



## Standing Order (SO) Request

Request Type (Add/Amend/Cancel) \_\_\_\_\_

Customer Name \_\_\_\_\_

Account No. (to be debited)     -        -

### Request Details

Standing Order Reference No. \_\_\_\_\_

New Standing Order Instruction

Start Date

End Date

Until Further Notice

Please Stop Standing Order From the date of this request until \_\_\_\_\_

Please cancel SO with effect from \_\_\_\_\_

Please amend SO as mentioned below from \_\_\_\_\_

Amount \_\_\_\_\_ Currency \_\_\_\_\_

Debit Account Narrative \_\_\_\_\_

### Payment Details

Transfer Mode  Internal QNB  Local  International

Frequency of SO  Daily  Every 2 Weeks  Quarterly

Weekly  Monthly  Yearly

### Beneficiary Details

Beneficiary Name \_\_\_\_\_

Beneficiary Address \_\_\_\_\_

Beneficiary Account No./IBAN \_\_\_\_\_

Beneficiary Bank Name \_\_\_\_\_

Branch Address \_\_\_\_\_

Beneficiary Bank Swift Code \_\_\_\_\_

SORT/BSB/IFSC/FEDWIRE/TRANSIT \_\_\_\_\_

Purpose of Payment \_\_\_\_\_

Beneficiary Account Narrative \_\_\_\_\_

Intermediary Bank Name/Swift (Optional) \_\_\_\_\_

**Customer Declaration and Signature**

I/We confirm having read, understood and agreed to the terms and conditions of QNB governing Standing Orders as mentioned in the Accounts Services terms and conditions. I/We request you to record and effect the above instructions by debiting My/Our above account. I/We acknowledge that QNB has the right to reject My/Our request, if there is insufficient funds in the account, or if any of the above information provided by Me/Us is missing or incorrect. I/We acknowledge that the Bank shall not be responsible for any delays or interruptions to process these instructions, due to any malfunctions in the Bank's systems which is out of the Bank's control.

Customer Signature \_\_\_\_\_

Date

**For Branch Use Only**

Prepared By \_\_\_\_\_ Signature \_\_\_\_\_

Date

Approved By \_\_\_\_\_ Signature \_\_\_\_\_

Date

**For Accounts Operations Department Use Only**

Processed By \_\_\_\_\_ Signature \_\_\_\_\_

Date

Checked By \_\_\_\_\_ Signature \_\_\_\_\_

Date