

To: **The Hongkong and Shanghai Banking Corporation Limited**  
Singapore Branch

PLEASE FILL IN CLEARLY.  
\*Indicates a mandatory field.

\*Date \_\_\_\_\_

## DEMAND DRAFT APPLICATION FORM

		<b>For Bank use only</b>		B61			
*Subject to the terms and conditions printed overleaf, please issue a Demand Draft (DD) and <input type="checkbox"/> return it to me/us by mail <input type="checkbox"/> despatch direct to beneficiary		DD Reference No.	DD Signatory(ies) - Initials				
<input type="checkbox"/> <b>Currency &amp; amount of remittance</b> _____ *OR <input type="checkbox"/> <b>Remit equivalent of currency &amp; amount</b> _____ in _____ (currency of remittance)		<b>Town and country where payable</b>  <b>Please utilize contract no./ Special rate &amp; ref.</b>					
<b>Local Charges</b> <input type="checkbox"/> Beneficiary <input type="checkbox"/> Remitter Standard tariffs will be applicable. Please visit <a href="http://www.business.hsbc.com.sg">www.business.hsbc.com.sg</a> under Quick Links for more information.							
<b>*Name and Address of Beneficiary (in Block Letters)</b> _____ _____							
<b>Name and Address of Beneficiary's Bank (in Block Letters)</b> (Please state address of beneficiary if his bank and account number are not specified)  Beneficiary's Account No.: _____							
<b>Message or Instructions (if any)</b> _____ _____							
<b>*In payment please: (Please state currency of your account to be debited (ie. SGD, USD etc))</b> <input type="checkbox"/> debit my/our _____ account no. _____							
<b>*Name of Applicant (in Block Letters)</b> Address: _____ Telephone No.: _____		<b>Applicant's Signature(s) and/or Chop(s)</b> This application for Demand Draft is made subject to conditions outlined overleaf which I/we have read and understood. Please proceed to effect this application  <div style="text-align: right; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;">SV</div> (If the account requires two signatories to sign jointly, kindly please ensure both signatures are provided above)					
<b>For Bank use only</b>							
Exchange Rate/ Contract No.	Exchange Rate/ Contract No.	Given/ Confirmed by	TREATS Ref no.  _ _ _ _ _ _ _ _ _ _	Charge Type	CILE	Commission	Stamp duty
Postage	Cable Charges	To Bank/Branch  _ _ _ _ _ _ _ _ _ _					
Narrative (48 characters maximum) _____ _____							

Note: This advice is not to be used as a tax invoice.

### **Terms and Conditions (Demand Draft)**

1. In the absence of any specific instructions to the contrary to The Hongkong and Shanghai Banking Corporation Limited, Singapore Branch (the "Bank"), the demand draft will be effected in the currency of the country in which payment is to be made.
2. Unless otherwise indicated, all charges incurred inside Singapore are for the account of the applicant.
3. The Bank reserves the right to draw this demand draft on a different country from that specified by the applicant if operational circumstances so require.
4. The Bank shall not be liable for any losses or damages howsoever incurred except where such loss or damage is directly caused by the gross negligence or wilful misconduct of itself or its employees. Notwithstanding the foregoing, the Bank shall not be liable for any consequential, incidental or indirect loss or loss of profit (actual or anticipated), goodwill or business opportunity.
5. Where the Bank is unable to provide a firm exchange rate quotation, the Bank shall process the application on the basis of a provisional exchange rate which shall be subject to adjustment when the actual exchange rate is ascertained. Any difference between the provisional rate and the actual rate shall be debited/credit (as the case may be) to the applicant's account.
6. Any request by an applicant for a replacement of, or refund of the amount of, a lost, stolen or destroyed demand draft is subject to the Bank's consent and such terms and conditions which the Bank may in its discretion impose, including without limitation, an acceptable indemnity in favour of the Bank in such form as the Bank may specify, payment of such fees or charges as may be imposed by the Bank and complying with any other requirements of the Bank.
7. If the demand draft is to be re-purchased or returned to the Bank for cancellation, please note that we fully reserve the right to refund such proceeds only after these monies have been repaid to the Bank by the drawee bank, less all costs, charges and expenses.
8. Applications received after cut-off time will not be processed on the same day.
9. Applications for same day value are subject to cut-off time applicable in the country of the applicable currency.
10. The demand draft issued will be crossed "A/C Payee only".
11. The applicant agrees that these Terms and Conditions are in addition to the General Terms and Conditions Governing Accounts or such similar terms governing the account relationship with the Bank.
12. The Bank reserves the right to reject any application without prior notification to the applicant.
13. The Bank reserves the right to revise any fees and charges from time to time without prior notice.
14. The Bank reserves the right to add, alter, vary or modify any or all the terms and conditions herein at any time at its discretion without any notice.
15. These Terms and Conditions are subject to the laws of Singapore and the applicant submits to the non-exclusive jurisdiction of the Courts of Singapore.