

I-FORM USER MANUAL

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



Form Sample	03
Section 0: Mode of Application	05
Section 0: Application Date	05
Section 1: Personal Account Details	05
Section 2: Remit Amount	06
Section 3: Beneficiary Account	06
Section 4: Beneficiary Bank	07
Section 5: Correspondent Bank	07
Section 6: Charge Handling Options	08
Section 7: Personal Contact Details	08
Section A: Validation & Printing	09
Section B: Printing Instructions	09
Section C: Authorized Signature(s)	09
Frequently Asked Questions	11

Form Sample



APPLICATION FOR REMITTANCE

MUFG Bank, Ltd.

Application Date 21 Mar 2018

Bank Copy

Foreign Remittance

Mode of Application Select

(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

Amount in Words

Purpose of Payment Select

Message to MUFG

Exchange Rate

NOEX

SPOT

Booked under Forward Contract Number

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

Please effect remittance as specified herein under the Terms and Conditions of Remittance set forth on the back of this application form. 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, 1998 or any of the rules, regulations, notifications, circulars or orders made thereunder. We hereby declare that above mentioned amount has not been restricted 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 bound by the Terms and Conditions as may be specified and amended by the Bank from time to time.

(Signature & Stamp)

Applicant Name

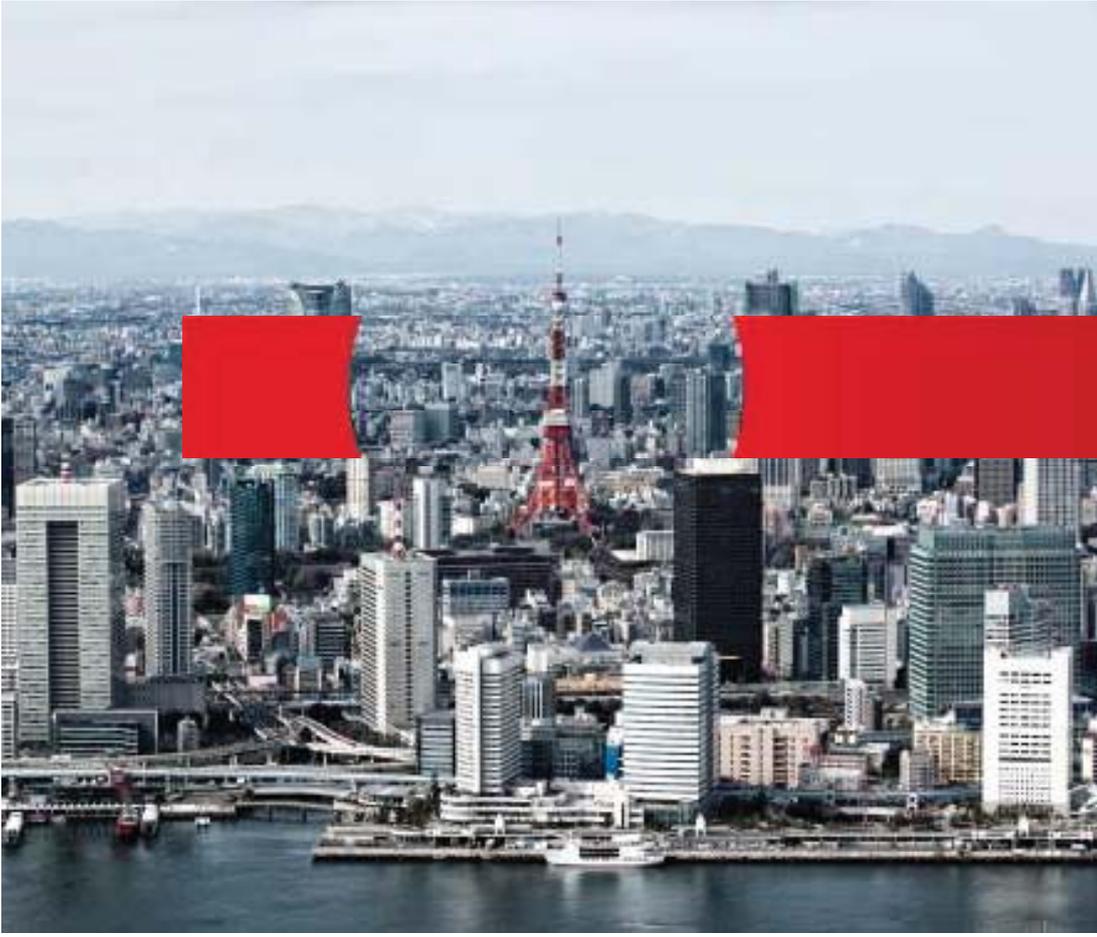
Applicant Phone Number

Exchange rate			
INR Equivalent amount			
Service tax (F.C. Conversion)			
Commission		Transaction Reference No. <input style="border: 2px solid red;" type="text"/>	
Cable charge		Applicant's Signature Verified By	
Service tax		DGM /AGM	Department Head
Total		Manager	Checker
		Maker	

6b86b18-51b0-423f-b5a6-83056add00db

(Subject to terms and conditions)

Validate & Print
Clear
Save
Save as Template



STEP BY STEP INSTRUCTIONS

2

2. Payment Details

Currency **INR** Amount Exchange Rate

Amount in Words

Purpose of Payment Select

Message to BTMU

NOEX
SPOT
Booked under Forward Contract Number

A INR
USD
JPY
EUR
SGD
GBP
THB
SEK
CNY

B 50017-Acquisition of non-produced non-financial assets (Purchase of intangible assets like
50018-Acquisition of non-produced non-financial assets (Purchase of intangible assets like p
50019-Capital transfers (Government payments, Investment Good given by the government
50020-Capital transfers (Government payments, Investment Good given by the Non-govern
50021-Other capital payments not included elsewhere
50022-Indian Direct Investment abroad (in branches & wholly owned subsidiaries) in spe
50023-Indian Direct Investment abroad (in subsidiaries and associated) in debt
50024-Indian Direct Investment abroad - in real estate

C [The list of Purpose of Payment Codes can be found in the...](#)

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)

3

3. Beneficiary Account Details

A Account No / IBAN

Name

Country Select

C Address / City

D Message to Beneficiary

B India
Hong Kong
Hungary
Iceland
India
Indonesia
Iran (Islamic Republic of)
Iraq
Ireland
Isle of Man
Select

