Date:-

The Manager
Offshore Banking Division
Bank of Ceylon, Colombo 01, Sri Lanka

TELEGRAPHIC TRANSFER

We shall be thankful if you would effect the following Telegraphic Transfer by debiting our A/c No. **USD**. (* or other foreign currency account) ……..

AMOUNT (*USD or required Currency) :

AMOUNT IN WORDS :

VALUE DATE :

BENEFICIARY BANK NAME :

BENEFICIARY BANK ADDRESS :

BENEFICIARY BANK COUNTRY :

BENEFICIARY BANK SWIFT CODE :

CORRESPONDENT BANK (If any) :

BENEFICIARY A/C NO. or IBAN NO. :

BENEFICIARY NAME & ADDRESS :

PURPOSE OF THE PAYMENT :

HS CODE/S :

CHARGES (OUR / SHA) :
(Foreign Bank Charges)
*Tax clearance certificate for outward remittances: attached/not attached

*Type of Payment: Advance payment / Open Account / Other

You may debit the TT charges to our above account under advice to us.

Signature/s
(*Authorized Signatories)

N.B.

Please use company Letter Head

*** Delete whichever is inapplicable**