

## Guide to using Telegraphic Transfer 2D Barcode form

### Obtaining the form

1. Visit UOB Singapore website to obtain the latest version of the form.

[http://uob.com.sg/corporate/commercial/useful/TelegraphicTransfer\\_tnc.html](http://uob.com.sg/corporate/commercial/useful/TelegraphicTransfer_tnc.html)

2. Terms and Condition of usage of form to be accepted. Only by accepting the Terms and Conditions will the page allow you to download the form.



3. Webpage will prompt a Download Form URL where you will be able to save the form onto your computer

### Application For Telegraphic Transfer

**Download Form**

**Right click** on “Download Form” link and select “**Save Link As...**” to download and save the form.

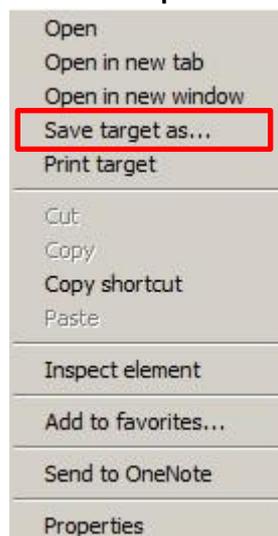
Copyright © 2017 United Overseas Bank Limited. Company Reg No. 193500026Z. All rights reserved.

4. Right click on the Download Form link and select “Save Link As...” (If you are using Google Chrome) to save a copy on your computer. If you are using Windows Explorer right click on the Download Form link and select “Save Target As...” to save a copy on your computer.

