

**REQUEST FOR FOREIGN PAYMENT**

**Payee Information**

|  |  |
| --- | --- |
| NAME |  |
| ADDRESS |  |
| POSTCODE |  |
| COUNTRY |  |
| CURRENCY TO BE PAID IN |  |
| AMOUNT IN CURRENCY |  |

**Payment Details**

|  |  |
| --- | --- |
| BANK |  |
| BANK ADDRESS |  |
| IBAN NUMBER**Between 15 – 31 characters** |  |
| SWIFT/BIC CODE**Min 8 characters** |  |
| ACCOUNT NUMBER**For US Dollars** |  |
| ROUTING CODE**For US Dollars** |  |

**Reason for payment (Message to payee)**

|  |
| --- |
|  |

**Supporting documents (please tick)**

**Invoice 🞏**

**Purchase Order 🞏**

**Receipts 🞏**

**Other 🞏**

|  |  |
| --- | --- |
| **FORM COMPLETED BY:** |  |
| **SIGNED:** |  |
| **DATE:** |  |
| **PO ORDER NUMBER:** |  |