I-FORM
USER MANUAL

A COMPANION TO FILLING IN EACH SECTION OF THE I-FORM

MUFG Bank Ltd.
A member of MUFG, a global financial group

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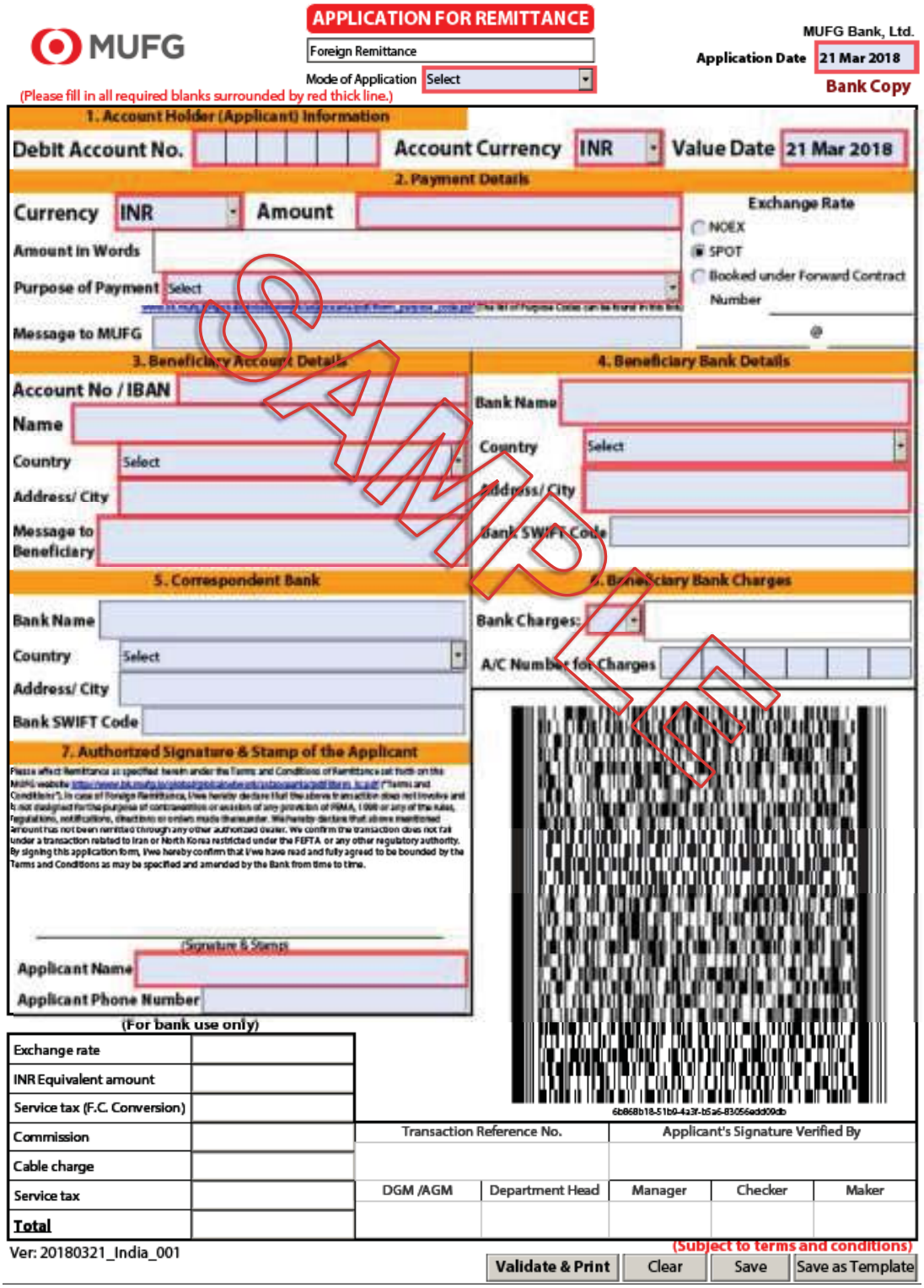
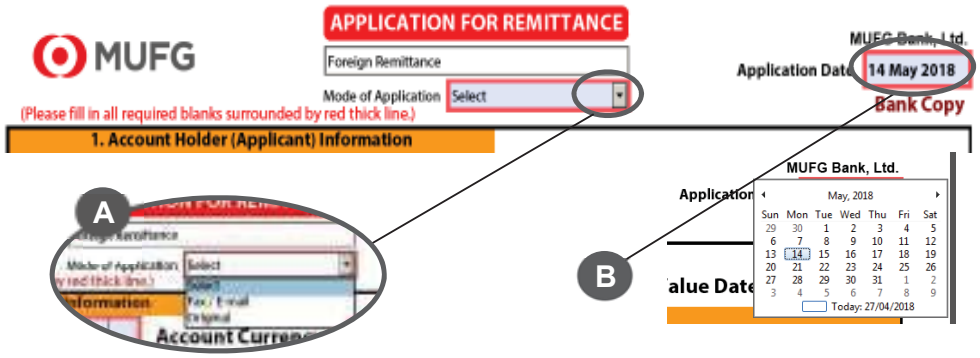
Form Sample


