

# FOREIGN CURRENCY NOTE ORDER FORM



This form should be used for all foreign currency note orders with the exception of **Sterling** and **US Dollars** which are (subject to availability) obtainable at your local branch

## CUSTOMER DETAILS: (Please print in BLOCK CAPITALS)

Customer Name

P R I N T N A M E

Contact Number

I/We hereby order the foreign currency indicated below in accordance with account terms and conditions and terms and conditions overleaf.

I/We authorise you to debit the following account with the euro value of the foreign currency at your exchange rate on the day the foreign currency order is received from me/us by AIB, together with commission (if applicable).

NSC:

Account Number:

Customer Authorised Signature(s)

Date:

D D M M Y Y

Please sign in accordance with the drawing instructions on the account signing mandate.

**FOREIGN CURRENCY NOTE ORDER DETAILS:** Please refer to the 'Schedule of International Transactions Charges' for details of commissions and charges and allow up to 10 working days for delivery of your foreign currency order.

Currencies amounts – Please tick  currency required

Currency	Multiples of	Currency	Multiples of	Currency	Multiples of	Currency	Multiples of
Australian Dollar	<input type="checkbox"/> 100	Czech Koruna	<input type="checkbox"/> 1,500	Polish Zloty	<input type="checkbox"/> 200	Swedish Krona	<input type="checkbox"/> 500
Canadian Dollar	<input type="checkbox"/> 100	Hungarian Forint	<input type="checkbox"/> 15,000	South African Rand	<input type="checkbox"/> 400	Thai Baht	<input type="checkbox"/> 2,500
Croatian Kuna	<input type="checkbox"/> 400	New Zealand Dollar	<input type="checkbox"/> 100	Swiss Franc	<input type="checkbox"/> 100	United Arab Emirates Dirhams	<input type="checkbox"/> 250

Currencies will be sold in the minimum values quoted above or multiples thereof. Currency note denominations may vary depending on availability.

Foreign Currency Amount Required

or

euro Value Amount (\*excluding commission) €

\*Commission is charged at rate of 1% of euro value of the foreign currency order value (minimum charge €1.27 – maximum charge €6.35)

Note: Based on the equivalent foreign currency denominations available, your foreign currency order will be rounded **down** to the nearest available denomination.

## FOR THIRD PARTY COLLECTION

I/We authorise

to collect this order on my/our behalf.

Customer Authorised Signature(s)

Date:

D D M M Y Y

Collected on behalf of Customer by

Date:

D D M M Y Y

For Branch Use Only:

Currency Order available for collection

Date D D M M Y Y

Order Payment method

Cash

Debit Card

Account Withdrawal

Account details verified

Y / N

Signature verified

Y / N

Commission collected

Y / N If no, state reason

Customer receipt ref.

Brand and FX Teller Initials

Allied Irish Banks, p.l.c. Registered Office: Bankcentre, Ballsbridge, Dublin 4. Registered in Ireland, No. 24173.

Allied Irish Banks, p.l.c. is regulated by the Central Bank of Ireland.

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NSC:

[Redacted]

Account Number:

[Redacted]

Customer Authorised Signature(s)

[Redacted]

Date:

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**FOR THIRD PARTY COLLECTION**

I/We authorise

[Redacted]

to collect this order on my/our behalf.

Customer Authorised Signature(s)

[Redacted]

Date:

D D M M Y Y

Collected on behalf of Customer by

[Redacted]

Date:

D D M M Y Y

**For Branch Use Only:**

Currency Order available for collection

Date D D M M Y Y

Order Payment method

Cash

Debit Card

Account Withdrawal

Account details verified

Y / N

Signature verified

Y / N

Commission collected

Y / N If no, state reason

[Redacted]

Customer receipt ref.

[Redacted]

Brand and FX Teller Initials

[Redacted]

## Terms and Conditions for Foreign Currency Note Orders

In these Conditions:

**Agreement** means these Conditions and the Foreign Currency Note Order Form completed by you when applying for a Foreign Currency Note Order. By utilising this Service you acknowledge that you have read and understood these Conditions and agree to be bound by them and to comply with all applicable laws and regulations.

**Conditions** means these terms and conditions as amended, extended or replaced from time to time.

Any reference in these Conditions to **“you”** and **“your”** includes your personal representatives and successors and (where applicable) reference to **“you”** and **“your”** includes the plural and singular including any joint account holder.

Any reference to **“we”**, **“us”** and **“our”** means Allied Irish Banks, p.l.c. and includes our successors and assigns.

**Foreign Currency Note Order** means any order for foreign currency placed with Allied Irish Banks, p.l.c. by completing the Foreign Currency Note Order Form and delivering same to us.

### 1. Process:

Foreign currency note orders must be placed and paid for in advance. Foreign currency note orders are fulfilled by us at a central location and delivered to our branch where the foreign currency note order is placed.

Foreign currencies are sold by us in multiples of foreign note values dependant upon the currency denomination as requested and the exchange rate applicable. If you order a specific foreign currency amount or the euro equivalent of a foreign currency, your foreign currency note order will be rounded down to the nearest available denomination. Details of the process are available on the AIB web site – [www.aib.ie](http://www.aib.ie)

### 2. Foreign Currency Orders by post:

You can print a Foreign Currency Note Order Form from the AIB web site [www.aib.ie](http://www.aib.ie), complete the Form and post it to our branch where you wish to collect the foreign currency note order from. You will receive your receipt within 4 working days. If you do not receive your foreign currency note order receipt within such period you should contact us to confirm that we have received your foreign currency note order. In the case of non AIB Customers foreign currency note orders by post are not acceptable.

