

Smartform Guide

1.0 Before using this Smartform

- 1.1 Ensure that you are using the latest version of this Smartform, available on your local HSBC Internet Website.
- 1.2 Ensure that you have Adobe® Acrobat® Reader® version 9.0 or above. To obtain the most recent version, please visit www.adobe.com.
- 1.3 Ensure that you have read and understood the latest version of the Bank's Universal Terms and Conditions or the Bank's Generic Terms & Conditions and Specific Terms & Conditions for Commercial Banking (available at www.hsbc.com.my) (collectively, "Terms and Conditions") before you complete, sign and submit the Smartform. Terms and Conditions can be viewed by clicking on the relevant hyperlink in Section 7 (Customer Authorisation) of this Smartform, and are also available at your local HSBC website or branches. Without limiting the foregoing, please refer to the terms relating to "Outward Remittances" and "Carrying out Payment/Remittance Instructions" in the Terms & Conditions."
- 1.4 Please ensure that your contact information (such as complete address, telephone number, email addressed.) is always up-to-date in HSBC records

2.0 Filling in the Smartform

- 2.1 Type and complete all fields in English to ensure your instructions are properly captured in the auto-generated barcode upon printing (except for the signature in the Customer Authorisation Box in Section 7, which should be affixed in ink).
- 2.2 Ensure the originating country stated in the field "Country / Entity" is correct.
- 2.3 Choose the type of payment (i.e. Telegraphic Transfer or Local Interbank Funds Transfer) under the field "Application Form For". All mandatory fields will then be highlighted automatically.
- 2.4 Specify the payment date in the field "Account to be Debited on". The payment will be processed on that specified date if it is received before the daily cut-off time.
- 2.5 Payment amount is auto-generated in words after the numeric value is inputted.
- 2.6 Please note that for payments in foreign currency, there are additional requirements depending on the payment currency and/or the country of remittance. For example, for funds transfer in Euro to European Union (EU) and European Economic Area (EEA), BIC (In Section 3) and IBAN (In Section 4) must be provided.
- 2.7 Section 5: Fund Transfer Charges explanations for local/overseas charges. OUR: Remitter to pay all the charges, BEN: Beneficiary to pay all the charges and SHA: Remitter to pay local HSBC Charges and Beneficiary to pay other bank charges
- 2.8 Please input standard currency abbreviation e.g. MYR for Malaysian Ringgit, USD for United States Dollars, GBP for Pound Sterling, AUD for Australian Dollar, SGD for Singaporean Dollar, JPY for Japanese Yen, EUR for Euro, etc.
- 2.9 External account holders can only transact up to RM 10,000 per transaction on daily basis through MyClear Interbank GIRO.


3.0 Signing and submitting this Smartform


- 3.1 Sign the printed form (with the auto-generated barcode) with a black or blue ball-point pen (and apply the company or business rubber stamp where required).
- 3.2 Keep the barcode areas on the Smartform as printed. Do not alter, smudge or distort the barcode.
- 3.3 Do not write on or make any amendment(s) to the printed Smartform. Without prejudice to any provisions in the Terms and Conditions, written instructions and amendments on the printed Smartform may not be processed by the Bank.
- 3.4 Submit the completed form in hard copy to any HSBC branch within the originating country indicated in "Country / Entity" on the form.
- 3.5 Without prejudice to any provisions in the Terms and Conditions, the Bank reserves the right not to process any application for payment/remittance with or without notice if this Smartform is not accurately and/or properly completed, including, without limitation, the addition of any special instruction by a Customer that is not provided for in the fields set out in this Smartform.

4.0 STEP by STEP guide

Follow the step by step guide to complete your details. If you are viewing this as a PDF on your computer, kindly click on the numbers in blue to view further details.

Note: Mandatory fields are highlighted in blue as shown on the left.





Language	English
Country	Malaysia
Entity	HSBC Bank Malaysia Berhad
Application Date	11/01/2016

Application Form For

Note: 1) All the fields herein must be completed accurately (unless indicated as optional), otherwise the Bank will automatically reject the application and the Bank will not be liable for any losses or damages which may be sustained or incurred by you as a direct or indirect result of such rejection.
2) It is important that you read the Terms and Conditions and the Filing Notes before completing this form. Any amendment made after the form is printed will not be captured in the barcode.

