

# Standing Order Application Form



Please complete the form in BLOCK letter and tick  appropriate box:

New

Amend

Cancel

TYPE OF STANDING ORDER:  To J Trust Royal Bank/Credit Card Account

To Local Bank Account

To Oversea Bank Account

Complete A, B1, B2, B3, B6, C, D

Complete A, B1, B2, B3, B4, B6, C, D

Complete section: A, B, C, D

## A. APPLICANT DETAILS

Account Name: .....

Account Number: .....

Address: .....

Mobile Number: .....

## B. BENEFICIARY DETAILS

1. Account Name/Customer Name: .....

2. Bank Name: ..... Credit Card Account Number: .....

3. Account Number/IBAN: .....

4. Bank Address\*: .....

5. Swift Code/BIC: ..... Routing No/Fedwire No/ABA: ..... Sort Code(for UK): ..... BSB(for AU): .....

6. Purpose of Payment/Reference No.: .....

7. Purpose of Amendment (For amendment only) : .....

## C. STANDING ORDER DETAILS

Currency ..... Amount in Figures: .....

Amount in Words: .....

Start Date: ..... End Date: ..... (If no end date, leave blank)

Frequency of Payment:  Daily  Weekly  Fortnightly  Monthly  End of Period  Annually  Others .....

Option of Payment (for Credit Card only):  Minimum Amount  Full Amount

## D. DECLARATION AND SIGNATURE

By signing this Standing Order Application, you take all responsibility for information provided and any delay due to information provided by you is not the responsibility of J Trust Royal Bank.

You acknowledge that:

1. Although J Trust Royal Bank will endeavour to effect your Standing Order, it accepts no responsibility and shall not incur any liability for any refusal or omission to make all or any of the payment or for any late payment or for any omission to effect your Standing Order.
- 2a. If your Standing Order request to a J Trust Royal Bank account falls on a non-business day, or on the day after a non-business day, your payment will be made on the preceding business day, unless it falls on the first day of the month or you request otherwise.
- 2b. If your Standing Order request to a non-J Trust Royal Bank account falls on a non-business day, your payment will be made on the next business day following the payment date, unless it falls on the first day of the month or you request otherwise.
3. You must ensure that any nominated payment account has sufficient available balance to cover any payment. If the amount from nominated payment account is not sufficient to pay the amount due, no payment will be made to the card and the cardholder must pay directly or indirectly the remaining balance on time and bear all fees and any interest.
4. J Trust Royal Bank may in its absolute discretion:
  - a. effect a Standing Order after the due date upon receipt of sufficient money in your account, if there was not sufficient money in your account to enable the payment to be made on the due date; and
  - b. determine the order priority of payment by it of any money pursuant to a Standing Order.
5. You may revoke a Standing Order at any time by notice in writing to J Trust Royal Bank.
6. J Trust Royal Bank may debit your account with a fee for non-payment each time that J Trust Royal Bank is unable to effect your Standing Order on the payment date because there was not sufficient available balance in your account to enable the payment to be made on the due date.

Authorised Signature(s) and Company's Stamp

Full Name of Customer

Date

## BANK USE ONLY

### Branch Use

Customer Identification and Form Verified

Signature: .....

Name: .....

Branch Code: .....

### PCO and Credit Card Use

Received Date: .....

Actioned Date: .....

Signature: .....

Name: .....

### Checked and Verified

Date: .....

Signature: .....

Name: .....

**\*Note:** For standing order to US bank by retail customer (individual), FATCA W8-BEN Form must be completed. A scan copy of S.O and W8-BEN must be sent to ROO team.