



Standard Bank

BoP Form Guide

How to complete

START >



Overview

The purpose of this document is to provide a guide on how to:

Complete and print to PDF the new BoP form

Sign the form by uploading an image of a signature or using Adobe Fill & Sign to sign

Convert completed form to a .PDF format before sending for processing by using Microsoft Print to PDF

The new BOP form is designed to simplify your outward payment transaction experience. Compulsory tabs are highlighted by a red border, and the form is designed in such a way that the compulsory field will automatically adjust to the payment type.



Payment details

Your account to debit	1AR	• IAcc number: 1012345678
Your charges account (if different)	ZAR	• IAcc number: 087452102
Payment currency	ALD	
Payment amount	Currency: RUD	• IAmount: 4.000
Value date	09/05/2023	
Do you have a pre booked cover or FEC?	(e) Yes (f) No	
Cover or FEC number	Cover: I99RT988T	• IAmount: 4.000

Reason for payment

BoP code	Sub code	MRN number	Transport document/VAPN number	Invoice number	Original reference	Amount
G3181	I			I		4.000
Total						4.000

Is this a tGlatGd or In'Glatod party?

Related Unrelated

Resident party details/Your details

Are you an Individual/Entity?	Individual
Name and surname of individual	TEST INDIVIDUAL
ID number or temp resident permit number	000000000000
Date of birth	202Y05/01
Gender	Female
Contact details: Telephone	08542651
Contact details: Email	TESTINDOOGMAIL.COM
Physical address: Street	TESTSTREET
Physical address: Suburb	TESTSUBURB
Physical address: City	TESTCITY
Physical address: Province	Eastern Cape
Postal address	POBOX33
Postal post code	0000
Tax Number	
VAT Number	
Customs Client Number (CCN)	

Beneficiary party details/Who you would like to pay

Account number/IBAN	0000000000
Are you paying an Individual/Entity?	Individual
Name and surname of individual	TEST INDIVIDUAL
Gender	Female

Payment details explained

Payment currency field:

Is the currency that your beneficiary has requested to be paid in (e.g. USD).

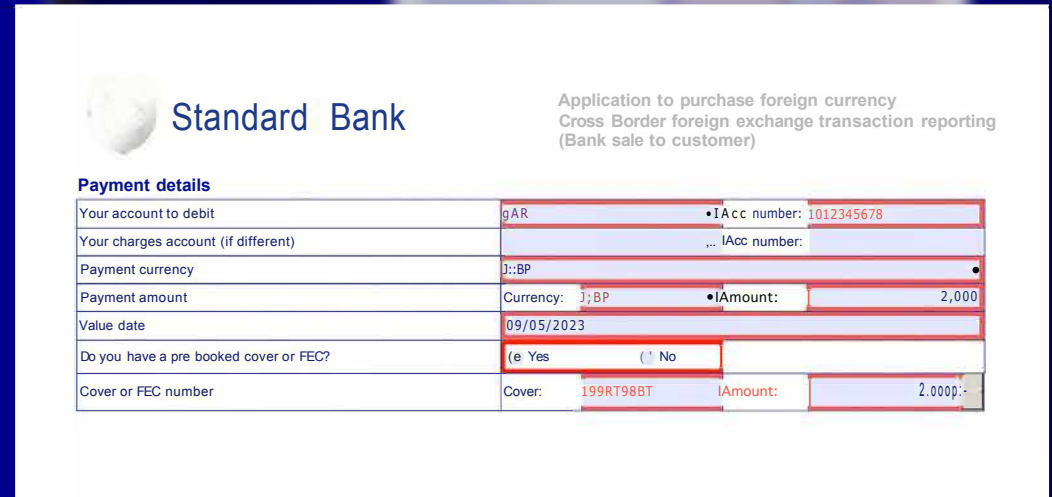
Payment amount field:

If your beneficiary has invoiced you in a currency which is different to the currency of the payment for example:

If the invoice is for the ZAR amount, but you must pay in USD, then insert the **Currency** as ZAR in this field and the ZAR amount in the **Amount** field.

If the invoice is for a EUR amount, but you must pay in USD, then insert the **Currency** as EUR in this field and the EUR amount in the **Amount** field.

If invoice is for a USD amount, and you must pay USD then insert the **Currency** as USD in this field and the USD amount in the **Amount** field.



