


I-FORM

Frequently Asked Questions

FOR VIETNAM BRANCHES



Form Sample



Transaction Reference No.

☐ Hồ Chí Minh City Branch
MST: 0301224067
☐ Hà Nội Branch
MST: 0106304897

MUFG Bank, Ltd.
Bản cho Ngân hàng/
Bank copy

Lệnh chuyển tiền/
Application Form For

Phương thức gửi lệnh/
Mode of Application*

* Xin vui lòng điền vào hết tất cả các trường được yêu cầu/Please complete all required fields

1. Thông tin về Chủ tài khoản (Người chuyển tiền)/ Account Holder (Applicant) Information
Xin ghi nợ tài khoản của Tôi/ Chúng tôi số: /
Please debit my/our A/C No.:*
Loại tiền/ **Ngày giá trị/**
Currency* **Value Date***


2. Chi tiết thanh toán/ Payment Details
Loại tiền/ **Số tiền/**
Currency* **Amount***
Tỷ giá/ Exchange Rate
☐ NOEX (Không có tỷ giá) / NOEX
☐ Tỷ giá giao ngay/ SPOT
☐ Hợp đồng kỳ hạn số/ Forward Contract
Số tiền bằng chữ/
Amount in Words
Nội dung thanh toán/
Purpose of Payment*
Thông tin gửi MUFG/
Message to MUFG

3. Chi tiết về tài khoản người thụ hưởng/ Beneficiary Account Details
Số tài khoản/ IBAN/
Account No / IBAN*
Tên người thụ hưởng/
Name*
Địa chỉ, Thành phố, Tỉnh/ **Nước/ Country***
Address, City, Province*
Thông tin gửi người thụ hưởng/
Message to Beneficiary*

4. Phí ngân hàng/ Bank Charges
Phí ngân hàng/
Bank Charges*
Tài khoản và loại tiền thu phí/
A/C No. and Currency for Charges:

5. Chi tiết về ngân hàng hưởng/ Beneficiary Bank Details
Tên ngân hàng hưởng/ **SWIFT CODE/**
Bank Name* **SWIFT code**
Địa chỉ, Thành phố, Tỉnh/ **Nước/**
Address, City, Province* **Country***

6. Ngân hàng đại lý/ Correspondent Bank
Tên ngân hàng đại lý/ **SWIFT CODE/**
Bank Name **SWIFT code**
Địa chỉ, Thành phố, Tỉnh/ **Nước/**
Address, City, Province **Country**

7. Chữ ký được ủy quyền và dấu của Người chuyển tiền/ Authorized signature & Stamp of the Applicant
Tôi/Chúng tôi khai báo rằng giao dịch này không liên quan đến Bắc Triều Tiên hoặc Iran theo quy định của Luật Ngoại hối và Ngoại thương Nhật Bản, Tôi / Chúng tôi chấp thuận các Điều khoản và Điều kiện đăng tải trên trang http://www.bk.mufg.jp/global/globalnetwork/asiaoceania/pdf/form_tc_VN.pdf và là một phần không tách rời của lệnh chuyển tiền này / I/We declare that the transaction does not fall under a transaction related to Iran or North Korea restricted under the FEFTA (The Foreign Exchange and Foreign Trade Act of Japan). I/We agree to the Terms and Conditions set forth on the page: http://www.bk.mufg.jp/global/globalnetwork/asiaoceania/pdf/form_tc_VN.pdf which shall form an integral part of this application.


(Chữ ký và dấu/Signature & Stamp)
Tên người chuyển tiền/
Applicant Name*

(Phần dành cho Ngân hàng/For Bank Use Only)

Exchange Rate	
Local Equivalent Amount	
Commission	
Cable Charge	
Service Tax (VAT)	
Total	

Fax confirmation/Phone Record
Date:
Time (hh:mm)
Contact Person:
Confirmed By:

Manager	Checker
Clerk	Sign, Verified

1. What is I-FORM?

I-FORM is a Remittance 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.