#### Google Chrome

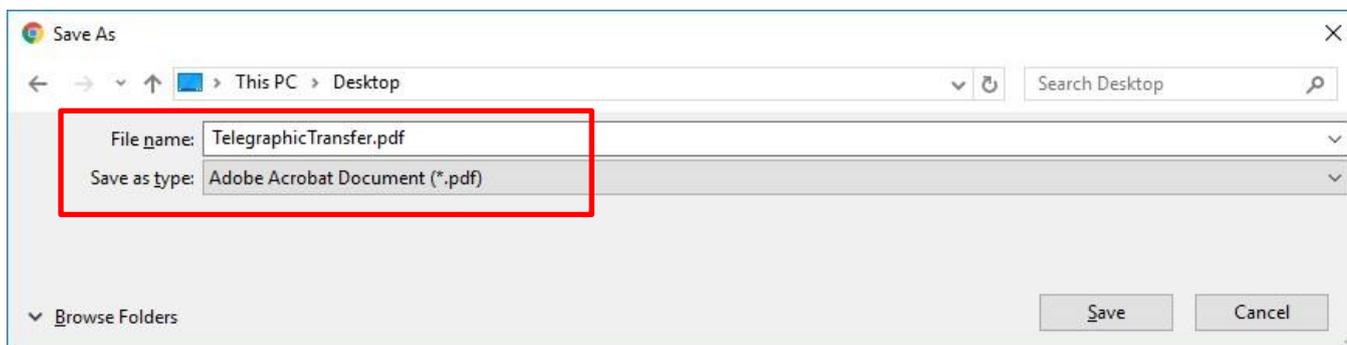


#### Windows Explorer



5. Select a location on your computer to save the form.

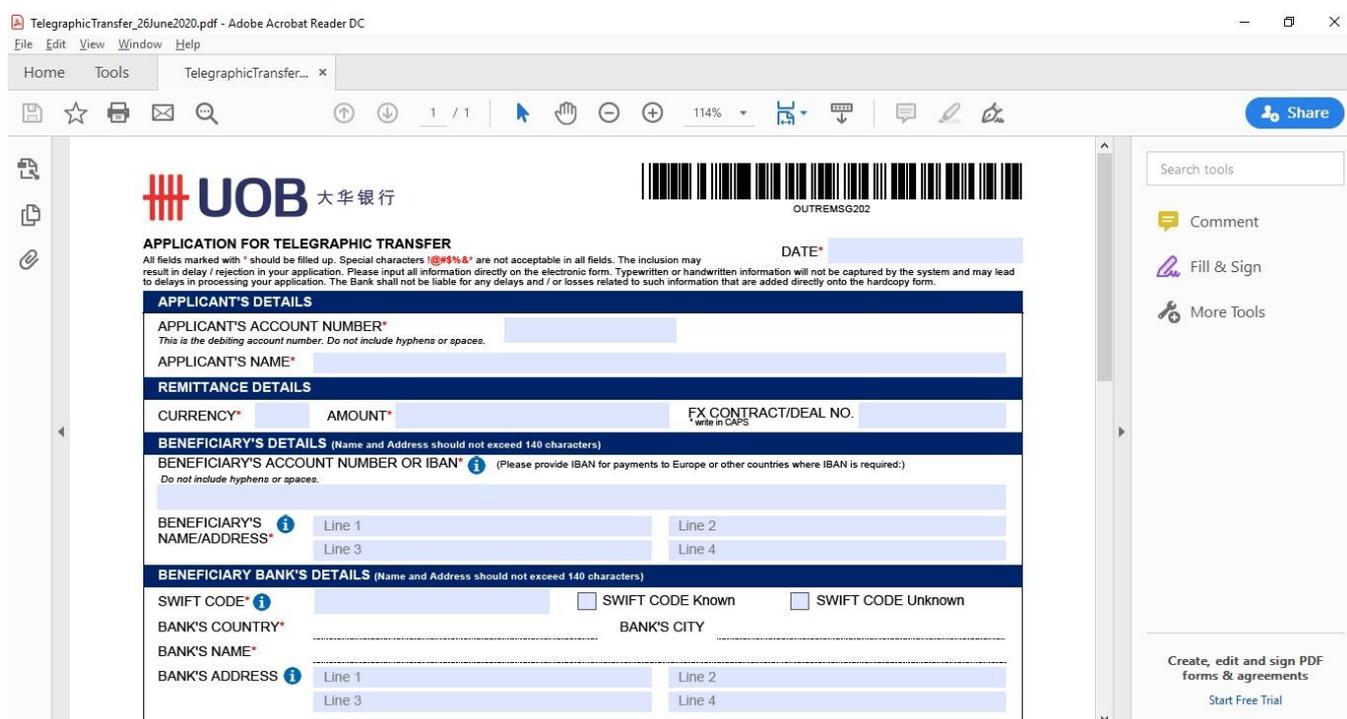
File name is defaulted to “TelegraphicTransfer.pdf”. You may change the file name to your desired name. “Save as type” to be always as Adobe Acrobat Document (\*.pdf).



### Using the Form

6. Locate the form on your computer and open the form.

Note – You will require Adobe Acrobat Reader to be installed on your computer before you are able to open the form. If you do not have Adobe Acrobat Reader installed, please download a copy [here](#)



TelegraphicTransfer\_26June2020.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

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**UOB 大华银行**

OUTREMSG202

**APPLICATION FOR TELEGRAPHIC TRANSFER**

All fields marked with \* should be filled up. Special characters !@#%&\* are not acceptable in all fields. The inclusion may result in delay / rejection in your application. Please input all information directly on the electronic form. Typewritten or handwritten information will not be captured by the system and may lead to delays in processing your application. The Bank shall not be liable for any delays and / or losses related to such information that are added directly onto the hardcopy form.

DATE\*

**APPLICANT'S DETAILS**

APPLICANT'S ACCOUNT NUMBER\*  
*This is the debiting account number. Do not include hyphens or spaces.*

APPLICANT'S NAME\*

**REMITTANCE DETAILS**

CURRENCY\* AMOUNT\* FX CONTRACT/DEAL NO.  
*Write in CAPS*

**BENEFICIARY'S DETAILS (Name and Address should not exceed 140 characters)**

BENEFICIARY'S ACCOUNT NUMBER OR IBAN\* (Please provide IBAN for payments to Europe or other countries where IBAN is required.)  
*Do not include hyphens or spaces.*

