



APPLICATION FOR PAY ORDERS & FOREIGN DEMAND DRAFTS

MCBSL/e-form/PDD

MCB Bank Ltd, Sri Lanka.

Please mark "√" in applicable boxes and please use another application if there are more than 3 requests.

Date: _____

APPLICANT DETAILS & PAYMENT MODE:

NAME / TITLE OF ACCOUNT: _____

PLEASE DEBIT MY / OUR ACCOUNT No: _____

DEBIT CHEQUE No: _____

BY CASH

AND PROCESS THIS REQUEST & RECOVER ANY BANK CHARGES INCURRED.

REQUEST FOR:

PAYMENT ORDER(s)

DEMAND DRAFT(s)

PARTICULARS:

REQUEST 1

FAVORING - _____

AMOUNT IN FIGURES - _____

CURRENCY: _____

LKR

USD

OTHER- _____

AMOUNT IN WORDS - _____

PURPOSE - _____

REMARKS - _____

REQUEST 2

FAVORING - _____

AMOUNT IN FIGURES - _____

CURRENCY: _____

LKR

USD

OTHER- _____

AMOUNT IN WORDS - _____

PURPOSE - _____

REMARKS - _____

REQUEST 3

FAVORING - _____

AMOUNT IN FIGURES - _____

CURRENCY: _____

LKR

USD

OTHER- _____

AMOUNT IN WORDS - _____

PURPOSE - _____

REMARKS - _____

DOCUMENTS ENCLOSED: (Only for Demand Drafts)

CBSL Exchange Form - 1 / Form CIE24 as applicable

Documentary Evidence

Others (if any): _____

DESPATCH MODE:

I will collect by myself (In case of Individual or Proprietorship accounts only)

Mail it to my given correspondent address.

Hand over to - Mr/Mrs/Ms. _____

NIC / NDL / PP No: _____

I / We request MCB Bank Ltd to execute the above request as per the given instructions above. I / We hereby confirm that the given particulars are true and correct to the best of my / our knowledge and I / We hereby agree to be bound by the terms and conditions appearing overleaf and confirmed that above request comply with the terms and conditions and statutory / international regulations in force.

Authorized Signatory

Authorized Signatory

"Note: Authorized Signatories of Legal entities are required to affix the Company rubber Stamp"



Terms & Conditions related to Pay orders & Foreign Demand Draft Application (PO & FDD)

1. Any inquiry, confirmation, and charges of any type, in respect of the transaction and payment thereof, from our correspondents/Agents abroad will be subject to payment of cost, as determined by the Bank
2. Any charges, Taxes duties, levied on remittances by the Government or any other Govt. agency will be recovered, separately at the prescribed rate
3. The Current rate of exchange for the remittances is applied and the same will not be disputed at any time either by the applicant or beneficiary, and no claim whatsoever, in this regard will be entertained
4. The Bank may post pay orders on the written request of the client. The Bank will not be liable in any way for the non-receipt of any pay order(s) by the client or the wrongful receipt, damage and use of any pay order by any third party
5. In-case of lost/stolen Demand Draft/Pay Orders, the duplicate thereof will only be issued after completion of all the formalities relating to the duplicate instruments and submission of Indemnity Bond
6. The Bank will not be held liable should the proceeds of the Remittance / Bankers Cheque or Foreign Demand Draft be confiscated questioned by the authorities in the country of the Beneficiary or in-transit. The applicant also undertakes to provide any additional information about himself or the Beneficiary requested by authorities in any country or by an international organization
7. The Bank will use reasonable endeavors to process application received by the Bank during banking hours on the same day. Applications received after Bank's cut-off time will be processed on the next working day. It should also be noted that due to Cut-off times for transmission imposed by International Convention, this payment may not be effected on the date of request.
8. I/We do hereby acknowledge that banks reserve the right to choose payment bank chain, advise the credit in appropriate transmission medium/Currency for this credit
9. I/We do hereby indemnify that this credit is not made for money laundering, terrorist financing or illegal activities in any state; and bank reserve the right to suspend the transfer for above and/or missing of required information
10. The performance of this contract is subject to all regulations, decrees, administrative rules/orders and circulars of Government of Sri Lanka, CBSL Exchange Rates Committee of Banks and of other Competent Authorities now or hereinafter affecting the same.
11. Bank may suspend or terminate the execution of the remittance as a result of any force majeure event, including, without limitation: (a) change in any regulation or in the interpretation or enforcement of any regulation; (b) act, order or request of any authority; (c) restriction or impending restriction on the availability, convertibility, credit or transferability of any currency; (d) failure or default of any payment intermediary; (e) malfunction of a computer system; (f) failure or default of a service provider or vendor to Bank; (g) any failure in the transmission of, or miscommunication with respect to, the remittance instruction; or (h) any other event beyond Bank's reasonable control. Applicant shall bear the risk of any delay and losses relating to a force majeure event.

FOR BANK USE ONLY

* Application duly completed		* Funding Advised to treasury	
* Placed received stamp		* Documentary evidence obtained for the purpose	
* Signature verified		* Form 1 obtained (exchange against LKR)	
* Funds available/Approval for overdraw obtained		* Exchange rate approval for special rates	
* Name Clearance obtained		* Advance Payment declaration form (for advance payment only)	

Satisfied with the purpose of remittance, documentary evidence and confirm that the transaction is compatible with the customer profile and comply with the regulatory requirements in force.

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CSO

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BOM / Relationship Manager / Branch Manager