

FOREIGN EXCHANGE APPLICATION FORM FOR PERSONAL TRAVEL ALLOWANCE (PTA)/BUSINESS TRAVEL ALLOWANCE (BTA) & FIRST TRAVEL CARD

CONFIDENTIAL

Branch: Date:

D	D	M	M	Y	Y	Y	Y

Applicant's Name:

Beneficiary's Name:

Applicant Account No:

Applicant's Phone No:

Applicant's Address:

Purpose of Foreign Exchange:

Name of Airline:

Passport Number: Ticket Number:

Amount required: Currency: \$ € £ Other:

Naira equivalent:

I/We authorise that my/our above stated account be debited with the Naira equivalent amount.

Exchange Rate: Commission Rate:

Has the beneficiary obtained PTA/BTA this quarter? Yes No

If Yes, please also indicate; Date of Previous Trip: Amount of Forex obtained:

FOR FIRST TRAVEL CARD ONLY (TERMS AND CONDITIONS APPLY)

Do you want your PTA/BTA loaded on First Travel Card? Yes No

First Travel Card Account No: Amount to load:

Amount in words:

Applicant's Signature:

FOR BANK USE ONLY

Documents Sighted & Endorsed By:

Staff Number: Amount Approved:

Signature & Official stamp:

Date:

D	D	M	M	Y	Y	Y	Y

Please ensure that the international passport and ticket are properly endorsed by the authorised dealer before PTA/BTA is issued to the customer.

***Please attach copies of the endorsed International passport and Air tickets to the application form.