

- New standing instruction (Please complete all applicable boxes)
- Amendments of existing or standing instruction (Please complete box numbers 1,2, 3, 8 and 10 as well as those boxes you wish to amend)

Account information

1. Primary account number (to be debited) <input style="width: 95%; height: 20px;" type="text"/>	4. Frequency <input style="width: 95%; height: 20px;" type="text"/>
2. Account name <input style="width: 95%; height: 20px;" type="text"/>	5. Expiry date or total number of instructions <input style="width: 95%; height: 20px;" type="text"/>
3. Commencement date (dd/mm/yyyy) <input style="width: 95%; height: 20px;" type="text"/>	6. Priority <input style="width: 95%; height: 20px;" type="text"/>

Transfer information

7. Please complete either Option 1 or Option 2

Option 1
Transfer a fixed sum of
Currency and amount

<input style="width: 95%; height: 20px;" type="text"/>	Amount in words <input style="width: 95%; height: 20px;" type="text"/>
Payment method <input type="checkbox"/> Demand draft <input type="checkbox"/> Internal Transfer <input type="checkbox"/> Cashier's order <input type="checkbox"/> Wire Transfer	Payment currency <input style="width: 95%; height: 20px;" type="text"/>
Auto debit account no. 1 <input style="width: 95%; height: 20px;" type="text"/>	Auto debit account no. 2 <input style="width: 95%; height: 20px;" type="text"/>

Option 2
Transfer (internally) the credit balance (less holds) of the above mentioned account less retention amount of

<input style="width: 95%; height: 20px;" type="text"/>	Amount in words <input style="width: 95%; height: 20px;" type="text"/>
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Beneficiary information

8. Beneficiary's name(s) <input style="width: 95%; height: 20px;" type="text"/> <input style="width: 95%; height: 20px;" type="text"/>	12. Beneficiary's bank address <input style="width: 95%; height: 20px;" type="text"/> <input style="width: 95%; height: 20px;" type="text"/> <p style="text-align: center;"><i>Postcode</i></p> <input style="width: 95%; height: 20px;" type="text"/> <p><i>Country</i></p>
9. Beneficiary's address <input style="width: 95%; height: 20px;" type="text"/> <input style="width: 95%; height: 20px;" type="text"/> <p style="text-align: center;"><i>Postcode</i></p> <input style="width: 95%; height: 20px;" type="text"/> <p><i>Country</i></p>	13. Bank code (SWIFT/sort code/Fed Wire ID/Chips UID, etc.) <input style="width: 95%; height: 20px;" type="text"/>
10. Beneficiary's account no. <input style="width: 95%; height: 20px;" type="text"/>	14. Payment narrative <input style="width: 95%; height: 20px;" type="text"/>
11. Beneficiary's bank name <input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/> Beneficiary

FOR BANK USE ONLY

Verified and prepared by	Data input checked and authorised by	<input type="checkbox"/> Completed <input type="checkbox"/> Created <input type="checkbox"/> Modified <input type="checkbox"/> Deleted
Signature	Signature	
Date	Date/Time	

Declaration

1. I/We understand that if there are insufficient funds in my/our account on three consecutive payment occasions, HSBC Bank (Cayman) Limited (the "Bank") may cancel my/our instruction without prior advice to me/us.
2. I/We understand that a charge may be levied, at the Bank's discretion, on each instruction payment rejected due to lack of funds.
3. I/We understand that any charges levied (including commission, postage and stamp duty) may be debited to my/our account mentioned above.
4. I/We understand that the Bank accepts no responsibility for any loss or delay which may occur in the transfer, transmission and/or application of funds or (in the case of remittance by wire transfers) for any error, omission or mutilation which may occur in the transmission of any message or for its misinterpretation when received and I/we agree to indemnify the Bank against any actions, proceedings, claims and/or demands that may arise in connection with such loss, delay, error, omission, mutilation or misinterpretation.
5. I/We understand that where the payment date falls on a holiday or a weekend, my/our account will be debited on the business day prior to the payment date.
6. I/We have read the Terms and Conditions on this form, accept and understand all of the information contained therein.

Customer Signature

Name(s) (in block capitals)

Contact telephone no.

Date of Signature (dd/mm/yyyy)

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Customer Service Representative Signature

Name(s) (in block capitals)

Contact telephone no.

