Generate Funds Transfer Letter (W5)

This version is superseded. Click here to view the latest guide.

PURPOSE

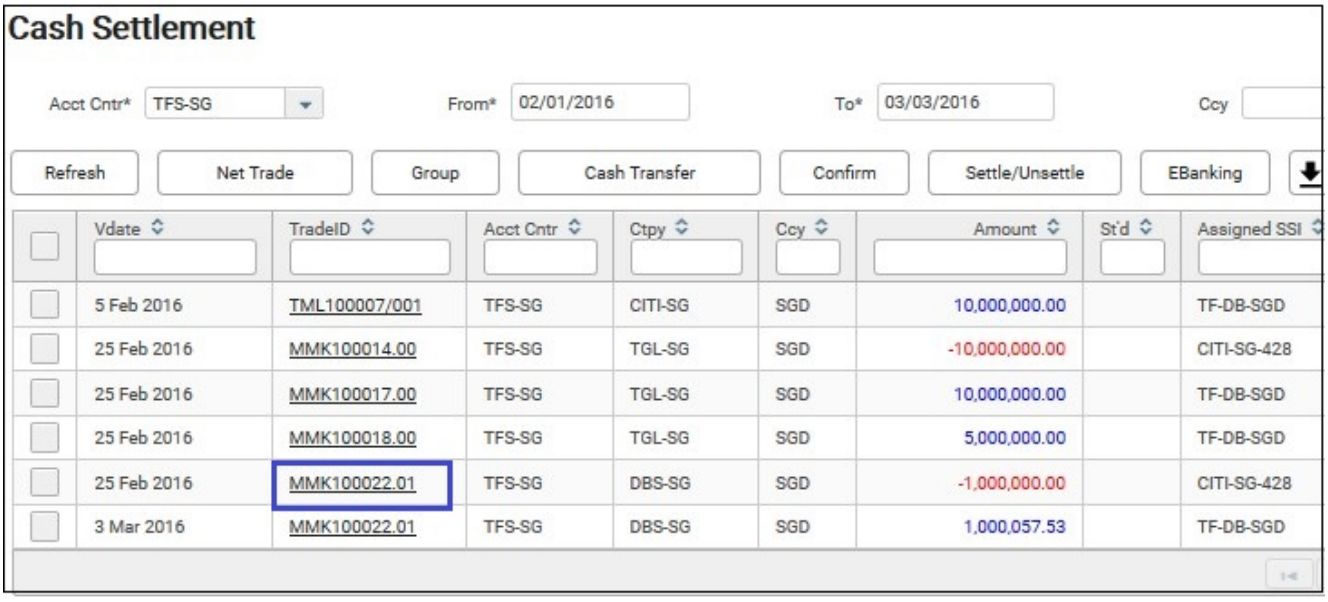
This document shows the detailed procedure for how to generate a funds transfer letter.

WHY IS THIS IMPORTANT?

This letter is sent to the payer bank to instruct the payment details.

