

MUFG Exchange wire transfer formatting guidelines

MUFG EXCHANGE

WIRE TRANSFER FORMATTING GUIDELINES

MUFG Bank offers U.S. domestic and international payment and account services in USD, as well as other currencies. Cross border payment services provide an efficient and timely way to pay your counterparties in a variety of currencies, anywhere in the world. MUFG's global inter branch transfer allows you to reach any account in MUFG's global branch network quickly and cost effectively.

You may use your USD demand deposit account to make payment in 25 currencies including USD. You can also use foreign currency accounts to make payments in USD or other currencies.

This document provides wire payment formatting guidance for users of MUFG Exchange. This guidance is also relevant to wire payments sent using other supported channels including transmission and SWIFT. Complete information, properly formatted, is important to minimize repairs and rejects, and satisfy regulatory requirements. Additional documentation covering destination country requirements is available in online help.

WIRE TRANSFER TYPES AND STATUSES

Supported wire payment types include:

Domestic

- Fedwire – Move money to banks in the US using either Fedwire or CHIPS payment systems.
- Book transfer (On Us) using the Domestic Wire screen. Make payments to accounts within an MUFG domestic branch by specifying a credit bank ABA which is equal to the debit bank ABA (e.g., MUFG NY or MUFG Chicago).
- Fed Tax – Make federal tax payments to the Internal Revenue Service.
- Fed Drawdown – Concentrate funds from other banks.

International

- USD wires using Fedwire, CHIPS and SWIFT for delivery.
- Foreign currency wires from accounts in nine major currencies via SWIFT.
- Foreign exchange wires from USD and foreign currency accounts, via SWIFT.
- Pre-advice wires in USD and other currencies.
- Inter branch book transfer – Move money to accounts at other branches in the MUFG global branch network.

Wire transfer statuses in process flow order. The most common status are listed. A complete list of payment statuses is separately available in online help.

Status	Description
Entered	Entered by the user.
Approved	Once approval is completed the wire is ready for release. Release takes place for all wires (with the exception of Interactive FX Wires) as soon as approvals have completed.
Needs rate	For Interactive FX wires only, once the wire is approved, an FX rate must be obtained from the bank and accepted. Once accepted, the wire is released.
Released	Release status applies to the short amount of time between releases from MUFG Exchange to confirmation of receipt from the bank operations.
Bank Received	Indicates the instruction has been received by MUFG's wire room for processing. The bank reference number is returned to MUFG Exchange and displayed with the payment. This ID is commonly used for inquiries made to MUFG about a wire originated through MUFG.
Bank Confirmed	Indicates the instruction has completed processing, DDA posting has completed, and the payment has been sent to the credit bank. A wire service confirmation number is returned to MUFG Exchange and displayed with the payment. This ID is commonly shared with beneficiaries to support an inquiry with beneficiary or intermediary banks. Supported wire service numbers include: Fedwire IMAD, CHIPS confirmation number, SWIFT confirmation number. Exceptions- Some transactions will not receive: <ul style="list-style-type: none">• A bank confirmed status e.g. Pre-advice.• A wire service number e.g. Book Transfers and Inter Bank Transfers.

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WIRE TRANSFER FORMATTING REQUIREMENTS

Proper wire payment instruction formatting helps wire payments arrive at their intended destination in a timely manner while avoiding potentially costly repair fees.

Requirements – Wires Transfer (all types)

- Beneficiary name and address must be complete. Required fields include: Name, at least one line of address plus city, state, and country. Use only physical address, no P.O. Box. If name or address does not fit in the available space, the additional information should be entered, preceded by the appropriate field tags, in Bank to Bank Information field.
- Data entered to the following fields must include a space or comma separating each word: Beneficiary address, Payment Details, and Bank to Bank Information fields.

Requirements - Domestic Wire Transfer

- Bank reference data lookup – Beneficiary banks can be searched for using ABA Routing and Transit Number, bank name (or any part of) or bank address. The system will return the primary Fedwire ABA for the beneficiary bank.

Requirements - Domestic Wires (with Unique Requirements)

- Book (on us) transfers are also domestic wires, differentiated only by:
 - Debit bank and credit bank are the same
 - Book transfer cutoff time is 6:30 p.m. ET.
- Fed Drawdowns use a dedicated screen prompting for the required data. A template is required to initiate Fed Drawdowns. The template must be setup in both the wire room system as well as Payment Center using the appropriate form.
- Fed Tax Payments must be submitted before 4:00 p.m. ET to be accepted for processing.

Requirements – International Wire Transfer

International wire transfers are required when the beneficiary or the beneficiary bank are not US residents. International wire transfers are subject to a variety of routing and compliance requirements that are common to both domestic and international wires. Additional requirements apply to International Wires including:

- **Beneficiary Name and Address:**
 - Beneficiary name must be entered in full. The name should fit within 140 characters.
 - Beneficiary address should be entered in full.
- **Bank Search – Beneficiary Bank, Intermediary Bank:**
 - The system supports three different bank ID series to identify beneficiary and intermediary banks for an international wire:
 - For USD payments: Fed ABA and CHIPS ID, UID.
 - For all currencies: SWIFT BIC
- **By Bank Type:**
 - Beneficiary bank - Beneficiary bank can be identified by SWIFT BIC or CHIPS ID, UID (USD only). Bank search can be performed by bank ID, bank name, or address. The system will return a bank or list of banks meeting the search criteria. The beneficiary bank may then be selected from the search results.

When using a SWIFT BIC as the ID, most commonly the BIC8 available in the search result will be the appropriate choice. An example of a BIC8 (the BIC8 for MUFG NY): BOTKUS33XXX (where XXX pads the BIC8 to 11 characters).

