

# Macquarie Cash Solutions Overseas Telegraphic Transfer and Bank Draft Request

Macquarie Bank Limited ABN 46 008 583 542 AFSL No. 237 502 is the provider of the Macquarie Cash Management Account (CMA).



PLEASE USE BLACK INK

Please use this form to transfer funds overseas and/or to request a bank draft. Minimum request is AUD500.  
Please ensure cleared funds are available in your account before making your request.

For information regarding our cutoff times, please refer to section 8 of the Conditions of Use and the relevant Product Information Statement (PIS).

**Return this form to:**

Reply paid 192  
AUSTRALIA SQUARE NSW 1215  
Fax: 1800 550 140  
Overseas fax: +61 7 3233 5499

Phone: 1800 806 310  
Overseas phone: +61 7 3233 8136

Visit [macquarie.com.au/personal/contact](http://macquarie.com.au/personal/contact) for other office locations in Melbourne, Brisbane, Perth, and Adelaide.

**Online:** [macquarie.com.au/personal](http://macquarie.com.au/personal)  
**Email:** [transact@macquarie.com](mailto:transact@macquarie.com)

## 1 Your Macquarie account details

What is your account number?

What is your account name?

**IMPORTANT** – It is a regulatory requirement for a residential address to be supplied to enable overseas telegraphic transfers to be initiated. Please note: we will not update your account mailing address if the address provided below differs from our records. We will continue to send all correspondence to the current mailing address on file.

Should you wish to amend your mailing address details, please complete a *Change of Account Details* form.

**Residential Address** Required under the AML/CTF Act 2006.

**This cannot be a PO Box**

Street name and number

Suburb/town

State

Postcode

Country

Contact telephone number

Email address

## 2 Currency details

a) Select the currency you wish to send overseas.

*Please note: it is recommended you send the base currency of the overseas country to help reduce possible processing delays or rejection of payment by the overseas bank.*

- |   |   |
|---|---|
| <input type="checkbox"/> USD United States Dollar | <input type="checkbox"/> NZD New Zealand Dollar |
| <input type="checkbox"/> GBP Great British Pound  | <input type="checkbox"/> CAD Canadian Dollar    |
| <input type="checkbox"/> EUR European Euro        | <input type="checkbox"/> HKD Hong Kong Dollar   |
| <input type="checkbox"/> SGD Singapore Dollar     | <input type="checkbox"/> AUD Australian Dollar  |
| <input type="checkbox"/> JPY Japanese Yen         | <input type="checkbox"/> CHF Swiss Franc        |
| <input type="checkbox"/> DKK Danish Kroner        | <input type="checkbox"/> SEK Swedish Krona      |
| <input type="checkbox"/> NOK Norwegian Kroner     | <input type="checkbox"/> PLN Polish Zloty       |
| <input type="checkbox"/> ZAR South African Rand   |   |

b) How much would you like to send?\*

*Please complete only one of the boxes below.*

Foreign amount

OR

Australian Dollar  
equivalent amount

\* Exclusive of the fee charged by Macquarie stated in the Macquarie CMA Product Information Statement but charges from other financial institutions may apply, refer to Conditions of Use.

*Please refer to point 6 in the terms and conditions for additional information.*

c) How would you like these funds?

Telegraphic Transfer  **Go to Section 3**

Bank Draft  **Go to Section 4**

### 3 Telegraphic Transfer

Please note – payments may be delayed if sufficient information is not provided.

#### a) Overseas bank details

Depending on where the funds are being transferred we require you to complete one of the following fields: SWIFT Code or Sort Code/ABA/Routing Number/Branch Code/BSB/Beneficiary IBAN.

Overseas bank name Required under the AML/CTF Act 2006.

Branch name Required under the AML/CTF Act 2006.

Overseas bank address (including country)

Required under the AML/CTF Act 2006.

Street name and number

  

Suburb/town

  

State

Postcode

Country

SWIFT Code

Sort Code/ABA/Routing Number/  
Branch Code/BSB

#### b) Intermediary/AUD correspondent bank details (if required) – MANDATORY if sending funds in AUD

Intermediary bank name

  

Intermediary bank's swift code

#### c) Beneficiary account details

Beneficiary account number Required under the AML/CTF Act 2006.

Beneficiary IBAN (for European transfers)

Beneficiary account name Required under the AML/CTF Act 2006.

  

Beneficiary residential address

Required under the AML/CTF Act 2006. This cannot be a PO box.

Street name and number

  

Suburb/town

  

State

Postcode

Country

#### d) Payment purpose and special instructions

Purpose of payment Required under the AML/CTF Act 2006.

Special instructions eg request confirmation of transfer.

  

**If you were provided transfer instructions by the beneficiary or another party please attach a copy to this request in addition to completing the details above.**

### 4 Bank Draft

Make draft payable to:

In which country is the draft to be presented?

Please select one of the following options:

- a)  Please post to the following address:

Name

Street name and number

  

Suburb/town

  

State

Postcode

Country

- b)  Collection from a Macquarie office\*

Macquarie office

Date

Collected by (name)

*\* Drafts will be available for same day collection after 4pm in Sydney only, and after 11:30am the next day in all other states*

### 5 Terms and conditions

- "Macquarie" refers to Macquarie Bank Limited ("MBL") in relation to the CMA, or other members of the Macquarie Group of Companies.
- Cash Product refers to a CMA.
- Macquarie can arrange overseas telegraphic transfer and foreign currency bank drafts for its clients. This service is referred to throughout these conditions of use as the "Facility" and each individual execution of the service as a "Transaction".
- Your "Account" refers to your CMA.
- "foreign exchange services" refers to the services by which either one currency is exchanged for another, or where you transfer Australian dollars.

