



Standing order instruction form

Confidential

Please use this form to instruct us to make a recurring payment from your account. Please turn overleaf for instructions to complete the form, explanatory notes and terms and conditions for payments.

Please select type of payment and currency to be made:

1. Internal transfer/Local bank payment /International payment *
2. Local currency (SCR)/Foreign currency *

***Delete as appropriate**

Details of your account to be debited for the payment

Account name: _____

Branch code: _____ Account number: _____

Date (dd/mm/yyyy)

Payment details

Currency full name: _____

Date on which standing order is to be effected (dd/mm/yyyy) and on (dd/mm/yyyy)

of each month/quarter/year*

This order is to remain in force until (dd/mm/yyyy) unless previously canceled by me/us in writing.

Amount (in figures): _____

Amount (in words): _____

Payment of charges: I/We will pay all charges (**ours**) - Share charges with beneficiary (SHA) -

Beneficiary pays all charges (BEN)*

Purpose/Details of payment: _____

***Delete as appropriate**

Details of the beneficiary's & beneficiary's account to be credited

Beneficiary's details

Full name: _____
Place of birth _____ Date of birth (dd/mm/yyyy)

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Address - Street: _____ City: _____ Post code: _____
Country: _____

Beneficiary's bank details

Bank account number or IBAN: _____
Bank name: _____
Branch name: _____ Branch code: _____

For international payments only

Branch address - Street: _____
City: _____
Post code: _____
Country: _____
SWIFT BIC code: _____
Sort code or ABA number: _____

Intermediary or Correspondent bank details (if applicable)

Bank name: _____
SWIFT BIC code: _____

I/We acknowledge to have read and understood the Terms and Conditions below and agree to be bound by them.

Signature

Date (dd/mm/yyyy)

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Instructions

1. Please complete this form in **block capital**. All fields should be completed unless instructed otherwise in the notes or on the form. Failure to provide complete information may result in additional charges being levied (please refer to Terms and Conditions).
2. For transfers to the Euro zone, please provide the full, correct IBAN.
3. If you are having difficulty completing this form or simply wish to provide us with feedback about the form, please visit any Absa branch during banking hours or telephone our contact centre on **(+248) 4383939** between the hours of 8:30am and 5:00pm from Monday to Friday, and 9:00am to 12:00 noon on Saturdays or email us on **sez.customerservices@absa.africa**.
4. This form should **not** be used for payment against shipping documents.

Notes

1. If you choose '**Beneficiary pays all charges**' the charges will be deducted from the amount transferred. The beneficiary will therefore receive a lower amount than what you have specified to transfer.
2. '**Beneficiary**' is the person or entity receiving the payment.
3. Date of birth and place of birth **only required** for transfers to **Australia**

Terms and conditions

1. We will use discretion in deciding the method of transmission of the payment and may opt to use the services of another bank to execute the standing order instructions that you have provided on this form.
2. We will use the paying bank that you have nominated or in the absence of such nomination, any bank in the country whose currency is being remitted or of the beneficiary address.
3. We will process your standing order instruction only if the start date for the first payment is more than 5 days after receipt of such notice by us
4. We do 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 or to any correspondent bank.
5. You hereby indemnify the bank against all obligations and the responsibilities imposed by laws or policies or any other matters regarding the transfer over which the bank has no control.
6. We will process any standing order instruction from you only if you have sufficient cleared funds available in the account from which we have been instructed to debit the funds to be transferred.
7. We may at our sole and absolute discretion determine the order of priority of payment of standing order instructions over cheques drawn on, or other payments to be withdrawn from, your account(s).
8. We may in our sole and absolute discretion make a payment pursuant to a standing order instruction in circumstances where you do not have sufficient cleared funds available in your relevant account for such payment. The amount of any shortfall of cleared funds available for a payment shall constitute an overdraft. You will be liable to repay the amount of such overdraft and any applicable interest and charges on any temporary overdraft arising as a result of payment of a standing instruction.
9. We may ask you to provide us with any information or documents relating to a particular payment you have requested. If the requested information or documents is not provided, we may not process that particular payment instruction.
10. We will debit any applicable charges relating to the processing of your standing order instruction, as per the latest published schedule of fees and charges, from the account being debited for the payment.
11. If on three (3) successive occasions, sufficient cleared funds are not available in your relevant account for us to process a standing instruction, we may at our sole and absolute discretion cancel that standing instruction without prior notice to you or consent from you being required.
12. You may amend or cancel any standing instruction by completing a '**Standing order amendment form**'. Cancellation or amendment of a standing instruction shall only be effective in respect of payments which are due to be made more than 15 days after receipt of such notice by us.
13. We may also give information about this instruction as follows:
 - 13.1 To any member of the Absa Group for the purpose of conducting business.
 - 13.2 To people who provide a service to us or who are acting as our agents, on the understanding that they will keep the information confidential.
 - 13.3 To anyone to whom we transfer or may transfer our rights and duties
 - 13.4 To any third party as a result of any restructure, sale or acquisition of any company within the Absa Group, provided that any recipient uses such information for the same purposes as it was originally supplied to us and/or used by us.
 - 13.5 If we have a duty to do so or if the law allows us to.
 - 13.6 Where we are required to send details of the payee and the beneficiary with the payment, to overseas regulators and authorities in connection with their legitimate duties, for example the prevention of crime.