MUFG
APPLICATION FOR REMITTANCE
Foreign Remittance
Mode of Application Select
MUFG Bank, Ltd.
Application Date 21 Mar 2018
Bank Copy
(Please fill in all required blanks surrounded by red thick line.)
1. Account Holder (Applicant) Information
Debit Account No.
Account Currency INR
Value Date 21 Mar 2018
2. Payment Details
Currency INR
Amount
Exchange Rate
NDEX
SPOT
Booked under Forward Contract
Number
Amount in Words
Purpose of Payment Select
Message to MUFG
3. Beneficiary Account Details
Account No / IBAN
Name
Country Select
Address/ City
Message to Beneficiary
4. Beneficiary Bank Details
Bank Name
Country Select
Address/ City
Bank SWIFT Code
5. Correspondent Bank
Bank Name
Country Select
Address/ City
Bank SWIFT Code
6. Beneficiary Bank Charges
Bank Charges:
A/C Number for Charges
7. Authorized Signature & Stamp of the Applicant
(Signature & Stamp)
Applicant Name
Applicant Phone Number
SAMPLE
(For bank use only)
Exchange rate
INR Equivalent amount
Service tax (F.C. Conversion)
Commission
Cable charge
Service tax
Total
Transaction Reference No.
Applicant's Signature Verified By
DGM /AGM
Department Head
Manager
Checker
Maker
Ver: 20180321_India_001
(Subject to terms and conditions)
Validate & Print
Clear
Save
Save as Template

STEP BY STEP INSTRUCTIONS

0



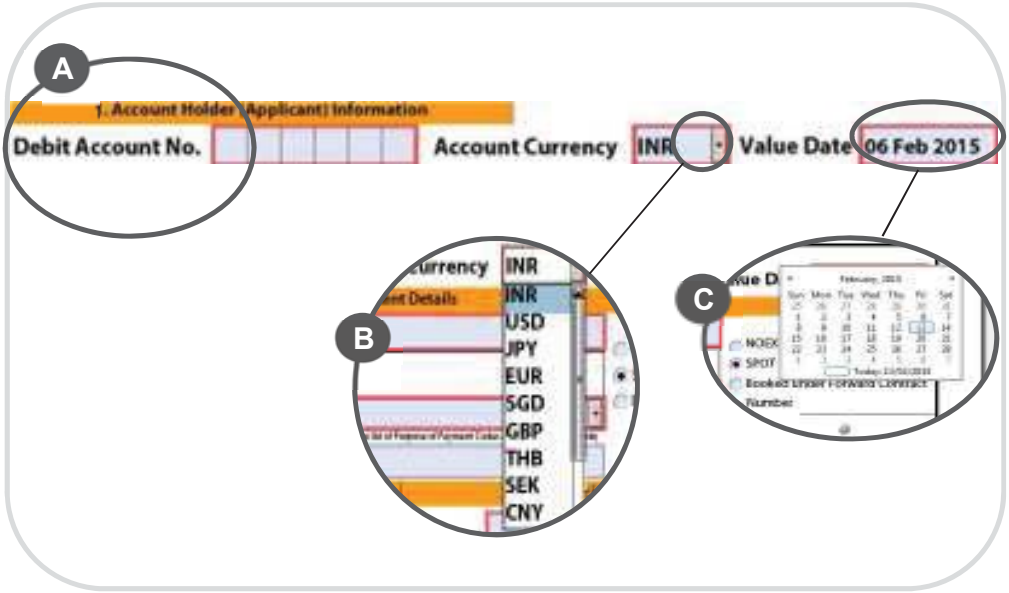
What is your preferred mode of application?

A. Select from drop down box.

What is your application date?