1. ACCOUNT HOLDER INFORMATION

Debit Account Number Debit Account Currency

2. PAYMENT DETAILS

Remittance Currency Amount In Remittance Currency In Debit Account Currency

Amount In Words

Account to be Debited on (DD/MM/YYYY) 11/01/2016 Purpose of Payment ***Select Purpose of Payment***

Purpose of payment with *** requires approval/exception reporting to BNM . [Click here to view detailed explanation of purpose code.](#)

3. BENEFICIARY BANK DETAILS

Bank Code Type
or
 Bank Code
 Country
Bank Name
Address

Message to Beneficiary Bank (Maximum 35 characters in each line)

4. BENEFICIARY DETAILS

Account Number / IBAN
Full Name
If bene. name exceeds 35 characters, continue the input in the below Address field
Address

Message to Beneficiary (Maximum 35 characters in each line)

5. FUND TRANSFER CHARGES

Local / Overseas Charges

6. INTERMEDIARY BANK (OPTIONAL)

Bank Code Type Bank Code
or
 Country
Bank Name
Address

7. FOREIGN EXCHANGE DETAILS (OPTIONAL)

Exchange Rate
Rate Given By / Foreign Exchange Contract Number

8. CUSTOMER AUTHORIZATION

I/We have access to and have read the latest version of the Bank's [Local Terms and Conditions](#) or the Bank's [Generic Terms & Conditions](#) and [Branch Terms & Conditions](#) for Commercial Banking (available at [www.hsbc.com.my](#)) (collectively, "Terms and Conditions") and I/we agree to be bound by the same (including all amendments thereto from time to time) together with the filing notes printed overleaf.

I/We hereby irrevocably authorize the Bank to disclose any information (including but not limited to my/our name and account number) relating to this application to any party (including but not limited to the beneficiary's bank, beneficiary/payee and intermediary bank) as may be necessary for the purpose of effecting the remittance herein, or otherwise in accordance with the Terms and Conditions.

I/We agree to be bound by the Bank's Tariff and Charges (available at [www.hsbc.com.my](#)), where applicable.

I/We hereby declare that the information given in this Form is true and correct and in full compliance with Financial Services Act 2013 and Central Bank of Malaysia Act 2009. I shall be fully responsible for any inaccurate, untrue or incomplete information provided in this Form. I also authorize the Bank to make this information available to Bank Negara Malaysia in compliance with the Financial Services Act 2013 and Central Bank of Malaysia Act 2009.

Signature

Name of Debit Account Holder

I.C. No / Passport No (For individual application only)

Address

9. ORDERING PARTY DETAILS Please complete this section if account holder is a financial institution

Is this payment on behalf of a third party? Yes No

Account Identifier

Full Name

Full Address

If no, please provide details of the ordering party. Country/Territory

This box is used for printing of the automatically generated barcode only, and it should be kept unaltered and unmarked.

10. AUTHORIZATION FOR COLLECTION OF DEMAND DRAFT

I/We authorize the collection of this Demand Draft to

Name

I.C. No / Passport No

Acknowledgement of receipt

Signature :

I.C. No / Passport No

Date

For Bank Use Only

Officer/RM Authorised Signature :

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HSBC Bank Malaysia Berhad (Company. No. 127776-V)

MYH039 Ver.: vNov15-01

Declaration on Investment Abroad

(This Declaration is mandatory and must be completed for all payments made in Foreign Currency within the definition of Investment Abroad (including Direct Investment Abroad) under the Foreign Exchange Administration Rules as set out below)

We hereby declare that for foreign exchange administration purposes:-

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- Currently I/we [#] DO NOT have any domestic ringgit borrowing¹ from any source.
- [#] For a transfer of fund out of a joint account opened/maintained by two or more individuals, the applicant is required to declare for or on behalf of other joint account holder(s). The applicant is required to declare its compliance with the applicable threshold below in the event any one of the joint account holders has domestic ringgit borrowing.
- Currently I/we have domestic ringgit borrowing and hereby confirm that my/our total investment abroad² including this DD/TT application complies with the following thresholds:

Source of the DD/TT fund	Applicable Threshold	
	For a resident individual, a sole proprietor or a general partnership [*] For joint account, the applicable limit below is assigned on individual basis to per account holder.	For a resident company (on a corporate group basis)
<ul style="list-style-type: none"> Foreign currency funds sourced from foreign currency account Foreign currency funds sourced from conversion of Ringgit 	Not exceeding RM1 Million equivalent in aggregate [*] , from 1 January of the current year to the date of this DD/TT	Not exceeding RM50 Million equivalent in aggregate, from 1 January of the current year to the date of this DD/TT
Foreign currency borrowing	Not exceeding RM10 Million equivalent in aggregate [*] on the date of this DD/TT	IF the foreign currency borrowing is obtained from a licensed onshore bank for purposes other than direct investment abroad ³ : Not exceeding RM50 Million equivalent in aggregate, from 1 January of the current year to the date of this DD/TT IF the foreign currency borrowing is obtained from non-resident, other than from non-resident entity within the group and non-resident direct shareholder: Not exceeding RM100 Million equivalent in aggregate on the date of this DD/TT

