

**FOR OFFICE USE:**

Remittance ID:	
Bill Id:	
TRAN Id.:	

Notes £50		
Notes £20		
Notes £10		
Notes £5		
Coins £2		
Coins £1		
50p		
20p		
Silver		
Bronze		
Total Cash		
Cheques, POs		

**REMITTANCE FORM**

**Request for Issue of DEMAND DRAFT/ RMT/ MT/ TT/ RF2I/ CHAPS/ BANKERS CHEQUE**

**BENEFICIARY DETAILS**

Beneficiary First Name:

Beneficiary Middle Name:

Beneficiary Surname

Beneficiary Bank Name & Full Address:

Date:.....

Beneficiary A/c. No. /IBAN No.

Type of A/c: NRE / NRO / RESIDENCE / SB / CA / LOAN

Beneficiary Bank's CHAPS/BACS/SWIFT/IFSC Code (if applicable):

Correspondent/Intermediary Bank's BIC/Swift Code (if applicable):

**REMITTANCE DETAILS**

Amount to be remitted £

Commission £

Cash handling charges £

Swift/postal charges £

**Total (amount in figures)** £

Exchange Rate:

Remittance required:   
(please define currency also)

**Total: (amount in words)**

Cashier's Sign:

Date:

Purpose of Remittance (Pl. tick): Savings/Investment  Charity  Family Maintenance  Others (Pl specify):

Special Instructions (if any):

**DECLARATION & REMITTER DETAILS**

Please debit my/our A/c no.  for the total amount, /or I/We tender cash/enclose cheque/bankers draft which may be collected by you as my authorised agent.

It is important that you have read our Terms and Conditions overleaf, as they set out the terms on which we provide this service and how we will use your personal information. If there is anything that you do not understand at any point you should ask for further information before proceeding.

Signed:

Title

First Name

Middle Name

Surname

Tel No / Mobile No

Email

Date of Birth

Address

Postcode

SOURCE OF FUNDS: (proof enclosed)  
 Withdrawal from another Bank/Building Society

IDENTITY PROOF (Any one, Original required for validation)  
 Current valid passport  Full UK photo card driving license

OTHER SOURCE (pl. specify):

ADDRESS PROOF (Any 1, not earlier than 3 months. Original required for validation)  
 Utility bill (mobile bill not accepted)  Bank statement

## Terms & Conditions:

**Before registering in our branch for our remittance service you will need to read our brochure 'Money transfers to India' as this forms part of our contract with you and provides additional information on the service we are providing. If you hold a bank account with us then our General Terms and Conditions also apply to this transaction.**

Please check that the details you provide on this remittance form are accurate before submitting it to us. By submitting this form you are agreeing that:

- The details you have provided are true and correct; and
- You are a personal banking customer and so not using our services for business purposes, or in your capacity as a Partnership, Company, Trust or Charity.

We will require evidence of identity and address as set out overleaf. In order to meet our obligations under relevant Anti Money Laundering legislation we may decline or delay your remittance payment if:

- We reasonably believe that there may be fraudulent activity or other financial crime in relation to the remittance or beneficiary;
- We reasonably believe that by carrying out the instruction we might break a law, regulation, code, duty or Court Order;
- There is a dispute which we reasonably believe may be genuine about the ownership of or entitlement to the money;
- It is not clear or we are not satisfied that the instruction is genuine; and/or
- (in the case of an customer with an account with us) it would cause you to exceed or break any applicable limit or restriction which applies to your account.

We may conduct further due diligence checks at any time during your relationship with us.

We will let you know wherever possible and lawful if we cannot execute an instruction.

We will not be liable to you for any losses you suffer or costs you incur because we cannot act on an instruction as a result of any of the reasons set out in this section.

These Terms and Conditions are governed by the laws of England and Wales and we will communicate with you in English.

The Bank of Baroda is established in the UK with company number BR002014 at 32 City Road, London. This is our UK head office. We are authorised and regulated by the Financial Services Authority (FSA). Our FSA firm reference number is 204624 and you can check our details online on the FSA Register by going to [www.fsa.gov.uk](http://www.fsa.gov.uk)

We hope that you are satisfied with our services but should you wish to make a complaint, please contact us. We have procedures designed to resolve your complaint effectively. We can give you a leaflet describing these procedures if you ask for it at any time, from any of our branches (it is also available online).

We are a member of Financial Ombudsman Services (FOS). If you make a complaint and are not satisfied with our final response we give under our internal complaint procedure, you can ask for the complaint to be resolved by the Ombudsman. You can contact FOS by writing to the following address: Financial Ombudsman Service, South Quay Plaza, 183 Marsh Wall, London E14 9SR, telephone numbers 0800 023 4567 or 0300 123 9123.

## Your Information

In these Terms and Conditions **your information** means information which we obtain from you for the purpose of providing you with this remittance facility.

We and other companies in the Bank of Baroda Group of Companies will use **your information** for the purpose of providing you with the remittance facility requested by you, providing our services and products, to prevent and detect fraud, money laundering and other crime and to carry out regulatory checks and meet our obligations to any relevant regulatory authority.

[We and other members of the Bank of Baroda Group of Companies may use **your information** to inform you by letter, telephone, fax, text messages, digital television, email and other electronic methods about products and services (including those of others) which may be of interest to you. By submitting this form you consent to receiving such messages unless you have indicated an objection by ticking this box.  ]

We may share **your information** with other companies within the Bank of Baroda Group of Companies, our partners and companies and organisations that provide services to us or act as our agent and credit reference agencies and fraud prevention agencies, as well as where we have a duty to do so or if law or regulation allows us to do so.

We may transfer **your information** to another company in the Bank of Baroda Group of Companies or to a service provider or agent in another country (including countries outside the EEA such as India) for the purposes stated above. We will make sure that the group company service provider or agent agrees to apply the same levels of protection as we are required to apply to **your information** and agrees to use **your information** in accordance with our instructions.

You can ask for a copy of **your information** by emailing us at [info.uk@bankofbaroda.com](mailto:info.uk@bankofbaroda.com). We may charge an administration fee to meet our costs in providing you with details of **your information** and details of this charge are provided in our website.