

## TERMS AND CONDITIONS

By initiating a funds transfer order with National Bank of Pakistan, Washington D.C. ("NBP"), you agree to the following terms and conditions:

**1. Reliance by National Bank of Pakistan:** You agree that NBP may rely upon the information you have provided on the other side of this page in making your funds transfer and agree that any errors in that information, including misidentification of recipient(s), incorrect or inconsistent account names and numbers, and spelling mistakes, are your responsibility.

**2. Transfer to Recipient Bank:** When you place your order with NBP for a funds transfer, you should select a financial institution as the recipient bank for the transfer.

You may request either that the funds be deposited to a particular account at the recipient bank or that the funds be held at the recipient bank for your recipient. The recipient bank will be responsible for following your instructions and of notifying the recipient that the funds are available. If you identify a recipient by name and account number, the recipient's bank may pay the funds to the person identified by the account number, and your payment will be final even if the account number provided does not correspond to your recipient.

Once the funds are transferred to the recipient bank, the funds become the property of the recipient, and the recipient bank is responsible to locate, identify and make payment to your recipient.

Receipt of funds by recipient is subject to local laws and clearing system regulations applicable in the country where recipient resides.

**3. Currency of Transfer:** For funds transfers to recipients and recipient banks in other countries, unless you choose to send U.S. Dollars to a U.S. Dollar Account of the recipient, the transfer will be made in the currency of that country. For such funds transfers, we will convert your U.S. Dollar payment to the local currency at the prevailing exchange rate. The exchange rate will include a commission for NBP for exchanging the currency.

Because of the laws of the country in which the recipient bank is located, if you request us to transfer U.S. Dollars to your recipient, we cannot guarantee that your recipient will be able to receive U.S. Dollars. If your transfer must be converted to the local currency, the recipient bank may charge a fee for this exchange. Regardless of the currency transferred, the actual amount that your recipient receives may be reduced by charges imposed by the recipient bank, including those for exchanging currency.

**4. Means of Transfer:** To execute funds transfers, NBP uses a variety of banking channels and facilities that it considers most suitable for the purpose. Ordinarily, a transfer is effected by telegraphic transfer through our branches or correspondent banks. You agree with our choice of the channel and will not hold NBP liable or responsible for the choice of banking channels used.

**5. Recalls/Amendments/Cancellation:** You may recall or amend or cancel your funds transfer order only if we receive such request within a period that provides us a reasonable opportunity to act upon your request and providing the funds have not already been made available to your recipient, or the recipient bank agrees to recall or amend your funds transfer order. If you decide to cancel your remittance instruction after the initial transfer is made, there will be a fee per occurrence as mentioned in charges table \*

The amount that is returned to you may be less than you originally transferred because of service charges of the recipient bank, intermediary bank, NBP and/or due to exchange rate differences from the time of the original transfer and the refund. Your refund will be in U.S. Dollars. If your funds transfer was in a foreign currency, your U.S. Dollar refund will be at prevailing exchange rate on the date of the refund.

**6. Rejection of an Order:**

- I. We reserve the right to reject your funds transfer order. We may reject your order if you have insufficient available funds in your account, if your order is incomplete or unclear or if we are unable to fulfill your order for any other reason including regulatory compliance.
- II. NBP reserves the right to reject any request for remittance if the customer/remitter refuses to provide valid identification, information including evidence of source of funds, purpose of transfer, etc., as required under this application form.

**7. Enquiry of Funds Transfer:** Normally, payment through Swift will be credited to recipient's account with NBP after a minimum period of 72 hours provided all the particulars are correctly supplied by you. However, this period will be subject to normal conditions and without any risk and responsibility on our part. Payment sent to other banks may take longer.

**8. Delays, Non-Execution of Funds Transfer Order:** It is understood that the SWIFT message sent by NBP or its agents is on your risk and cost and that NBP and its agents are not to be held liable for any mistakes, omissions or delay, etc. which may arise in the transmission thereof or misinterpretation of message at destination. While we will handle your funds transfer as expeditiously as possible, you agree that NBP will not be responsible for any delay, failure to execute or non-execution of your order due to circumstances beyond NBP's reasonable control, including, but without limitation to any kind of inaccuracy, interruption, delay in transmission, or failure in the means of transmission, whether caused by strikes, power failures, equipment malfunctions, riots, civil commotion, acts of war, natural calamities or acts or omissions of any intermediary bank or recipient bank. NBP Makes no warranties, express or implied, with respect to any matter. Please note funds sent to banks other than NBP may delay the receipt of funds by the recipient.