BENEFICIARY'S NAME/ADDRESS\*  
Line 1 Line 2  
Line 3 Line 4

**BENEFICIARY BANK'S DETAILS (Name and Address should not exceed 140 characters)**

SWIFT CODE\*  SWIFT CODE Known  SWIFT CODE Unknown

BANK'S COUNTRY\* BANK'S CITY

BANK'S NAME\*

BANK'S ADDRESS\*  
Line 1 Line 2  
Line 3 Line 4

NATIONAL CLEARING CODE\* NUMBER

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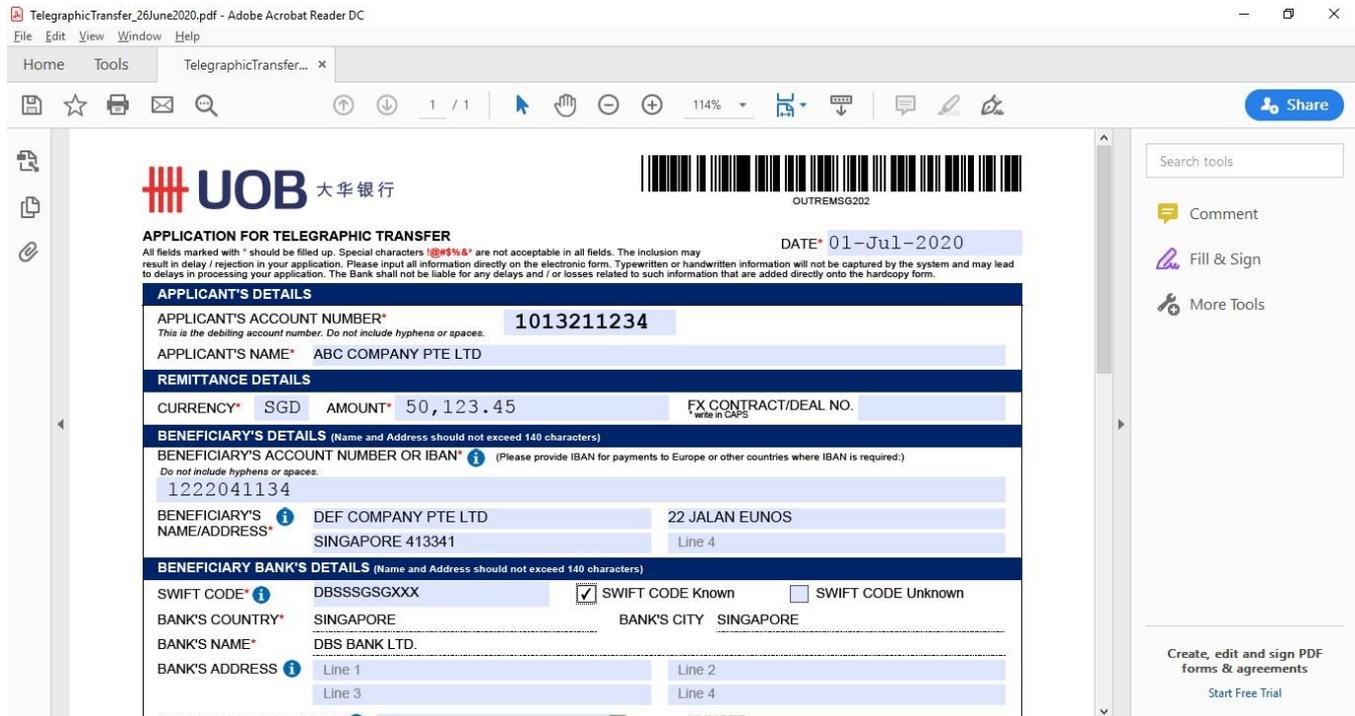
Fill & Sign

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- Once the form is opened via Adobe Acrobat Reader, you will be able to key in details of your Telegraphic Transfer application directly on the form using your computer, similar to how you would fill in a manual paper Telegraphic Transfer application form at the branch.

Fields marked with **red asterisk** are mandatory. Click on  for more details.



**UOB** 大华银行

OUTREMSG202

**APPLICATION FOR TELEGRAPHIC TRANSFER**

DATE\* 01-Jul-2020

All fields marked with \* should be filled up. Special characters !@#%&\* are not acceptable in all fields. The inclusion may result in delay / rejection in your application. Please input all information directly on the electronic form. Typewritten or handwritten information will not be captured by the system and may lead to delays in processing your application. The Bank shall not be liable for any delays and / or losses related to such information that are added directly onto the hardcopy form.

