

Please use a separate form for each traveller.

☐ Delivery ☐ Collection

Preferred date and time

Teller number

Reference number

Applicant's details										
Surname/legal entity name					Date of birth (YYYY-MM-DD)					
Full name(s)/trading name					Gender					
Residential status		<input type="checkbox"/> RSA resident		<input type="checkbox"/> Non resident		<input type="checkbox"/> Immigrant				
		<input type="checkbox"/> Non-tax resident of SA		<input type="checkbox"/> Foreign National		<input type="checkbox"/> South African resident temporarily abroad				
If temporary resident state permit expiry date (YYYY-MM-DD)										
Identity/temporary resident/registration/foreign identity number					ID- country code					
VAT number					Tax number					
Physical address Street 1					<input type="checkbox"/> Postal address (If address is same as physical, tick box) Address 1					
Street 2					Address 2					
Suburb					Suburb					
City					City					
Province			Code				Province		Code	
Business street address for delivery or collection										
Traveller's details (Complete only if traveller is not the same as the Applicant)										
Surname/name of business					Date of birth (YYYY-MM-DD)					
Full name(s)					Gender					
Physical address Street 1					Identity/temporary resident number					
Street 2										
Suburb										
City			Province				Code			
(Travel details)										
Passport number					Passport expiry date (YYYY-MM-DD)					
Passport country					Ticket reference number					
Destination country					Airline					
Departure date (YYYY-MM-DD)					Border post/place of departure					
Return date (YYYY-MM-DD)					Other mode of transport					
Contact person										
Name					Surname					
Telephone			Fax number			Email address				

**Products** (Foreign notes-FN)

*Code	Currency	Foreign amount	Exchange rate	Rand amount	Cover number	Transaction reference number

**Account to/from which money will be paid to or charged against (to be filled in by applicant)**

☐ Account    Account name \_\_\_\_\_ Account number \_\_\_\_\_

Account type    ☐ Current    ☐ Savings    ☐ Credit card

**Additional or other special instructions** (including specific amounts of individual notes)

Third party request (Foreign notes only):

**I hereby give Standard Bank authority to deliver the above requested forex to:**

Name

Surname

Identity number

Traveller/Authorising signature \_\_\_\_\_

**Prominent Influential Persons (PIPs)**

Prominent Influential Persons (PIPs) are individuals entrusted with prominent public functions either domestically or by a foreign country. Examples are heads of state or heads of governments, important political party officials, military officials or senior executives of state-owned corporations. This term also includes immediate family members and close associates.

Are you a public official in a position of authority?

☐ Yes    ☐ No

Are you related to or associated with a public official in a position of authority?

☐ Yes    ☐ No

What is the nature of the relationship or association?

☐ Business partner

☐ Close associate

☐ Parent

☐ Sibling

☐ Son/Daughter

☐ Spouse/Partner

Please provide full name and surname of relative or associate

## Data Protection

### I agree and confirm that:

- ☐ Standard Bank Group may collect and process my personal information where lawful and reasonable, in order to provide me with product and services. This may include using my personal information for credit, fraud and compliance purposes.
- ☐ Standard Bank may share my personal information within the Standard Bank Group and/or with their third-party service providers, and these third parties may not be within the jurisdiction where the product and service is provided.

Standard Bank may process my Personal Information to carry out statistical and other analyses to identify potential markets and trends, evaluate and improve their business (this includes improving existing and developing new products and services).

☐ Yes ☐ No

If I provide Standard Bank with Personal Information about or on behalf of another person (including, but not limited to, account signatories, shareholders, principal executive officers, trustees and beneficiaries), If yes, please tick the boxes below.

☐ Yes ☐ No

### I confirm that I am authorised to:

- ☐ a provide their Personal Information;
- ☐ b consent on their behalf to the Processing of their Personal Information; and
- ☐ c receive any privacy notices on their behalf.

## Declaration and acknowledgement

I/we, the undersigned

hereby declare that:

- I/we have read this document and know and understand the contents thereof;
  - the information furnished above is in all respects both true and correct;
  - the currency applied for will only be used for the specific purpose stated herein namely travel related expenses;
  - the documentation presented in support of this application is in all respects authentic;
  - I/we consent to this information being provided to the South African Revenue Service and/or the Financial Intelligence Centre.
  - agree that the rand amount of the foreign exchange bought or sold, as indicated on this form, may be charged to or paid from the account stated above;
  - if the travel is associated with an omnibus facility, then the business must provide an original letter authorising the proposed visit;
  - where foreign exchange has been bought for travel purposes, I/the traveller will travel within 60 days of buying the foreign exchange;
  - I/we shall sell unused foreign exchange to an authorised dealer (such as Standard Bank) within 30 days of the traveller's/my return to the Republic or cancellation of the trip;
  - I/we shall not buy more foreign exchange from another authorised dealer if it will cause me to go over my travel allowance limit allowed by law in respect of the use of debit and/or credit cards while overseas on holiday or business, the amount used forms part of my travel allowance under my single discretionary allowance/omnibus facility;
  - where a business traveller goes abroad on recurring business trips and the next business trip is to occur within 90 (ninety) days from returning from a previous business trip, any unutilised foreign currency may be retained by the traveller for use during the next business trip;
  - I/we am responsible for all costs incurred if the order is changed after it has been received by you;
  - I/we agree that the applicable exchange rate will be the exchange rate at the time you process the order;
  - I/we agree that commission will be charged at the quoted rate;
  - I/we have been informed of the limit applicable to the above transaction and confirm that this limit will not be exceeded as a result of the conclusion of this transaction;
- ☐ Single Discretionary Allowance (SDA) for Residents (Natural persons) who are 18 years and above - R1 000 000.00 (One million Rand) per calendar year.
- ☐ Travel allowance for Residents (Natural persons) who are under the age of 18 years - R200 000.00 (Two hundred thousand rand) per calendar year.
- agree that cheques and other instruments of value issued in a foreign currency and bought by you will be subject to the International Chamber of Commerce's Uniform Rules for collection as well as the laws of that country; and
  - agree that cheques and other instruments of value handed in for collection will be available as cash only when paid.

(Where applicable, a reference to I/we includes the Business on whose behalf I am acting, being duly authorised.)

Applicant/authorised signatory

Date (YYYY-MM-DD)

Traveller

Date (YYYY-MM-DD)

## D.D contact details

Region	Phone number	Email address
Gauteng	010 824 2117 / 063 909 0240	jhbforexdelivery@standardbank.co.za
Durban and Pietermaritzburg	010 824 2119 / 063 909 0242	durbandirectforex@standardbank.co.za
Cape Town	010 824 2118 / 063 909 0241	ctccforex@standardbank.co.za

For office use only

Institutional sector

Industrial classification

FINSURV Authority number

If internal date (YYYY-MM-DD)

Omnibus facility

☐

Yes

☐

No

Currency and Exchanges Manual for Authorised Dealers section

BOP category

E-Docs

Signature verified

☐

Yes

☐

No

Initials

FICA/KYC complete

☐

Yes

☐

No

Initials

Sanctions screening checks

☐

Yes

☐

No

Initials