

How to use

- Due to rounding convention, occasionally the form may calculate a slightly different amount than the actual transaction amount at the time of remittance. For an accurate quote on any remittance amount please contact us on 0120-227-503.
- **The exchange rate is updated every business day around 10 a.m. and valid until 3 p.m. the same business day. Money received after 3 p.m. will be transacted the next business day at the applicable rate for that day. When using this form, please do so before 3 p.m. on the day of remittance.**

Making several requests at one time:

Using the Overseas Remittance Request Form (ORRF) one can simply and accurately calculate payments for up to 5 different beneficiaries. Should there be more than 5 beneficiaries, simply use a fresh page.

Step 1: Referring to the diagram below, enter the name of your organisation/company at the top of the page.

Step 2: Enter the BIC Code (provided by GoRemit) corresponding to the account to which you wish to send the funds.

Step 3: Enter the beneficiary's name (this information is required to ensure the accuracy of the BIC Code).

Step 4: Enter the amount (in foreign currency) that you would like to send. If you would like to pay the overseas bank charge, please add this to the foreign currency amount.

Step 5: Select the currency in which you wish to send funds and that day's exchange rate will automatically appear.

Step 6: GoRemit charge of ¥2000 will automatically appear. Yen-basis remittances are subject to an additional foreign exchange charge of 0.1% of the amount sent (minimum charge of ¥1,500).

Step 7: The Japanese yen amount will then be calculated for you.

Step 8: Repeat steps 1-5 for each additional beneficiary to whom you would like to send funds that day.

The screenshot shows a web form titled "For Business Users Remittance Request Form". At the top right, it says "Rates posted on Feb 12, 2013 10:32AM". Below the title, there are fields for "Attention GoRemit" and "Fax 03-4560-1875". A "Customer Name" field is present. Below this is a table with columns: "Beneficiary Name", "Foreign Currency Amount", "Currency" (with a dropdown menu), "TTS", "Charge" (with a checked checkbox), and "Amount in Yen". There are five rows in the table, each with a dropdown menu set to "US Dollar (USD)". At the bottom of the table, there is a "TOTAL" field and a blue "Confirmed" button.

Step 9: If this transaction is not subject to restrictions included in the 'Regulation related to North Korea and Iran', please click the Confirmed button to proceed to the print page.

Step 10: Print the form and fax to us. Please send the total amount to the bank account designated by Shinsei Bank #2500000.

*Print function may not be supported by some browsers.

Upon receipt of Yen funds into our account we will disburse funds as per your faxed instructions (ORRF).