Payment Transfer Order

Transfer Details

Date _____

Reference No. _____

Amount _____

Currency _____

Payee Information

Payee Name _____

Bank Name _____

Account Number / IBAN _____

SWIFT/BIC _____

Branch _____

Payment Description

_____

_____

_____

Requested By

_____

Signature

Approved By

Signature

For internal finance team use only. Ensure all fields are completed before processing.