B. Select either current date or future date from pop up calendar.

1



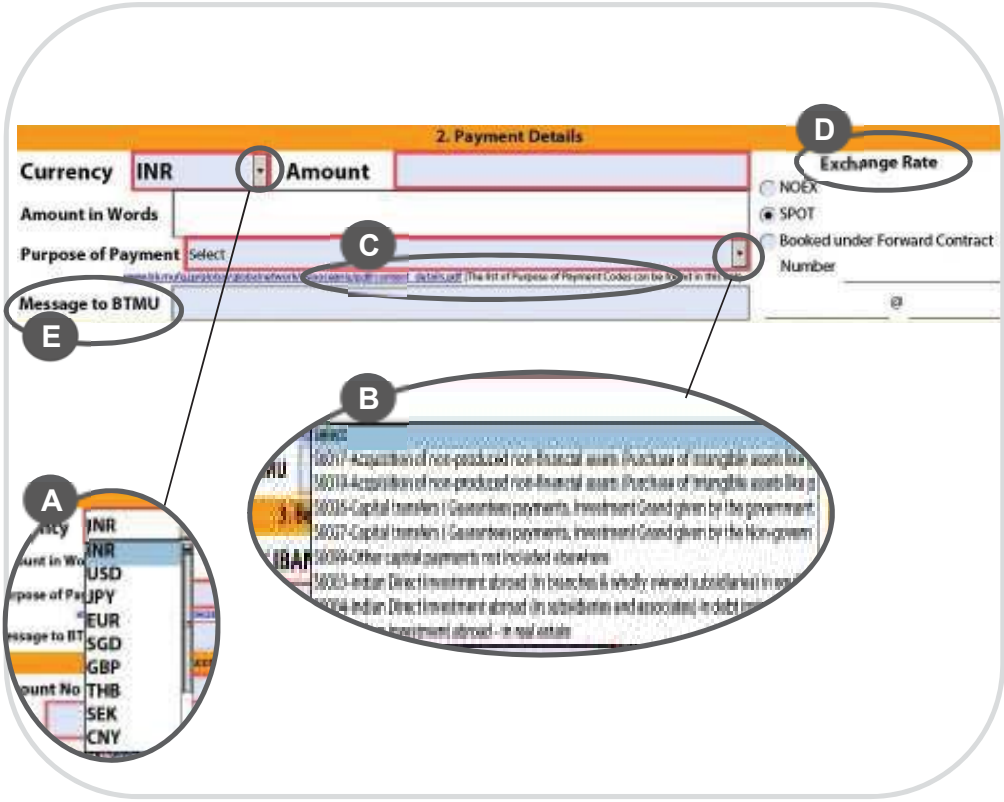
What are your account details?

A. Fill in your debit account number.

B. Select the currency of your debit account from the drop down box.

C. Select the value date (date that you want the remittance amount to be processed) from the pop-up calendar.

❷



How much money would you like to transfer?

A. Select the remittance currency and key in the amount accordingly. "Amount in words" will be generated automatically.

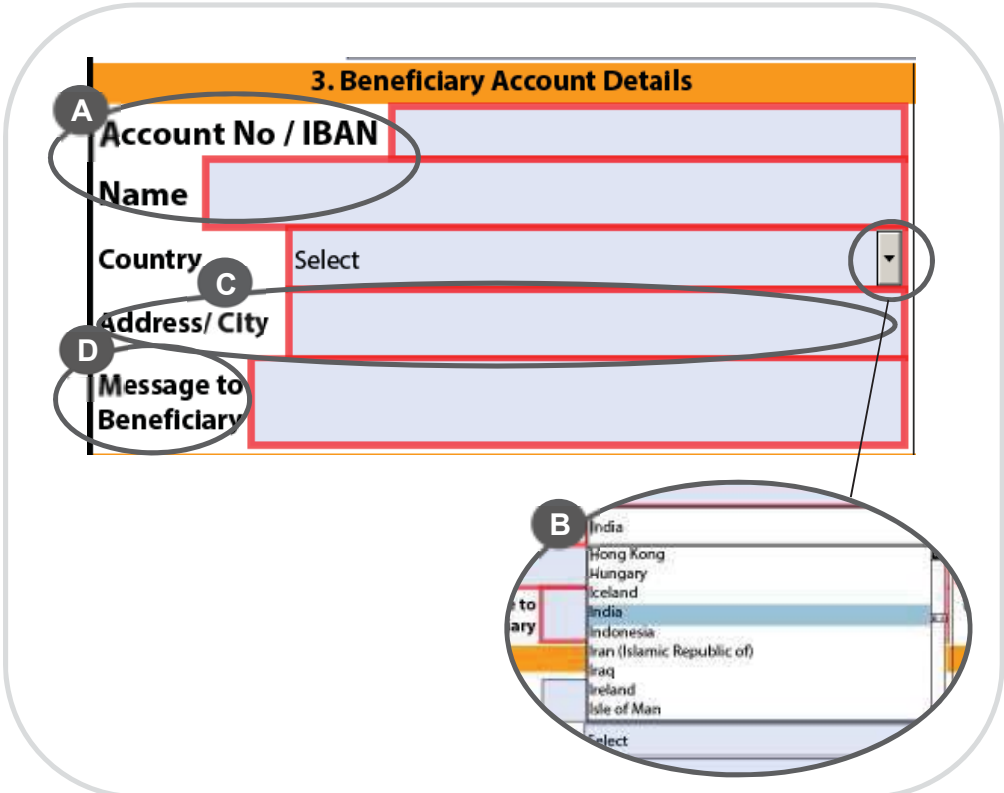
B. Select the purpose of payment from the drop down box.

