

**APPLICATION FORM FOR WIRE TRANSFER EXCHANGED INTO LOCAL CURRENCY**

TODAY'S DATE: \_\_\_\_\_

**SENDER**

NAME		
ADDRESS		
CONTACT NUMBER		
EMAIL ADDRESS		
<b>ONLY FOR REMITTANCE APPLICATION SUBMITTED TO THE BANK VIA REGULAR MAIL OR FAX</b>	<input type="checkbox"/> <u>E-Sign Act Consent</u> : Applicant must check this box for remittance application provided to the Bank via regular mail or fax. The Bank will provide a copy of complete form via email or fax, as per Bank's records, as an acknowledgment disclosure, before the remittance is processed.	
<b>ACCOUNT NUMBER</b>		
<b>AMOUNT (USD)</b>		IN WORDS
<b>CURRENCY OF REMITTANCE</b>	INR <input type="checkbox"/> EURO <input type="checkbox"/> GBP <input type="checkbox"/> JPY <input type="checkbox"/> SGD <input type="checkbox"/> HKD <input type="checkbox"/>	
<b>PURPOSE OF REMITTANCE</b>	PERSONAL <input type="checkbox"/> INVESTMENT <input type="checkbox"/> BUSINESS <input type="checkbox"/> INVOICE No. (if applicable) <input type="checkbox"/>	FAMILY SUPPORT <input type="checkbox"/> GIFT <input type="checkbox"/> OTHERS (SPECIFY) <input type="checkbox"/> _____
<b>SOURCE OF FUNDS</b>	SALARY / WAGES <input type="checkbox"/> PENSION <input type="checkbox"/> INVESTMENTS <input type="checkbox"/> OTHERS (SPECIFY) <input type="checkbox"/>	BUSINESS INCOME <input type="checkbox"/> SOCIAL SECURITY <input type="checkbox"/> SALE PROCEEDS (PROPERTY/VEHICLE) <input type="checkbox"/>
<b>PROOF OF INCOME*</b>		

\* Proof of income or source of funds is required for individuals for all remittances of USD 10,000.00 and above – like W2, Tax Returns etc. Bank may also, at its discretion, insist for the same in other cases too.

**RECIPIENT**

NAME	
ADDRESS	

**RECIPIENT'S ACCOUNT DETAILS**

ACCOUNT No. / IBAN	
BANK NAME	
BRANCH	
ADDRESS	
BIC / IFSC	

**PICKUP LOCATION / CORRESPONDENT BANK**

BANK NAME	
LOCATION	
BIC	

CONFIRMATION CODE: (will be given on the remittance advice)

DATE THE FUNDS WILL BE AVAILABLE		<b>FOR OFFICE USE ONLY</b>
TRANSFER AMOUNT	USD	
TRANSFER CHARGES		
TAXES (If any)		
TOTAL REMITTED		
EXCHANGE RATE	USD 1.00 =	
TRANSFER AMOUNT		
OTHER CHARGES		
TOTAL TO RECIPIENT*		

\*Recipient may receive less due to fee charged by the recipient's bank.

You have a right to dispute errors in your transaction. If you think there is an error, contact us within 180 days at 646-720-0407 or send an email to [boi.ny@bankofindia.co.in](mailto:boi.ny@bankofindia.co.in). You can also contact us for a written explanation of your rights.

You can cancel the transfer, for a full refund, within 30 minutes of payment, unless the funds have been picked up or deposited.

For questions and complaints about BANK OF INDIA, contact New York State Department of Financial Services at (877) 226-5697 Or Consumer Financial Protection Bureau at (855) 411-2372 / (855) 729-2372 or [www.consumerfinance.gov](http://www.consumerfinance.gov)

**Please furnish all details asked for on pages 1-2 of this application form. Incomplete or unsigned forms shall not be acted upon. Our charges will be deducted before returning such amount.**

I have read the Bank's rules and regulations governing this remittance, error resolution and cancellation disclosure as contained in pages 1-4 of this application form and hereby agree to be bound by them.		
DATE:	TIME:	SENDER'S SIGNATURE

Processing Staff

Supervisor / Officer

## ELECTRONIC COMMUNICATION DISCLOSURE AND CONSENT AGREEMENT

("CONSENT AGREEMENT")

Please read this Disclosure and Consent Agreement carefully and keep a copy for your records.