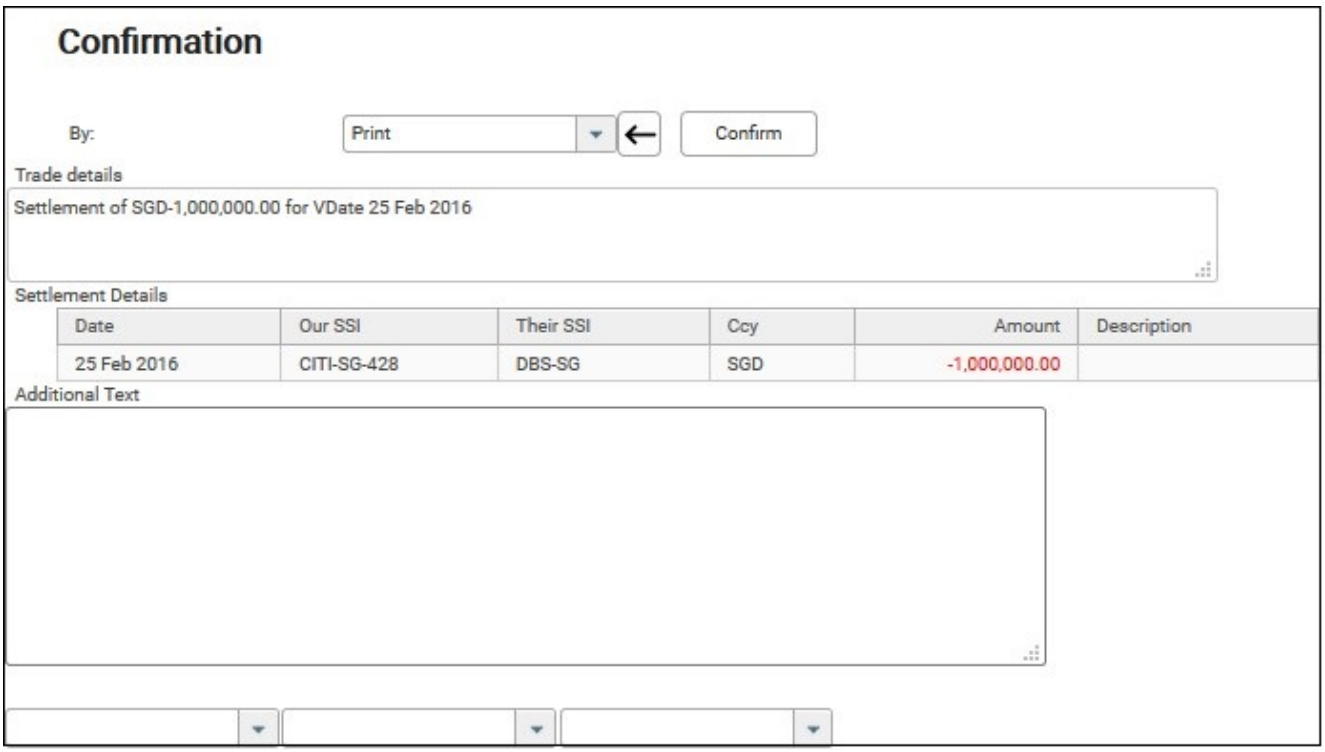
PROCEDURE

1. Select a transaction from the Cash Settlement main screen by clicking on the tick box beside the TradeID. In this example, MMK100022.01 will be chosen.

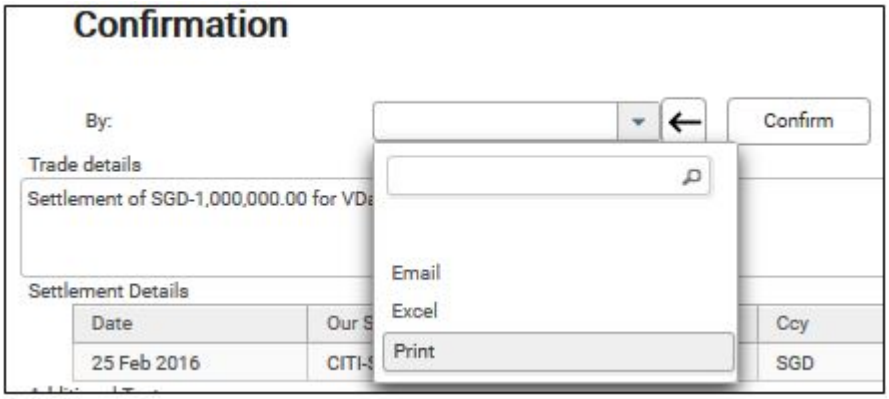


2. Click Confirm.

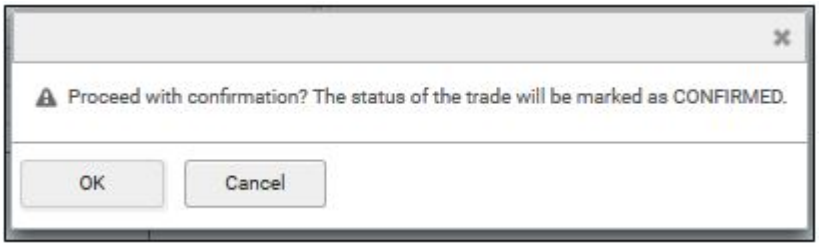
3. The Confirmation screen will be displayed.