Standard Bank

Application to purchase foreign currency
Cross Border foreign exchange transaction reporting
(Bank sale to customer)

Payment details

Your account to debit	gAR	•IAcc number:	1012345678
Your charges account (if different)		... IAcc number:	
Payment currency	J::BP		
Payment amount	Currency: J;BP	•IAmount:	2,000
Value date	09/05/2023		
Do you have a pre booked cover or FEC?	(e) Yes	(f) No	
Cover or FEC number	Cover: 199RT98BT	IAmount:	2,000;-



Payment details explained

Reason for payment:

This field is where you must complete the balance of payment category for the transaction.

You will note, depending on the BOP code selected certain fields will be outlined in red.

This indicates the field is mandatory and details must be completed.

If the field is not outlined with the red box, you are not required to fill in the fields.

Note: Depending on the BOP code selected, you might be required to capture additional details under your Resident details (e.g. VAT, TAX, CCN).

A maximum of 20 reason for payment (BoP codes) fields can be added in a single payment instruction.

Reason for payment

BoP code	Sub code	MRN number	Transport document	VAPN number	Invoice number	Original reference	Amount	
B	B							
Total								

Is this a related or unrelated party? Related Unrelated



Option 1 - How to sign and send payment instruction

NB: If you want to save a template of the payment instruction for use in the future, you have to save it before attaching the signature because the form will lock all fields once the signature has been attached.

Once all mandatory fields have been completed, you can attach the signature by adding an image in the signature field. Please remember to make sure that the number of signatories are correct before attached the signature. Your signature must be as per mandates held with the bank.

All payment instructions must be converted to Dot PDF (.PDF) before sending to the bank.

Steps on how to convert the completed form to .PDF version.

- Click File, Click Print
- Printer: Select Microsoft Print to PDF from dropdown
- Click on Print
- Save document and in the file save as .PDF
- Open saved PDF document. This version will be in black and white and will not have fields highlighted in red.

PDF document can be mailed to ottpaymentrequest@standardbank.co.za with all associated documents.



Payment details

Your account to debit	1AR	• IAcc number: 1012345678
Your charges account (if different)	ZAR	• IAcc number: 087452102
Payment currency	ALD	
Payment amount	Currency: RUD	• IAmount: 4.000
Value date	09/05/2023	
Do you have a pre booked cover or FEC?	(e) Yes (f) No	
Cover or FEC number	Cover: I99RT988T	• IAmount: 4.000

Reason for payment

BoP code	S, b code	MRN number	Transport document	VAPN number	Invoice number	Original reference	Amount
G3181			I		I		4.000
Total							4.000

Is this a related or unrelated party?

Related Unrelated

Resident party details/Your details

Are you an individual/entity?	Individual
Name and surname of individual	TEST INDIVIDUAL
ID number or temp resident permit number	000000000000
Date of birth	202005/01
Gender	Female
Contact details: Telephone	08542651
Contact details: Email	TESTINDOOGMAIL.COM
Physical address: Street	TESTSTREET
Physical address: Suburb	TESTSUBURB
Physical address: City	TESTCITY
Physical address: Province	Eastern Cape
Postal address	POBOX33
Postal post code	0000
Tax Number	
VAT Number	
Customs Client Number (CCN)	

Beneficiary party details/Who you would like to pay

Account number/IBAN	000000000000
Are you paying an individual/entity?	Individual
Name and surname of individual	TEST INDIVIDUAL
Gender	Female

Option 1 continued

Steps on how to convert the completed form to a .PDF version and send for processing

Open saved PDF document

The .PDF document can be mailed to ottpaymentrequest@standardbank.co.za with all associated documents.

Saved document

 **HowtoPrint**



Payment details

Your account to debit	ZAR	IAce number: 012345678
Your charges account (if different)	ZAR	IAce number: 087452102
Payment currency	AUD	
Payment amount	Currency: AUD	IAmount: 4,000
Value date	09/05/2023	
Do you have a pre booked cover or FEC?	(I) Yes	Q No
Cover or FEC number	Cover: 99RT98BT	Amount: 4,0001

Reason for payment

BoP code	Sub code	MRNNumber	rransport document/APN number	Invoice number	Original reference	Amount
0101						*.000
Total						4,000

Is this a related or unrelated party?

