



**REQUEST TO SEND A
FOREIGN CURRENCY PAYMENT
TO A THIRD PARTY**

Please complete in Block Capitals and then return to Close Brothers Limited, Treasury Division, at the above mentioned address

Customer Name		Close Brothers Customer No.	
Address		Your Account Number to Debit	
Telephone No.		Email Address	
Contact Name(s) (if company)		Telephone No. (if company)	

Currency to be sent		Amount in figures																	
Amount in words																			
Specific purpose of your payment (please supply documentation to support this)																			
Charges: please tick <input type="checkbox"/> one of the following options:-																			
Your charges only are for my/our account	<input type="checkbox"/>	All charges are for my/our account	<input type="checkbox"/>	All charges for beneficiary's account	<input type="checkbox"/>														

Beneficiary's details: Please complete the beneficiary's banking details below and provide documentation to confirm these details.	
Beneficiary's Bank Name	
Address	Country
IBAN Number	
Account Number	SWIFT/ BIC No
Beneficiary's Name	
Beneficiary's Address	
Message for Beneficiary e.g. Invoice Number	

I/We authorise you to make the above mentioned payment and debit my/our account with the this amount together with charges as indicated above.

Customer Signature (this must be in accordance with your Foreign Exchange Services application form or mandate you have given to us)

Date.....

Print Name _____

If signing on behalf of a company, please state the capacity in which you are signing ie Director or Company Secretary

For Office Use Only

<u>CONFIRMATIONS</u>	<u>INITIALS</u>	
Care Code "Fx 3 rd Party Payments Allowed" already marked on 4 Series		
Receiving country on our current list allowed for third party payments		
Customer signature conforms with application form for fx services or accompanying mandate		
1 st call made to customer to confirm payment instructions (for companies this must be to an authorised signatory in accordance with the mandate held by us)		
For Companies only - if payment for equivalent of £500,000 and above 2 nd call made to a different authorised signatory to confirm payment instructions.		
<u>PAYMENT AUTHORISED</u>	<u>AUTHORISED</u>	<u>AUTHORISED</u>
To be authorized by a Senior Dealer and Treasury Compliance or by a 2 nd Senior Dealer only if Treasury Compliance is not available		