



Instructions to Customers

1. This form should be filled in **CAPITAL LETTERS**
2. Beneficiary's account number, name, address, bank and branch details **MUST** be quoted
3. The beneficiary bank **BIC CODE MUST** be provided.
4. For ALL payments to the **EURO zone** a valid **IBAN** and **BIC Code** must be provided.
5. For Terms & Conditions overleaf.

REQUEST FOR TELEGRAPHIC TRANSFER

Kindly make the following transfer on my/our behalf. I/we have read and agree to be bound by the terms and conditions overleaf.

Date:

Remitter's Details

Remitters Name:	Account Number.....
Branch Name:	ID Number.....
Address: (MANDATORY).....Telephone Number:	

Amount Details: (How much do you want to send?)

Payment Currency.....	Cheque No. (For Current Accounts)	Value Date:
Payment Amount in figures.....Amount in words		

Beneficiary's Details

Name:		Account Number:	
Beneficiary Address. (MANDATORY).....		(For all payments to the EURO zone please quote valid IBAN)	
Bank & Branch:			
Beneficiary Bank BIC code:			
	Bank Code	Country	Location
(Mandatory for all payments Add beneficiary Bank code where necessary)			
Purpose of Payment: (MANDATORY).....			
Remitter's reference/Details of payment (MANDATORY).....			
Remitter's Signature(s)	Authorized Signature(s)		Branch received stamp (show date & time)

To be completed by the Branch

Amount Remitted (Currency).....

Rate Applied

Local equivalent

Commission /Charges

Total Amount

Call Back Done By:

Call Back Time &Date:

Call Back Number:

Inputted By:

Verified By:

Authorized By:

Please Tick Charges applicable: Charges: Our:

Share:

Beneficiary:

Original



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Branch copy



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Beneficiary

Call Back Done By:

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Call Back Number:

Inputter By:

Verified By:

Authorized By:

TERMS AND CONDITIONS

1. Caritas MFB Ltd will use discretion in deciding the method of transmission and may opt to use the services of another bank to execute the payment instructions.
2. Caritas MFB Ltd will use the paying bank nominated by the customer or in the absence of such nomination any bank in the country whose currency is being remitted or of the beneficiary address.
3. Value date of the funds will be the date of the funds will be available to the Beneficiary's bank and Caritas MFB Ltd gives no commitment on the ability of the Beneficiary's bank to pay the Beneficiary on that date.
4. However, the Bank's staff will provide guidance on each transfer needs.
5. The bank does not accept any responsibility for any loss caused by delays, interruptions, misinterpretations or errors in transmission or payments which are not directly due to negligence or default of the Bank's own officers.
6. The customer shall be bound by and hereby indemnifies the bank against all obligations and the responsibilities imposed by foreign laws or any other matters regarding the transfer over which the bank has no control.

PURPOSE OF PAYMENTS (PURPOSE CODES)

Code Value	Purpose	Code Value	Purpose
3100	Income Tax - Resident Individual	VATX	Value Added Tax Payment
3001	Income Tax - Company	WHLD	Withholding
3200	Income Tax - Withholding	SALA	Salary Payment
3304	Motor Vehicle Advance Tax	SAVG	Savings
3101	Monthly Rental Income Tax	LOAN	Loan
3514	Value Added Tax (VAT)	INSU	Insurance Premium
2901	Income Tax - PAYE	FOEX	Foreign Exchange
4103	Stamp Duty	EDUC	Education expenses
3801	Standards Levy	LICF	License Fee
3509	VAT - Withholding	PENA	Penalties
3103	Withholding Rental Income	AIRB	Air transport
4301	State Department for Fisheries, Aquaculture and the Blue Economy	MSC	Miscellaneous
1001	Import Duty - Oil	CFR	Cost And Freight
1002	Import Duty	RLWY	Railway
1501	Alteration Fee	SHIP	Shipping
1908	Customs Warehouse Rent	INTE	Interest
1101	Excise Duty - Oils	REFU	Refund
1102	Excise Duty	MDCS	Medical Services
1201	VAT Oils	MAFC	Medical Aid Fund Contribution
1202	VAT Imports	HLFD	Purchase of food and household goods
1802	IDF/ PIF OIL	BECH	Child Benefit
1518	Concession Fees	RENT	Rent
1527	Transshipment Fee	UBIL	Utilities
6101	Sale of single Number Plate	CERE	Ceremonies
6102	Sale of pair of Number Plates	RELG	Religious activities
6301	Transfer Fees for Motor Vehicle Registration	FARM	Farming
1519	Registration fees	CLOT	Clothing
512	National Industrial Training Authority	COMU	Community Development
3100	Income Tax - Resident Individual	CONS	Construction Activities
3001	Income Tax - Company	MACH	Machinery related
3200	Income Tax - Withholding	FUEL	Fuel expenses
CGTX	Capital Gains Tax (CGT)	SWLF	Sweeps / Liquidity funding
COTX	Corporate Tax Identification	DIVD	Dividend payments
EDTX	Excise Duty	PSCO	Professional service / commission earned
INTX	Income Tax	PRPY	Purchase of property
ISTX	Installment Tax	MERC	Manufactured goods and merchandise
PAYE	Pay As You Earn	IBLD	Interbank loan / deposit repayments
RITX	Rental Income Tax	CORT	Trade Settlement Payment
SDTX	Stamp Duty	SWLF	Sweeps / Liquidity funding
TAXR	Tax Refund	PRPY	Purchase of property
INVS	Investment And Securities	TBIL	Telecommunications Bill
GOVT	Government Payment	GOKX	Government related Payments and Transfers
CSDK	Central Security Depository Payments	CHC	Charitable Contributions (Charity and Aid)