



Remittance Request

Branch

Date

Please Issue a **Demand Draft** (LCY / FCY) Make a **Fund Transfer** as per details given below:

The Draft will be collected by Myself Authorized representative.....
Attested

Customer's Signature

Currency and amount (in figures)..... (in words).....
In favour of (Name)
Account No. SWIFT.....
Beneficiary's Bank Name & Address
..... Country
Sort code/ IBAN for UK..... Chips/ ABA code for USA

Remarks/ References/ Payment Details
(To be used for SWIFT Messages).

Charges outside Bangladesh:

Beneficiary's Account Sender's Account Other

In reimbursement, please debit my/ our A/C no.

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Customer's Name: Phone No.

Address
(Subject to conditions overleaf)

Customer's Signature

BANK USE ONLY

Debit A/C FCY Rate Tk
Credit A/C FCY Rate Tk
Credit A/C FCY Rate Tk
Credit A/C FCY Rate Tk
Credit A/C FCY Rate Tk

Teller Txn. Ref. No.
Bank Reference No.
TT/ Draft No.

Received Tk.
Cr. A/C

Cashier's Stamp

Prepared By

Approved By

Teller

Authorizer

CONDITIONS

On requesting the Bank to make the remittance overleaf, I/we hereby agree that it is to be executed in accordance with the following conditions:

1. The Bank is at liberty to send the telex transfer entirely at my/our risk. 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 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 or profits or contracts or special, indirect or consequential loss or damages.
2. The Bank reserves the right to select agent/correspondent to effect the remittance to places where the Bank is not established.
3. In the absence of specific instructions, the transfer will be effected in the currency of the country in which payment is to be made.
4. All charges/ commissions outside Bangladesh are for the beneficiary's account unless specified.
5. The Bank reserves the right to send this transfer from a different place other than the one specified by the remitter if operational circumstances so require.
6. 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.
7. The Bank will use reasonable endeavors to process applications received by the bank before 2.00 p.m. (or such other time as may be notified by the receiving branches or centre) from Sunday to Thursday. Application received after such cut-off time will be processed on the next working day.
8. Applications for same day value are subject to cut-off times related to the geographical location of the destination.
9. If a refund of the remittance amount is desired from the Bank by the Applicant, 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.
10. The Bank reserves the right to revise all remittance charges from time to time without prior notice.
11. If a draft applied for is lost, stolen or destroyed, the applicant may request for a replacement draft or a refund. The applicant must, first, provide the Bank with a letter of indemnity protecting the Bank against liability with respect to the lost, stolen or destroyed draft.
12. Except the countries or areas where the laws of the country or payment conflict, the Draft shall be governed by the laws of country of issue.