@Related

Unrelated

Resident party details/Your details

Are you an Individual/Entity?	Individual
Name and surname of individual	TEST INDIVIDUAL
D number or temp resident permit number	000000000000
Date of birth	2023/05/01
Gender	Female
Contact details: Telephone	0118542651
Contact details: Email	TESTIND@GMAIL.COM
Physical address: Street	TEST STREET
Physical address: Suburb	TEST SUBURB
Physicaladdress:City	TEST CITY
Physical address: Province	Eastern Cape
Postal address	POBOX33
Postal post code	0D00
Tax Number	
VAT Number	
Customs Client Number (CCN)	

Beneficiary party details/Who you would like to pay

Account number/IBAN	00000000000
AreyoupayinganIndividual/Entity?	Individual
Name and surname of individual	TEST INDIVIDUAL
Gender	Female

Option 2 - How to sign using Adobe Fill & Sign and send payment instruction

NB: If you want to save a template of the payment instruction for use in the future, you have to save it before attaching the signature because the form will lock all fields once the signature has been attached.

Once all the mandatory fields have been completed, you need to convert the form to Dot PDF (.PDF) version before you sign using Adobe Acrobat Fill & Sign. Please remember to make sure that the number of signatories processing to sign. Your signature must be as per mandates held with the bank.

All payment instructions must be converted to Dot PDF (.PDF) before sending to the bank.

Steps on how to convert the completed form to .PDF version and sign using Adobe Fill & Sign.

- Click File, Click Print
- Printer: Select Microsoft Print to PDF from dropdown, Click on Print
- Save document and in the file save as .PDF
- Open saved PDF document. This version will be in black and white and will not have fields highlighted in red
- Fill & Sign feature will be available
- Sign the document using Fill & Sign
- Save the final document with signatures

PDF document can be mailed to ottpaymentrequest@standardbank.co.za with all associated documents.



Payment details

Your account to debit	1AR	• IAcc number: 1012345678
Your charges account (if different)	ZAR	• IAcc number: 087452102
Payment currency	ALD	
Payment amount	Currency: RUD	• IAmount: 4.000
Value date	09/05/2023	
Do you have a pre booked cover or FEC?	(e) Yes (f) No	
Cover or FEC number	Cover: I99RT988T	• IAmount: 4.000

Reason for payment

BOP code	S, b code	MRN number	Transport document	VAPN number	Invoice number	Original reference	Amount
G3181							
Total							4.000

Is this a related or unrelated party?

Related Unrelated

Resident party details/Your details

Are you an individual/Entity?	Individual
Name and surname of individual	TEST INDIVIDUAL
ID number or temp resident permit number	000000000000
Date of birth	202Y05/01
Gender	Female
Contact details: Telephone	08542651
Contact details: Email	TESTINDOOGMAIL.COM
Physical address: Street	TESTSTREET
Physical address: Suburb	TESTSUBURB
Physical address: City	TESTCITY
Physical address: Province	Eastern Cape
Postal address	POBOX33
Postal post code	0000
Tax Number	
VAT Number	
Customs Client Number (CCN)	

Beneficiary party details/Who you would like to pay

Account number/IBAN	000000000000
Are you paying an Individual/Entity?	Individual
Name and surname of individual	TEST INDIVIDUAL
Gender	Female

Option 2 continued

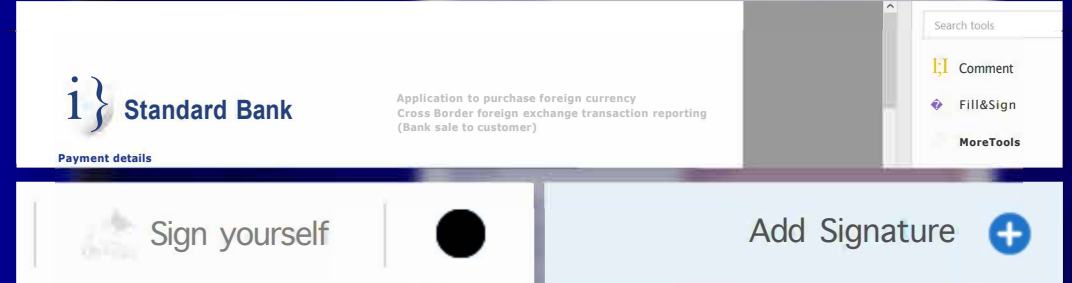
Steps on how to convert the completed form to a .PDF version and sign using Adobe Fill & Sign

Open saved PDF document

- Fill and sign feature available

Sign yourself feature is available

- Click on Sign yourself
- Click on Add Signature



Option 2 continued

Steps on how to convert the completed form to a .PDF version and sign using Adobe Fill & Sign

Upload or draw an image of your signature as per the mandates held with the bank using any of the options available below.

Once signature has been uploaded or drawn, a copy of the PDF document can be emailed to ottpaymentrequest@standardbank.co.za with all associated documents.