- F. "Funds" refers to the funds which are the proceeds of any Transaction under the Facility, net of any fees, conversion costs or other financial institution charges.

**Conditions of Use**

1. You accept that these conditions apply each time you use the Facility.
2. Macquarie may utilise the services of any financial institution or foreign exchange service provider, or their agents (the "Financial Institution") for the purposes of giving effect to your instructions for the use of the Facility and for the provision of the foreign exchange services.
3. If you instruct Macquarie to send foreign currency overseas, the rate of exchange that is advised to you by Macquarie, as applicable to the foreign exchange services, is indicative only and cannot be guaranteed. Macquarie does not take any responsibility for currency fluctuations. The rate of exchange, for the foreign exchange services applicable to any transaction is only secured when the transaction is processed by the Financial Institution.  
If you instruct Macquarie to send Australian dollars overseas and the receiving institution is unable to receive Australian dollars, the payment may be converted to foreign currency. The rate of exchange cannot be guaranteed by Macquarie. Macquarie does not take any responsibility for currency fluctuations. The rate of exchange, for the foreign exchange services applicable to any transaction is only secured when the transaction is processed by the Financial Institution.
4. No responsibility including that by reason of negligence arising in any way for loss or delays, errors or omissions in transaction or any acts of default or illegal acts of the Financial institution whose services are used in giving effect to your instructions is accepted by Macquarie. You agree that no other conditions expressed or implied, other than those appearing herein, shall apply and you warrant that all the particulars recorded are correct.
5. The current offer document for your Account details the fee that Macquarie charges for using the Facility. This fee is charged in addition to and over and above the fees, conversion costs or other Financial Institution charges.
6. Financial Institutions levy other processing charges which vary between banks/countries. If these charges are deducted from the Funds, this will result in the beneficiary receiving a lesser amount than transmitted.
7. Financial Institutions may also levy charges on client requests to recover funds, cancel payments or re-effect payments in an alternate currency. If these charges are applied, this will result in the beneficiary and/or client receiving a lesser amount than transmitted.
8. If received by the cut-off time of 12:00pm Australian EST time (subject to change at Macquarie's discretion), Macquarie will endeavour to send instructions to intermediary agents same day for receipt by beneficiary banks on the next business day. Macquarie does not and cannot guarantee that any transaction will be effected within this time frame and is not responsible for any loss resulting from such delay.
9. Macquarie will endeavour to send bank drafts to requested destinations for receipt on the next business day. Macquarie is not responsible for delays in bank drafts being received or any loss resulting from any such delay.
10. This agreement is subject to any current or future arrangements between you and Macquarie in relation to your account.
11. Macquarie will not provide any confirmation of any transaction or applicable rate of exchange unless specifically requested by you. Your statement will show both the amount of the funds and the fee for the foreign exchange services charged by Macquarie.
12. Macquarie may, in its absolute discretion, determine the order of priority of any transaction under this agreement or any form of withdrawal request.
13. Macquarie may terminate this agreement at any time:
  - (a) by giving 14 days notice in writing to you, or
  - (b) without notice, at any time, if you are in default under any agreement or arrangement with Macquarie.
14. This agreement will remain in effect for Macquarie's protection for transactions made in good faith until Macquarie is notified in writing of revocation of this agreement.
15. Macquarie will only draw against cleared and sufficient funds in your account to execute any transaction.

16. Funds payment may be delayed and/or suspended by foreign country government or independent bodies, who may request further information on the beneficiary of this payment.
17. Clients will not earn interest on amounts held on deposit with Macquarie or other Financial Institutions pursuant to the Facility.
18. You agree that Macquarie may use or disclose any personal or other information about you or the foreign exchange services or any person connected in any way with the foreign exchange services to any Financial Institution or regulatory authority or any purpose which Macquarie or any Financial Institution considers necessary or desirable in connection with any regulation or the foreign exchange services. You agree to provide any such information to Macquarie if requested. Such information may include, but is not limited to, your name, address, method or payment, account number debited for payment, reason for payment and method of identification. If you fail to provide such information you acknowledge that supply of the foreign exchange service may not be completed.

**6 Declaration and signatures**

I/We confirm the above conditions have been read and understood and agree to be bound by the conditions above. I/We warrant that I/we are acting on my/our own behalf in making this application for foreign exchange services. If the payment requested by me/us is in USD, to be cleared in the United States "US" or to be made using a bank in the US, then I/we declare and undertake to Macquarie that the beneficiary of the Funds is not a person, group or entity, or in or associated with a country, sanctioned by US laws and regulations, including those administrated by the Office of Foreign Assets Control of the US Department of Treasury. Please ensure this form is signed by existing account signatories in accordance with current operating instructions.

**Signature 1**

Mr  Mrs  Miss  Ms  Other

Name (print here)

Any other name known by (if applicable) Required under the AML/CTF Act 2006.

If a company officer, your corporate title

Individual  Director  Sole Director  Secretary

Trustee  Other  Specify

Signature

Date

 /  / 

**Signature 2**

Mr  Mrs  Miss  Ms  Other

Name (print here)

Any other name known by (if applicable) Required under the AML/CTF Act 2006.

If a company officer, your corporate title

Individual  Director  Secretary

Trustee  Other  Specify

Signature

Date

 /  /