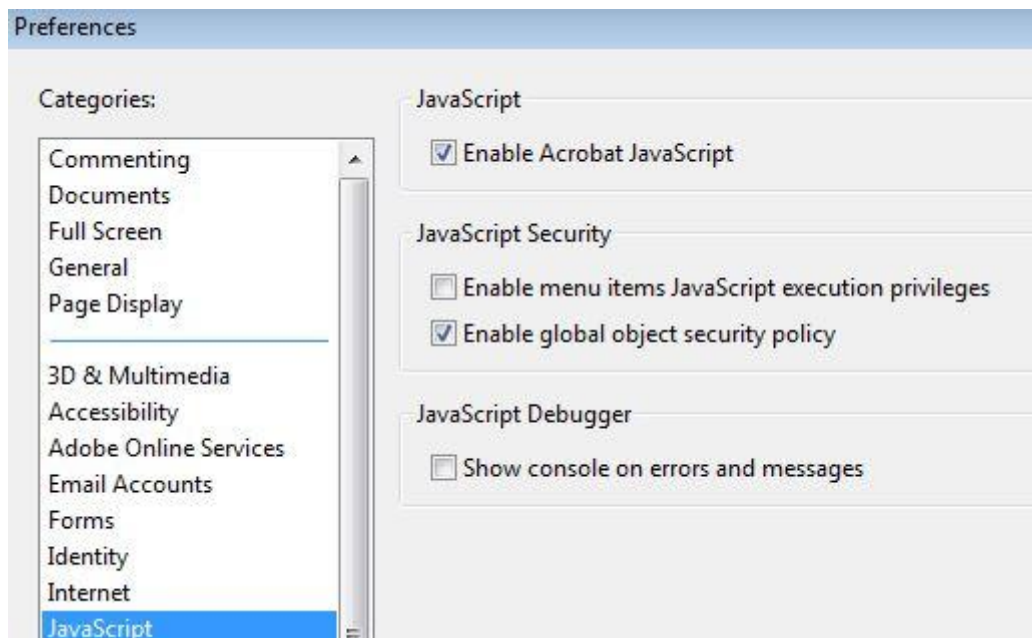
2. How do I correct errors/ amend information after printing?

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 "Print" button to generate a form with a new 2D barcode.

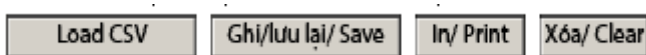
3. What are the software requirements for I-FORM?

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?



Save- Saves all information on your PC or network.

Print- System checks the information entered against a set of validation rules before printing the form.

Clear- Removes previously filled boxes.

Load CSV – To upload csv files for bulk payments.

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 "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 (only for Foreign Remittance and Domestic Remittance form options).

7. How do I print this I-FORM?

For printing the I-FORM, please click "Print" after inputting all mandatory fields.

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

Please input foreign currency equivalent instruction in "Message to MUFG" field in Section 2 of the form (only for Foreign Remittance form option).

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

Usage of the I-FORM service is free (no additional fees compared to using paper forms).

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_VN.pdf

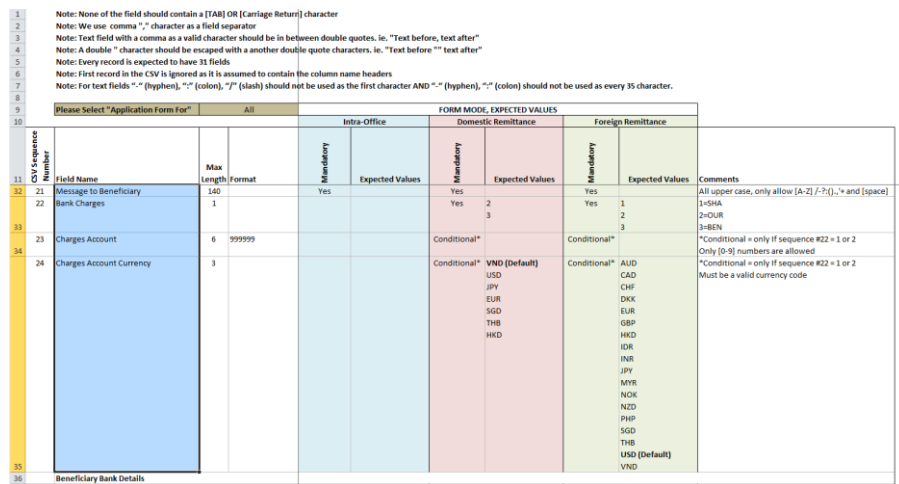
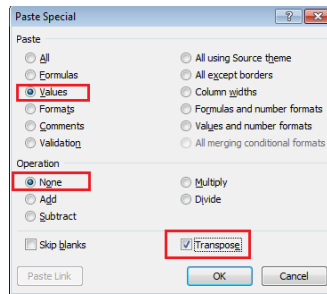
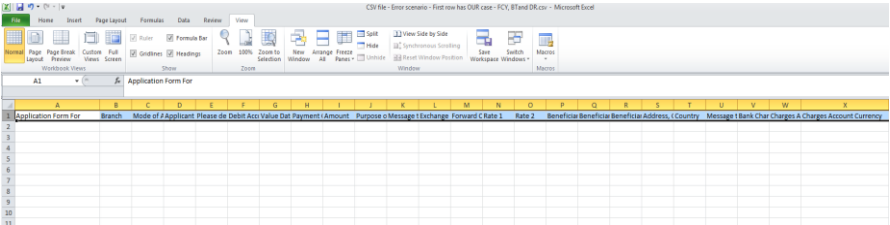
Alternatively you can contact your relationship manager to obtain a copy of the I-FORM.

