

STANDING ORDER REQUEST FORM



DATE: _____ BRANCH: _____

NAME: _____

MAILING ADDRESS: _____

TELEPHONE: Cell: _____ Office: _____ Home: _____

I/We request that savings account number _____ be debited with the amount of _____ and the funds transferred to _____,

Starting _____. Please repeat as follows _____.

This order remains in force until _____.

I/We authorize the Victoria Mutual Building Society to debit the above mentioned savings account with charges associated with this transfer.

I/We accept the conditions stated overleaf.

Signature _____

Verified By: _____

Signature _____

Verified By: _____

FOR OFFICE USE ONLY

Reason : ☐ New ☐ Change of Mandate ☐ Change of Amount ☐ Change of Anchor Related Order No: _____

NB: Where applicable, the related standing order must be deleted before creating the new order

ANCHOR PROFILE NO. _____

CIF NO. _____

TARGET PROFILE NO. _____

BRANCH OF ANCHOR A/C _____

FEE _____

GL CREDIT A/C NO. _____

ORDER NO. _____

COST CENTRE _____

ORDER REFERENCE NO. _____

CURRENCY _____

PREPARED BY: _____
Name Signature Date

APPROVED BY: _____
Name Signature Date

ENTERED BY: _____
Name Signature Date

CHECKED BY: _____
Name Signature Date



Conditions for Standing Orders

- A. The owner of the savings account to be debited is required to maintain a minimum available balance of twice the payment amount, plus the required fees.
- B. Standing order requests must be made at least two working days in advance of the start date of the order.
- C. If a scheduled transaction date falls on a weekend or non-business day, the transaction will be processed on the following business day.
- D. Only one attempt will be made, per specified frequency, to process the order.
- E. If the account mandate permits, standing order cancellation request may be submitted by another account holder on a joint account.
- F. Upon receiving proof of an account holder's death, the Society shall cancel all standing orders established by him.
- G. The closure of the account will result in the immediate cancellation of all related standing orders.
- H. The Society reserves the right to cancel the standing order at any time.
- I. The Society reserves the right to change the processing fee charged for transfers at anytime.