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

The screenshot shows a form titled "4. Beneficiary Bank Details" with four main input fields: "Bank Name", "Address Country", "Address", and "Bank SWIFT Code". Callout A points to the "Bank Name" field. Callout B points to the "Address Country" dropdown menu, which is open to show a list of countries including "Afghanistan", "Algeria", "Andorra", "Angola", "Antigua and Barbuda", "Argentina", "Armenia", "Australia", "Austria", "Azerbaijan", "Bahamas", "Bahrain", "Bangladesh", "Barbados", "Belarus", "Belgium", "Belize", "Benin", "Bhutan", "Bolivia", "Bosnia and Herzegovina", "Botswana", "Brazil", "Brunei", "Bulgaria", "Burkina Faso", "Burundi", "Cambodia", "Cameroon", "Canada", "Cape Verde", "Cayman Islands", "Central African Republic", "Chad", "Chile", "China", "Colombia", "Comoros", "Congo", "Costa Rica", "Cote d'Ivoire", "Croatia", "Cuba", "Cyprus", "Czech Republic", "Denmark", "Dominica", "Dominican Republic", "East Timor", "Ecuador", "Egypt", "El Salvador", "Equatorial Guinea", "Eritrea", "Estonia", "Ethiopia", "Fiji", "Finland", "France", "Gabon", "Gambia", "Germany", "Ghana", "Greece", "Greenland", "Guatemala", "Guinea", "Guyana", "Haiti", "Honduras", "Hong Kong", "Hungary", "Iceland", "India", "Indonesia", "Israel", "Italy", "Jamaica", "Japan", "Jordan", "Kazakhstan", "Kenya", "Kiribati", "Kuwait", "Kyrgyzstan", "Laos", "Latvia", "Lebanon", "Lesotho", "Liberia", "Lithuania", "Luxembourg", "Madagascar", "Malawi", "Malaysia", "Maldives", "Mali", "Malta", "Marshall Islands", "Mauritania", "Mauritius", "Mexico", "Micronesia", "Moldova", "Monaco", "Mongolia", "Montenegro", "Morocco", "Mozambique", "Myanmar", "Namibia", "Nauru", "Nepal", "Netherlands", "New Zealand", "Nicaragua", "Niger", "Nigeria", "North Macedonia", "Norway", "Oman", "Pakistan", "Palau", "Panama", "Papua New Guinea", "Paraguay", "Peru", "Philippines", "Poland", "Portugal", "Puerto Rico", "Qatar", "Romania", "Russia", "Rwanda", "Saint Kitts and Nevis", "Saint Lucia", "Saint Vincent and the Grenadines", "Samoa", "San Marino", "Sao Tome and Principe", "Saudi Arabia", "Senegal", "Serbia", "Sierra Leone", "Singapore", "Slovakia", "Slovenia", "Solomon Islands", "South Africa", "South Korea", "Spain", "Sri Lanka", "Sudan", "Suriname", "Switzerland", "Taiwan", "Tajikistan", "Tanzania", "Thailand", "Timor-Leste", "Togo", "Tonga", "Trinidad and Tobago", "Tunisia", "Turkey", "Turkmenistan", "Tuvalu", "Uganda", "Ukraine", "United Arab Emirates", "United Kingdom", "United States", "Uruguay", "Uzbekistan", "Vanuatu", "Venezuela", "Vietnam", "Yemen", "Zambia", "Zimbabwe". Callout C points to the "Address" field. Callout D points to the "Bank SWIFT Code" field.