11. How can I use upload function in I-form?

Only .csv files can be uploaded to I-form. Download the .csv definition file (**File Name: CSV_FieldDefinition VNv0.3**) from the website which can be used as a requirement for generating .csv file or follow below steps.

After creating .csv file, it can be uploaded using the  button at the bottom of I-form.

Steps on how to create csv manually

Steps	Procedure
1.	<p>Copy column B12 to B35 from CSV_FieldDefinition file.</p> 
2.	<p>Paste the same in an Excel as a row as shown below by doing Paste Special, selecting below options.</p>  

3. Copy column B37 to B40 from **CSV_FieldDefinition** file.

1
2
3
4
5
6
7
8
9
10

Note: None of the field should contain a [TAB] OR [Carriage Return] character
 Note: We use comma "," character as a field separator
 Note: Text field with a comma as a valid character should be in between double quotes. ie. "Text before, text after"
 Note: A double " character should be escaped with a another double quote characters. ie. "Text before "" text after"
 Note: Every record is expected to have 31 fields
 Note: First record in the CSV is ignored as it is assumed to contain the column name headers
 Note: For text fields "-" (hyphen), ":" (colon), "/" (slash) should not be used as the first character AND "-" (hyphen), ":" (colon) should not be used as every 35 character.

Please Select "Application Form For"		All	FORM MODE, EXPECTED VALUES						
			Intra-Office		Domestic Remittance		Foreign Remittance		
CSV Sequence Number				Mandatory	Expected Values	Mandatory	Expected Values	Mandatory	Expected Values
11	Field Name	Max Length	Format						
36	Beneficiary Bank Details								
37	25 Bank Name	70				Yes		Yes	
38	26 SWIFT code	11							
39	27 Address, City, Province	47				Yes		Yes	
40	28 Country	2				Yes	(See tab "Country Codes")	Yes	(See tab "Country Codes")
41	Correspondent Bank								
42	29 Bank Name	70							
43	30 SWIFT code	11							
44	31 Address, City, Province	47							
45	32 Country	2					(See tab "Country Codes")		(See tab "Country Codes")

4. Paste it in the same excel as next column in the same row by doing Paste Special.

5. Repeat the same for column B42 to B45 from **CSV_FieldDefinition** file.

CSV_FieldDefinition_VNA0.3.0sm (Read-Only) - Microsoft Excel

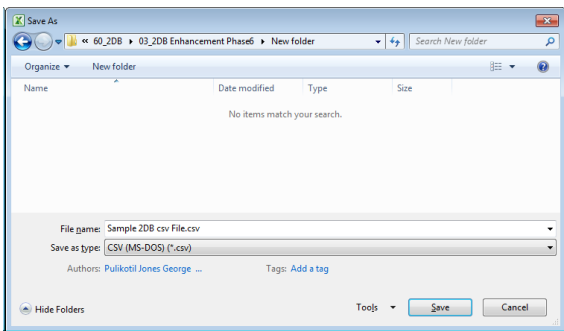
1
2
3
4
5
6
7
8
9
10

Note: None of the field should contain a [TAB] OR [Carriage Return] character
Note: We use comma "," character as a field separator
Note: Text field with a comma as a valid character should be in between double quotes. ie. "Text before, text after"
Note: A double " character should be escaped with a another double quote characters. ie. "Text before "" text after"
Note: Every record is expected to have 31 fields
Note: First record in the CSV is ignored as it is assumed to contain the column name headers
Note: For text fields "-" (hyphen), ":" (colon), "/" (slash) should not be used as the first character AND "-" (hyphen), ":" (colon) should not be used as every 35 character.

