Maintenance of Counterparty Addresses

[See previous W5 version guide](#)

PURPOSE

This shows the step by step process on how to set and maintain counterparty addresses.
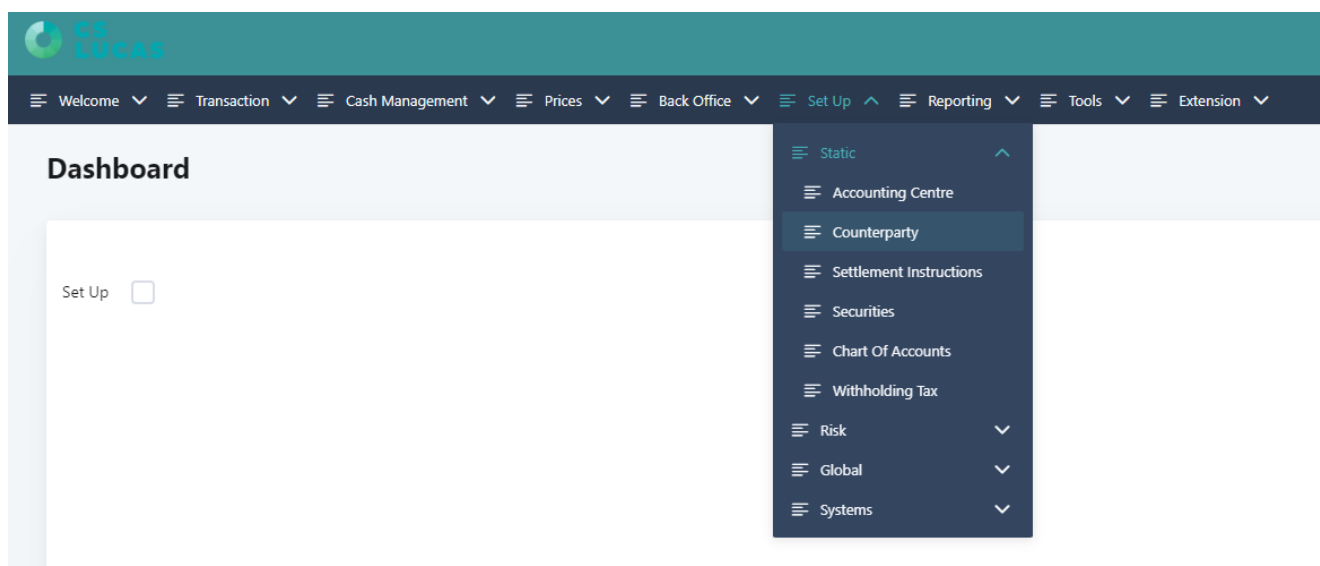
WHY IS THIS IMPORTANT?

This is important because it allows the users to save time when printing or sending out confirmation letters to a counterparty.

PROCEDURE

1. Select Set Up > Static > Counterparty.

2. The Counterparty screen displays.

Counterparty

		App? ↑↓	Short Name ↑↓	Entity Name ↑↓	Counterparty Type ↑↓
☐	✏		BARC-LN	Barclays Holborn	Bank/FI
☐	✏		BOTM-SG	The Bank of Tokyo-Mitsubishi Ltd, Singapore Branch	Bank/FI
☐	✏		CAZE	Cazenove Capital Management	Broker
☐	✏		CITI-NY	Citibank Lower Manhattan	Bank/FI
☐	✏		CITI-SF	Citibank Texas	Bank/FI
☐	✏		CITI-SG	Citibank Singapore	Bank/FI
☐	✏		CITI-TX	Citibank San Francisco	Bank/FI

3. Click on the Short Name of the counterparty to maintain. In this example, CITI-SG will be chosen and the Amend Counterparty screen displays.

4. Click Address.

5. Fill in the fields on the left. In the Product field, Default will be chosen. This means that the values we will input will be seen in all confirmation letters that will be sent to counterparty CITI-SG. Note that there are other options in the dropdown, if you choose Money Market for example, then the values will only be reflected in money market confirmation letters only.

