BNP PARIBAS

The bank for a changing world

SMART FORM

USER GUIDE (THAILAND)

Please read through thoroughly before submitting the form

BEFORE YOU BEGIN:

1.

Please check that you have Adobe Acrobat Reader® version 2017 or above. Adobe software can be downloaded for free from www.adobe.com.

2.

The Smart Form should be completed electronically (and not in writing) as the information you enter will be encoded into an auto-generated barcode.

3.

Please ensure that all mandatory fields ★ are completed. Optional fields (as indicated in the Form) may be left blank.

AFTER YOU HAVE COMPLETED THE FORM:

1.

Save the Form and then click **Print** to automatically generate the barcode. We recommended you print the form using a laser printer with at least 600dpi resolution. Do not change the Smart Form print settings. Using other types of printers (e.g ink jet) is not recommended as the ink may smudge and affect the barcode.

2.

Please note that no further modifications (in ink) to the form can be made after the barcode has been generated. Do not alter, smudge or distort the auto-generated barcode. Please also refrain from making any handwritten amendments or entries on the printed Smart Form as these will not be captured by the auto-generated barcode and will not be incorporated into your instructions.

3. **Sign the Smart Form using only**

BLACK or **BLUE** ink.

The Smart Form should be signed by one or more of your Authorised Person(s) in accordance with existing signing instructions. Apply your company stamp if required.

4. **Submit the Smart Form to BNP Paribas via the following methods:**

- Fax submission: +66 2 636 1934
- Counter Submission: Please bring the original Smart Form to the counter at the relevant branch/office address appearing in the footer of the smart form.
- If an Electronic Signature Letter has been executed, please have the designated sender email the TIFF file to:

XXXXXXXXXX@asia.bnpparibas.com

Please note that BNP Paribas reserves the right to refuse to accept any Smart Form that does not **contain a clear and untampered auto-generated barcode** and/or that does not bear a **manuscript, wet ink, signature** of one or more of your Authorised Person(s) and/or that has not been properly and fully completed and/or that has been annotated, altered or tampered with or that is smudged or distorted.

STEP BY STEP INSTRUCTIONS

START

Download the Smart Form from https://apac.bnpparibas/en/smart-forms/ and open the PDF using Adobe Acrobat Reader.

Please ensure that you have the latest version of the Smart Form as each version of the Smart Form has an expiry date. You will be notified with a warning message when you open the PDF if the Smart Form is going to expire or has expired.

All open fields allow users to copy and paste from another Smart Form.

01

ACCOUNT DETAILS

1 Account Details

Client Name* Account Number*

Client Name – Name of Company in Full as per the Bank's account records.
Account Number – Account Number to be debited. (Note: please input the full 16-digit account number, including the leading zeroes, plus 3-character currency code.)

02

PAYMENT INSTRUCTION

2 Payment Instruction*

Telegraphic Transfer (TT)/ FCY Book transfer Domestic Fund Transfer/ THB Book transfer
Cashier's Order > please indicate

Select the type of payment instructions. Please select Telegraphic Transfers (TT) for Funds Transfers in Foreign Currency. For Cashier's Order, the mode of delivery must be selected as well.

03

TRANSFER INSTRUCTION

3 Transfer Instruction

Amount* Currency* Requested Execution Date*

Input the amount to be remitted. You can select the Currency from the drop-down list and the date of execution from the calendar picker.

04

EXCHANGE RATE (THIS IS AN OPTIONAL STEP)

4 Exchange Rate > Optional

Contract Number Reference Additional Contract Number Reference

If a FX (Foreign Exchange) contract has been booked in advance, please quote the "Contract Number Reference". Otherwise, a standard FX rate will be applied.

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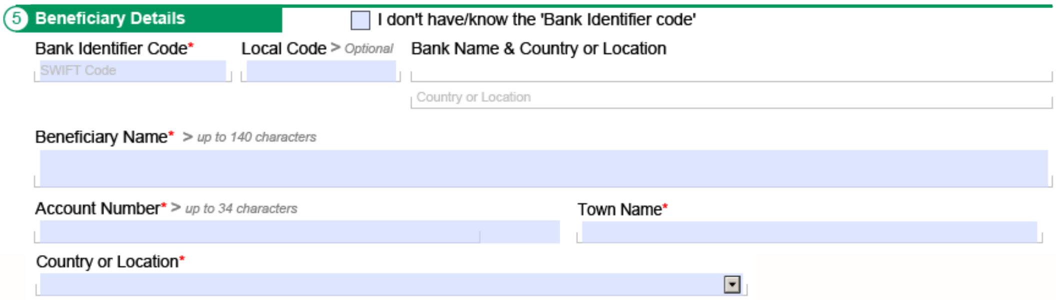
05