**APPLICANT'S DETAILS**

APPLICANT'S ACCOUNT NUMBER\* 1013211234  
*This is the debiting account number. Do not include hyphens or spaces.*

APPLICANT'S NAME\* ABC COMPANY PTE LTD

**REMITTANCE DETAILS**

CURRENCY\* SGD AMOUNT\* 50,123.45 FX CONTRACT/DEAL NO. *write in CAPS*

**BENEFICIARY'S DETAILS** (Name and Address should not exceed 140 characters)

BENEFICIARY'S ACCOUNT NUMBER OR IBAN\*  (Please provide IBAN for payments to Europe or other countries where IBAN is required.)  
*Do not include hyphens or space.*

1222041134

BENEFICIARY'S NAME/ADDRESS\* DEF COMPANY PTE LTD 22 JALAN EUNOS  
SINGAPORE 413341 Line 4

**BENEFICIARY BANK'S DETAILS** (Name and Address should not exceed 140 characters)

SWIFT CODE\*  DBSSSGSGXXX  SWIFT CODE Known  SWIFT CODE Unknown

BANK'S COUNTRY\* SINGAPORE BANK'S CITY SINGAPORE

BANK'S NAME\* DBS BANK LTD.

BANK'S ADDRESS  Line 1 Line 2  
Line 3 Line 4

- Once the form is completed, you are now ready to print the form.

There will be validations on the form and it will prevent you from printing the form until the errors are rectified. Click "Yes" to amend errors / incomplete fields in the form.

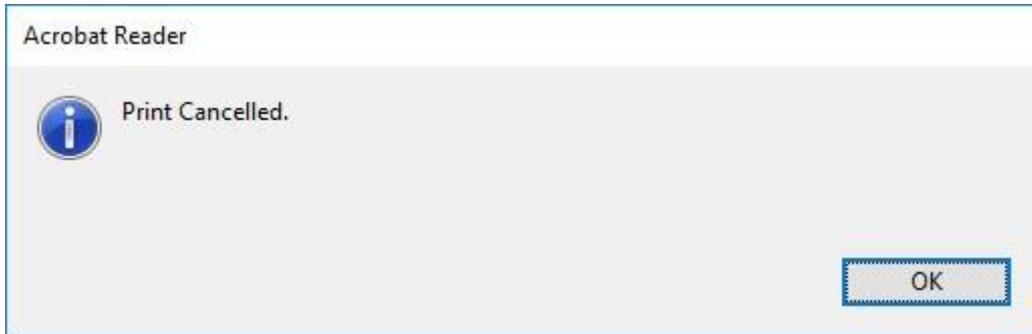
**Warning: JavaScript Window - Print**

 **Incomplete Application. There are 1 errors/incomplete fields in this Form. Click 'Yes' to amend and 'No' to Print the Incomplete Form.**

