

## Overseas Remittance Registration / Cancellation Application

### **Thank you for banking with Citibank**

Please complete the form and sign, or place your seal you have registered with us. You can either mail the form or bring it to your nearest branch for registration. Total of up to 36 accounts can be registered. If you would like to register more than two accounts at once, please make additional copies of the form. Also, please make sure to keep a copy for your own record.

Mailing address: Citibank Japan Ltd. Operation Center P.O. Box 401  
Naha, 900-8695

Citibank Japan Ltd.  
Retail Bank Division

### **NOTES**

Please read the instructions carefully before filling out the application form. The application will be returned to you and the registration may be delayed, if the information is not filled in completely.

- This application is only for registering or cancelling registration of transfer information. Please use Citibank Online, our internet banking, or call our CitiPhone Center to make the fund transfer.  
To make any changes on your registration, it is necessary to cancel the original registration, and re-register with this application.
- It takes approximately one week for the registration process after the application is received. Please visit one of our branches if necessary.
- Registration may be denied in some cases; i.e. no correspondence, transfers for the purpose of opening accounts, and transfers to accounts under U.S. sanction.
- With overseas transfers, corresponding banks may deduct their charges, if any, from the amount being remitted.
- You can register up to 36 remittances in total, including domestic transfers.
- Your Account Number, Name and Address may be notified to person to whom the fund is transferred while processing the Overseas Funds Transfer.  
Please request us to make the funds transfer if you agree to such notification.

### **NOT AVAILABLE FOR REGISTRATION**

- Domestic Transfers in Foreign Currency
- Non-Resident Yen Transfers

## Overseas Remittance Registration / Cancellation Application 1

### INSTRUCTIONS :

- Please fill in the information within the bold lines in English using CAPITAL BLOCK LETTERS.
- In case you need to correct any information, please cross it out with double lines along with your registered seal or signature.

① **Beneficiary Name**

Please fill in the beneficiary name as specified as the account title, in English capital block letters.

② **Beneficiary Address**

Please specify the beneficiary address. Registration cannot be accepted without this information.

If the beneficiary is a corporation, please also fill in the name of the country of the headquarters/ head office.

③ **Beneficiary Bank Name**

Please specify the beneficiary bank (DO NOT ABBREVIATE). Some financial institutions such as security companies and credit unions cannot accept transfers directly.

④ **Branch Address**

Please specify the branch address. Registration cannot be accepted without this information.

⑤ **Routing Bank Code**

If you are remitting funds to the following countries, please confirm the necessary coding with the beneficiary bank, and specify the bank code.

Remittance to	Bank Code	Digits
United States	ABA ( Fed Wire ) Number	9
United Kingdom	Sort Code	6 ( 2 Digits of Bank Code + 4 Digits of Branch Code )
Australia	BSB Number	6 ( 3 Digits of Bank Code + 3 Digits of Branch Code )
New Zealand	BSB Number	6 ( 2 Digits of Bank Code + 4 Digits of Branch Code )
Remittance in EURO	SWIFT Code	8 or 11

For the following countries, please fill in under "Other coding information" area.

Remittance to	Bank Code	Digits
Canada	TRANSIT Number	8 ( 5 Digits of Branch Code + 3 Digits of Bank Code )
Switzerland	Clearing Number	5

※If the SWIFT code is specified within your instructions, please fill in where appropriate.

⑥ **Account Type**

Please check the account type. You can leave it blank, if not specified.

⑦ **Account Number**

Account number may be different from the number embossed on your cashcard. Please confirm with your bank statement.

Remittance to	Account Number	Digits
Remittance in EURO to European Economic Area	IBAN Code	15~34 ( Bank Code + Account Number )

⑧ **Currency**

Please specify one remitting currency. Remittance is normally in US Dollars, but for currencies applicable in Multimoney Account, you can choose to remit in the country's local currency.

For European Economic Area specified, you can choose to remit in EURO. In this case, you must also specify the SWIFT code in section ⑤ and IBAN code in section ⑦. Remittances in yen are limited to certain overseas Citibank branches only.

