified in the Data Protection Policy have been procured by me/us from all relevant individuals to whom the personal data relates and I/we have retained proof of these consents, such proof to be provided to HSBC upon request; and
 - ii) I/we will provide all relevant individuals with copies of the Data Protection Policy for their perusal.