



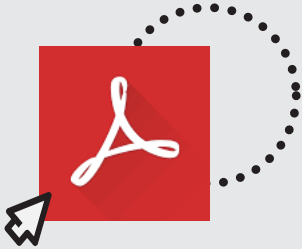
SMART FORM

USER GUIDE

Please read through thoroughly before submitting the form

BEFORE YOU BEGIN:

1.



Please check that you have Adobe Acrobat Reader® version 9.0 or above. Adobe software can be downloaded for free from www.adobe.com.

2.



The Smart Form should be completed electronically (and not in writing) as the information you enter will be encoded into an auto-generated barcode.

3.



Please ensure that all mandatory fields are completed. Optional fields (as indicated in the Form) may be left blank.

AFTER YOU HAVE COMPLETED THE FORM:

1.

Save the Form and then click **Print** to automatically generate the barcode. We recommended you print the form using a laser printer with at least 600dpi resolution. Do not change the Smart Form print settings. Using other types of printers (e.g ink jet) is not recommended as the ink may smudge and affect the barcode.



2.

Please note that no further modifications (in ink) to the form can be made after the barcode has been generated. Do not alter, smudge or distort the auto-generated barcode. Please also refrain from making any handwritten amendments or entries on the printed Smart Form as these will not be captured by the auto-generated barcode and will not be incorporated into your instructions.



3. Sign the Smart Form using only

BLACK or BLUE ink.

The Smart Form should be signed by one or more of your Authorised Person(s) in accordance with existing signing instructions. Apply your company stamp if required.

4. Submit the Smart Form to BNP Paribas via the following methods:

- Fax submission: +852 3197 3060 / 3061
- Counter Submission: Please bring the original Smart Form to the counter.



Please note that BNP Paribas reserves the right to refuse to accept any Smart Form that does not contain a clear and untampered auto-generated barcode and/or that does not bear a manuscript, wet ink, signature of one or more of your Authorised Person(s) and/or that has not been properly and fully completed and/or that has been annotated, altered or tampered with or that is smudged or distorted.

STEP BY STEP INSTRUCTIONS

01

Download the Smart Form from <http://apac.bnpparibas/en/customer-instruction-forms/>
Please ensure that you have the latest version of the Smart Form as each version of the Smart Form has an expiry date. If the Smart Form has expired, you will be notified with a warning message when you open the PDF.

02

Open the file (Smart Form) using Acrobat Adobe Reader

03

ACCOUNT DETAILS

1 Account Details

Client Name

Account Number

Client Name - Name of Company in Full as per the Bank's account records

Account Number - Account Number to be debited. (Please ensure that you input the full 19-Digit account number, including the leading zeroes.)

04

PAYMENT INSTRUCTION

2 Payment Instruction

Telegraphic Transfer (TT) Local Bank Transfer (via RTGS)
 Demand Draft (Foreign Currency) Cashier's Order > please indicate Hold for collection Send to applicant Send to beneficiary

Select the type of payment instructions. Please select Telegraphic Transfers (TT) for Funds Transfers in Foreign Currency. For Demand Drafter and Cashier's Order, the mode of delivery has to be selected as well.

05

TRANSFER INSTRUCTION

3 Transfer Instruction

Amount

Currency

Requested Execution Date

Input the amount to be remitted. You can select the Currency from the drop down list and the date of execution from the calendar picker.

06

EXCHANGE RATE (THIS IS AN OPTIONAL STEP)

4 Exchange Rate

> Optional

Contract Number Reference

Rate

With

Fixed at

Name of dealer

An FX (Foreign Exchange) contract can be made separately to facilitate payments in a different currency. The FX contract details may be entered here, otherwise a standard FX rate will be applied if no details are entered.

Continue on Next Page

07

BENEFICIARY DETAILS / CORRESPONDENT BANK DETAILS

5 Beneficiary Details

Bank Identifier Code Local Code > Optional Bank Name
SWIFT Code
Bank Address > Optional
Beneficiary Name Account Number
Full Address

The applicable Beneficiary Details fields are required depending on the payment types (as guided by the Smart Form). You will be required to input the SWIFT BIC (Bank Identifier Code) which will be checked against the Bank List in the form.

Beneficiary Name is limited to 35 characters for TT/RTGS. If your Beneficiary Name is longer than 35 characters, you can continue the input in the address field.

Correspondent Bank details are optional and will only be required for Telegraphic Transfers (if you want to specify a specific Correspondent Bank to handle the payment).

08

REFERENCE DETAILS

7 Reference Details

Payment Details > Optional Client Reference > Optional
E.g. Invoice Number, for enquiry purpose

We advise you to provide Payment Details and/or Client Reference (although both are optional fields) to facilitate any future inquiry/reconciliation for you or your beneficiary.

For shipping related payments, you will be required to input the vessel name and IMO number in the Payment Details.

For CNY payments to China, you will be required to input the payment purpose code in the Payment Details.

09

CHARGES

8 Charges

All local and overseas charges borne by Applicant (OUR)
All local and overseas charges borne by Beneficiary (BEN)
Local charges borne by Applicant & overseas charges borne by Beneficiary (SHA)
I want to debit charges from another account
Please debit this Account Number

Determine how payment charges will be borne. A separate debit account can be entered here if required.

10

SIGNATURE

9 Signature

We agree that this instruction is subject to the BNP Paribas General Banking Terms and Conditions and any other terms and conditions that may be applicable to our Accounts with BNP Paribas
Authorised Person(s) and Company Stamp (if applicable) Date

Save the Form and then click Print to automatically generate the barcode. Sign the Smart Form using black or blue ink. The Smart Form should be signed by one or more of your Authorised Person(s) in accordance with existing signing instructions.

Once the Smart Form is printed, an internal reference number will be generated on the form which you may use to enquire about payment when you call the Bank.

