

# OVERSEAS TELEGRAPHIC TRANSFER FORM TO PAY FOR GOODS AND/OR SERVICES

Baplink account name			
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Baplink client number to be debited		Sub account number to be debited eg S6	
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## Beneficiary Details

Account name			
Address			
Account number			
Bank name			
Bank address			
City			
Country			
SWIFT code			

## Payment Details

Amount to send			
Currency to send			
Payment reference			

## Terms and Conditions

1. Please note that telegraphic transfers are sent by Baplink via Westpac Banking Corporation (“the Bank”).
2. Neither the bank nor its correspondents are responsible for any loss, delay or error in transit of transmission.
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.
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.
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.
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.
7. Telegraphic transfer fees will be charged separately in terms of agreed arrangements.
8. Execution of these instructions should be made in terms of existing authorities held by the bank.
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.

## Authorisation

First authorising signature		Second authorising signature	
Full name		Full name	
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>
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**PLEASE COMPLETE EVERY QUESTION ON THIS FORM WITH AS MUCH INFORMATION AS POSSIBLE**

Name of church or organization sending money		
Name or business or organization receiving the money		
Country of origin of goods and/or services		
Destination of goods and/or services		
What goods and/or services are being supplied		
Full details of 3 <sup>rd</sup> party individual or entity related to this transaction		
Principal contact (s) overseas	Name	
	Email	
	Phone	
Principal contact (s) within the church or organization in Australia	Name	
	Email	
	Phone	

**PLEASE BE ADVISED A BAPLINK STAFF MEMBER WILL CONTACT YOUR OFFICE TO CONFIRM THE DETAILS OF THIS TRANSFER PRIOR TO SENDING ANY MONEY OVERSEAS**

Office use only Person contacted	
Office use only Baplink staff member	



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