### **Consent to Electronic Delivery of Disclosures and Notices**

By completing this Consent Agreement, you agree to all terms set out within this Consent Agreement and you consent to the electronic delivery (e.g., email) of all required disclosures or notices in relation to your current or future account(s) or wire transactions with Bank of India (the "Bank") and that the Bank does not need to provide you with an additional paper (non-electronic) copy of the disclosures or notices, unless specifically requested.

### **Paper Delivery of Disclosures and Notices**

You have the right to receive a paper copy of the disclosures, notices or other documents the Bank is required to provide to you. If you wish to receive a paper copy, you may request one at no additional charge by contacting the Bank (see "Contact Us" below) and providing us with your name, mailing address, the name of the disclosure or disclosures and request to receive a paper copy. A paper copy of electronic records can be obtained from the Bank until the copy is no longer required to be maintained as a record for the designated account under applicable law or regulation.

### **System Requirements to Access Information**

To receive an electronic copy of the disclosures or notices you must have the following equipment and software:

- ✓ A personal computer or other device which is capable of accessing the Internet.
- ✓ Software which permits you to receive, access and retain Portable Document Format or "PDF" files, such as Adobe Acrobat Reader® version 8.0 and above.
- ✓ A valid email address. It is your responsibility to inform us if the email address we have on file for you changes or no longer becomes valid.

Your access to this document verifies that your system/device has the necessary software to permit you to receive, access and retain PDF files via the Internet through a personal computer or other device.

### **Withdrawal of Electronic Acceptance of Disclosures and Notices**

You can withdraw this consent at any time by contacting us (see "Contact Us" below) and informing us you wish to now longer receive any future disclosures or notices electronically.

### **Contact Us:**

#### **New York Branch**

277 Park Avenue, New York - 10172

Tel: 212-753-6100 Fax: 212-319-6347

Email: [boi.ny@bankofindia.co.in](mailto:boi.ny@bankofindia.co.in) Website: [www.boiusa.com](http://www.boiusa.com)

**Disclosures for Remittance**

**Terms and Conditions Governing Remittance**

Bank of India, New York branch is providing money transfer/ remittance facilities for our customers. Remittances can be made for beneficiaries anywhere across the globe. Remittances are effected on the same day when the amount to be remitted is available in customer's account. In case the customer deposits cashiers / official / certified checks, remittance is processed on the next working day. Similarly for deposit of personal checks in account, remittance is processed on the 4th working day from the day of receipt of checks.

**Charges and time taken for remittance**

Destination	Funds Available Date	Exchange Rate	TT Charges (in USD)
Remittance in INR to a beneficiary in India a. Bank of India branches b. Other banks	Within 2 business days if deposit is available in the account	Rate prevailing on the date of remittance	a. NIL b. 25.00
Remittance to beneficiary in any country, irrespective of amount or currency (other than INR)			30.00
Remittance within USA			30.00

The above information is only indicative. Actual information about your transaction will be mentioned on our Receipt (with combined disclosure).

**Conditions governing issuance of cable or mail transfer**

This Bank agrees to send, at the expense and risk of the customer, a message directing payment in foreign funds in the amount and manner indicated. The Bank does not warrant that the transfer of funds will reach the payee. It may make use of any branch or correspondent, agent or sub agent and shall not be under any liability for any errors, negligence, suspension or default of any of them or for any failure to identify the payee or any wrong payment by any of them, nor shall the Bank be under any liability for any errors, mutilations, delays, wrong delivery or failure of delivery in the transmission of any message in connection with this transaction whether or not in code or whether by mail, postal service, telegraph, cable, wireless, radio or otherwise, or for any suspension of any such means of transmission or for any imposition of any censorship, exchange control or other restriction, all such risks being borne by the customer. In case of a transfer of currency other than the currency of the country to which remittance is made, it shall be payable to the payee in currency of said country at the buying rate of the Bank's branch, or correspondent for exchange of the currency remitted unless the payee arranges with said correspondent for payment in some other form upon paying all charges in connection therewith. In case the funds are not paid to the payee, whatever the reason, any liability of the Bank will be conditioned upon its receipt from the branch or correspondent of confirmation of effective cancellation of the remittance abroad and shall be limited to refunding the amount to be remitted, less expenses, which refund, in the case of transactions relating to the remission of foreign money, shall be made by (a) payment in United States dollars at the Bank's buying rate in New York, at the time of such refund, for the foreign money to be remitted, or at the Bank's option by (b) forwarding by mail or otherwise to the Bank's branch or correspondent or other banking houses abroad with which it may then have or establish a sufficient credit in such foreign money instructions to withhold there from an amount equivalent to the amount to be remitted for the account and risk of the person to whom refund is to be made and the Bank shall not be otherwise liable in connection herewith or for the consideration received by it. References to the foreign money to be remitted shall mean such foreign money or other foreign money into which it may then be convertible, impressed with restrictions and other characteristics which shall or would have attached to a non earmarked credit balance of the Bank remaining with its correspondent or such other banking house from the date hereof to the time of settlement. Anything hereinbefore to the contrary notwithstanding any refund shall be made in case of wrong payment of funds by any correspondent agent or sub-agent, and in case funds for the payment of this transfer have been remitted or made available abroad or otherwise covered, no refund shall be made until the relative funds have been returned or otherwise made freely available to the Bank.

