

Please read before sending money overseas!

Since July 2019, all charities in Australia are required to comply with ACNC's External Conduct Standards before sending money overseas.

These standards are:

- **Standard 1: Activities and control of resources (including funds)**
This Standard covers the way a charity manages its activities overseas, and how it is required to control the finances and other resources it uses overseas.
- **Standard 2: Annual review of overseas activities and record-keeping**
This Standard covers the requirements for a charity to obtain and keep sufficient records for its overseas activities.
- **Standard 3: Anti-fraud and anti-corruption**
This Standard covers the requirements for a charity to have processes and procedures that work to combat fraud and corruption in its overseas operations.
- **Standard 4: Protection of vulnerable individuals**
This Standard covers the requirement for a charity to protect the vulnerable people that it works with when conducting its overseas operations.

More information can be found at the ACNC website: [ACNC External Conduct Standards | Australian Charities and Not-for-profits Commission](#).

You must keep records for 7 years as stipulated in Standard 2.

You must detail in these records how you complied with Standards 1, 3, and 4.

Baplink will phone you upon receipt of your TT application and ask you to provide information consistent with these External Conduct Standards for Baplink's records but you MUST keep your own records.

Please note that ACNC may choose to audit these records.

BAPLINK OVERSEAS TELEGRAPHIC TRANSFER

Client name
Client number Sub-account (eg S1)

BENEFICIARY DETAILS

Please tick and confirm that you know the beneficiary and the bank details are legitimate and correct

Name
Address
Account number
Bank Name
Bank Address
City SWIFT Code
Country

INTERMEDIARY BANK DETAILS

Account number
Bank name
Bank address
SWIFT code
Country

REFERENCE FOR BENEFICIARY

AMOUNT TO SEND

Currency \$

CONDITIONS

1. Neither the bank nor its correspondents are responsible for any loss, delay or error in transit of transmission.
2. If the Bank is unable to send the payment direct to the Overseas Bank nominated by the remitter as the Beneficiary's Bank, then it may send the payment through an Overseas Bank of its choice.
3. Under normal circumstances with Telegraphic Transfers, funds should arrive at the overseas destination within 1 to 2 business days. However the Bank can give no general assurances on the achievement of such time frames, should there be complications arising in the routing of payments or in overseas banking systems.
4. The ability of the Overseas Bank to pay the beneficiary on the same day of receipt will depend on the banking practice in the country concerned.
5. Overseas Banks' handling charges can be substantial, particularly for payments in currencies other than that of the receiving country. Any charges are to be borne by the beneficiary.
6. Telegraphic transfer fees will be charges separately in terms of agreed arrangements.
7. Execution of these instructions should be made in terms of existing authorities held by the bank.
8. By signing this request, we confirm that we are in full compliance with ACNC's External Conduct Standards and have undertaken appropriate due diligence with respect to the beneficiary consistent with ECS standard 1, 3, and 4, and we have maintained appropriate record-keeping with respect to ECS standard 2.

CLIENT AUTHORISATION MUST BE COMPLETED

First Authorising Signature	Date	Second Authorising Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



A ministry of Queensland Baptists
P 1800 650 062 F 07 3354 5605 PO Box 6166, Mitchelton QLD 4053
baplink@baplink.org.au www.baplink.org.au ABN 59 241 212 544