



# STANDING ORDER FORM

Branch

**PLEASE EFFECT THE FOLLOWING STANDING ORDER INSTRUCTIONS:**

External Transfer (telegraphic Transfer)     Amendment Request     Internal Funds Transfer     Cancellation Request  
 Sweep-In/Out (Conditional Account to Account TRF)     Other Request - Please Specify .....

**FREQUENCY**

Daily     Weekly     Fortnightly     Monthly     Quarterly  
 Half yearly     Yearly     Automatically (In case of Conditional Account to Account Transfer)

Date from            Date to            Effective Date

**CANCEL/DEFER**

Deferment Request

The next periodic execution of the said Standing Instruction/Sweep may be deferred by:.....[period(s)] and resumed on.....(next execution date).....The Standing Instruction/Sweep may be treated as cancelled with immediate effect.

**PAYMENT DETAILS**

Amount in figures ..... Currency .....  
Beneficiary Name/in favour of .....  
Beneficiary Account Number (IBAN NO.) .....  
Beneficiary Address ..... Country .....  
Beneficiary Bank Name .....  
Beneficiary Bank Address .....  
Beneficiary Bank Code (SWIFT Code/Sort Code/ABA No./Transit Code) .....  
Intermediary/Correspondent Bank (if known) .....

Purpose of payment .....  
 SHARED (Beneficiary Bank Charges to Beneficiary A/C)     OUR (All Charges to Ordering Customer A/C)

This authority is to remain in force until cancelled by me/any of the sole authorized signatory in writing and I/we undertake to ensure that the funds will be available in my/our account to meet all payments when due.

**TERMS AND CONDITIONS**

**I/We confirm that:**

If you are unable to comply with my/our instructions owing to insufficient funds in my/our account on the due date specified by me/us, I/we agree the following action which would be executed by the Bank:

- It will not be Bank's responsibility to refer to us.
- Bank is authorized to debit my/our account with applicable charges in cases the said standing order fails due to insufficient funds on the due date.
- Bank is not responsible to follow the failed standing instructions to execute in case the said the balance is available on a late date. The failed standing instructions will stand invalid and cancelled.
- Bank will perform the next standing order on the next upcoming due date, if funds are available.
- In case bank is unable to make payments on two consecutive standing instructions dates due to insufficient funds in my/our account, it is at the liberty of the bank to cancel or keep the standing instruction valid.
- When the standing order due date falls on Bank Holiday, I/we understand that it will be effected on the next business day.
- Amendment or cancellation to the standing instructions must be communicated in writing.
- Amendment or cancellation request should be received one week prior to the payment date.
- Amendments to existing instructions will levy charges as per UAB's Schedule of Charges.

**APPLICANT SIGNATURE/AUTHORIZED SIGNATORIES**

Account Number

Signatures ..... Customer Name ..... Date

**For Bank Use Only**

Date            Signature Verified ..... Authorized by ..... Input by .....