⑨ **Further Credit Information ( Only As Necessary )**

For transfers to security companies, etc. where the fund is to be further credited through the account in ⑦, please specify the Name and Account Number of the final beneficiary. Additional information required such as student ID & name for school enrollments, policy number for Insurance Companies are also to be specified here. Please take note that the length of the message is limited. If you register the final beneficiary, please fill in his/her name and addresses.

## Overseas Remittance Registration / Cancellation Application 2

### <EXAMPLE>

In case you need to correct any information, please cross it out with double lines along with your registered seal or signature.

Name	TARO CITI	Registered Seal or Signature	TARO CITI
Branch	OTEMACHI	Multimoney Account Number	9XXXXXX

Please do not leave them blank.

Please fill in your multimoney account number starting with "9".

To register account information for a transfer, check "registration". To cancel what has been registered, check "cancellation".

1 Please check box. <input checked="" type="checkbox"/> Registration <input type="checkbox"/> Cancellation		2 Beneficiary Address	
① Beneficiary Name TARO CITI		555 XXX SQUARE LONDON, W2V2, U.K.	
③ Beneficiary Bank Name XXXXXXXX BANK		If the beneficiary is a corporation, please also fill in the name of the country of the headquarters/head office.	
④ Branch Address Branch Name/Street 1000 AAA PLACE City LONDON State W1V1 Country UNITED KINGDOM		Name of the country of the headquarter/head office ( )	
⑥ Account Type <input checked="" type="checkbox"/> Savings <input type="checkbox"/> Checking <input type="checkbox"/> Other		5 If you are remitting funds to the following countries, please specify the bank code.	
⑦ Account Number / IBAN code 987654321		U.S. ABA # / Fed Wire Code _____ Sort Code _____	
⑧ Currency <input type="checkbox"/> US Dollar <input type="checkbox"/> Yen (To limited Citibank branches only) <input checked="" type="checkbox"/> Local Currency (Multimoney Currencies) <input type="checkbox"/> EURO (To European Economic Area only)		U.K. Sort Code 66-66-66 BSB Number _____	
⑨ Further Credit Information		Australia BSB Number _____	
		New Zealand BSB Number _____	
		Remittance in EURO SWIFT code _____	
		Other Coding Information: _____	

Please do not abbreviate the bank name.

Please choose the account type, if specified.

Please do not leave it blank.

Please specify the bank code as appropriate. For details, please refer to the instructions on the previous page (5).

Please choose one currency for the remittance. Remittance is normally in U.S Dollars. You can choose to remit in its local currency applicable in Multimoney Account. You can choose to remit in EURO for European Economic Area. Please refer to the instructions on the previous page (8) for details.

Please fill in account numbers, reference numbers, or ID number as further credit transfer information, if necessary. Please attach a copy of a detail transfer instruction if available.

For further credit transfers (i.e, transfers to security companies / investment firms / institutions), please refer to an example below.

Example: In case of transferring to the account #54321, TARO CITI at OOOO Securities LTD. via AAAANational Bank.

Intermediary Beneficiary

Final Beneficiary

2 Please check box. <input checked="" type="checkbox"/> Registration <input type="checkbox"/> Cancellation		2 Beneficiary Address	
① Beneficiary Name OOOO SECURITIES LTD.		362 4th Avenue NY, NY 12345	
③ Beneficiary Bank Name AAAA NATIONAL BANK		If the beneficiary is a corporation, please also fill in the name of the country of the headquarters/head office.	
④ Branch Address Branch Name/Street 5432 MAIN STREET City XXXX CITY State NEW YORK Country U.S.A		Name of the country of the headquarter/head office ( U.S.A. )	
⑥ Account Type <input checked="" type="checkbox"/> Savings <input type="checkbox"/> Checking <input type="checkbox"/> Other		5 If you are remitting funds to the following countries, please specify the bank code.	
⑦ Account Number / IBAN code 55554444		U.S. ABA # / Fed Wire Code 123456789 Sort Code _____	
⑧ Currency <input type="checkbox"/> US Dollar <input type="checkbox"/> Yen (To limited Citibank branches only) <input checked="" type="checkbox"/> Local Currency (Multimoney Currencies) <input type="checkbox"/> EURO (To European Economic Area only)		U.K. Sort Code _____ BSB Number _____	
⑨ Further Credit Information TARO CITI 54321 355 5th Avenue NY, NY 12345		Australia BSB Number _____	
		New Zealand BSB Number _____	
		Remittance in EURO SWIFT code _____	
		Other Coding Information: _____	

