


# OVERSEAS TELEGRAPHIC TRANSFER FORM TO SEND A CHARITABLE SUPPORT PAYMENT

Client name			
Client number	Sub account number (eg S6)		
<b>Beneficiary Details</b>			
Full name			
Address			
Account number			
Bank name			
Bank address			
City			
Country			
SWIFT code			
<b>Intermediary Bank Details</b>			
Account number			
Bank name			
Bank address			
SWIFT code			
Country			
<b>Payment Details</b>			
Amount to send			
Currency to send			
Payment reference			
<b>Terms and Conditions</b>			
<ol style="list-style-type: none"> <li>1. Please note that telegraphic transfers are sent by Baplink via Westpac Banking Corporation ("the Bank").</li> <li>2. Neither the bank nor its correspondents are responsible for any loss, delay or error in transit of transmission.</li> <li>3. 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.</li> <li>4. 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.</li> <li>5. 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.</li> <li>6. 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.</li> <li>7. Telegraphic transfer fees will be charged separately in terms of agreed arrangements.</li> <li>8. Execution of these instructions should be made in terms of existing authorities held by the bank.</li> <li>9. 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.</li> </ol>			
<b>Authorisation</b>			
First authorising signature		Second authorising signature	
Capacity		Capacity	
Date		Date	
		<p><b>A ministry of Queensland Baptists</b>  <b>P 1800 650 062 F 07 3354 5605 PO Box 6166, Mitchelton QLD 4053</b>  <b>baplink@baplink.org.au www.baplink.org.au ABN 59 241 212 544</b></p>	

# YOU MUST READ THIS 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's 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 of 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.




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# EXTERNAL CONDUCTS STANDARDS REQUIREMENTS

## ***YOU MUST COMPLETE EVERY QUESTION IN THIS FORM***

- Sending resources to support overseas activities ought only to be done when the cause is known, monitored, and so far, as it is possible, trusted.
- Identify and document all instances of support where External Conduct Standards apply.
- This is to be reviewed annually, by leadership, and changed if there are alterations to the overseas causes that are being supported.
- It is important to have an agreed statement of purpose for the overseas cause and to be able to demonstrate how it aligns with the constitution of your church.

Date		
Church/organisation		
Account details		
Payee		
Name of overseas cause		
Country in which This cause is based		
Principal contact (s) overseas	Name	
	Email	
	Phone	
Principal contact (s) within the church/ organization	Name	
	Email	
	Phone	
Description or purpose of the overseas cause		
How is the cause aligned with that of your church/organisation		
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