

# Convert foreign currency cheque/s application

Please complete this application form and attach your foreign currency cheque/s. Do not include cash.

**Note:** The average lifespan of foreign cheques is 6 months. Standard clearance times are up to 45 working days. **Cheques within 1 month of their expiry date will not be accepted for deposit.**

## What are your personal details?

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss Other		Member no.				
First names				Surname			
Street no. & name							
Suburb			State			Postcode	
Postal address (if different from above)							
Suburb			State			Postcode	
Home phone			Work phone			Mobile phone	
Email							

## What are your cheque(s) details?

### 1. Foreign cheque

Please note all foreign cheques need to be endorsed (with your signature) on the reverse to be accepted.

Currency	Foreign amount	Payee		
Drawer	Bank	Branch		

### 2. Foreign cheque

Please note all foreign cheques need to be endorsed (with your signature) on the reverse to be accepted.

Currency	Foreign amount	Payee		
Drawer	Bank	Branch		

## Please sign below in black pen only

I confirm that I have read, understood and agree to abide by the conditions below.

- The conversion of Foreign Currency cheques is carried out by Travelex ABN 3600 4179 953 AFSL 222444. The Bank also has a revenue sharing arrangement with Travelex. The Bank receives 20% of the net profit made by Travelex in converting from a foreign currency to AUD. Exchange rates are set by the paying bank and Travelex.
- Cheque/s converting to:
  - \$10,000 AUD and under will be credited to my account in approximately 7-10 working days; and
  - over \$10,000 AUD will be credited to my account once funds have been received from the paying bank. This can take up to 45 working days.
- A \$25 fee applies for each foreign currency cheque that converts to the equivalent of \$10,000 AUD and under. For each foreign currency cheque converting to over \$10,000 AUD, a \$50 fee applies.
- If the cheque/s is subsequently dishonoured, my account will be debited with the amount originally credited in addition to the paying bank's dishonour fees and any interest accrued on the deposit from the day the proceeds were credited to my account. The fee for each dishonoured cheque is \$35 or 2.5% of the face value of the foreign currency cheque (after it is converted into AUD) - whichever is greater.
- I am personally aware of the drawer of this cheque/s.
- If my foreign currency cheque/s is over \$10,000 AUD, I understand that the exchange rate is determined by the paying bank upon receipt of my cheque. Once the funds have been received by Teachers Mutual Bank Limited, I will be made aware of the exchange rate and my account will be credited.


Please attach:

Your foreign currency cheque

Signature	Date
-----------	------

Office use only	Exchange rate	
	Member no	
	Operator no	
	Date actioned	
	Sig verified by	

## Returning this form

 Teachers Mutual Bank Limited, Reply Paid 7501, Silverwater NSW 2128

**Faxed documents cannot be accepted**