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

The screenshot shows a form titled "5. Correspondent Bank" with four main input fields: "Bank Name", "Address Country", "Address", and "Bank SWIFT Code". Callout A points to the "Bank Name" field. Callout B points to the "Address Country" dropdown menu, which is open to show a list of countries including "Afghanistan", "Algeria", "Andorra", "Angola", "Antigua and Barbuda", "Argentina", "Armenia", "Australia", "Austria", "Azerbaijan", "Bahamas", "Bahrain", "Bangladesh", "Barbados", "Belarus", "Belgium", "Belize", "Benin", "Bhutan", "Bolivia", "Bosnia and Herzegovina", "Botswana", "Brazil", "Brunei", "Bulgaria", "Burkina Faso", "Burundi", "Cambodia", "Cameroon", "Canada", "Cape Verde", "Cayman Islands", "Central African Republic", "Chad", "Chile", "China", "Colombia", "Comoros", "Congo", "Costa Rica", "Cote d'Ivoire", "Croatia", "Cuba", "Cyprus", "Czech Republic", "Denmark", "Dominica", "Dominican Republic", "East Timor", "Ecuador", "Egypt", "El Salvador", "Equatorial Guinea", "Eritrea", "Estonia", "Ethiopia", "Fiji", "Finland", "France", "Gabon", "Gambia", "Germany", "Ghana", "Greece", "Greenland", "Guatemala", "Guinea", "Guyana", "Haiti", "Honduras", "Hong Kong", "Hungary", "Iceland", "India", "Indonesia", "Israel", "Italy", "Jamaica", "Japan", "Jordan", "Kazakhstan", "Kenya", "Kiribati", "Kuwait", "Kyrgyzstan", "Laos", "Latvia", "Lebanon", "Lesotho", "Liberia", "Lithuania", "Luxembourg", "Madagascar", "Malawi", "Malaysia", "Maldives", "Mali", "Malta", "Marshall Islands", "Mauritania", "Mauritius", "Mexico", "Micronesia", "Moldova", "Monaco", "Mongolia", "Montenegro", "Morocco", "Mozambique", "Myanmar", "Namibia", "Nauru", "Nepal", "Netherlands", "New Zealand", "Nicaragua", "Niger", "Nigeria", "North Macedonia", "Norway", "Oman", "Pakistan", "Palau", "Panama", "Papua New Guinea", "Paraguay", "Peru", "Philippines", "Poland", "Portugal", "Puerto Rico", "Qatar", "Romania", "Russia", "Rwanda", "Saint Kitts and Nevis", "Saint Lucia", "Saint Vincent and the Grenadines", "Samoa", "San Marino", "Sao Tome and Principe", "Saudi Arabia", "Senegal", "Serbia", "Sierra Leone", "Singapore", "Slovakia", "Slovenia", "Solomon Islands", "South Africa", "South Korea", "Spain", "Sri Lanka", "Sudan", "Suriname", "Switzerland", "Taiwan", "Tajikistan", "Tanzania", "Thailand", "Timor-Leste", "Togo", "Tonga", "Trinidad and Tobago", "Tunisia", "Turkey", "Turkmenistan", "Tuvalu", "Uganda", "Ukraine", "United Arab Emirates", "United Kingdom", "United States", "Uruguay", "Uzbekistan", "Vanuatu", "Venezuela", "Vietnam", "Yemen", "Zambia", "Zimbabwe". Callout C points to the "Address" field. Callout D points to the "Bank SWIFT Code" field.

