

## Terms and Conditions and Guidance for Inter Account Transfers

Please read the Terms and Conditions carefully. These Terms and Conditions explain your rights and responsibilities and those of the Bank in respect of the use of the Bank's Inter Account Transfer.

1. In these Terms and Conditions the following words and expressions shall have the following meanings:  
'Bank' means The Isle of Man Bank Limited;  
'Payment' means the payment to be made on your behalf under the Bank's Internal Account Transfer service as indicated by you in this Inter Account Transfer request form;  
'You' means the association, company, individual, partnership, society, trust, or sole trader or any other legal entity using the Internal Account Transfer service offered by the Bank to make a transfer between accounts in the same name with the Bank.
2. The Bank's responsibility – Reasonable care will be exercised by the staff of the Bank in making the Payment. Should such care not be exercised, you accept that the Bank will only be responsible for loss of interest in respect of the Payment. You agree that you shall not be entitled to claim against the Bank for loss of contracts or profits, or any other consequential loss, whether or not of a financial nature, following a failure by the Bank to make the Payment, whether such failure results from the Bank not exercising reasonable care or from any other fact or matter.
3. If the value date stated has already passed when received by the bank, or if it is a bank holiday, the payment will be processed for next available value.
4. You are solely responsible for the accuracy of all the information provided in the Payment instruction, including account numbers and sort codes.
5. Unless otherwise stated in section "Amount of payment", in the case of foreign exchange transaction, the rate of exchange applied to the Payment will be the Bank's prevailing rate at the time the Payment is made.
6. Faxed Instructions – you may send this Payment instruction by fax. If you do, please do not send in the original, otherwise the Bank shall not be responsible for duplicate payments or any losses following therefrom. You acknowledge that the quality of faxes are not always clear and the Bank shall be entitled to use its reasonable judgement in the interpretation of such faxes and shall not be liable for any errors made as a result of unclear transmissions.
7. Details of value dates and cut off times relating to payments are published from time to time.

## When to complete the 'Inter Account Transfer' form

- Use this form when you need to send a payment between accounts within Isle of Man Bank sort codes.
- If your transfer falls outside of these parameters you will need to complete a 'CHAPS Payment' form for Sterling transfers, or a Outward International SWIFT Payment form for currency transfers.

## How to complete the 'Inter Account Transfer' form

### Signal number (if used)

- If you are faxing this instruction and have a signal number, please quote it in the space provided

### Value Date

- Please leave blank if you want us to send the payment at the first available time after receiving your instruction
- Only complete this if the payment needs to be sent on a certain date in the future (e.g. if you are debiting a fixed deposit on it's maturity date) – you must ensure that there are sufficient funds in your account at that time to meet the request. If there are insufficient funds the Bank has the right to refuse the payment due to lack of funds

### Section – Details of account to be debited

- Please complete this section with the details of the account that you will be sending the transfer from
- You are able to provide a reference (max 15 characters) that will appear on your statement, which can make it easier to identify what the item is

### Section – Details of account to be credited

- You are able to provide a further reference on the account that you are crediting

### Section – Amount of payment

- You must complete the 'Currency of account to be debited' box (some of our accounts are multi-currency, so please specify which currency line to take the payment from) and the 'Currency to be sent' box
- When converting between currencies you are only required to complete one of the amount boxes depending on the currencies involved. Please do not complete both
- If there is a foreign exchange requirement, this will be met at the Bank's prevailing rate at the time that the payment is processed
- It is important that you complete the 'Currency of account' box so that the Bank will know whether to convert the transfer

**Example of completing amount details** – if wanting to transfer £5,000 equivalent from a Japanese Yen account into your Sterling account, the form should be completed as follows:

**Example 1** – if wanting to send £5,000 from a Japanese Yen account, the form should be completed as follows:

Currency of account to be debited

JPY - JAPANESE YEN

**EITHER** amount of currency above to be debited

, , , , -

Currency to be sent

GBP – GREAT BRITISH POUND

**OR** amount of currency above to be sent

, , , 5,000-00

**Example 2** – if the payment requires an amount of 2,000,000 Japanese Yen to be sent in Sterling the form should be completed as follows:

Currency of account to be debited

JPY - JAPANESE YEN

**EITHER** amount of currency above to be debited

, , 2,000,000-00

Currency to be sent

GBP – GREAT BRITISH POUND

**OR** amount of currency above to be sent

, , , , -

### Section – Authorisation

- You must sign the form in accordance with the signing instruction on your account (i.e. any one / two authorised signatories etc)