The fastest search results will be generated by entering the full ID, either CHIPS or SWIFT.

- Intermediary bank – Sometimes an intermediary bank will be needed to identify the beneficiary bank's correspondent. The MUFG Exchange bank search function will provide an intermediary bank or list of banks based on preferences on file for the particular bene bank. An industry reference source is used for that purpose. Any legitimate ID type may be used to identify an intermediary bank: (Fed ABA and CHIPS for USD payments, SWIFT BIC for payments in any currency).

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Client specification of intermediary banks is usually not required. If an intermediary bank is needed and not present, the MUFG wire room will identify an intermediary bank for the beneficiary bank and the currency of the payment. Wire repair may be required where an incorrect intermediary bank has been specified.

Other points:

- An MUFG branch does not need to appear as an intermediary bank. The intermediary bank should be the beneficiary bank's correspondent.
- An intermediary bank is not needed when it equals the beneficiary bank.
- Freeform beneficiary bank – Under exceptional (and very limited) circumstances, the system may be used to specify a bank that is not in the system bank reference tables. Bank reference ID lookup should always be used first before using this option. When using this option: 1. Beneficiary Bank City is required and must be entered in the "City" field; 2. Entry of an intermediary bank is mandatory.
- **Payment Details:**
 - The payment details fields may be used to identify the invoices being paid or other information intended for the beneficiary. Some countries have cross border payment regulation requiring certain data to appear in this field (see the country formatting requirements section).
 - This field may be used to identify additional FX contracts (in excess of the first contract) that are used to provide FX for an FX wire.
 - A space or comma should be used to separate each word or data element.
- **Bank to Bank Information:**
 - The Bank to Bank information field is generally used to provide instructions to the beneficiary bank. Examples include:
 - The branch of the beneficiary bank which holds the account of the beneficiary.
 - Map beneficiary name data in excess of the capacity of the beneficiary name field.
 - Code words for use in identifying the content of this field include:

Code Word	Description
ACC	Account with institution. Instructions to the beneficiary bank. Instructions following are for the account with institution.
BNF	Beneficiary name or address if data is in excess of the beneficiary name or address fields capacities.
INT	Intermediary institution Instructions following are for the intermediary institution
OBI	Originator to beneficiary information
REC	Information to the Receiver bank which can be utilized when "ACC" or "INT" are not relevant.

- Code words should be used to identify the type of content included. An example for inclusion of additional beneficiary name or address: "/BNF/" followed by the additional name or address lines. If more than one line of data needs to be included, start the second (and following) lines with "//". Inclusion of a second data type will require a new line and a new code word.
- A space or comma should be used to separate each word or data element.

Requirements - International Wires (with Unique Requirements)

- Inter-branch book transfers – Move USD within the MUFG global branch network. This transaction is a type of international wire, differentiated only by the debit SWIFT BIC and the credit bank SWIFT BIC are both MUFG global branches.
- Preadvice wires – This transaction is also a type of international wire, differentiated only by the user's selection of the preadvice flag on an international wire. Preadvice is available by separate configuration and allows 1-5 days forward value dating after transaction processing date.

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- Wires requiring FX – MUFG Exchange supports FX Wire creation with FX purchase online or offline. Offline purchase may be done by the bank once the wire is received, or by the client by obtaining an FX contract before going online. MUFG Exchange supports entry of a foreign exchange contract where a contract was established before the user went online to create the FX wire. A dedicated field is available for this purpose which supports only one contract number. The user should specify the FX contract number in this field. Should more than one contract be used to cover the FX needs of a wire, the second and subsequent contracts should be entered to line one of the Payment Information field preceded by the code word “CONTRACT”.

Country Specific Formatting Requirements

A short overview of country formatting rules is provided here. MUFG Exchange enforces a number of country specific formatting rules. Two additional documents, available in online help, provide information in detail:

1. Formatting rules by country
2. Lists and formatting requirements for purpose of payment codes where required by some countries.

Formatting rules are generally unique to each country (beyond the general points previously discussed in this document).

- Account number standards - MUFG Exchange supports the following account numbering standards:
 - For Mexico, payments in MXN must provide and 18 character account number (A CLABE number).
 - For New Zealand, beneficiary account numbers must be 15 characters or larger.
 - For countries using the IBAN (the ISO standard for International Bank Account Number) the system supports IBAN including validation of IBAN number structure (which varies by country). When IBAN is used and the beneficiary bank country requires use of the related BIC to identify the beneficiary bank, the beneficiary bank BIC will be defaulted to correspond with the IBAN.
- Purpose of Payment (Reason for Payment) – Many countries prefer or require a code word and/or explanation be provided to identify the purpose of a payment (e.g. settle invoices, salaries, rents, royalties, etc.). The system supports capture of purpose of payment codes for those countries requiring it.
- Other country specific rules – The system supports data entry of a variety of other country specific rules. On screen text as well as the online help documents details the requirements by country and currency.

Charges and Full Value Transfer

MUFG Exchange supports multiple charges options.

US domestic wires – By market practice, US domestic wires are charged based on shared responsibility for fees (“SHA”). No charges option need be specified for US domestic wires. The remitter pays the bank fees of the debit bank. The beneficiary pays any bank fees of the beneficiary bank. Fees are paid for separately, not as deductions to principal.

International wires – Charges options are:

SHA – Shared between remitter and beneficiary.

OUR – All fees paid by the remitter.

BEN – All fees paid by the beneficiary.

For USD wires, choosing OUR results in use of the full value transfer (FVT) option. FVT increases the likelihood that principal sent is principal received (i.e. intermediary banks do not take fees by deduction to principal). FVT is applied by default to international USD wires. Clients may opt out of the FVT service if preferred.