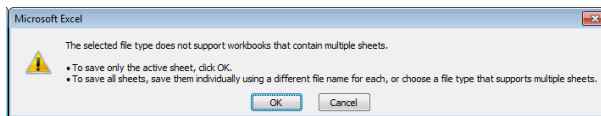
Please Select "Application Form For"		All	FORM MODE, EXPECTED VALUES						
			Intra-Office		Domestic Remittance		Foreign Remittance		
CSV Sequence Number	Field Name	Max Length	Format	Mandatory	Expected Values	Mandatory	Expected Values	Mandatory	Expected Values
36	Beneficiary Bank Details								
37	25 Bank Name	70			Yes		Yes		All upper
38	26 SWIFT code	11							All upper
39	27 Address, City, Province	47			Yes		Yes		All upper
40	28 Country	2			Yes	(See tab "Country Codes")	Yes	(See tab "Country Codes")	Only text
41	Correspondent Bank								
42	29 Bank Name	70							All upper
43	30 SWIFT code	11							All upper
44	31 Address, City, Province	47							All upper
45	32 Country	2				(See tab "Country Codes")		(See tab "Country Codes")	Only text

6. Paste it in the same excel as next column in the same row by doing Paste Special.

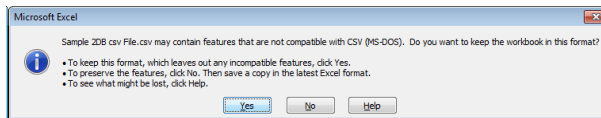
7. Save this Excel file as .csv.



8. Press OK button



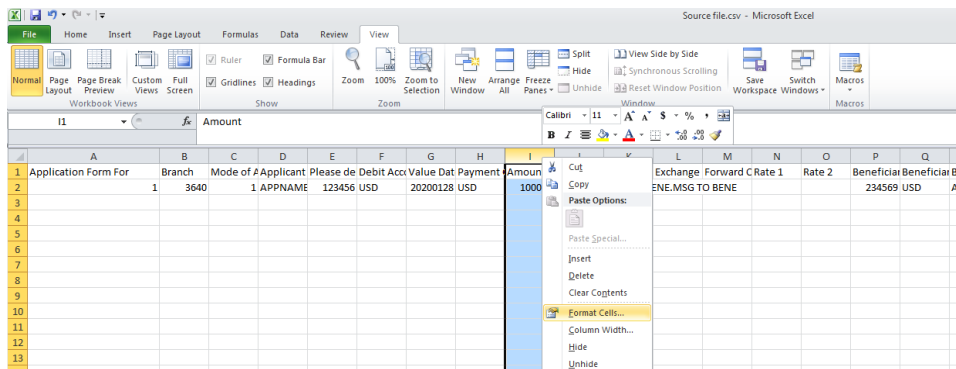
Then press Yes button



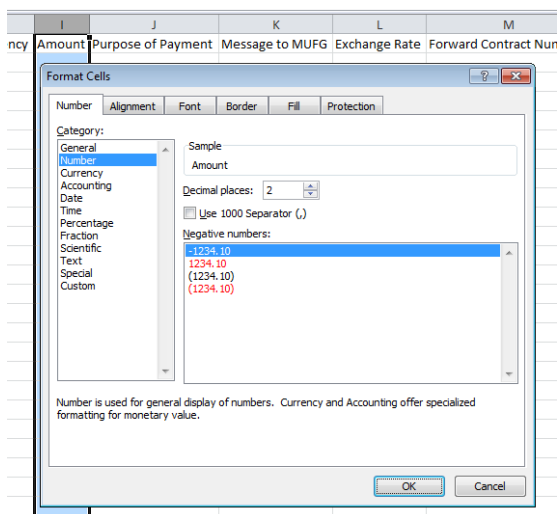
9. Now the .csv file is ready. Bulk payment details can be added to the file from row 2 onwards and save again. All kinds of transfers (FCY,BT & DR) can be included in one file.

