**Full name of bank or financial institution - Mandatory**

**Branch Name & complete address of bank - Mandatory**

**Beneficiary Bank Identification Code (Swift BIC) -**
**full 11 character BIC required - if 8 characters last 3 = XXX - Mandatory**

**Name of account holder (maximum 35 characters Alphabetic including spaces ) - Mandatory**

**Account number -**
**16 or 24 digits (can be Alphanumeric), no hyphen '-' or slash '/' or space allowed - Mandatory**

**Payment Details Field: Reason for Payment is required to be included**

**Currency the account is held in ( If left blank local currency will be used)**

**I wish the payment to be paid by direct deposit to the account noted above.**

**CAE/IPI Number** _____ **Date** _____

**Name** _____ **Signature** _____