**9. Claims:** You agree that within thirty days after you receive notification that your funds transfer order has been executed, you will notify us of any errors, delays or other problems related to your order. In the event that it is determined your funds transfer order is delayed or erroneously executed as a result of NBP's error, NBP's sole obligation to you, is to pay or refund such amounts as may be required by applicable law. You expressly understand and agree that NBP shall not be liable for any direct, indirect, incidental, special, consequential or exemplary damages, including but not limited to damage for loss of profit, goodwill or other intangible losses, even if NBP has been advised of the possibility of such damages. Any claim for interest payable by NBP shall be at NBP Washington D.C.'s savings rate. In any event, if you fail to notify us of any claim concerning your funds transfer order within one year from the date you receive notification that your order has been executed; any claim by you will be barred under applicable law.

**10. Reporting:** NBP shall report this transaction to the concerned authorities where deemed necessary without notification to you.

**11. Governing Law:** This agreement shall be governed by and construed in accordance with the laws of Washington D.C. The parties agree that the sole and exclusive venue for any matters arising hereunder shall be the court of competent jurisdiction in Washington D.C. and agree to waive any objections to such venues

**12. Verification of Information:** NBP reserves the right to verify the authenticity of information provided by the Remitter through external sources.

### 13. OTHER TERMS & CONDITIONS:

In order to avoid unnecessary delay in remittance, please follow the following procedures.

- I. Send the completed and signed remittance application form with valid Social Security Number.
- II. Clear and visible copy of a valid U. S. Government issued photo identification with street address.
- III. Proof of current street address (if different from above ID).
- IV. Cashier's Check or Postal Money Order (PMO's are acceptable only up to \$1,000.) For amount greater than US \$1,000 please send cashier check) favoring NATIONAL BANK OF PAKISTAN including our charges, as shown below. **Personal checks are not acceptable.**
- V. Remittances up to \$10,000.00, against Cashier's checks drawn on banks in Washington D.C. will be processed on the same day. All the remittances against Cashier's checks drawn on banks outside of Washington D.C. may be held for up to two business days pending clearance of checks. All remittances over the amount of \$10,000 may be held up to two business days pending clearance of checks, irrespective of where the check is drawn.
- VI. Evidence of source of funds will be required for transactions of over \$10,000 (either as a single transaction or combined value of all transactions in a given month).

### 14. REMITTANCE CHARGES:

- |  |                             |
|--|-----------------------------|
| > Remittance US\$→US\$ \$30.00 (up to \$5,000.00)  | \$40.00 (above \$5,000.00)  |
| > Remittance US\$→PKR \$5.00 (up to \$100.00)  | No Charge (above \$ 100.00) |
| > Commercial Remittance US\$→PKR   | \$20.00                     |
| > Amendment to original payment instructions   | \$15.00                     |
| > Recalls/Cancellation of payment *  | \$20.00                     |
| > Request for old record over six months   | \$10.00 (per transaction)   |
| > Remittances in US\$ or PKR to beneficiaries having accounts at banks other than NBP, intermediary banks in USA / Pakistan may deduct their charges from the proceeds of original amount of remittance. |                             |



Money Transfer/Remittance Form
For Existing Customers Only

1875 Connecticut Avenue, NW Date
Washington DC 20009
Ph (202) 462-7373 Fax (202) 667-2515 E-mail nbp.washington@nbpusa.com Website: www.nbpusa.com

This form is for existing customers only. If you have NOT remitted funds through us during the past one year, please use the "New Customer" form.
Please arrange to transfer funds as per details given hereunder. I have read the terms and conditions overleaf and agree with the same.

Amount US\$ \* Remitter's ID No: (Already assigned by NBP)

Beneficiary Information

Name of Beneficiary: (Please write full name without initials or abbreviations) Phone No: 011- 92 -

Beneficiary's Date of Birth Place of Birth Citizenship

Home Address:

Name of the Bank

Branch Name Branch Code

City Country

Additional Information

\* Foreign Currency A/c No. or Pak Rupees A/c No.

\* Purpose of Remittance: (full details please) Family Maintenance Business (please specify) Others (please specify)

Remitter Information

Name of Remitter: (Please write full name without initials or abbreviations)

Home Phone No. Cell Phone No.

Work Phone No. Ext. Fax No.

E-Mail

\* Occupation / Type of Business (Please be specific)

Current Street Address: (Please note P.O. Box or C/O address in not acceptable) Apt #

City State Zip Code

If your address/ph # has changed, please check this box and send us a copy of your new ID/Drivers License.

I confirm that copies of my photo ID, SS#, home address, contact numbers, my occupation/type of business, currently on your files remain unchanged. I will inform NBP as and when any changes occur on any of the above document(s). By signing this form, I confirm, under penalty of law, that the information provided by me is true and correct.

\* Enclosed is Cashier's Check/ Postal M.O # for US\$

\* Signature of Remitter

\* Required/Mandatory (Failure to provide the information may result in delay or rejection of the application).
\* U.S.Postal Money Orders are accepted up to \$1,000.00 For amount exceeding \$1,000.00 a cashier's check payable to NBP from your bank is required.
Evidence of source of funds will be required for transactions of over \$10,000 (either as a single transaction or combined value of all transactions in a given month)

TRN #