C. A link to the list of Purpose of Payment Codes is provided for your reference.

D. Ensure the correct type of Exchange Rate is reflected.

E. Fill in your message to MUFG (if necessary)

❸



Who would you like to transfer your money to?

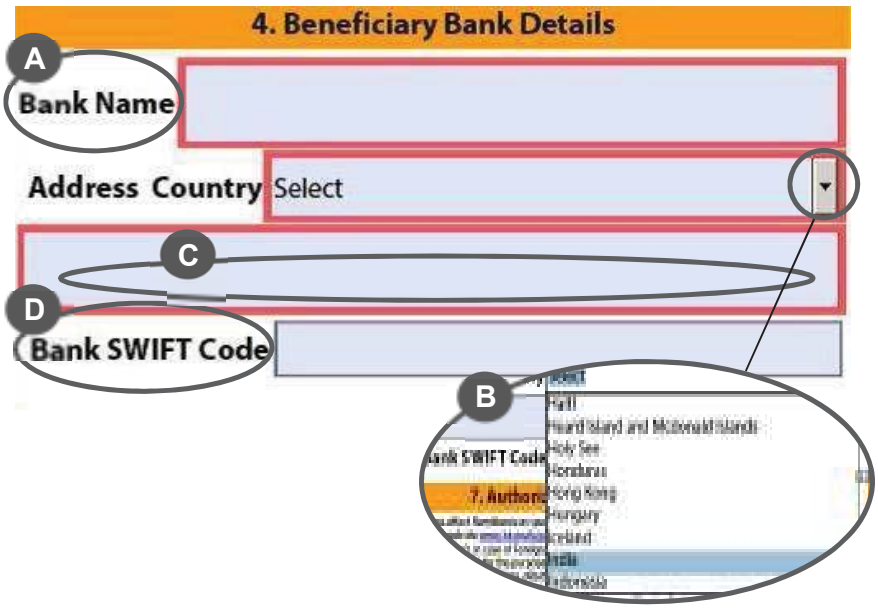
A. Input the complete account number and beneficiary name. For all payments to UAE, EU or EEA in Euro, input the IBAN number.

B. Select country of residence of beneficiary from the drop down box.

C. Type the full address of beneficiary incl City.

D. Fill in your message to Beneficiary.

4



What are your beneficiary's bank details?