Date of Signature (dd/mm/yyyy)

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Field Explanations

1. **Primary Account Number** – Account to be debited.
2. **Account name** – Name on the primary account.
3. **Commencement Date** – Subsequent payments will be made on the same day of each period. If the commencement date falls on a weekend or a holiday the account will be debited on the previous business day.
4. **Frequency** – Daily, Weekly, Bi-weekly, Bi-Monthly, Monthly, Monthly on Month End, Quarterly, Half-Yearly or Yearly.
5. **Expiry Date or Total of Instructions** – Leave blank if you wish the instruction to continue until further notice.
6. **Priority** – If not specified, this standing instruction will be generated after all other standing instructions based on the same date.
7. **Option 1**
 Transfer a fixed sum – Specify currency and amount to be transferred from the account.
 Payment Method – Choose a payment method for the instruction.
 Payment Currency – Currency you wish the Beneficiary to receive if payment is by Cashier's Order, Demand Draft or Wire Transfer.
 Auto Debit accounts – Optional, it allows auto transfer of funds from two other accounts to make up the payment account. You may specify up to two additional accounts to make up the payment amount.
- Option 2**
 Transfer the credit balance of the abovementioned account less retention amount of – Specify the amount to retain within the account at each payment date. The payment will be based on the current credit balance of the account less holds and less the retention amount. This amount must be in the same currency as the Primary Account stated in box 1.
8. **Name and Address of Beneficiary Bank** – Required for Wire Transfer, Internal transfer and Electronic Local Bank Transfer. Optional if payment method is by Cashier's Order or Demand Draft.
9. **Beneficiary's Account Number** – Required for Wire Transfer, Internal Transfer and Electronic Local Bank Transfer. Optional if payment method is by Cashier's Order or Demand Draft.
10. **Beneficiary's Name(s)** – Name of the beneficiary.
11. **Beneficiary's Address** – Optional if payment method is by Internal Transfer.
12. **Payment Narrative** – To appear on each party's statement and / or advice respectively.

Terms and Conditions

Following are the terms and conditions regarding Standing Instructions established with HSBC Bank (Cayman) Limited (the "Bank"):

1. Once authorised by the customer, a standing instruction will remain in effect until cancelled in writing by the authorised signatory(ies) of the account as outlined in the most recent authorised signatory list provided by the customer and on file with the Bank, or until cancelled by the Bank as outlined below.
2. The Bank reserves the right to terminate a Standing Instruction should there be insufficient funds for 3 (three) consecutive payments.
3. The customer will be advised of all payments made by descriptive entry on their account statement. There will be no separate advice regarding Standing Instruction payments.
4. Payments will only be made if there are sufficient covering funds in the customer's account.
5. Should insufficient funds be available in the customer's account on the payment date the Bank will subsequently attempt payment for 2 (two) consecutive business days.
6. If sufficient covering funds are not available after three attempts a "warning advice" will be generated and mailed to the customer's statement address which advises that payment was not possible for that payment date. A charge will also be made to the customer's account to cover additional processing. Please refer to the published Fee Schedule for relevant charges due to insufficient funds.
7. In cases where the payment date falls on a holiday or weekend in the Cayman Islands, the account will be debited on the previous business day and the customer's account must be funded by the last business day prior to the payment date.
8. In cases where standing instruction credits are sent by Wire Transfer, the Bank only guarantees that the payment will be remitted for good value on the payment date, or the previous business day if the payment falls on a weekend or holiday in the Cayman Islands. The value date of the credit to a beneficiary's account overseas cannot be guaranteed. In cases where payroll credits are being sent by draft or cashier's order, the Bank will issue and post the drafts no later than the payment date. The Bank can neither guarantee when the draft will be received by the beneficiary or his/ her bankers, nor when the draft amount will be credited to the beneficiary's account.
9. Amendments to Standing Instructions must be made in writing, preferably on the Standing Instruction (Transfer of Funds) Based On Date form, by the authorised signatory(ies) of the account as outlined in the most recent authorised signatory list provided by the customer and on file with the Bank.
10. Amendments must be made no later than 2 (two) business days prior to the payment date if the standing instruction is to a non-HSBC Bank (Cayman) Limited account; or no later than 1 (one) business day prior to the payment date if the standing instruction is to an HSBC Bank (Cayman) Limited account. The Bank cannot be held responsible for processing amendments requested less than two days prior to the date on which the customer's account is to be debited.