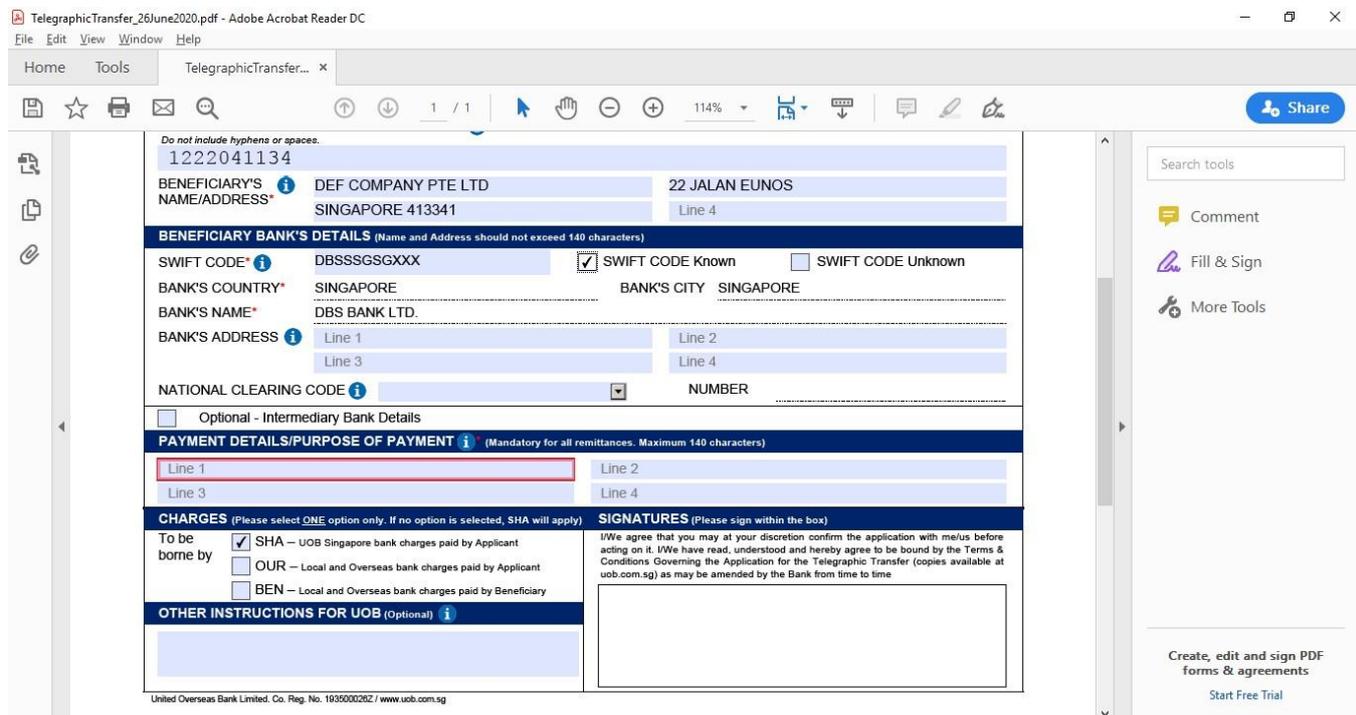
For this application form to be processed faster, please:

- Fill the form on-line
- Print the form in A4

“Printing Cancelled” prompt will also appear to notify you that printing of the form is cancelled.



The form will highlight the area(s) that require(s) rectification in red.



The image shows a screenshot of a telegraphic transfer form within the Adobe Acrobat Reader application. The form is titled "TelegraphicTransfer\_26June2020.pdf". The form fields are as follows:

- Reference Number:** 1222041134
- BENEFICIARY'S NAME/ADDRESS\*:** DEF COMPANY PTE LTD, 22 JALAN EUNOS, SINGAPORE 413341
- BENEFICIARY BANK'S DETAILS:**
  - SWIFT CODE: DBSSSGSGXXX (Selected as Known)
  - BANK'S COUNTRY: SINGAPORE
  - BANK'S CITY: SINGAPORE
  - BANK'S NAME: DBS BANK LTD.
  - BANK'S ADDRESS: (Lines 1-4)
  - NATIONAL CLEARING CODE: (Number)
- PAYMENT DETAILS/PURPOSE OF PAYMENT:** (Mandatory for all remittances. Maximum 140 characters). This section is highlighted in red.
- CHARGES:** (Please select ONE option only. If no option is selected, SHA will apply)
  - To be borne by:
    - SHA – UOB Singapore bank charges paid by Applicant
    - OUR – Local and Overseas bank charges paid by Applicant
    - BEN – Local and Overseas bank charges paid by Beneficiary
- SIGNATURES:** (Please sign within the box). Includes a signature line and a box for the signature.
- OTHER INSTRUCTIONS FOR UOB:** (Optional)

The form footer includes: United Overseas Bank Limited. Co. Reg. No. 193500026Z / www.uob.com.sg

### Sample of rectifications done

TelegraphicTransfer\_26/June2020.pdf - Adobe Acrobat Reader DC

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Do not include hyphens or spaces.

1222041134

BENEFICIARY'S NAME/ADDRESS\* DEF COMPANY PTE LTD 22 JALAN EUNOS  
SINGAPORE 413341 Line 4

**BENEFICIARY BANK'S DETAILS** (Name and Address should not exceed 140 characters)

SWIFT CODE\* DBSSSGSXXX  SWIFT CODE Known  SWIFT CODE Unknown

BANK'S COUNTRY\* SINGAPORE BANK'S CITY SINGAPORE

BANK'S NAME\* DBS BANK LTD.

