



Travel and Remittances
1st Floor, Bank of Ceylon,
Head office, Colombo 01
phone 011-2445783
011-2203173
Email travel@boc.lk

OFFICE USE ONLY	BRANCH USE ONLY
TT Ref:.....	Cost Center & Branch*:...../.....
Rate & Ref :.....	Branch Reference*:.....
Remarks:.....	Contact Person*:.....
Nostrum:.....	Phone No*:.....

TELEGRAPHIC TRANSFER ORDER FORM

STRICTLY IN ENGLISH BLOCK CAPITAL LETTERS

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SENDER (APPLICANT)	
NAME OF THE APPLICANT*	
ADDRESS*	
APPLICANT BUSINESS/PROFESSION*	
EMAIL*	PHONE*
NIC/DRIVING LICENSE/	
PASSPORT/BUSINESS REG NO*	
INCOME TAX FILE NO/TIN	VAT REGISTRATION NO
PURPOSE OF REMITTANCE*	
Inv No/Ref No/*	
FOR IMPORT PURPOSE ONLY	GOODS CLEARED/NOT CLEARED*
DESCRIPTION OF ITEMS*	HS CODES*
TRADE TERMES/INCOTERM*	CUSTDEC/COURIER NO
FOR STUDENT PAYMENTS ONLY	EXCHANGE PERMIT NO
STUDENT NAME*	STUDENT ID*
FOR SERVICE PAYMENTS ONLY	TAX CLEARANCE IS ATTACHED
PAYMENT ACCORDANCE WITH THE AGREEMENT YES/NO	YES/NOT APPLICABLE

RECEIVER (BENEFICIARY)	
NAME OF THE BENEFICIARY*	
ADDRESS*	
CURRENCY TYPE *	WORDS*
AMOUNT IN FIGURES*	
BANK NAME*	
BRANCH	COUNTRY*
ACCOUNT NO/IBAN NO*	
SORT/ROUTING/FEDWIRE/ ABA/BSB/BANK-BRANCH CODE	SWIFT CODE*
CORRESPONDING/INTERMEDIATE BANK(if Available)	
FORIGN BANK CHARGES TO BE BORNE BY*	
APPLICANT <input type="checkbox"/> BENEFICIARY <input type="checkbox"/>	

SPECIAL INSTRUCTIONS AND REMARKS TO SENT

*COMPULSORY

BRANCH REFERENCE*:.....

Please advise the above credit at my/our risk and cost by telegraph or SWIFT, either in words or figures, it is being understood that the Bank will not be liable or responsible for the consequences of any failure to dispatch/advice/any delay/mistake/omission/misinterpretation/irregularity/error in indemnification which may happen in or about or after its dispatch/transmission or receipt, or for any loss/damage caused by any act or omission/negligence or otherwise, or for the retention of the sum should circumstance be such as, in your judgment or in the judgment of your agents/correspondents to render such retention expedient until confirmation by letter of the telegraphic advice or for the consequences thereof.

I/We do hereby indemnify and save harmless the Bank issuing a copy of the telegraphic message/SWIFT to me/us at its sole discretion, as it is a document of the Bank, which is given for reference, purposes only. Thereby Bank is not liable for any amendment/alteration/duplication/misuse of this copy and records preserved at telegraphic systems/SWIFT which is/are denoted as final for any events in question.

I/We agree to bear the cost of any further charges to which the above transaction may arise.

I/We do hereby indemnify that this credit is not made for money laundering, terrorist financing or illegal activities in any state; and bank reserve the right to suspend the transfer for above and/or missing of required information

I/We do hereby acknowledge that banks reserve the right to choose payment bank chain, advice the credit in appropriate transmission medium/Currency for this credit

I/We hereby undertake to submit to you **within 180 days** from this date allowed in current statutes, **a copy of commercial invoice and a copy of the customs declaration both duly stamped by customs of Sri Lanka** in respect of the import of goods or services,

More Terms and Conditions apply

I/We hereby confirm our acceptance to the above terms and conditions and any rules and regulations and any Directions and Guidelines issued by Central Bank of Sri Lanka and statutes enacted by the Government of Sri Lanka and/or any respective authorities for this transaction and I/We pay the Bank in full for all amounts of this transfer by CASH/CHEQUE (no)...../authorizing the Bank to debit the following Account/Accounts maintained with the bank
Account No: At Bank of Ceylon.....Branch

I/We have read and understood all the above declarations, terms and conditions and signed

SIGNATORIES* (Customer(s)/Remitter(s)/Applicant(s)/Authorized Person(s))

***COMPULSORY**

FOR BOC BRANCH USE ONLY*

TO: Travel and Remittances Dept.

Please issue the above credit on Telegraphic Transfer or SWIFT on behalf of us.

CHECKLIST

- | | |
|---|--------------------------|
| 1. Availability of Indemnity / Customer visited to branch to do the transactions | YES/NO |
| 2. Details of the customer request tallies with core banking system/mandate/other correspondence/previous request | YES/NO |
| 3. Confirmation obtained through other sources of communication
(Do not use details appearing in the letter of request, but use other contact details registered with the bank) | YES/NO |
| 4. Purpose of fund transfer is acceptable | YES/NO |
| 5. Value of the fund transfer is not abnormal
(Compared to previous details of transactions and nature of business of the customer) | YES/NO |
| 6. Beneficiary/bank/country is not irregular compared to previous transaction | YES/NO |
| 7. Fund Transfer is not intended to suspicious destinations | YES/NO |
| 8. Authority levels and signatures match with operating instructions given to the bank | YES/NO |
| 9. Cross Checked that the transaction has not been duplicated
(i.e. check whether request received both through post and fax/e-mail) | YES/NO |
| 10. Placed our Reference number in each face of each of the documents before send it to you in email for preventing any duplication causing by transmission failures/duplications | YES/NO |
| 11. SRI LANKA RUPEE accounts:: Central Bank of Sri Lanka Form 1 E/sales is enclosed. | <input type="checkbox"/> |
| 12. SRI LANKA RUPEE accounts :: invoice of imports or Documents of education, letter of offer are Attached | <input type="checkbox"/> |
| 13. SRI LANKA RUPEE accounts :: Invoice is addressed as per Name and address of the account holder | <input type="checkbox"/> |
| 14. FOREIGN CURRENCY accounts only :: Credited SWIFT CHARGES RECOVERED ACCOUNT (52401053) Cost Center 087 for LKR..... | <input type="checkbox"/> |
| 15. FOREIGN CURRENCY BFCA accounts only :: Credited COM ACC TRAVEL AND REMITTANCES (52302001) Cost Center 087 for LKR..... | <input type="checkbox"/> |
| 16. FOREIGN CURRENCY accounts only :: Credited TT SETTLEMENT ACC (22310372) of our branch cost center in FOREIGN Currency For TT amount ofand Correspondent Banking Charges of with total amount as | <input type="checkbox"/> |

Signature Class B*:

Signature Class A*:

Signature No:

Signature No:

***COMPULSORY**