Name, Account Number, and Address



## Overseas Remittance Registration / Cancellation Application

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### Terms and Conditions for Transfer (Overseas Remittance) (Abstract)

1. (Scope of Application)
 

The Terms and Conditions for Transfer (overseas remittance) shall be applied to the following foreign remittance transactions by the foreign remittance application form.
3. (Application for Remittance)
  - (1) Applications for remittance shall be handled in the following manners:
    - ① Applications for remittance over the counter are accepted within the handling time prescribed by Citibank.
    - ② Applications for remittance other than over the counter are accepted within the handling time prescribed by Citibank and within the amount of money prescribed by Citibank.
    - ③ When an application for remittance is accepted after the handling time or on a bank holiday, the payment order is telegraphed on the following business day notwithstanding the preceding provisions.
    - ④ The items filled in the foreign remittance application form constitute the contents applied for Citibank.
  - (3) The remittance applicant shall pay Citibank the bank charge prescribed by the bank, bank charges for other banks concerned, service charges, and commissions required for this transaction, besides the remittance money (hereafter referred to as 'Remittance Money, etc.'). Note that Citibank does not accept Remittance Money, etc. in the form of checks and other securities.
4. (Consigning and Canceling Remittance Agreements)
  - (2) When a remittance consignment agreement is concluded under the provision of the preceding paragraph, Citibank issues a foreign remittance statement, etc. according to the agreement content. When remittance is in the form of a demand draft, Citibank also issues a demand draft, besides the foreign remittance statement. Since Citibank may later ask the remittance applicant to submit the foreign remittance statement, etc. in case of cancellation and reverse transfer, the applicant shall keep the foreign remittance statement with care.
  - (3) Even after a remittance consignment agreement is concluded according to Paragraph (1) of this section, Citibank may cancel the remittance consignment agreement when the remittance applicant falls into any of the following cases before Citibank issues a payment order to banks concerned or before Citibank issues a demand draft to the remittance applicant. In this case, Citibank shall not be held responsible for the loss brought about by the cancellation.
    - ① A case where the remittance is in violation of the Foreign Exchange Law and other relevant regulations including the case of an emergency stop of transaction, etc.
    - ② A case where war or civil war broke out, or banks concerned underwent an asset freeze or a suspension of payment, etc., or any of these is likely to occur.
    - ③ A case where a good reason is found that the remittance is involved in a crime/fraud.
6. (Charges and Commissions)
  - (1) Citibank will charge the remittance applicant the remittance charge prescribed by the bank, bank charges for other banks, and other service charges and commissions required for this transaction when Citibank accepts the remittance. In addition, Citibank may later charge the remittance applicant additional charges and commissions for the banks concerned.
  - (2) Citibank will charge the remittance applicant the undermentioned charges and commissions prescribed by Citibank and other banks concerned in accepting an inquiry, amendment, and/or reverse transfer from the remittance applicant. In this case, Citibank will return no charges and commissions defined in the preceding paragraph. In addition, Citibank may later charge the remittance applicant charges and commissions for the banks concerned.
    - ① Inquiry charge    ② Change charge    ③ Reverse transfer charge    ④ Telegram charge and postal fee
    - ⑤ Other charges and commissions accrued in relation to the inquiry, amendment, and reverse transfer
7. (Exchange Rate)
  - (2) Citibank will apply the exchange rate upon the execution of calculation prescribed by the bank to the Remittance Money, etc. or refund defined in Article 4 Paragraph 4, Article 9 Paragraph 3, and Article 11 Paragraph 1 Item 3 of the Terms and Conditions when Citibank returns the remittance applicant the money or refund in a currency different from the currency used for the remittance except for the futures foreign exchange rate transaction agreement concluded with the remittance applicant.
8. (Payment Currency for Recipients)
 

When a remittance applicant applies for a remittance in either of the currencies undermentioned, the recipient may receive the remittance in a currency different from the currency specified by the remittance applicant. In this case, Citibank will abide by the laws and regulations and customary practices of the nations concerned and the procedures prescribed by the banks concerned to decide the payment currency, exchange rate, charges, etc.