6. Input the Address, Fax number, Telephone Number in their respective fields if needed. All information typed in these fields will be reflected in all confirmation letters printed.

7. Type in a name in the Attn field, and email addresses in Email To and Email Cc as required.

8. Input the text to be put in all confirmation letters of CITI-SG in the Additional Text field.

9. The screen below shows the information entered for counterparty CITI-SG.

Addresses

Cancel	Save	Import

Short Name	CITI-SG	⊕
Product*	Default ⌄	⊖
Address	301 Upper Thomson Road	
Fax	6455 6332	
Tel	6455 6319	
Attn	Customer Service	
Email To	customerservice@citi.com	
Email Cc		
Additional Text	Please feel free to contact Jeremy Choo @ 6455 6322 for any clarification or enquiries.	

10. Click Add.

11. The values typed in will be moved to the right side of the screen.

12. To edit the address added, click on the product type. E.g. Default. The details will be populated at the fields on the left side of the screen for you to edit.

13. Make the necessary changes and click Add.

14. Click Save to save changes.

15. In order for the letters to be printed out with the information given, an approval is needed. To do that, click on the tick box beside the letter N in the Counterparty listing.
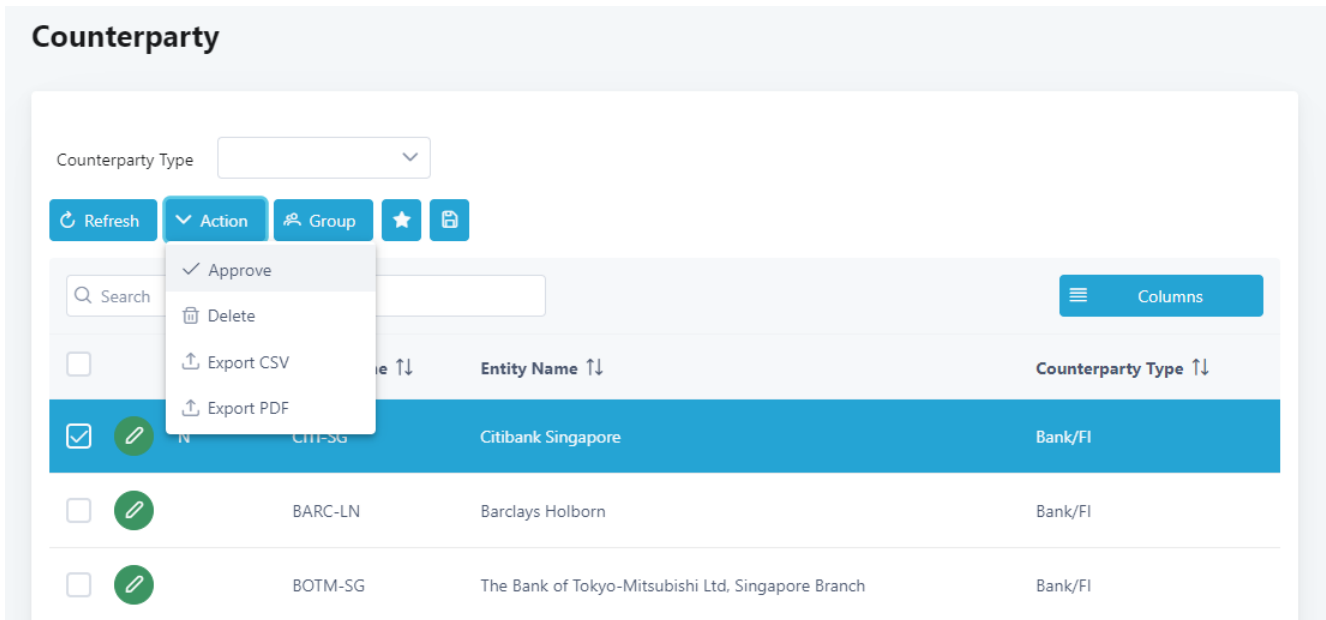
16. Click Action and Approve . A popup will appear, click Yes.

