

## STANDING INSTRUCTIONS (SI) FORM

Date								
<b>Note :</b>								
1. Please complete form in <b>BLOCK</b> letters and tick where applicable.								
2. Demand Drafts/Cashier's Orders will be dispatched directly to the beneficiary bank.								
I/We wish to apply for	<input type="checkbox"/> New SI	<input type="checkbox"/> Amendment/SI no. ____	<input type="checkbox"/> Cancellation/SI no. ____					
Mode of Payment	<input type="checkbox"/> Telex Transfer	<input type="checkbox"/> Demand Draft	<input type="checkbox"/> Cashier's Order	<input type="checkbox"/> Internal Transfer				
<b>REMITTER'S ACCOUNT DETAILS</b>								
Debit Account Number	- -	Account Name :						
<b>REMITTANCE DETAILS</b> (please tick only one box)								
Remittance Currency	<input type="checkbox"/> UAE Dirham	<input type="checkbox"/> US Dollar	<input type="checkbox"/> Pound Sterling	<input type="checkbox"/> Euro	<input type="checkbox"/> Indian Rupee	<input type="checkbox"/> Other :		
Amount in figures <i>(Please specify currency)</i>	<input type="checkbox"/> Remittance currency OR	<input type="checkbox"/> Other currency , , , .						
Amount in words								
Frequency	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Fortnightly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Every 2 Months	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Half-yearly	<input type="checkbox"/> Yearly
Effective Date	First Payment Date ____		Regular Payment Date ____					
SI expiry	<input type="checkbox"/> Total number of payments ____		OR		<input type="checkbox"/> Until further notice			
Limits <i>(Minimum/Maximum A/c Balance)</i>	Higher Limit ____, ____, ____, ____ Lower Limit ____, ____, ____, ____							
Charges <i>(only for TT's)</i>	<input type="checkbox"/> OUR	<input type="checkbox"/> SHA						
<b>BENEFICIARY DETAILS</b>								
Name :								
Account Number / IBAN:								
Bank :								
Branch :				City :				
State/County/Province :				Country :				
Bank Code* :	(*SWIFT/Sort Code/Fedwire/ID/CHIPS UID/etc.							
Beneficiary address <i>(Personal or Business)</i>								
Purpose of Payment: <i>(Applicable codes in the following page)</i>								
Other Instructions to Bank								
<b>REMITTER'S DETAILS</b>								
Contact Numbers :	Mobile :	Office/Residence :		E-mail :				
I/We agree to the Terms & Conditions given herewith				S.V.	<b>Bank Staff Name &amp; Signature</b>			
<b>Customer Signature :</b>								
<b>BANK USE ONLY</b>								
SI TYPE (BSI, DSI, TSI)	CHARGE CODE	CHARGE TYPE	To Bank	Benf Bank	Maker	Authorised Signature		

## TERMS & CONDITIONS

The Terms and Conditions set forth herewith govern standing instructions and are in addition to any other agreements, account documentation and the Bank's General Terms and Conditions for the operation of the accounts.

- I/We understand that a charge (as stated in the Schedule of Services and Tariffs) will be debited from my/our account for each of the above arrangements; and for each payment requiring manual handling, a transaction charge will also be debited from my/our account. A charge will be levied for any new standing order and for each subsequent amendment.
- I/We understand that I/We should maintain sufficient funds in the account one day before the payment date for the above arrangement and that a charge may be levied, at the Bank's discretion, on each standing instruction payment returned due to insufficient funds, and that the bank may cancel the above instruction without advice to me/us if the payment has been returned thrice consecutively due to insufficient funds on my/our account.
- I/We understand that the Bank will not be liable for any delay or failure to carry out the standing instructions where such delay or failure is attributable (whether directly or indirectly) to any cause beyond the Bank's control including any equipment malfunction or failure and under no circumstances shall the Bank be responsible to me/us for any consequential or indirect losses arising out of or in connection with the carrying out or otherwise of my/our instructions.
- I/We understand that if the payment date falls on a bank holiday, the standing instruction will be effected on the last working day, before the holiday.
- I/We understand that the standing order shall remain in full force and effect until advised in writing by I/Me that no further payment is required.
- I/We understand that any amendments or cancellations of this standing order by Me/Us should be in writing and reach the Bank at least one week before the next successive payment is due.
- I/We understand that neither the Bank, nor its Branches, Correspondents, or Agents are responsible for any loss, delay, error, or omission arising out of any mode of communication used for effecting those payments.
- I/We understand that the Bank will not be liable for any hold or delay in my/our payments if the Bank at any time subsequently, is of the opinion that the information is incomplete or insufficient or does not meet any act of a regulatory authority / Government agency.
- I/We understand that a charge will be made for enquiries received in respect of any standing order payments where the Bank is not at fault, e.g., refunds, cancellations, amendments, duplicate advices, fate of funds, copies of cleared payments, etc. (a charge will be made per payment instruction).

### Applicable Purpose of Payment Codes

CODE	Description	Usage Restriction
SAL	Salary The code is to be used for making salary payments to employees.	Only to be used by NON-RETAIL account holders (non-Individuals), such as SME, CORPORATES.
ALW	Allowances The code is to be used for making payments to employees for allowances.	Only to be used by NON-RETAIL account holders (non-Individuals), such as SME, CORPORATES.
BON	Bonus The code is to be used for making bonus payments to employees.	Only to be used by NON-RETAIL account holders (non-Individuals), such as SME, CORPORATES.
COM	Commission The code is to be used for making commission payments to employees.	Only to be used by NON-RETAIL account holders (non-Individuals), such as SME, CORPORATES.
COP	Compensation The code is to be used for making payments to employees for compensation.	Only to be used by NON-RETAIL account holders (non-Individuals), such as SME, CORPORATES.
EOS	End of Service The code is to be used for making payments to employees for their end of service benefits.	Only to be used by NON-RETAIL account holders (non-Individuals), such as SME, CORPORATES.
LAS	Leave Salary The code is to be used for making leave salary payments to employees.	Only to be used by NON-RETAIL account holders (non-Individuals), such as SME, CORPORATES.
OVT	Overtime The code is to be used for making payments to employees for overtime	Only to be used by NON-RETAIL account holders (non-Individuals), such as SME, CORPORATES.
TKT	Tickets The code is to be used for making payments to employees for tickets	Only to be used by NON-RETAIL account holders (non-Individuals), such as SME, CORPORATES.
ACM	Agency Commission The code is to be used for making payments to other companies for agency commissions	Only to be used by NON-RETAIL account holders (non-Individuals), such as SME, CORPORATES.
CCP	Corporate Card Payment The code is to be used for making payments to cards held in the name of the company.	Only to be used by NON-RETAIL account holders (non-Individuals), such as SME, CORPORATES.
CRP	Credit Card Payments The code is to be used for making credit card payments	Only to be used RETAIL account holders (Individuals)
CHC	Charitable Contributions The code is to be used for making contributions to designated accounts held by charitable institutions	Can be used by all types of Customers.
REM	Remittance The code is to be used for making any payments to individuals or non-individuals accounts for any payments that cannot be classified in any of the codes described above.	Can be used by all types of Customers.
CBP	Cross Border Payments	Can be used by all types of Customers.
INV	Miscellaneous Payment with Invoice Details	Can be used by all types of Customers.
RBC	Miscellaneous Payment with Beneficiary Customer Reference	Can be used by all types of Customers.
ROC	Miscellaneous Payment with Ordering Customer Reference	Can be used by all types of Customers.