  - ① A currency different from the prevailing currency of the nation where the payment bank resides
  - ② A currency different from the currency of the recipient's account
9. (Inquiry about Transaction Contents, etc.)
  - (1) A remittance applicant may ask the handling branch or the telephone center for the remittance transaction when the remittance applicant finds that the recipient has not received the remittance money in due time. In this case, Citibank will investigate the remittance case by, for example, inquiring the banks concerned, and inform the remittance applicant of the result. Citibank may ask the remittance applicant to produce an inquiry application form prescribed by the bank.
  - (2) When a bank concerned inquires the payment order telegraphed by Citibank or the demand draft issued by Citibank, Citibank may inquire of the remittance applicant the contents of the remittance application. The remittance applicant should respond to the inquiry without delay. In case the remittance applicant does not reply within a reasonable period of time or makes an inappropriate reply to the inquiry, Citibank shall not be held responsible for the loss caused by the reply or no reply.

## Overseas Remittance Registration / Cancellation Application

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### Terms and Conditions for Transfer (Overseas Remittance) (Abstract)

#### 10 .(Change in Application Contents)

(1)When a remittance applicant intends to amend the content in the remittance consignment agreement already concluded, the applicant shall proceed with the procedures stated below at a counter of the handling branch. However, when the remittance applicant intends to amend the amount of the remittance, the procedures for reverse transfer defined in the next article (Terms and Conditions for Transfer (Overseas Remittance) article No.11) shall be applied to the amendment.

(3)Amendments defined in this article may not be allowed due to a rejection by a bank concerned, a limit by the relevant laws and regulations or a measure taken by the government or court or other public bodies. In case the applicant intends to reverse the transfer because the amendment is not allowed, the applicant shall proceed with the procedures defined in the following article.

#### 11 .(Reversed Transfer)

(1)When a remittance applicant withdraws the application after the remittance consignment agreement is concluded, the applicant shall proceed with the reverse transfer procedures described below at a counter of the remittance-handling branch.

#### 13 .(Release from Responsibilities for Disasters, etc.)

Citibank shall not be held for responsible for any of the following losses:

- ①Loss caused by a disaster, incident, war, accident on transportation, limit by law, or measure taken by the government or court or other public bodies concerned, or any other unavoidable circumstances
- ②Loss caused by a trouble in terminals, telecommunication lines, computers, or by an deformative characters of a telegram caused by any trouble, or by an error or omission in spite of the considerable security measures that Citibank implemented
- ③Loss for which a bank concerned handles the transaction in compliance with customary practices in a nation where the bank resides or in compliance with the handling procedures prescribed by the bank concerned, or loss for which a bank concerned other than the head office and the branches of Citibank is responsible
- ④Loss for which the remittance applicant is responsible, such as an incorrect name of the recipient
- ⑤Loss caused in relation to the remittance applicant's message to the recipient
- ⑥Loss caused by a causal relation between the remittance applicant and the recipient or a third party
- ⑦Loss for which Citibank is not responsible

#### 16 .(Compliance with Laws and Regulations, etc.)

Any and all laws and regulations and orders and restrictions based hereon which supersede the Terms and Conditions for Transfer (Overseas Remittance) shall apply irrespective of the Terms and Conditions for Transfer (Overseas Remittance). Matters not defined in the Terms and Conditions for Transfer (Overseas Remittance) shall be handled in accordance with the laws, regulations, customary practices of Japan and other nations concerned, and the procedures prescribed by banks concerned.

\* Please refer to our Customer Agreement for the complete version of Terms and Conditions.