BENEFICIARY DETAILS / CORRESPONDENT BANK DETAILS

You know the BIC of your Beneficiary Bank

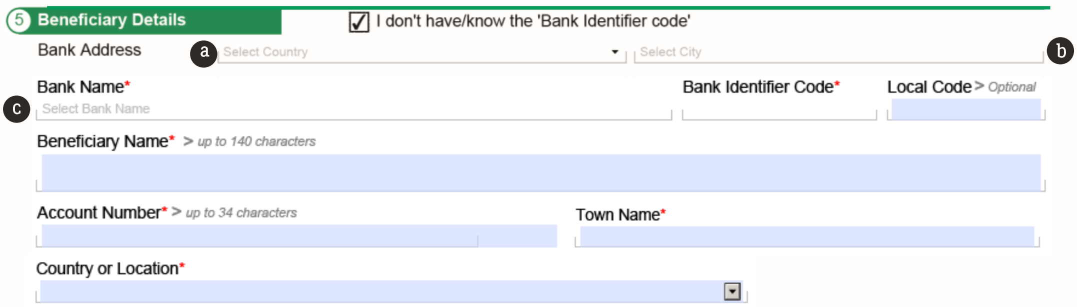


SWIFT BICs (Bank Identifier Code) can be either 8 or 11 digits long. The Beneficiary Details are required depending on the payment types (as guided by the Smart Form) at minimum, Swift Code, Beneficiary Name, Account Number, Town Name and Country or Location.

For some countries where IBANs are mandatory, you will be required to input the Beneficiary account number in the respective IBAN format.

or

You do not know the BIC of the Beneficiary Bank



> tick the box ☐ I don't have/know the "Bank Identifier code".
A selection of Bank Addresses and Bank Names will be available in the drop-down list.
Please select:

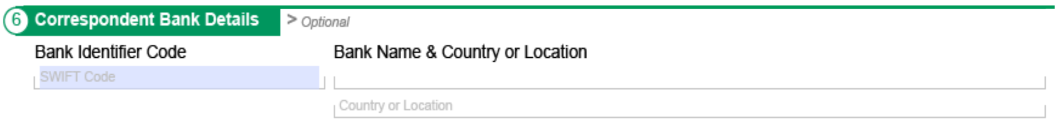
(a) Bank Country (b) City (c) Bank Name

The Bank Identifier Code will then auto prefill.

For some countries where IBANs are mandatory, you will be required to input the Beneficiary account number in the respective IBAN format.

06

CORRESPONDENT BANK DETAILS



Correspondent Bank details are optional and are to be input for Telegraphic Transfers if you want to specify a specific Correspondent Bank to handle the payment.

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07

PURPOSE OF PAYMENT / REFERENCE DETAILS

7 Purpose of Payment

Payment Details > up to 140 characters (Optional)

Client Reference > up to 35 char (Optional)

Purpose Code*

Additional Instruction field > up to 35 char (Optional)

You will be required to select the purpose code of the payment. This is to facilitate any future inquiry / reconciliation for you or your beneficiary.

08

CHARGES

8 Charges*

- ○ All local and overseas charges borne by Applicant (OUR)
- ○ All local and overseas charges borne by Beneficiary (BEN)
- ○ Local charges borne by Applicant & overseas charges borne by Beneficary (SHA)

Determine how payment charges will be borne.

09

SIGNATURE

9 Signature

☐ I/we agree that this instructions is subject to the most recent version of the BNP Paribas General Banking Terms and Conditions and/or any other terms and conditions that may be applicable to our Account(s) with BNP Paribas.

Authorised Person(s) and Company Stamp (if applicable)

Date

Note: The date is automatically populated with the date of the day.

END

Save the Form and then click Print to automatically generate the barcode. Sign the Smart Form using black or blue ink. The Smart Form should be signed by one or more of your Authorised Person(s) in accordance with existing signing instructions. Apply your company stamp if required.

Once the Smart Form is printed, an internal reference number will be generated on the form which you may use to enquire about payment when you call the Bank.

FINISH!

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