

Date: \_\_\_\_\_

To: **BDO Unibank, Inc., Hong Kong Branch (the "Bank")**

From: \_\_\_\_\_ (the "Applicant" regardless of number)

hereby requests the Bank to send by:

 Telegraphic Transfer       CHATS       Demand Draft       Other

Amount (In Words): \_\_\_\_\_

Currency: \_\_\_\_\_

(In Figure): (the "Amount") \_\_\_\_\_

Beneficiary Account No.: \_\_\_\_\_

Beneficiary Address: \_\_\_\_\_

Beneficiary name: (the "Beneficiary" regardless of number) \_\_\_\_\_

By Order Of: \_\_\_\_\_

Message \_\_\_\_\_

Receiving Bank's Name &amp; Address (For Telegraphic Transfer / CHATS only): \_\_\_\_\_

To facilitate money transfers to the Beneficiary in the UK or the USA, please complete the following:

 (For UK Transfers)

Bank Sorting Code: \_\_\_\_\_

 (For USA Transfers) UID No. (For Transfers via New York CHIPS): \_\_\_\_\_ Fedwire Routing No.: \_\_\_\_\_

Name, Address and Telephone No. of Applicant: \_\_\_\_\_

Name, Address and Telephone No. of Remitter, if different from Applicant: \_\_\_\_\_

Payment of the remitted amount should be settled by:

- debit of the Applicant's Account No. \_\_\_\_\_
- cash
- cheque no. \_\_\_\_\_ (Please note the remittance will not be made until the cheque is cleared)
- others/instruction to the Bank (please specify) \_\_\_\_\_

Payment of all charges and commissions for remittance of the amount should be settled by:

- debit of the Applicant's Account No. \_\_\_\_\_
- deduction from the remitted amount
- the Applicant's cheque referred to above
- cash
- others/instruction to the Bank (please specify) \_\_\_\_\_

Delivery of Draft

- To be collected by Applicant
- To be collected by \_\_\_\_\_ with HKID No. \_\_\_\_\_
- To be dispatched to the Beneficiary by registered mail at the Beneficiary's address stated above
- To be dispatched to the Applicant by ordinary mail

Other Special Instruction: \_\_\_\_\_

**I/We agree that this remittance is to be dispatched subject to the conditions overleaf/attached which are deemed integral part of this Remittance Application.**

I/We jointly and severally hold the Bank, its Hong Kong Branch, directors, officers, employees, representatives, assignors, and successors (collectively, "BDO and Related Entities") absolutely free and harmless against and shall indemnify BDO and Related Entities for, any and all losses, damages, suits, causes of action, or claims which I/we or any third person/s may have against BDO and Related Entities, as a result of favorably acting on this Remittance Application and implementing my/our instruction/s. My/our indemnity to BDO and Related Entities herein shall be a continuous one and shall be irrevocable.

\_\_\_\_\_  
(Please use signature(s) filed with the Bank)\_\_\_\_\_  
Name in Block Letters

**FOR BANK USE ONLY**Foreign  
Exchange RateHKD  
EquivalentCable  
Charges

Commission

Postage

Total

Prepared:

Checked:

Approved:

**CONDITIONS OF REMITTANCE**

1. In the absence of specific instructions to the contrary, the remittance will be effected in the currency of the country in which payment is to be made.
2. BDO Unibank, Inc., Hong Kong Branch (the "Bank") will normally convert the remitted fund into the currency of the remittance on the day such funds are actually received at the Bank's selling rate. However, the dates of conversion and transfer are entirely at the Bank's discretion. Where the Bank is unable to provide a firm exchange rate quotation, the Bank shall effect the remittance on the basis of a provisional exchange rate which shall be subject to adjustment when the actual exchange rate is ascertained. Any difference between the provisional rate and the actual rate shall be debited/credited (as the case may be) to the Applicant's account held with the Bank.
3. The telegraphic transfer shall be made entirely at the risk of the Applicant. Unless directly caused by the Bank's gross negligence, the Bank will not be liable for any loss or damage due to any delay in payment or in giving advice of payment, loss of items in transit, or otherwise, mutilation error, omission, interruption or delay in transmission or delivery of any item, letter, telegram, or cable or for its misinterpretation of any message or any delay caused by the clearing system of any country, any act, default or negligence of the Beneficiary's bank in collecting the remittance or any action of the Bank or its correspondents or agents or any other condition beyond the Bank's control. The Bank will not be responsible for mail service failure and any stop payment charges or any other charges which may be imposed by the overseas banks. In no circumstance shall the Bank be liable for any loss of profits or contractual or special, indirect or consequential loss or damages.
4. In case of cancellation of a remittance, refund shall be on the basis of the amount actually received from the correspondents, and at the Bank's buying rate on the day of refund. The Bank is entitled to reimbursement from the Applicant for all the expenses so incurred by the Bank and its correspondents or agents. All charges and commissions collected are not refundable.
5. All charges incurred outside the Hong Kong Special Administrative Region of the People's Republic of China are for the sole account of the Beneficiary unless specified or excepted in writing. If the Beneficiary needs to receive full amount without any deduction of charges, the Applicant shall insert "(IN FULL)" after the amount of remittance in words on the overleaf in which case the charges will be for the sole account of the Applicant.
6. The Bank reserves the right to draw the demand draft or telegraphic transfer in a different place from that specified by the Applicant.
7. Request for stop payment of demand draft or amendment of the remittance instruction overleaf may only be accepted subject to the Bank's thorough investigation and the Applicant's completion of the formalities as required by the Bank.
8. Applications received by the Bank's Remittance Department after 2:00 p.m. on a weekday will not be processed on the same day. If remittance is to be processed on a particular date, this processing date should be indicated overleaf. Applications for same day value are subject to cut-off times related to be geographical location of the destination.
9. The Bank is not responsible for advising the Applicant of (a) any exchange control or similar restriction which may be imposed by the local laws or regulations in the country in which payment is to be effected and shall not be liable for any loss or delay as a result of the payment being subject to such control and restriction or (b) any charges which may be imposed by any overseas bank. The Applicant is strongly advised to make his own enquiries and the Bank shall not be liable if any information relating to the same cannot be provided.
10. Where payment is to be made in favour of a Beneficiary not maintaining an account with the Bank's overseas office, the Bank or its agent reserves the right to make payment by a means other than telegraphic transfer in accordance with the customary or accepted banking practice in the country in which payment is to be made. The Bank is not responsible for advising the Applicant of the use of such other means or for any delay in effecting payment by such means arising from circumstances beyond the control of the Bank or its agent. Where any alternative means of remittance other than telegraphic transfer is not acceptable, the Applicant should specify this overleaf.
11. The Bank reserves the right to revise any remittance charge from time to time without prior notice and the right to impose a handling charge for cancellation of a remittance instruction or repurchase of a demand draft.
12. The Bank reserves the right not to process any remittance if the Bank is of the opinion that the information provided in the Remittance Application is inaccurate or incomplete. The Bank shall not be held liable for any loss or damage suffered by any person due to the refusal or delay of the Bank in processing this remittance or the Bank's decision in not processing the same.
13. All payment instructions overleaf should be checked carefully by the Applicant in each case.