(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

6. Beneficiary Bank Charges

Bank Charges:

A/C Number for Charges:

A Bank Charges:

B

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

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)

A Applicant Name

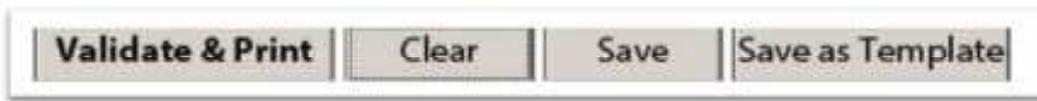
B Applicant Phone Number

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/rform_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-Dimensional (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**.

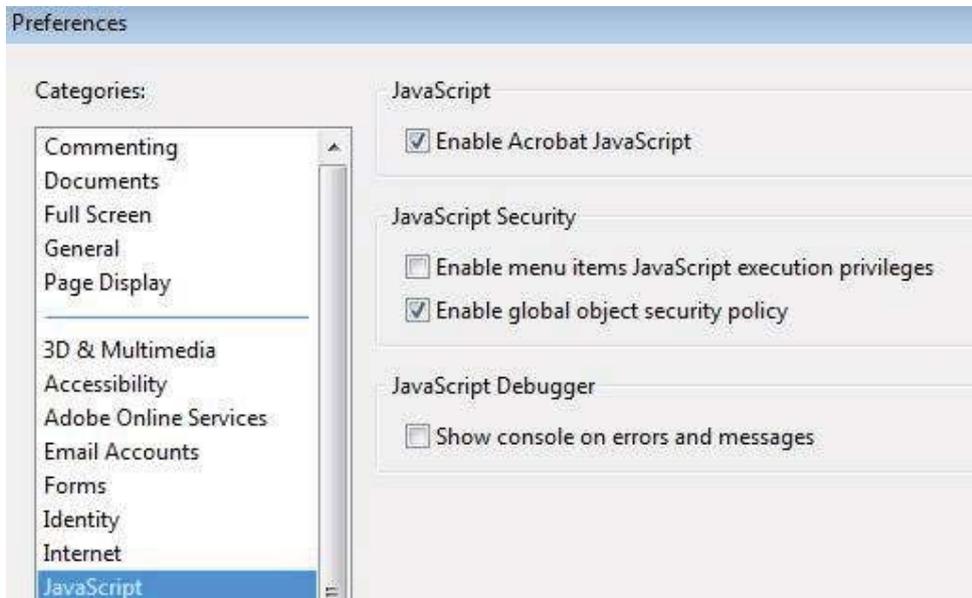
2. How do I correct errors/ amend information after printing?

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**.