

**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)

<b>1. Primary Account Numbers</b> (To be debited)	<b>2. Account Name</b>
<b>3. Effective Date</b> (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)	<b>4. Frequency</b> (Daily, Weekly, Monthly, etc.)
<b>5. Final Payment Date or Total Number of Instructions</b> (Leave blank if you wish the instruction to continue until further notice)	<b>6. Priority</b> (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)

<b>7.</b>	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 \$ _____	<b>Overseas Charges</b> (For TTs Only) <input type="checkbox"/> are for the account of remitter <input type="checkbox"/> are for the account of beneficiary
<b>Option (1)</b>	<b>Payment Method</b> 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)	<b>Payment currency</b> (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 _____	
<b>Option (2)</b>	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	

<b>8. Name &amp; Address of Beneficiary's Bank</b> (Address of Beneficiary's Bank is mandatory if payment method is by Telegraphic Transfer)	Sort Code/Fed Wire (If applicable)
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<b>9. Beneficiary's account number</b> (Optional if payment method is by Cashier's Order or Demand Draft or Telegraphic Transfer)	<b>10. Beneficiary's Name(s)</b> (not required if payment method is by Internal Transfer)
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<b>11. Beneficiary's Address</b> (Not required if payment method is by Internal Transfer or IBG)
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<b>12.</b> 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)	<b>13.</b> 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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<b>14. Payment Narrative</b> (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**

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 Name: \_\_\_\_\_  
 Contact no.: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Signature of Joint Account Holder**

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 Name: \_\_\_\_\_  
 Contact no.: \_\_\_\_\_  
 Date: \_\_\_\_\_

<b>For Bank use only</b>		
Signature Verified & Data Input by	<b>Additional information</b>	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.