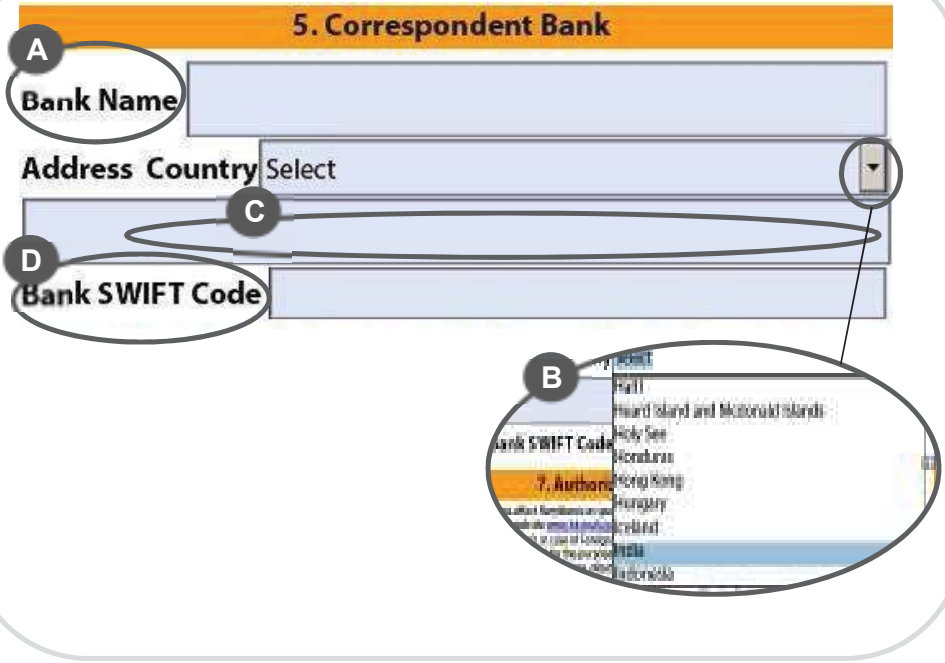
A. Input full name of beneficiary bank.

B. Select country of beneficiary bank from the drop down box

C. Type the full address of bank.

D. (Optional) Input the 8 or 11 character SWIFT code.

5



(Optional) What are your correspondent bank details?

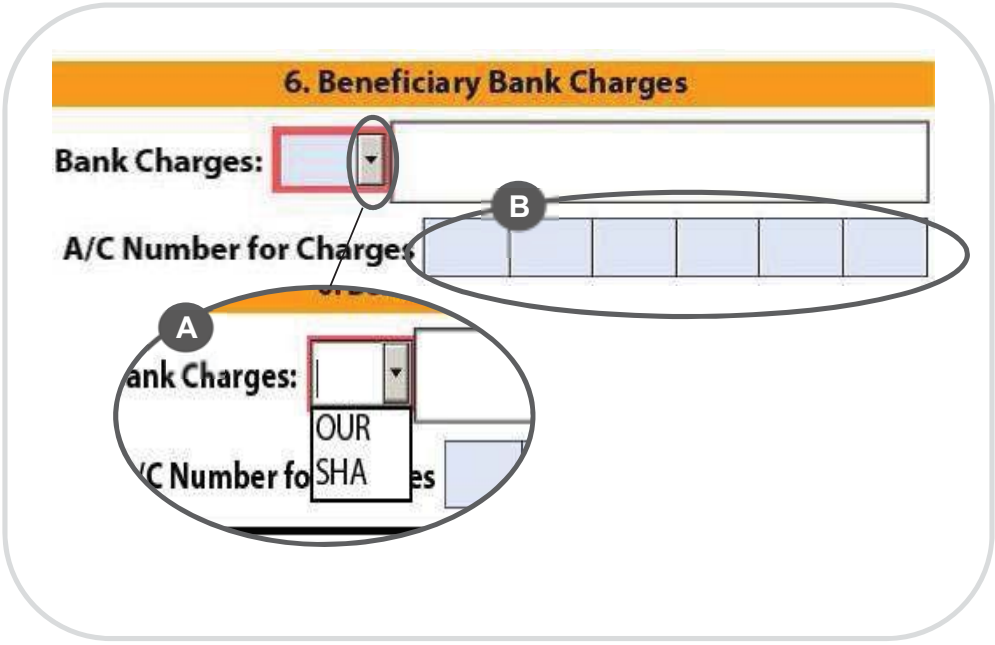
A. Input full name of correspondent bank.

B. Select country of correspondent bank from the drop down box

C. Type the full address of bank.

D. (Optional) Input the 8 or 11 character SWIFT code.

6



What is your preferred charge handling option?

