**AGENCY DETAILS FORM**

 **[INSTITUTION NAME AND BRANCH / LOCATION]**

**[DEAL NAME]**

**AGENT**

|  |  |
| --- | --- |
| **Operational Function** | *Statements / Transactional Processing and Queries / Fees and Invoices / Payments*  |
| **Documentation****Function** | *Documentation / Legal Issues / Waivers / Amendments / Consents / Conditions Precedent / Transfer Requests / Financial Documentation / Letters of Credit*  |
| **Name** | *Name of group or individual* |
| **Role** | *Role within institution* |
| **Phone**  | *Phone Number (opt. for groups)* | **Fax** | *Fax Number* |
| **Email**  | *Individual* | **Email** | *Group* |
| ☐ **Data Room Access** *Details -*  | **Pfd. Contact Method** | *Preferred contact method for inquiries* |

*Copy and paste section above to add any additional contacts. It is recommended that at least one of the contacts be a group.*

**STANDARD SETTLEMENT INSTRUCTIONS**

*This section may be completed, although it is recognised that Agents will instruct parties via transaction-specific notices, and so the SSIs included here should be checked against those transaction notices, with the latter having precedence in case they differ. Agents will usually attach an already-completed template of their SSIs, or will provide a link to a website. If the latter is secured, the password will be provided separately.*

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| **Currency** | *Applicable Currency* |
| **Correspondent Bank Name** | *Name of Correspondent Bank*  |
| **SWIFT** | *8 – 11 Character SWIFT BIC of Correspondent Bank* | **Sort Code** | *Sort code of Correspondent Bank* |
| **Intermediary Bank Name** | *Name of Intermediary Bank*  |
| **SWIFT** | *8 – 11 Character SWIFT BIC of Intermediary Bank* | **Sort Code** | *Sort code of Intermediary Bank* |
| **Beneficiary Name** | *Name of Ultimate Beneficiary (Agent)* |
| **SWIFT** | *8 – 11 Character SWIFT BIC of Beneficiary Bank* | **Sort Code** | *Sort code of Beneficiary Bank* |
| **Beneficiary Account Number** | *Account number at Beneficiary Bank* | **IBAN** | *IBAN at Beneficiary Bank (opt)* |
| **Payment Reference (Remittance Info)** | ***Use Standard Wire Reference Format:****[Borrower Name] [Deal Name]**[Facility Name] [Facility/Deal CUSIP/ISIN]**[Payment Purpose(s)] [Txn. Reference ID]* |
| **Any special instructions**  | *(i.e. pay be MT202 only)* |

**ALL CORRESPONDENCE SHOULD BE ADDRESSED TO:**

|  |  |
| --- | --- |
| **Name** | *Name of group or individual* |
| **Address** | *Address of group or individual* |