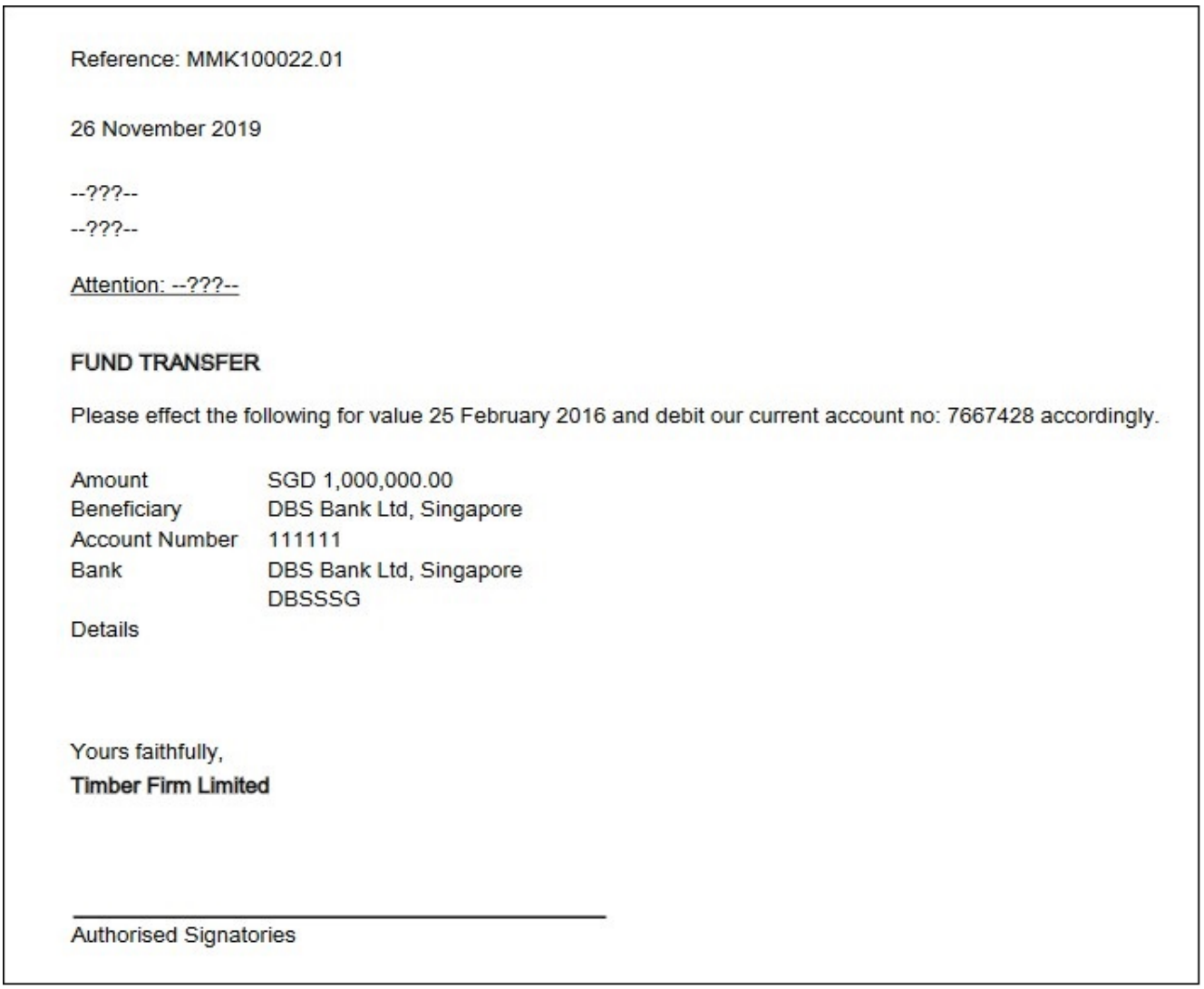
4. Choose from Email, Excel or Print in the By field. In this example, print is selected.



5. Click Confirm. A popup appears; click on OK.



6. The letter is displayed as a PDF that can printed or saved.



Reference: MMK100022.01

26 November 2019

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--???--

Attention: --???--

FUND TRANSFER

Please effect the following for value 25 February 2016 and debit our current account no: 7667428 accordingly.

Amount	SGD 1,000,000.00
Beneficiary	DBS Bank Ltd, Singapore
Account Number	111111
Bank	DBS Bank Ltd, Singapore DBSSSG
Details	

Yours faithfully,
Timber Firm Limited

Authorised Signatories

7. Click the browser's Back button to go back to the Confirmation screen.

8. Click Back Button to return to Cash Settlement main screen.

FREQUENTLY ASKED QUESTIONS

FAQ01. Can I print a funds transfer letter if the trades are not confirmed?

Money Market, Foreign Exchange and Non-Deliverable Forward trades require confirmation before a funds transfer letter can be generated by the system.

RELATED INFORMATION

Cash Settlement

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created.
28-Jul-2015	CS	Included section for FAQ
3- Mar-2016	Clarissa	Rewritten. Reformatted.
7-Jun-2016	Douglas	Proofread.
26-Nov-2019	Lyra	Updated Screenshots.