**Note:** Information regarding payment of the remittance is not available at this office. We will assist remitters in enquiring about the remittance by airmail. If cable enquiry is requested, a charge of USD10.00 will be levied to defray costs.

**Note:** Non-Resident (External) NRO / FCNR Accounts are maintained by branches in India and not by us. Enquiries relating to such Accounts may please be made to the branch concerned in India directly and not to us.

**Other General Information (Over and above the information provided in remittance application)**

Bank of India may use the services of its affiliates, a foreign correspondent and/or another third party acting in each case as Principal and not as customer's agent to send the wire payment. Please note that such other intermediary parties may charge a fee for their services and this fee together with any fees charged by the beneficiary bank might be deducted from the wire payment amount resulting in the beneficiary receiving an amount less than the wire payment amount. These fees are always not known to Bank of India. Recipient may receive less due to fees charged by the recipient's bank and foreign taxes.

Credit to the beneficiary's account will be made solely on the basis of the account number, Bank of India will not be held responsible for any loss due to the mistake in beneficiary's account number and / or SWIFT code provided by the remitter.

#### **Notice to the Remitter**

If you are a United States person i.e. United States citizen or United States resident and had a financial interest in at least one financial account located outside of the United States and the aggregate value of all foreign financial accounts exceeded USD 10,000.00 at any time during the calendar year, you are required to file a report of Foreign bank and Financial Account (FBAR) to the Treasury Department and you are advised to consult an independent tax consultant for the same.

#### **Electronic Check Conversion**

You may authorize a merchant or other payee to make a one-time electronic payment from your checking account using information from your check to pay for purchases or to pay bills.

#### **Preauthorized Transfer Services**

We do not entertain any preauthorized automatic deposit of funds to your checking account(s) / preauthorized automatic payment of bills from your checking account(s).

#### **Right to Receive Documentation of Your Transfers**

Transaction Receipts: You will receive a copy of the remittance form, duly acknowledged, documenting the outward remittance transaction (unless you choose not to get a paper receipt). This should be retained as proof that an outward transaction was performed in your account.

Periodic Statements: Your account has the facility of receiving computer generated monthly statements and all EFT transactions will be reported on it.

#### **Error Resolution and Cancellation Disclosures**

Error Resolution: You must contact us within 180 days of the disclosed date of availability. When you do, please tell us (1) Your name and contact details (2) The error or problem with the transfer and why you believe so (3) The name of the recipient and contact details (if available) (4) Complete details of the transfer like date, amount and reference number / confirmation code.

Error Resolution Time: We will determine whether any error occurred, within 90 days after you contact us and we will correct any error promptly. We will tell you the results within three business days of completing our investigation. If we decide that there was no error, we will send you a written explanation. You may ask for copies of any documents we used in our investigation.

Cancellation of Remittance: We will refund your money within three business days of your request to cancel a transfer as long as the funds have not been transmitted / already been picked up or deposited to the recipient's account. A service charge of USD 25.00 shall be recovered for any cancellation/amendment request received after 30 minutes from receipt of application at our counters. In order to cancel a remittance please tell us (1) Your name and contact details (2) The name of the recipient and contact details (if available) (3) Complete details of the transfer like date, amount, and reference number / confirmation code.

#### **Contact details for any questions / complaints about Bank of India - New York Branch**

New York State Department of Financial Services at (877) 226- 5697 Or Consumer Financial Protection Bureau at (855) 411-2372 / (855) 729-2372 or [www.consumerfinance.gov](http://www.consumerfinance.gov)

#### **For office Use**

Check this box acknowledging that a copy of this application form has been provided to the sender.

Check this box acknowledging that a copy of the remittance advice has been provided to the sender.

**Signature of the Supervisory Staff**