INTERNAL INFO

DATE:

TO: FUNDS TRANSFER UNIT

FROM:

SUBJECT: FOREIGN CURRENCY INTERNAL TRANSFER OF FUNDS

Please take this as your authority to effect the following transfer from my account.

CURRENCY: USD ☐ **EUR** ☐ **GBP** ☐ **OTHERS** ☐

AMOUNT (FIGURES):…….....

(WORDS):…….....

…….....……

…….....……

DEBIT (A/C NO):…….....…...

.

(A/C NAME):…….....….

CREDIT (A/C NO):…….....…

(A/C NAME):…….....

N.B This foreign currency internal funds transfer attracts a charge of 0.5% of the transfer amount or minimum of 50(USD/GBP/EUR)