- Currently I/we have domestic ringgit borrowing and my/our total investment abroad (including this DD/TT application) exceeds the above applicable threshold. We hereby provide you with the relevant approval letter from Bank Negara Malaysia ("BNM") to effect this DD/TT application.⁴

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Customer's authorised signature(s)

⁴Acknowledgement Receipt of the BNM's Approval Letter

Officer/Relationship Manager:
Date:

STEP 1

Language	English
Country	Malaysia
Entity	HSBC Bank Malaysia Berhad
Application Date	05/10/2015

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Select the appropriate Language, Entity and Application date from the drop down.

STEP 2

Application Form For


I accurately (unless indicated as which may be sustained or if

Select the payment type:

- Telegraphic Transfer for foreign currencies or overseas payments
- Local RENTAS (MYR), Interbank Funds Transfer, GIRO or local payments

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STEP 3

Customer Type 

Select 'Individual' if you are a consumer user.
Select 'Business' if you are an entity or corporate user.

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STEP 4

1. ACCOUNT HOLDER INFORMATION

Debit Account Number
Debit Account Currency

Key in your debit account number and select the debit account
currency of your debit account.

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STEP 5

2. PAYMENT DETAILS

Remittance Currency Amount In Remittance Currency In Debit Account Currency
Amount in Words
Account to be Debited on (DD/MM/YYYY)

Select the remittance currency and key in the amount in remittance currency or in debit account
currency.

Select the date you wish the remittance amount to be debited

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STEP 6

Purpose of Payment 

Purpose of payment with *** requires approval/exception reporting to BNM . Click [here](#)
to view detailed explanation of purpose code.

Select the type of purpose of payment from the drop down list.

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STEP 7

3. BENEFICIARY BANK DETAILS

Bank Code Type
or Bank Code
 Country

Select and input the local clearing code or SWIFT BIC of your beneficiary if
available OR

Country
Bank Name
Address

Select and input country, bank name and address as advised by your beneficiary.
Input message to beneficiary bank if applicable.

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STEP 8

4. BENEFICIARY DETAILS

Account Number / IBAN

Full Name

If bene. name exceeds 35 characters, continue the input in the below Address field

Address

Message to Beneficiary
(Maximum 35 characters
in each line)

Input the complete account number and beneficiary name. For EURO payments to EU and EEA, IBAN number must be provided.

Input the beneficiary address and message if available.

Is the beneficiary an Individual?

Is the beneficiary a Malaysian Resident?

Is the beneficiary a non-resident Entity?

What is the relationship with the beneficiary?

Select from the drop down for each question that is applicable

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STEP 9

5. FUND TRANSFER CHARGES

Local / Overseas Charges

6. INTERMEDIARY BANK

Bank Code Type

Select one of the three options available for charge handling:

- **OUR: Remitter to pay all charges**
- **BEN: Beneficiary to pay all charges**
- **SHA: Remitter to pay local HSBC charges and beneficiary to pay other bank charges (applicable to all Foreign Currency Payments only)**

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STEP 10

6. INTERMEDIARY BANK (OPTIONAL)

Bank Code Type Bank Code

or Country

Bank Name

Address

This section is optional. Fill up this section only if you have the details from the beneficiary bank.

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STEP 11

8. FOREIGN EXCHANGE DETAILS (OPTIONAL)

Exchange Rate	<input type="text"/>
Rate Given By / Foreign Exchange Contract Number	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

This box is used for printing of the automatically generated barcode only, and it should be kept unaltered and unmarked.

This section is optional. Fill in the details of the foreign exchange rate if applicable.

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STEP 12

9. ORDERING PARTY DETAILS Please complete this section if account holder is a financial institution

Is this payment on behalf of a third party?	Account Identifier	<input type="text"/>
	Full Name	<input type="text"/>
<input type="radio"/> Yes <input checked="" type="radio"/> No	Full Address	<input type="text"/>
<small>If so, please provide details of the ordering party:</small>	Country/Territory	<input type="text"/>

This section is only applicable to Banks or Non-Bank Financial Institutions.

Account identifier: A unique identifier which relates to this transaction.