### 3. Delivery timeframe:

Our branch will advise you of the timeframe for collection of your foreign currency note order.

### 4. Charges

Commission is charged at 1% of the euro value of the foreign currency note order value (minimum €1.27 – maximum €6.35)

For further details of our Fees and Charges refer to our “Schedule of International Transaction Charges” brochure.

For exemptions from Fees and Charges refer to our “A Guide to Fees and Charges for Personal Accounts” brochure.

### 5. Payment:

The exchange rate applied to your foreign currency note order, will be the appropriate rate on the day the foreign currency note order is placed. You must pay for your foreign currency note order at the time you place the order. You can pay us in cash (in euro) or by any other means acceptable to us. You may be requested to produce identification (i.e. driving licence/passport) when placing your foreign currency note order. The amount you have to pay us for your foreign currency note order shall be paid in euro and calculated in accordance with the total amount of the foreign currency ordered by you and converted into euro in accordance with the relevant exchange rate. You will receive a receipt outlining the deal information, i.e. currency amount, exchange rate, euro amount and commission (if applicable).

### 6. Foreign Currency Order collection:

#### 6.1 Personal foreign currency note order collection:

Your foreign currency note order will be delivered to our branch where the foreign currency note order is placed. You should bring the original foreign currency note receipt when collecting your foreign currency note order. Foreign currency note order collection requires a signature to confirm receipt of your foreign currency note order. You may be asked for identification (i.e. driving license/passport) when collecting your foreign currency note order.

#### 6.2 Third party foreign currency note order collection:

Written authorisation is required for a named third party to collect your foreign currency note order. Authorisation can be given when placing the foreign currency note order. The third party will be asked for identification (i.e. driving licence/passport) when collecting your foreign currency note order.

### 7. Foreign Currency Order cancellation/non-collection:

Cancelled foreign currency note orders will be refunded according to your instructions.

If your foreign currency note order remains uncollected for a period of four weeks from the foreign currency note order date, we will contact you for your instructions.

If you cancel your foreign currency note order by phone, the refund will be credited to your AIB account. You will give us your account details. If you are a non AIB account holder, you must call to the AIB branch where you placed the foreign currency note order to receive your refund.

Your refund cannot be credited to your account or made until the original foreign currency note order has been delivered to the branch where the foreign currency note order was made.

### 8. Liability

We shall neither be in breach of our obligations under the Agreement nor liable for any loss or damage suffered by you if we delay or fail to perform our duties and obligations to you because of circumstances beyond our reasonable control (including, but not limited to, acts of God, fire, acts of government, war, civil commotion, inability to communicate with third parties, failure of any computer or settlement system and labour disputes).

Our maximum liability to you in respect of this service will be to refund the purchase price of the foreign currency order.

You will be liable to indemnify us for any loss, damage, cost or expense which we may incur in connection with any breach of these Conditions by you.

### 9. Severance

If at any time any provision of the Agreement is or becomes invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired. This does not affect your statutory rights.

### 10. Third Party Rights

When you place a foreign currency note order with us, you are entering a contract with us personally. Nothing in these terms will confer any benefit on any third party or any right to enforce these terms.

### 11. Law and Jurisdiction

The Agreement shall be governed and interpreted in accordance with the laws of Ireland and both you and we hereby submit to the exclusive jurisdiction of the Irish Courts. Any dispute, which cannot be resolved between us, may be referred by you to the Financial Services Ombudsman at 3rd Floor, Lincoln House, Lincoln Place, Dublin 2 or may be resolved under the jurisdiction of the Irish Courts.

### General

You will be deemed to have received any demand or notice or receipt sent by us to you by post to the last address notified by you two working days after dispatch by post, or immediately upon hand delivery.

## DATA PROTECTION NOTICE

### Use of Information

This Notice explains how AIB Group will use information provided by you. Reference to ‘AIB’ means Allied Irish Banks, p.l.c. and reference to ‘AIB Group’ means Allied Irish Banks, p.l.c., its Irish subsidiaries and associated companies from time to time.

1. The information that you provide will be held by AIB Group on a computer database and/or in any other way. AIB Group will use this information to administer the products and services we supply to you and any future agreements we may have with you.

2. You have the right of access to the personal data held about you by AIB Group by sending a written request to your local AIB branch or to the Data Protection Unit, Allied Irish Banks, p.l.c., Bankcentre, Ballsbridge, Dublin 4, and on payment of a fee of €6.35. You also have the right to require AIB Group to correct any inaccuracies in the information we hold about you.

3. To prevent or detect fraud, we may make searches of the AIB Group records. We may also pass information to financial and other organisations involved in fraud prevention to protect ourselves and our customers from theft and fraud. If you give us false or inaccurate information and we suspect fraud, we will record this.

If you decide to proceed with this application or have any other communication with AIB Group through or in relation to its products and services you accept the use by AIB Group of your personal data as indicated above.