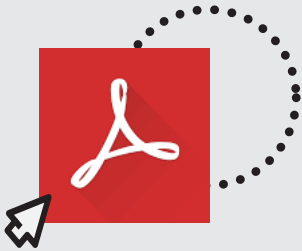**BNP PARIBAS**

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

START ········ Download the Smart Form from http://apac.bnpparibas/en/customer-instruction-forms/ and open the PDF using Adobe Acrobat Reader.

Please ensure that you have the latest version of the Smart Form as each version of the Smart Form has an expiry date. You will be notified with a warning message when you open the PDF if the Smart Form is going to expire or has expired.

All open fields allow users to copy and paste from another Smart Form.

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01 ········

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. (Note: please input the full 16-digit account number, including the leading zeroes, plus 3-character currency code.)

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02 ········

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 Draft and Cashier's Order, the mode of delivery has to be selected as well.

---

03 ········

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.

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04 ········

EXCHANGE RATE (THIS IS AN OPTIONAL STEP)

④ Exchange Rate   **>** *Optional*

Contract Number Reference

With

Name of dealer

If a FX (Foreign Exchange) contract has been booked in advance, please quote the "Contract Number Reference" and the Name of Dealer. Otherwise, a standard FX rate will be applied.

Continue on Next Page

05

BENEFICIARY DETAILS / CORRESPONDENT BANK DETAILS

You know the BIC of your Beneficiary Bank

⑤ **Beneficiary Details**	☐ I don't have/know the 'Bank Identifier code'

Bank Identifier Code   Local Code **>** *Optional*   Bank Name
SWIFT Code

Bank Address **>** *Optional*

Country

Beneficiary Name   Account Number

Full Address

Country

SWIFT BICs (Bank Identifier Code) can be either 8 or 11 digits long. The Beneficiary Details are required depending on the payment types (as guided by the Smart Form) at minimum, Swift Code, Beneficiary Name and Account Number.

You can input up to 70 characters in the Beneficiary Name.
For some countries where IBANs are mandatory, you will be required to input the Beneficiary account number in the respective IBAN format.

········· **or** ·········

You do not know the BIC of the Beneficiary Bank

⑤ **Beneficiary Details**	☑ I don't have/know the 'Bank Identifier code'

Bank Address   **a** Select Country   ▾   Select City   **b**

Bank Name   Bank Identifier Code   Local Code **>** *Optional*
c Select Bank Name

Beneficiary Name   Account Number **>** *up to 34 char*

Full Address

Country   ▾

> tick the box ☐ I don't have/know the "Bank Identifier code".
A selection of Bank Addresses and Bank Names will be available in the drop down list.
Please select:

a Bank Country   **b** City   **c** Bank Name

The Bank Identifier Code will then auto prefill.

You can input up to 70 characters in the Beneficiary Name.
For some countries where IBANs are mandatory, you will be required to input the Beneficiary account number in the respective IBAN format.

06

CORRESPONDENT BANK DETAILS

⑥ **Correspondent Bank Details**	**>** *Optional*

Bank Identifier Code   Bank Name
SWIFT Code

Bank Address

Country

Correspondent Bank details are optional and are to be input for Telegraphic Transfers if you want to specify a specific Correspondent Bank to handle the payment.

07

PURPOSE OF PAYMENT / REFERENCE DETAILS

7 Reference Details

Payment Details > *up to 105 char (Optional)*   Client Reference > *up to 35 char (Optional)*

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.

08

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 Beneficary (SHA)

☐ I want to debit <u>charges</u> 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.

09

SIGNATURE

9 Signature

☐ I/we agree that this instructions is subject to the most recent version of the BNP Paribas General Banking Terms and Conditions and/or any other terms and conditions that may be applicable to our Account(s) with BNP Paribas.

Authorised Person(s) and Company Stamp (if applicable)   Date

Note: The date is automatically populated with the date of the day.

END

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. Apply your company stamp if required.

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.

FINISH!

BNP PARIBAS

The bank
for a changing
world