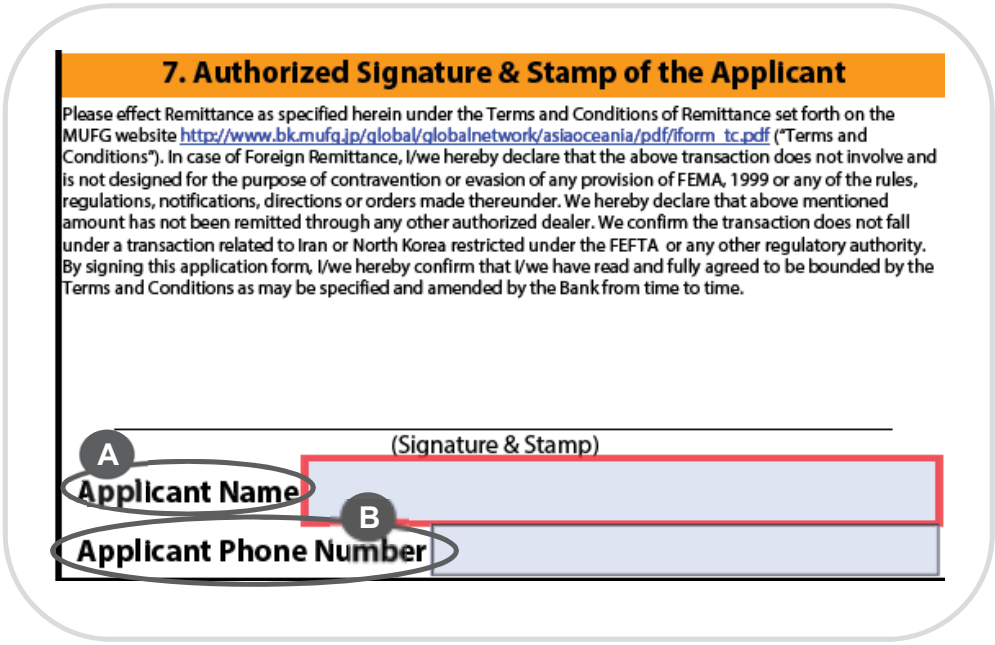
A. Select charge handling options from the drop down box:

OUR- Applicant to pay all charges

SHA- Applicant to pay local MUFG charges and Beneficiary to pay other bank charges

B. By default this is the remitter's account number. Please amend accordingly if the charges are to be deducted from another account number.

7



What are your contact details?

A. Input your full name.

B. Key in your phone number.

A. Validate & Print*

Click the "Validate & Print" button upon completion of all required fields to print form.

(Note) Printing the form without clicking "Validate & Print" button may result in errors in remittance.

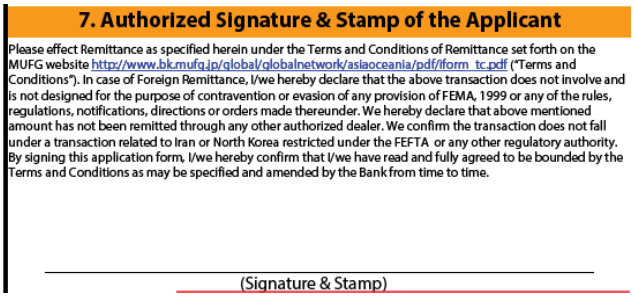
B. Printing Instructions

Please select settings of "Print One Sided" and "One page per sheet" when printing.

It is recommended to use a laser printer of at least 300 dpi resolution.

C. Authorized signature(s)

Sign on the printed form with a blue or black pen.



7. Authorized Signature & Stamp of the Applicant

Please effect Remittance as specified herein under the Terms and Conditions of Remittance set forth on the MUFG website http://www.bk.mufg.jp/global/globalnetwork/asiaoceania/pdf/iform_tc.pdf ("Terms and Conditions"). In case of Foreign Remittance, I/we hereby declare that the above transaction does not involve and is not designed for the purpose of contravention or evasion of any provision of FEMA, 1999 or any of the rules, regulations, notifications, directions or orders made thereunder. We hereby declare that above mentioned amount has not been remitted through any other authorized dealer. We confirm the transaction does not fall under a transaction related to Iran or North Korea restricted under the FEFTA or any other regulatory authority. By signing this application form, I/we hereby confirm that I/we have read and fully agreed to be bounded by the Terms and Conditions as may be specified and amended by the Bank from time to time.

(Signature & Stamp)

*Upon clicking "Validate & Print" button successfully, a customer copy and a bank copy will be printed. Please sign both copies and send the bank copy via the mode of application indicated in **Section A** and retain the customer copy for reference.

