



Smartform (fund transfer/ cashier order/ demand draft application form)

A smarter way to more convenient and secure manual payments

Whether it is a telegraphic transfer, cashier order or a demand draft, Smartform helps you create manual payments more easily and conveniently. Using Adobe technology, Smartform encodes all the details of your payment instruction into an auto-generated barcode upon printing, providing greater accuracy and security during processing.

Your needs

- You make payments or transfers via bank branches on a regular basis
- Your company's policy requires a physical signature to authorise payments or transfers
- You have concerns about the accuracy and security of your payment instructions

Features of Smartform

- One single form for both local interbank fund transfers and telegraphic transfers
- Savable template for recurring payments
- Smart features such as mandatory fields, dropdown boxes and built-in validation to ensure all necessary information is completed in the correct format
- Auto-generation of your payment amount in words to ensure consistency with the numeric value inputted
- Payment information is automatically encoded into a barcode

Benefits to you

- **Save efforts** on handling different forms for various payment types and refilling regular payment instructions
- **Minimise errors** in your payment instructions with built-in logic and validation along with the payment amount being auto-generated in words
- **Strengthen security** with an auto-generated barcode, which ensures no further amendments can be made after printing and validation

How it works

- Download the latest version of Smartform from the download centre in our website www.hsbc.ae
- Input your payment instructions into the Smartform
- Complete and print the form by clicking the "Print & Validate Form" button
- Ensure that the print quality of Smart form is superior with a print resolution of at least 600 dpi
- Ensure no handwritten corrections or alterations are made to the Smartform as these cannot be processed
- Verify details in the form, sign and submit it to any HSBC branch

To find out more about Smartform, visit the nearest HSBC branch or contact your relationship manager or cash management specialist.

Note:

Please ensure that you use version V1G/V1F of Smartform for optimal performance.

You can identify different versions of Smartform by looking at the 'Bank Use Only' section at the bottom of the form.

Smartform instructions

1. Before using the Smartform

- 1.1. Ensure that you are using the latest version of this Smartform, available on your local HSBC Internet Website.
- 1.2. Ensure that you have Adobe® Acrobat® Reader® version 9.0 or above. To obtain the most recent version, please visit www.adobe.com.
- 1.3. Ensure that you have read and understood the Terms and Conditions before you complete, sign and submit the Smartform. Terms and Conditions are available on your local HSBC website.

2. Filling in the Smartform

- 2.1. Type and complete all fields in English to ensure your instructions are properly captured in the auto-generated barcode upon printing (except for the signature in the Signature Box, which should be affixed in ink).
- 2.2. Ensure the originating country stated in the field "Country / Entity" is correct.
- 2.3. Choose the type of payment (i.e. Telegraphic Transfer or Local Interbank Funds Transfer) under the field "Application Form For". All mandatory fields will then be highlighted automatically.
- 2.4. Specify the payment date in the field "Account to be Debited on". The payment will be processed on that specified date if it is received before the daily cut-off time.
- 2.5. Payment amount is auto-generated in words after the numeric value is inputted.
- 2.6. Please note that for payments in foreign currency, there are additional requirements depending on the payment currency and/or the country of remittance. For example, for funds transfer in Euro to European Union (EU) and European Economic Area (EEA), BIC and IBAN must be provided under Beneficiary Details.

3. Saving and printing the Smartform

- 3.1. After inputting all mandatory fields, click "Print & Validate Form" to print the completed Smartform with the auto-generated barcode. Do not use the print option button from the toolbar as this will not validate your completion of the Smartform and no barcode will be generated.

- 3.2. Print the form using a laser printer with at least 600 dpi resolution in its actual size (A4), which has been preset in the Smartform settings. Printing by other types of printer (e.g. ink jet) where the ink may smudge is not recommended.
- 3.3. Should you wish to save the completed Smartform for future usage, click the "Save" button. Please be reminded to check that there have been no version changes and the saved form is in the format of the latest version of the Smartform.

4. Signing and submitting the Smartform

- 4.1. Sign the printed form (with the auto-generated barcode) with a black or blue ball-point pen (and apply the company stamp where required).
- 4.2. Keep the barcode areas on the Smartform as printed. Do not alter, smudge or distort the barcode.
- 4.3. Do not write on or make any amendment(s) to the printed Smartform. Without prejudice to any provisions in the Terms and Conditions, written instructions and amendments on the printed Smartform may not be processed by the Bank.
- 4.4. Submit the completed form in hard copy to any HSBC branch within the originating country indicated in "Country / Entity" on the form.
- 4.5. Without prejudice to any provisions in the Terms and Conditions, HSBC reserves the right not to process any Telegraphic Transfer/Local Interbank Funds Transfer with or without notice if this Smartform is not accurately and properly completed, including, without limitation, the addition of any special instruction by a Customer that is not provided for in the fields set out in this Smartform.