BANK'S ADDRESS Line 1 Line 2  
Line 3 Line 4

NATIONAL CLEARING CODE NUMBER

Optional - Intermediary Bank Details

**PAYMENT DETAILS/PURPOSE OF PAYMENT** (Mandatory for all remittances. Maximum 140 characters)

PAYMENT FOR INVOICE NO. 12345 DATED 25 JUN 2020  
Line 3 Line 4

**CHARGES** (Please select ONE option only. If no option is selected, SHA will apply)

To be borne by  SHA - UOB Singapore bank charges paid by Applicant  
 OUR - Local and Overseas bank charges paid by Applicant  
 BEN - Local and Overseas bank charges paid by Beneficiary

**SIGNATURES** (Please sign within the box)

I/We agree that you may at your discretion confirm the application with me/us before acting on it. I/We have read, understood and hereby agree to be bound by the Terms & Conditions Governing the Application for the Telegraphic Transfer (copies available at uob.com.sg) as may be amended by the Bank from time to time

**OTHER INSTRUCTIONS FOR UOB** (Optional)

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Search tools

Comment

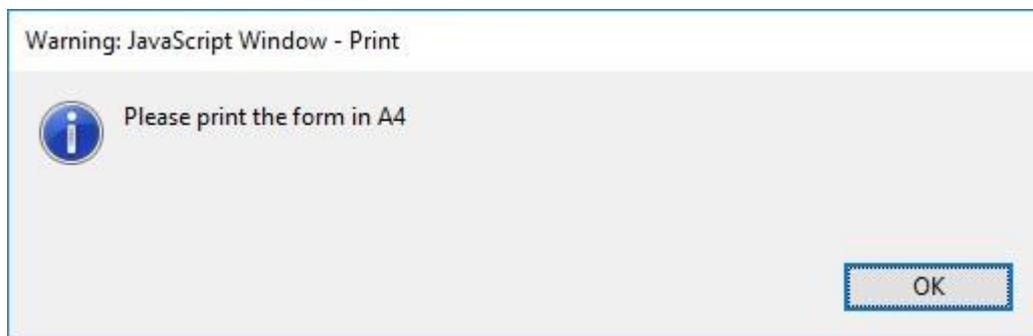
Fill & Sign

More Tools

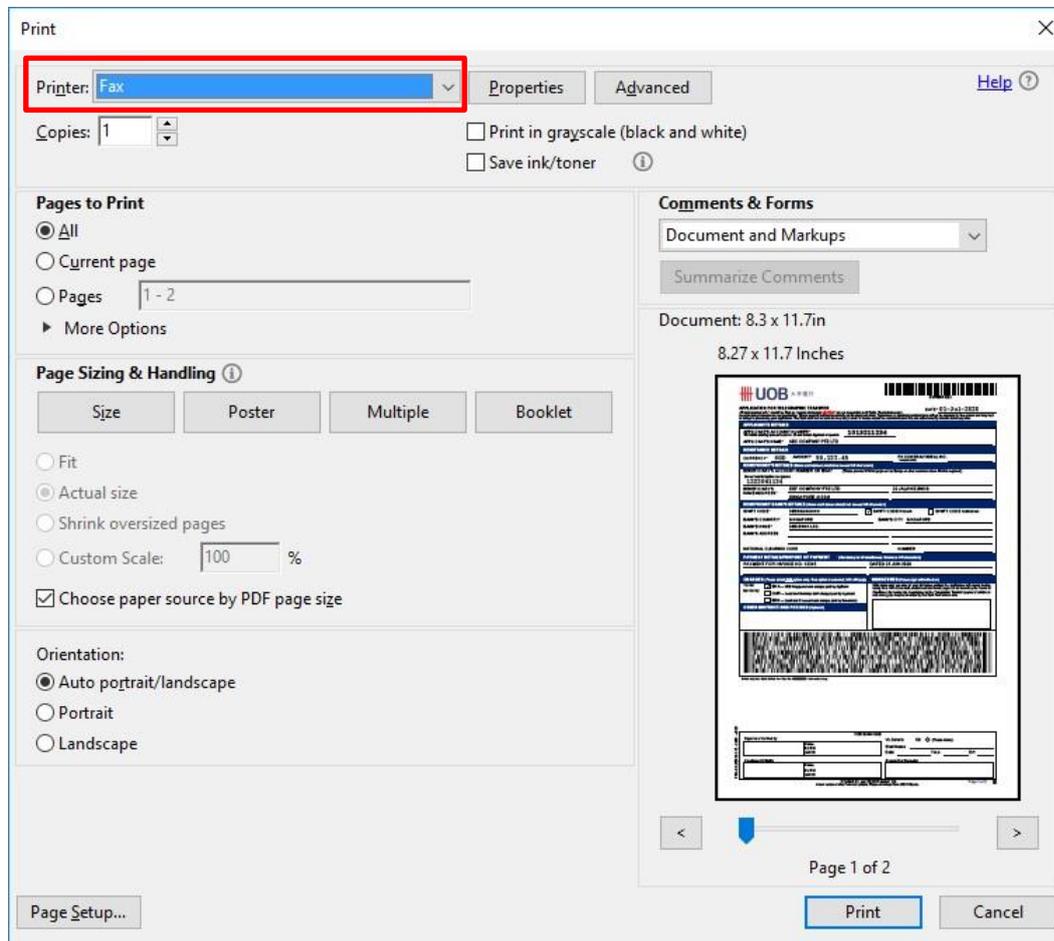
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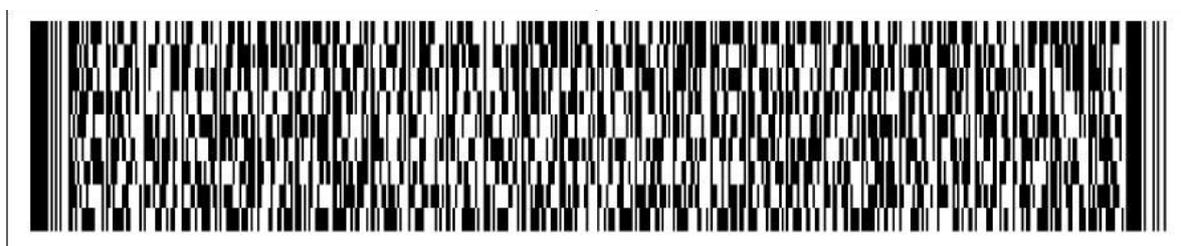
You may proceed to try and print the form again. If successful, below pop up will appear. Click "OK".



- Select your printer to print the form. Ensure your printer has at least 600 dpi resolution for printing to ensure that printed form is clear.



- After printing, you will notice there is a barcode on the physical form. This is the system generated barcode containing the information provided in the form.



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- You are now ready to sign on your Telegraphic Transfer application form and submit to the nearest branch.

