

# FOREIGN EXCHANGE (FX) FORM A APPLICATION GUIDELINES



**Dear Valued Customer,**

Please be advised that a valid Tax Clearance Certificate (TCC) must be uploaded on the Trade Monitoring System (TRMS), when initiating FX applications for the Form A transactions below:

- Personal and Business Travel Allowance (PTA/BTA)
- International School Fees Payments
- Upkeep Allowances
- International Medical Bill Payments
- Personal Home Remittances (PHR)
- Other individual and Corporate FX Requests

**All pending and new applicants for FX should choose the “upload” option on TRMS and attach:**

- A valid TCC, which must clearly show the Tax Identification Number, Tax expiration details, Tax paid in the last 3 years and the payee’s name, which should match the applicant’s name on the Trade Monitoring System (TRMS).
- A Bid instruction detailing the acceptable maximum FX purchase rate (quoted rate) and time period for sourcing the funds. The Bank will then source for the funds during the validity period for the quoted rate from the Investors and Exporters window.

**Kindly also note that:**

- Applications with incomplete documentation will be rejected.
- You can cancel an FX application request at any time by logging on to the TRMS portal and choosing the ‘cancel’ option.
- All successful applications with proper documentation will be processed and FX disbursed, subject to availability and adequate funds in the account to be debited for the Form A charge and all other processing fees.

Thank you for banking with us.