


**CASHIER'S ORDER / DEMAND DRAFT**
**APPLICATION FORM**

To: \_\_\_\_\_ Branch

Date: \_\_\_\_\_

**APPLICATION** (Please tick ONE only ✓)

 **CASHIER'S ORDER**                       **DEMAND DRAFT**
**APPLICANT'S PARTICULARS** (Please write in BLOCK letters. Care should be taken as illegibility will result in processing delays.)

Applicant's Name	_____
Address	_____
Contact No.	_____

**PAYMENT MODE**
 Debit Account \_\_\_\_\_                       Cash                       Others \_\_\_\_\_

**PAYMENT DETAILS**

Currency	_____
Amount	\$ _____
FX Contract No. (if any)	_____
FX Rate	\$ _____

**BENEFICIARY'S DETAILS**

Beneficiary's Name	_____
Beneficiary's Address	_____

**COLLECTION MODE**
 Collect at Branch     Mail to Applicant                       Mail to Beneficiary

 I/We authorise \_\_\_\_\_ (Name),  
 \_\_\_\_\_ (NRIC/PP), to collect the Cashier's Order/  
 Demand Draft as described above.

Note: NRIC/Passport must be produced for identification during collection.

**CHARGE DETAILS** (For Bank Use Only)

SGD Equivalent	\$ _____
Commission	\$ _____
Agent Charges	\$ _____
Postages	\$ _____
Total	\$ _____

**AUTHORISATION & AGREEMENT**

I/We have read, understood and agree to the terms and conditions overleaf which govern the application for Cashier's Order/Demand Draft. I/We agree that you may at your discretion confirm this application with me/us before acting on it.

 \_\_\_\_\_  
 Authorised Signature(s)    Date

Note: For joint-AND accounts, the signatures of all the joint account holders are required. Thumbprints (if any) must be affixed in the presence of a bank officer. Please bring your NRIC/Passport for identification.

**ACKNOWLEDGEMENT OF RECEIPT BY REPRESENTATIVE**

I hereby acknowledge receipt of the Cashier's Order/Demand Draft.

 \_\_\_\_\_  
 Signature    Date

 Name:  
 NRIC/PP No.:

**FOR BANK USE ONLY**

Signature(s) Verified By:  _____	Confirmed With/By:  _____	Bank Ref No.:  _____
Signature and Name                      Date	Signature and Name                      Date	
Input By:  _____	Checked by:  _____	Approved by:  _____
Signature and Name                      Date	Signature and Name                      Date	Signature and Name                      Date

\* Please delete where inapplicable.

## **Terms and Conditions Governing the Application for Cashier's Order/Demand Draft**

The application for Cashier's Order/Demand Draft overleaf (the "Application") is made subject to the following terms and conditions ("Terms and Conditions"):

