

# Foreign exchange settlement form



This form can only be completed digitally. Handwritten forms will not be accepted.

The form must be signed by **2** Authorised Signatories. We do not accept initials or stylised digital signatures i.e. typing a signature using Adobe fonts, Adobe Reader or DocuSign fonts.

Email the completed form along with a copy of the relevant third party payee invoice to: **general.instructions@tcorp.nsw.gov.au**

Please return this form a minimum of **3** business days prior to settlement.

## A. Name and address details All fields required

Name of Client Organisation

Address of Client Organisation

Contact name

Email address

Work phone number

(  )

Mobile phone number

**Please note:** By providing your email address, you agree that we may provide you with information, including statements, transaction confirmations, reporting and other investor communications relating to your account via email.

**Privacy Collection Statement:** TCorp is required to comply with the Information Privacy Principles (**IPPs**) in the *Privacy and Personal Information Protection Act 1998* (NSW) (**PPIP Act**). Any personal information you provide to us will be used and disclosed by TCorp only for the purposes for which it has been provided, or a directly related purpose, unless you consent to another use or disclosure, as otherwise required or authorised by law.

Under the PPIP Act, you have the right to access your personal information held by TCorp, without excessive delay or expense. TCorp's Privacy Statement can be accessed **here**.

**B. Foreign currency payment details** All fields required

Currency

Amount

Settlement date\* (DD/MM/YYYY)

**\*Please note:** should the settlement date not be a valid business day in either country or jurisdiction of the trading currencies, the settlement date will be the next valid business day in line with industry convention.

**C. Settlement instructions** All fields required

Beneficiary name

Beneficiary bank

Intermediary bank identification code (for foreign currency bank)

BSB

Account number (UID or CHIPS number)

Account name (Payment information)

Other information

**Please note:** Domestic banks do not hold foreign currency denominated account/s within Australia. Please give details of an overseas correspondent bank.

**D. AUD payment instructions**

Receipt of the AUD or foreign currency payment to TCorp must be made on the agreed settlement date. This is the date that TCorp has been requested to pay the foreign currency (AUD). On the agreed settlement date, the Client will remit AUD (or foreign currency as applicable) to TCorp's account below, and TCorp will remit the foreign currency (or AUD as applicable) as instructed.

The AUD amount should be remitted to the below account:

Bank: Westpac Banking Corporation  
 BSB: 032-001  
 Account Number: 690097  
 Account Name: NSW Treasury Corporation

## E. Foreign currency payment instructions

Please refer to the TCorp Standard Settlement Instructions (SSI) on the **TCorp Client Portal** for payments in all other currencies.

## F. Authorised client approval All fields required

I/We declare that:

- All details in this form are true and correct.
- I/We have read and understood the below terms and conditions that relate to foreign exchange settlement.

The Client Organisation (**the Client**) acknowledges and agrees the following in favour of New South Wales Treasury Corporation (**TCorp**):

**Authorised Person** means any person nominated by the Client from time to time for the purposes of operation of the Client's accounts with TCorp.

**Instruction** means a request by the Client for TCorp to pay a foreign currency amount to a third party account located either overseas or in Australia.

- Where the Client gives an Instruction to TCorp, the Client is responsible for ensuring that appropriate internal controls and processes are in place, implemented and followed by the Client to manage all risks associated with those transactions, including but not limited to fraud and money laundering/terrorism financing.
- TCorp has no obligation to verify the legitimacy, authenticity or accuracy of any third party bank account nominated in an Instruction, or any underlying transactions to which a payment relates.
- An Instruction must be signed by two of the Client's Authorised Signatories.

(iv) TCorp accepts no responsibility for any loss suffered by the Client in relation to payments made directly to third party accounts where TCorp has acted in accordance with an Instruction. For the avoidance of doubt, the foregoing operates subject to paragraph (v) below.

(v) If an Instruction or other communication appears to be genuine and provided by an Authorised Person, TCorp is entitled to rely on, and the Client will be bound by, that Instruction or communication.

(vi) For the avoidance of doubt, TCorp may in its absolute discretion, without any obligation to provide reasons for doing so, delay or defer acting on an Instruction pending further enquiry to, or confirmation from, the Client.

In addition, the Client confirms that the procurement of associated goods and services complies with the NSW Government procurement directives and policies and reporting requirements relating to:

- adequate due diligence being performed regarding the vendor; and
- prevention of dishonest, unfair, unconscionable, corrupt or illegal conduct.

Name

Signature

(We do not accept initials or stylised digital signatures i.e. typing a signature using Adobe fonts, Adobe Reader or DocuSign fonts)

Date (DD/MM/YYYY)

Name

Signature

(We do not accept initials or stylised digital signatures i.e. typing a signature using Adobe fonts, Adobe Reader or DocuSign fonts)

Date (DD/MM/YYYY)

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### Contact details

**Please contact your client relationship manager for more information**

**Phone** +61 2 9325 9267

**Email** clientservices@tcorp.nsw.gov.au

#### Internal use

FM Ops verification