

Guidelines for Completing International Wire Transfers



The screenshot shows the Republic Bank mobile app interface. At the top, there is a blue header with the Republic Bank logo and name. Below the header is a navigation menu with icons for Home, My Products, Transfer, Pay, and Service Request. The main content area is titled "New Third-Party Beneficiary" and has a "Details" tab selected. The form includes the following fields:

- Beneficiary Type:** International Bank Deposit Account
- Product Nickname:** A text input field.
- Beneficiary Data:**
 - Beneficiary:** A text input field.
 - Address Line 1:** A text input field.
 - Address Line 2:** A text input field.
 - City:** A text input field.
 - Country:** A dropdown menu with "Select a Country" as the current selection.

Product Nickname – This is a name that you can assign to the beneficiary in order to easily identify the beneficiary in your list of third-party beneficiaries, for the next payment.

Beneficiary – State the name of the recipient as it appears on their account overseas. If the name cannot fit in this box, it can be continued in Address Line 1 and the address started in Address Line 2. The address can also be continued in the city box which is also a free text field.

Address – These four boxes are available to input the beneficiary's complete physical address. This must include the lot, street, city/town/village, state, parish, province, zip or postal code and country. Post Office Box addresses are not accepted, along with incomplete and other invalid formats of the address. This will result in your payment request being declined when received by our reviewing team. If the full address was not provided to you, please contact your beneficiary to obtain same before submitting your request. We are unable to make changes on your payment request from our end.

Account Number/IBAN– Input beneficiary account number carefully. An incorrect account number can result in the wire transfer being returned by the overseas bank, after bank charges are deducted. Some banks use an IBAN in place of an account number, thus confirm with your beneficiary which is applicable for your wire transfer.

Beneficiary Account Data

Account Number/IBAN	<input type="text"/>
Confirm Account Number	<input type="text"/>
Bank	<input type="text"/>
City	<input type="text"/>
Bank Country	Select a Country <input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
ABA/Routing No.	<input type="text"/>
SWIFT	<input type="text"/>
Transit No./Sort Code	<input type="text"/>

Confirm Account Number – Repeat the account number or IBAN here.

Bank – State the name of the receiving/beneficiary bank.

Address – These four boxes are available to input the beneficiary bank's complete physical address. This must include the lot, street, city/town/village, state, parish, province, zip or postal code and country.

ABA/Routing No. – An ABA/ Routing number can be used alone; however, it must be repeated in the Transit No./Sort Code box in order for you to move on to the next page.

Swift – The swift code must be provided for banks outside of the USA and can be used alone for all banks. If you input a swift code and a routing/ABA number, only the routing number will appear when your wire transfer request is sent to our reviewing team. In instances where you are provided with a Routing/ ABA Number and a SWIFT Code, the SWIFT code is the preferred of the two and can be used alone.

Transit No./ Sort Code – Input the transit or sort code provided. A sort code is required for Barclays Bank UK.

Intermediary Bank Data –An intermediary bank is required when US currency is being sent to a bank outside of the USA. Providing an intermediary bank also ensures that US currency reaches the beneficiary’s bank. When an intermediary bank is not provided for USD transfers, there is no guarantee that USD will be credited to your beneficiary. The overseas banks can convert the USD to the currency of the beneficiary country when this information is not provided.

Intermediary Bank Data

ABA/Routing No.	<input type="text"/>
SWIFT	<input type="text"/>
Transit No./Sort Code	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
Bank	<input type="text"/>
City	<input type="text"/>
Country	<input type="text" value="Select a Country"/>

ABA/Routing No. – An ABA/ Routing number can be used alone; however, it must be repeated in the Transit No./Sort Code box in order for you to move on to save the beneficiary data.

Swift –The swift code must be provided for banks outside of the USA and can be used alone for all banks. If you input a swift code and a routing/ABA number, only the routing number will appear when your wire transfer request is sent to our reviewing team.

Transit No./ Sort Code – Input the transit or sort code provided. A sort code is required for payments going to Barclays Bank UK.

Address – Address Line 1, Address Line 2, City and Country boxes must be used to input the bank’s complete physical address. This must include the lot, street, city/town/village, State, parish, province, zip or postal code and country.

Bank – Input the full name of the bank.

4 Additional Data

Purpose:

Other Transactions

Description

Family Remittance

Description field allows up to 65 characters including spaces

Schedule

Your transaction will be executed on Thursday August 4, 2022

Frequency: Once only

Description

The description **must clearly state the purpose of the payment**. e.g. purchase of wire rope, down payment for motor car, final payment for construction tools, payment for technical consultancy services July, 2023, family transfer, intercompany transfer, repayment of loan, loan to family member, financial assistance for friend etc. In instances where business owners are sending funds to or from their business account to or from personal accounts, the relationship must be stated e.g. transfer to owner's business account, drawings from business to owner's personal account, capital injection from owner's account for operating expenses, etc.

Schedule

Your transaction will be executed on Thursday August 4, 2022

Frequency: Once only

Schedule- Only enable this feature if you would like your transaction to be processed at a later date.

3 Amount to Transfer Required

USD

Currency- A foreign currency must be requested. Use the blue downward arrow/drop menu to select the desired currency from the picklist. *Guyanese dollars should not be selected since **we cannot facilitate wire transfer requests in GYD***. The minimum amounts that can be sent in an international transfer are as follows:

- US\$100**
- CAD\$100**
- Eur€120**
- GBP£ 120**
- TTD\$100**
- BBD\$100**
- XCD\$100**

Points to Note

Invoice(s) and/or supporting documentation are required for the purchase of goods and services.

These must be submitted to email GYibwiretransfer@rfhl.com at the time you initiate your wire transfer request online. Early submission allows for efficient processing of your payment. To avoid delays, please attach any necessary supporting documentation, such as an invoice, sale agreement, etc., in PDF format to our email. In the subject line of your email include:

- Reference number of your request
- Individual/Business name
- Amount of request

Email e.g. REF#3075843 John Public/John Public Inc USD5000.

Result	
Status:	Success
Reference Number	3075843
Message:	Success

The reference can be located at the bottom of your International Bank Account Transfer Notification email (see snip as a guide).

- **A member of our Reviewing/Processing Team will make contact with you in the event there is an error identified in your payment request.**

Notification of discrepancies is usually made via email to the email address provided by your branch internally. Please ensure that you inform your branch of your current email address and contact details so that our records can be updated. This is also important as an e-receipt is automatically emailed to the email address on your account when your transaction is processed.