FREQUENTLY ASKED QUESTIONS

1. What is ***I*-FORM**?

***I*-FORM** is a Telegraphic Transfer PDF form specially developed to help improve customer experience in submitting such payment instructions. It helps the customers in the following ways:

1) Saves customers' effort in filling up recurrent payments (by the ***I*-FORM**'s data saving function).
2) Reduces errors in payment instruction forms submission (by the ***I*-FORM**'s potential error notification function),
3) Provides a more secured way to submit payment instructions to the bank (by the additional data verification function of 2-Dimentional (2D) Barcode in the ***I*-Form**).

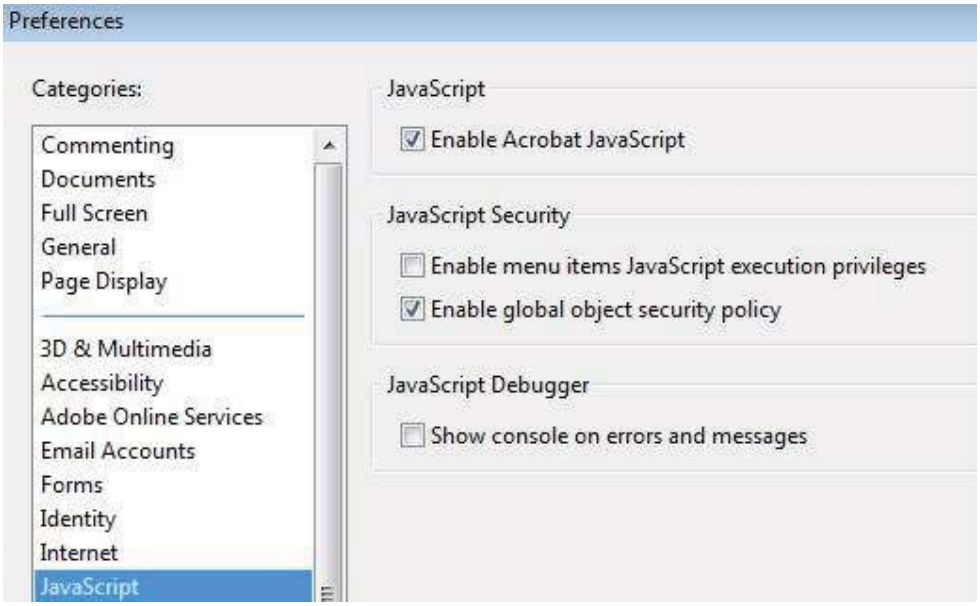
The ***I*-FORM** also helps the bank staff to be able to process your payment instructions in a faster and more accurate manner, as the data are electronically scanned and captured from the 2-Dimensional (2D) Barcode found in the ***I*-FORM**.

2. How do I correct errors/ amend information after printing?

Please do not correct any information by hand, as these modifications will not be scanned into the bank system. Please revise the softcopy and click" Validate & Print" button to generate a form with a new 2D barcode.

3. What are the software requirements for ***I*-FORM**?

On the Adobe Reader version 9.0 or above, please ensure that the settings are as such:
a. Click "Edit", followed by "Preferences"
b. Click "Java" or "Javascript"
c. Ensure the boxes are checked as follows:



4. What are the functions of the following buttons?

Validate & Print- System checks the information entered against a set of validation rules before printing the form.
Clear- Removes previously filled boxes.
Save- Saves all information on your PC or network.
Save as Template- Saves all data except Application Date, Value Date and Payment Amount.

5. Can I save a soft copy for future use?

Yes. Click the "Save" button. The next time you need to make a similar payment, simply open the file, amend the form accordingly (e.g. Value Date), and click "Validate & Print".

6. Can I include an FX rate which I have pre-booked with MUFG?

Yes. If you have pre-booked an FX deal with MUFG, please enter the details of the rate and the FOREX Contract Number in Section 2 of the form.

7. How do I print this ***I*-FORM**?

For printing the ***I*-FORM,** please click "Validate & Print" after inputting all mandatory fields. Printing should **not** be executed by clicking of Ctrl+P or by going to file menu and then clicking on the print command.

8. How can I provide foreign currency equivalent instructions to the bank?

Please input foreign currency equivalent instruction in "Message to MUFG" field.

9. Are there any charges for using this service "***I*-FORM**"?

Usage of the ***I*-FORM** service is free.

10. Where I can get the ***I*-FORM**?

The latest ***I*-FORM** can be downloaded from the following Bank's website:
http://www.bk.mufg.jp/global/globalnetwork/asiaoceania/pdf/iform_application.pdf.

Alternatively you can contact your relationship manager to obtain a copy of the ***I*-FORM**.