Full name: The name of the party instructing the transaction and on behalf of whom the payment is made.

This could be another company in your group or your customer and it is the original source of the funds.

Full Address: This should be used to supply the registered address of the party instructing the transaction. It is the address of the Ordering Party Name supplied above. It should include, at a minimum the:

- City or Town name
- State, County
- Country

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STEP 13

Name of Debit Account Holder	<input type="text"/>
I.C. No / Passport No <small>(For individual application only)</small>	<input type="text"/>
Address	<input type="text"/>

Input the name of the debit account holder. Input the address if applicable.

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STEP 14

Officer/RM Authorised
Signature :

Print & Validate Form

Save

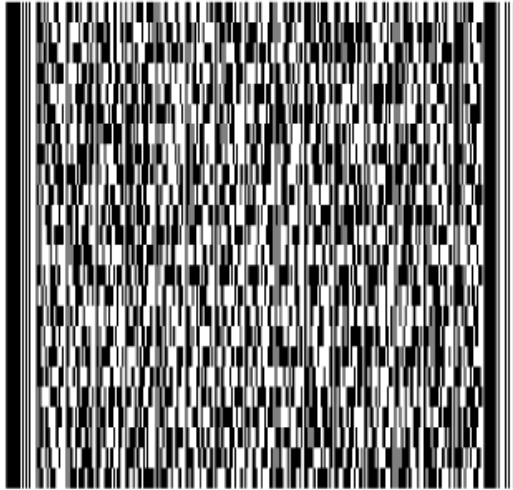
Clear

Click the 'Print & Validate Form' button upon completion of all required fields to print the Smartform with a 2D barcode.

Barcode sample:

This box is used for printing of the automatically generated barcode only, and it should be kept unaltered and unmarked.

1 7 2 4 5 6 7 8 9 5 4 6 . 1 7 2 4 5 6



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STEP 15

7. CUSTOMER AUTHORISATION

I/We have access to and have read the latest version of the Bank's [Universal Terms and Conditions](#) or the [Bank's Generic Terms & Conditions and Specific Terms & Conditions](#) for Commercial Banking (available at www.hsbc.com.my) (collectively, "Terms and Conditions") and I/we agree to be bound by the same (including all amendments thereto from time to time) together with the filing notes printed overleaf."

I/We hereby irrevocably authorise the Bank to disclose any information (including but not limited to my/our name and account number) relating to this application to any party (including but not limited to the beneficiary's bank, beneficiary/payee and intermediary bank) as may be necessary for the purpose of effecting the remittance herein, or otherwise in accordance with the Terms and Conditions.

I/We agree to be bound by the Bank's Tariff and Charges (available at www.hsbc.com.my), where applicable.

I/We hereby declare that the information given in this Form is true and correct and in full compliance with Financial Services Act 2013 and Central Bank of Malaysia Act 2009. I shall be fully responsible for any inaccurate, untrue or incomplete information provided in this Form. I also authorise the Bank to make this information available to Bank Negara Malaysia in compliance with the Financial Services Act 2013 and Central Bank of Malaysia Act 2009.

Signature



Sign on the form with a black or blue pen.

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STEP 16

Declaration on Investment Abroad

(This Declaration is mandatory and must be completed for all payments made in Foreign Currency within the definition of Investment Abroad (including Direct Investment Abroad) under the Foreign Exchange Administration Rules as set out below)

I/We hereby declare that for foreign exchange administration purposes:-

- Currently I/we[#] **DO NOT** have any domestic ringgit borrowing¹ from any source.
For a transfer of fund out of a joint account opened/maintained by two or more individuals, the applicant is required to declare for or on behalf of other joint account holder(s). The applicant is required to declare its compliance with the applicable threshold below in the event any one of the joint account holders has domestic ringgit borrowing.
- Currently I/we have domestic ringgit borrowing and hereby confirm that my/our total investment abroadⁱⁱ including this DD/TT application complies with the following thresholds:
- Currently I/we have domestic ringgit borrowing and my/our total investment abroad (including this DD/TT application) exceeds the above applicable threshold. I/We hereby provide you with the relevant approval letter from Bank Negara Malaysia ("BNM") to effect this DD/TT application.[#]

Check (where applicable) on of this box on the declaration of investment abroad

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STEP 17

Sign on the form with a black or blue pen.

Customer's authorised signature(s)

#Acknowledgement Receipt of the BNM's Approval Letter:

Officer/Relationship Manager:

Date:

(Note: No signature is required if it is not Investment Abroad)

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