10. In Order to get the correct Amount format, please ensure that below steps are followed:

After entering all payment details, select the Amount column (Column 'I'), Right click and select Format Cells...

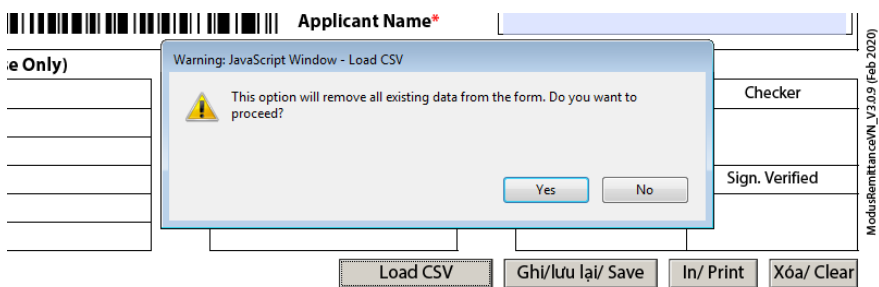


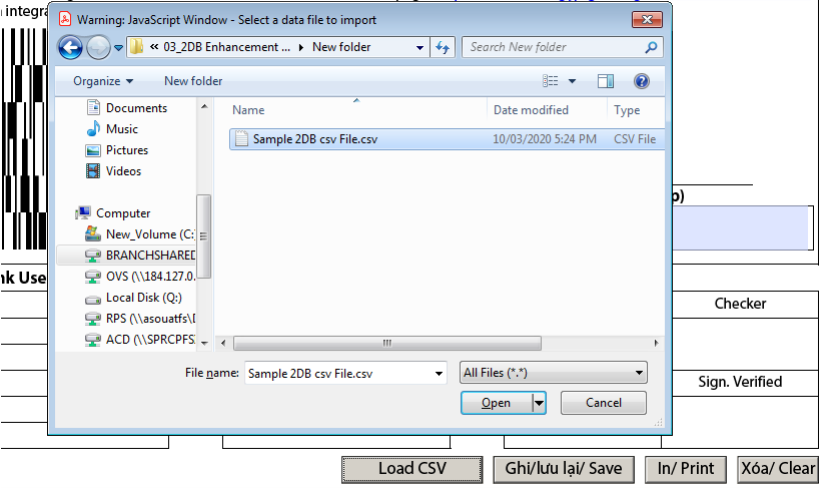
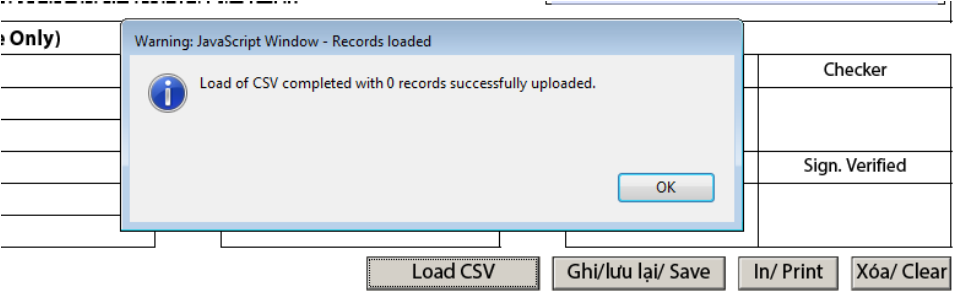
Choose Number option under Category, with two decimal points as shown below and click OK button.



11. Lastly Save this file again.

12. Open the 2D Barcode i-Form and click on Load CSV button. Click Yes to clear the previous filled information.



13	<p>Browse to the location where the .csv file is saved and select the file and click Open button.</p> 
14	<p>If all the Payment Data entered in .csv file are correct then the file upload will be successful and a message will be displayed indicating the number of successfully uploaded (sample shown below).</p> 
15	<p>If there is only 1 payment information in .csv file only 1 2D Barcode i-Form file will be created. And for example, if there are 10 payment information in .csv file then 10 2D Barcode i-Form will be created.</p>
16	<p>After successful creation of 2D Barcode i-Form click In/ Print button at the bottom of 2D Barcode i-Form to print the forms.</p>
17	<p>Any mandatory field with incorrect value/missing information will be highlighted in red for correction.</p> <p>Debit Account No.* </p>
17	End