1. United Overseas Bank Limited (the "Bank") may use without liability or responsibility for their acts or defaults, any correspondent or agent to effect a Cashier's Order or Demand Draft Payment (the "Transaction"). All references to "correspondent or agent" in these Terms and Conditions shall include any of the Bank's branches.
2. Unless payment in a different currency is allowed by the country where the Transaction is payable, payment is to be made in the currency of the country where the Transaction is made payable at the buying rate of exchange of the Bank's correspondent or agent.
3. The Transactions are subject to the rules and regulations and market practices of the country of payment. The Bank and/or its correspondents or agents shall not be liable or responsible for any loss or delay caused by any such rules and regulations or market practices.
4. Requests for refunds for Cashier's Order or Demand Draft shall only be processed after the original Cashier's Order or Demand Draft is returned to the Bank. Refunds of the Transaction will be made only after the Bank receives confirmation from its correspondent or agent that the funds transferred are at the Bank's free disposal. Refunds are made subject to payment of the Bank's charges and expenses and at the Bank's prevailing buying rate for that currency. Refunds will be made in Singapore Dollars ("SGD") or in the currency in which the Transaction was effected. If there is no market in Singapore for the currency in which the Transaction was effected, the Bank is entitled to refund the customer in SGD.
5. The replacement or refund of a lost, stolen or destroyed Cashier's Order or Demand Draft is made subject to the Applicant providing the Bank with an acceptable letter of indemnity and complying with any other requirements of the Bank. The Bank reserves the right to refund the Applicant instead of replacing the Cashier's Order or Demand Draft.
6. Neither the Bank nor any of its correspondents or agents shall be liable or responsible for any loss or damage whatsoever due to:
  - (i) erroneous or incomplete information having been given to the Bank;
  - (ii) unavailability of good funds;
  - (iii) delays or faults of any kind in the Transaction, or in any messages or instructions by mail, facsimile, telegraph or cable;
  - (iv) delay or error in or failure in locating or identifying the beneficiary;
  - (v) refusal or inability of the Bank's correspondent or agent to effect payment by reason of any law, act or decree of any government;
  - (vi) any other cause or reason whatsoever beyond the Bank's and its correspondents' or agents' control, or
  - (vii) delay in presenting the Cashier's Order or Demand Draft to the drawee for payment.
7. The Applicant consents to the Bank, its officials, employees, correspondents and agents disclosing any information regarding the Applicant's particulars, this Application and the Applicant's accounts and affairs as the Bank shall deem appropriate for the purpose of any investigations relating to the Application and any transaction connected to the Application.
8. The Bank reserves the right to reject the Application without having to furnish any reason for doing so and shall not be liable or responsible to any party.
9. The Bank reserves the right to revise any charges from time to time without prior notice or giving any reason for doing so.
10. The Bank reserves the right to add, alter, vary and modify any or all of the above Terms and Conditions at any time at its discretion without any notice or giving any reason for doing so.
11. These Terms and Conditions are subject to the laws of Singapore and the Applicant submits to the non-exclusive jurisdiction of the Courts of Singapore.
12. If there are differences between the English version of these Terms and Conditions and any translation of these Terms and Conditions, the English version shall prevail. For the avoidance of doubt, the Bank is under no obligation to provide any document in any language other than English.

### 申请银行本票与汇款条款

申请银行本票与汇票（“申请”）需遵照以下条款：

1. 大华银行有限公司（“本行”）可以使用任何同业银行或代理行执行银行本票或汇票付款（“交易”），不需为他们的行为或违约负责。在本条款中提到的“同业银行或代理行”包括本行的任何分行。
2. 除非交易付款地所在国家允许以不同货币付款，付款应以交易付款地所在国货币支付，按本行同业银行或代理行的购买汇率计算。
3. 交易应遵照付款地所在国法规及市场惯例。如因任何这些法规或市场惯例引起损失或延迟，本行及/或其同业银行或代理行将不负责。
4. 对本票或汇票的退款要求，只有在本行收到退还的银行本票或汇票的原件后才可办理。交易的退款只有在本行收到同业银行或代理行有关转帐的资金由本行自由支配的确认后，才可办理。退款应在付清本行的收费及开支后，按本行当时对该货币的购买汇率做出。退款将以新加坡元（“SGD”）或交易进行货币支付。如果该交易进行货币在新加坡没有市场，本行有权以新加坡元退款给客户。
5. 遗失、被窃或损坏的银行本票或汇票的补发或退款，需在申请人向本行提交赔偿接受信及符合本行任何其它要求后做出。本行有权只办理退款给申请人，而不补发银行本票与汇票。
6. 本行或其任何同业银行或代理行对因下列原因引起的损失或损坏将不负责：
  - (i) 提供给本行的资料有错误或不完全；
  - (ii) 资金不足；
  - (iii) 交易的延迟或任何差错，或电邮、传真、电传或电报的任何讯息或指示的延迟或任何差错；
  - (iv) 查找或确认受益人的延迟或差错或失败；
  - (v) 本行同业银行或代理行因任何法律、法令或任何政府规定的理由拒绝或不能执行付款；
  - (vi) 本行及其同业银行或代理行不能控制的任何其它原因或理由，或
  - (vii) 延迟提示银行本票与汇票给付款行进行付款。
7. 申请人同意，如本行认为适当，为与申请及任何相关交易有关的调查目的，本行、本行职员、本行同业银行或代理行可以透露有关申请人、申请、申请人帐户及事项的任何资料。
8. 本行有权拒绝申请，不需要提供任何理由而且也不对任何方负责。
9. 本行有权随时修订任何收费标准，不需事先通知或提供任何理由。
10. 本行有权随时增加、修改、改变以上任何或全部条款，不需通知或提供任何理由。
11. 这些条款需符合新加坡法律，并且申请人同意接受新加坡法院非专有的司法管辖。
12. 本条款之任何译文如与英文本有任何歧义，得以英文本为准。为免生疑问，本行没有义务提供英文本以外任何语言文本的文件。