17. When a confirmation letter is printed, the counterparty information set up will be included.
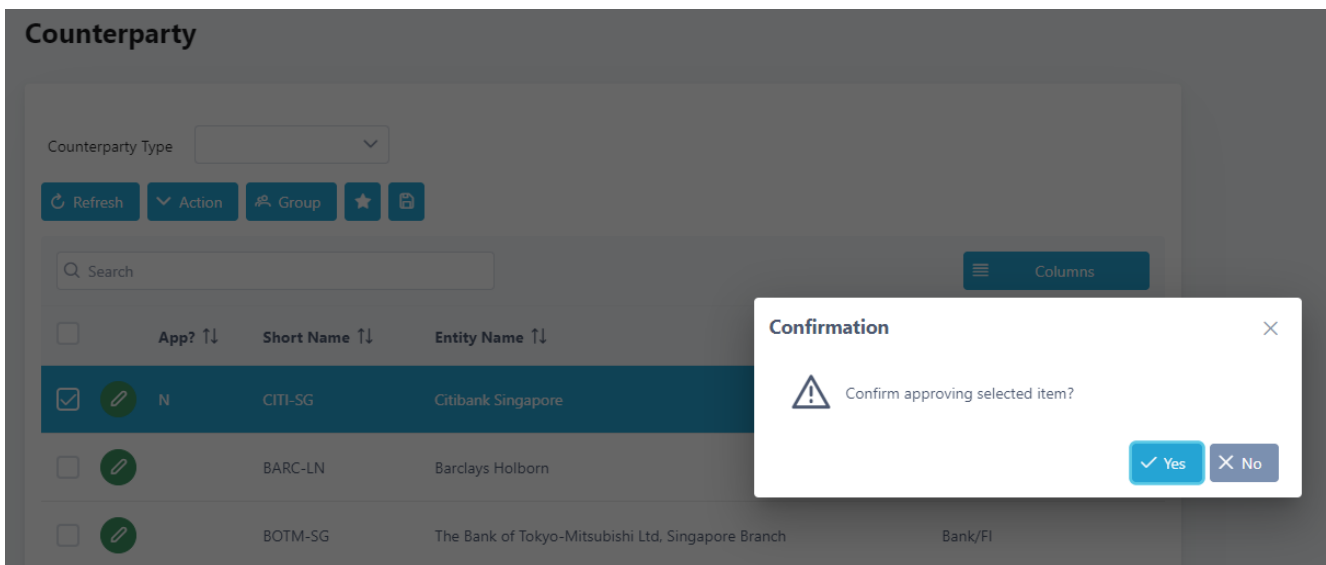
Reference: MMK100007.00

8 February 2023

Citibank Singapore
301 Upper Thomson Road

Attention: Customer Service

CONFIRMATION OF LOAN

We confirm the new loan draw down as follows:

Currency	SGD
Principal	15,000,000.00
Interest	2,753.42
Proceeds at Maturity	15,002,753.42
Trade Date	30-Jun-17
Start Date	30-Jun-17
Maturity Date	10-Jul-17
Rate (%) p.a.	0.670000

For value date 30 June 2017 please credit account as follows:

Amount	SGD 15,000,000.00
Beneficiary	Timber Financial Services
Account Number	2240566
Bank	DBS Bank Ltd, Singapore

Upon maturity on 10 July 2017, unless otherwise advised, we remit to your account as follows:

Amount	SGD 15,002,753.42
Beneficiary	Citibank Singapore
Account Number	100228
Bank	Citibank Singapore

This is where the text in the Additional Text field goes.

Please feel free to contact Jeremy Choo @ 6455 6322 for any clarification or enquiries.

Yours faithfully,

Timber Firm Limited

_____
Authorised Signatories

RELATED INFORMATION

[Money Market Confirmation](#)

[Foreign Exchange Confirmation](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created.
15-Jun-2016	Clarissa	Reformatted. Rewritten.
13-Apr-2018	Anuja	Updated instructions to edit address.
17-Aug-2018	Silpa	Updated step 1, 2 and screenshots of step 1, 2, 15.
8-Nov-2019	Lyra	Updated screenshots.
8-Feb-2023	TS	Updated to W6 instructions and screenshots.

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