

**SET-UP &/OR CHANGE OF STANDING ORDER INSTRUCTIONS**

**Note:** Please note that all local currency cheques and/or Manager's Cheques valued at J\$2M or more may attract an additional charge. Clients are therefore encouraged to use the BOJ Real Time Gross Settlement System (RTGS); NCB Funds Direct Transfer System or the NCB Elink System for payments valued at JMD2Million or more. Please ask your Advisor for additional information.

**TO: NCB CAPITAL MARKETS LIMITED**

FROM (Client's Name): \_\_\_\_\_

DATE: \_\_\_\_\_

Please disburse proceeds of   from a/c number (s) \_\_\_\_\_ to:  
CURRENCY AMOUNT

**Please use this as your authority to:**

Set-up Standing Order Instruction

Change existing Standing Order Instruction

Cancel Standing Order Instruction

Upon maturity please do the following:

Pay all interest OR  Portion of interest (% OR \$) \_\_\_\_\_ BY: \_\_\_\_\_

**I - NCB E-Link/NCBCM accounts**

NCB A/C # (E-Link) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Accountholder: \_\_\_\_\_

NCB Capital Markets A/C:  Equity \_\_\_\_\_  Fixed Income \_\_\_\_\_  Other \_\_\_\_\_  
 Accountholder: \_\_\_\_\_

**ACH/Direct Funds: Transfers to other banks (Funds Direct)**

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

Branch & Code \_\_\_\_\_

Beneficiary's Name \_\_\_\_\_

Beneficiary's Account No. \_\_\_\_\_

**II - Cheques**

Please note that clients are given one free cheque per day; additional NCB Capital Markets cheques attract an additional fee of J\$350 each or its equivalent in another currency

NCB Capital Markets Local Cheque payable to: 1) \_\_\_\_\_  
 2) \_\_\_\_\_

NCBCML **Citibank** Cheque (USD) payable to: 1) \_\_\_\_\_  
 2) \_\_\_\_\_

Manager's Cheque 1) \_\_\_\_\_  
 2) \_\_\_\_\_  
*(Incurs a fee determined by the branch)*

**III - Other**

Cash to be picked up at: \_\_\_\_\_

Real Time Gross Settlement (sign RTGS form)

International Wire Transfer (sign international wire form)

CI Fund **(also complete CI purchase form)**

Authorized Signature: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

*Company Stamp or Seal*