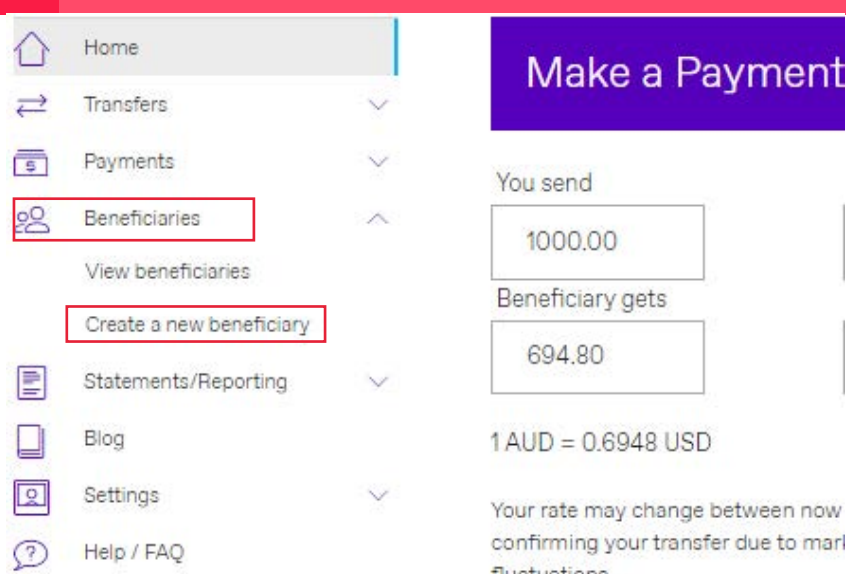


Adding a beneficiary

A beneficiary = the recipient you are sending money to

1 Create a new beneficiary



Click on 'Beneficiaries', and select 'Create a new beneficiary' on the left-hand menu.

2 Add beneficiary details

Who do you want to send money to?

Company Individual

Is this your personal account?

Yes No

Who do you want to send money to?

- If you are sending money to a Person, select '**Individual**'
- If you are sending money to a Company, select '**Company**'

Is this your personal account?

- If the bank account you're sending money belongs to Yourself, or Your Own Company, select '**Yes**'
- If the bank account you're sending money belongs to a 3rd party (ie, not yourself or your company), select '**No**'

3 Select beneficiary's country

Please provide the following information about your beneficiary. All fields are mandatory.

Beneficiary's bank country

Select...

Beneficiary's account currency

Select...

- Beneficiary's bank country:

The country where the bank account that you're sending money to is located in

Note: This is NOT the country of where the receiver is, rather the country of where the beneficiary's bank account is located.

- **Beneficiary account currency:** The currency of the account that you are sending money to

Please note: The screen will load more details to be keyed in.

4 Key in your beneficiary details

1. Friendly name

2. Company name *

3. Address Line 1 *

Address Line 2

Town / City *

County/State/Region

Postal code

Country *

4. Send a confirmation email to this beneficiary when a payment is made?
 Yes No

Email address

1. Friendly name:

Nickname for your beneficiary which you can reference to - this section is optional

2. Name/Company name:

Name that follows the bank records **exactly** (If the name exceeds the number of characters allowed, please continue in Address Line 1)

3. Address of beneficiary:

Address of the company/person you're sending funds to (This must be a physical address, PO boxes are not permitted. If the address does not fit the format, please get in contact with your dealer.)

4. Notification email:

If you would like to notify your beneficiary when payment is made to them, please select 'Yes' and input beneficiary's email address

5 Beneficiary bank details

Create beneficiary

① ② ③

② Beneficiary's bank details

Account number/Bank code Account number/SWIFT/BIC

Account number

Bank code

Click on

Account number/Bank code:

Input the beneficiary's bank Account Number and Bank Code.

Note: Bank code also include sort code, ABA, BSB and routing number

If you do not know the bank code, kindly refer to below.

Create beneficiary

① ② ③

② Beneficiary's bank details

Account number/Bank code Account number/SWIFT/BIC

Account number

SWIFT/BIC

Click on

Account number/SWIFT/BIC:

Input the beneficiary's bank account number and SWIFT/BIC code.

Dependent on the currency and destination, extra codes may be required. Please keep an eye on these fields and fill them out accordingly.

6 Add payment details

Create beneficiary

① ② ③

③ Payment details

1.
Default payment reason - optional

2.
Default payment reference - optional

1. Payment reason:

Please select the most appropriate reason for your transfer from the drop down menu

2. Payment notes/For further credit:

Input notes that you would like your beneficiary to see for every payment
Note: Inputting notes in this field will default for each of your future payments for this beneficiary. Avoid placing individual invoice numbers as you will have this opportunity to fill this out in the later stage

Intermediary Banks

If there is an intermediary bank please enter the bank name and swift code.



Confirm

Review the details you have entered before confirming.

And that's it, you've added a new beneficiary - Click Submit!

**WORLD
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