

Generate Funds Transfer Letter

[See the previous W5 version guide.](#)

PURPOSE

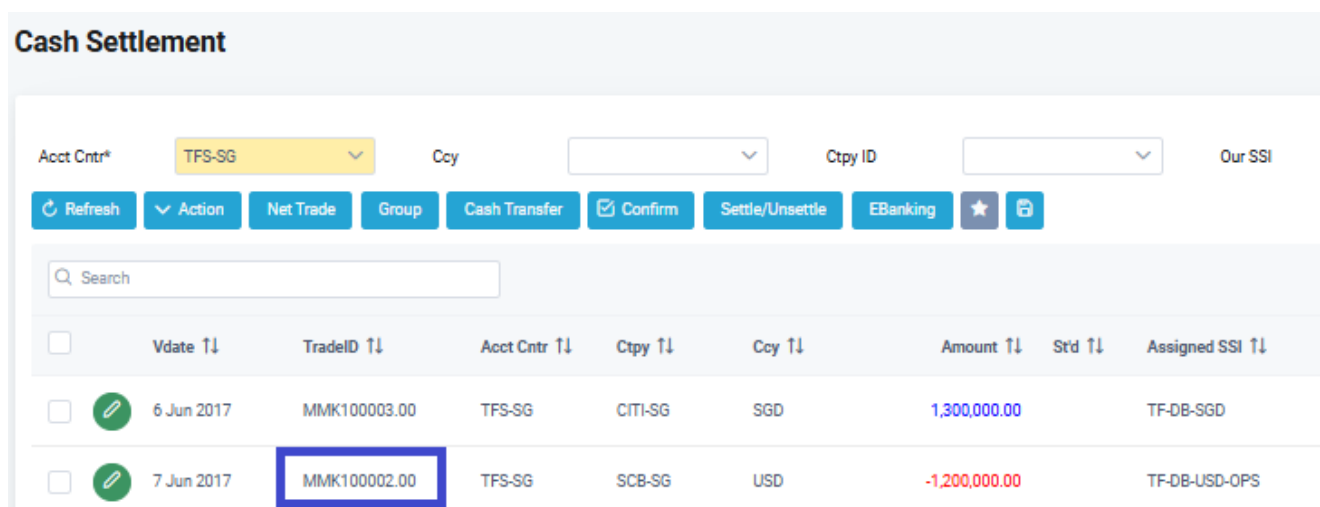
This document shows the detailed procedure for how to generate a funds transfer letter.

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, MMK100002.00 will be chosen.



Cash Settlement

Acct Cntr* TFS-SG Ccy Ctpy ID Our SSI

Refresh Action Net Trade Group Cash Transfer Confirm Settle/Unsettle EBanking

Search

	Vdate ↑↓	TradeID ↑↓	Acct Cntr ↑↓	Ctpy ↑↓	Ccy ↑↓	Amount ↑↓	Std ↑↓	Assigned SSI ↑↓
<input type="checkbox"/>	6 Jun 2017	MMK100003.00	TFS-SG	CITI-SG	SGD	1,300,000.00		TF-DB-SGD
<input type="checkbox"/>	7 Jun 2017	MMK100002.00	TFS-SG	SCB-SG	USD	-1,200,000.00		TF-DB-USD-OPS

2. Click Confirm.

3. The Confirmation screen will be displayed.

Confirmation

By:

Print

✕ Cancel

📄 Confirm

Trade details

Settlement of USD-1,200,000.00 for VDate 7 Jun 2017

Settlement Details

Date	Our SSI	Their SSI	Ccy	Amount	Description
7 Jun 2017	TF-CI-USD	SCB-USD-289	USD	-1,200,000.00	

Additional Text

Confirmation

By:

✕ Cancel

📄 Confirm

Trade details

Settlement of USD-1,200,000.00 for VDate 7 Jun 2017

Settlement Details

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 Yes.



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

Reference: MMK100002.00

14 February 2025

Citibank Singapore
One Raffles Quay
South Tower Level 17
Singapore 048583

Attention: Mr. To Be Identified

FUND TRANSFER

Please effect the following for value 7 June 2017 and debit our current account no: 5633671 accordingly.

Amount	USD 1,200,000.00
Beneficiary	Standard Chartered Bank, Singapore
Account Number	10029289
Bank	Standard Chartered Bank, Singapore
	SCBLSG22XXX
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.
13-Feb-2025	Lyra	Updated to W6 instructions and screenshots.