### Tips for using 2D Barcode Form

- Complete all fields in English and in computer-typed form to ensure the 2D barcode is properly generated upon printing, except for the signature which can be hand-written and/or stamp-chopped. Please ensure the signature and/or company chop does not go across the generated 2D barcode.
- Select 'National Clearing Code' and input either clearing code (according to destination country) or SWIFT address (in 8 or 11 alphanumeric) of the beneficiary bank for all payment. This will speed up your payment instruction process.
- Shorten / Abbreviate the payment details, bank and beneficiary name and address if they exceed the field length (where applicable).
- Purpose of payment is mandatory.
- Do not use '**OTHER INSTRUCTIONS FOR UOB**' field (where possible) as it will slow down your payment instruction process.
- Click the 'Print' button to print the completed form with the auto-generated 2D barcode.
- Do not make any written amendments on the printed 2D barcode form. Written instructions and amendments will not be captured in the auto-generated barcode and will not be processed by the Bank.
- Print the form using a laser printer with at least 600 dpi resolution in its actual size (A4) (colour printing is not required). Printing by other types of printer (e.g. ink jet) where the ink may smudge is not recommended.
- Read the 'Terms and Conditions Governing the Application for Telegraphic Transfer' when you download the form and prior to acceptance.

### Other references

#### FAQs

<https://www.uob.com.sg/corporate/transaction-banking/cash-management-services/remittance-faqs.page>

#### Standard Charges

<https://www.uob.com.sg/personal/support/payments-transactions/outward-tt-charges.page>

#### Payment guide by Beneficiary geographical location and Currency

<https://www.uob.com.sg/personal/support/payments-transactions/payment-details-tt-payment-countriescurrencies.page>