Request for Transfer MT101 (SWIFT)

User and Formatting Guide

PostFinance

SWIFT Customer support

SWIFT Customer support
Consulting & Sales
Telephone   +41 848 848 848 (normal tariff)

Customer service
Telephone   +41 848 848 757 (normal tariff)
Fax   +41 58 667 66 00
E-Mail   offlinepf@postfinance.ch

Contents

1. General information

1.1 Applicable provisions and manuals

Subject to any special provisions contained in the Request for Transfer MT101 (SWIFT) User and Formatting Guide and its annexes, the following shall apply:
• SCORE Customer Agreement (for SWIFT SCORE model)
• General Terms and Conditions and Subscriber Conditions of PostFinance

The User and Formatting Guide Request for Transfer MT101 (SWIFT). is available at **www.postfinance.ch/swift.** The General Terms and Conditions and Subscriber Conditions of PostFinance can be downloaded from **www.postfinance.ch.**
For a copy of the SCORE Customer Agreement please contact your customer advisor.

1.2 Data entry and accuracy

It is the customer's responsibility to ensure that the information is entered correctly. Errors can result in delays and time-consuming investigations. The customer is responsible for ensuring that the data supplied is correct.

1.3 Customer data changes

The following changes must be notified to Customer Service in writing and in good time:
• Debit account
• SWIFT sender address (BIC, Bank Identifier Code)
• Address changes

1.4 Prices and conditions

The current prices for the Request for transfer MT101 (SWIFT) service can be downloaded from **www.postfinance.ch** (Prices and conditions for business clients and associations). The prices are charged at the end of the month together with the other PostFinance service charges. The customer must ensure that there are sufficient funds in the respective account.

2. Service description

2.1 Identification

An MT101 (request for transfer) can be identified by the following information:
• Sender's reference (field 20)
• SWIFT sender address (BIC)

Multiple messages with the same identification cannot be processed automatically if they are delivered within the same five post office working days. These orders are cancelled by PostFinance to avoid unnecessary double processing (duplicate scanning check).

2.2 Requested execution date

The requested execution date must be a post office working day.
The requested execution date is the day on which the customer wishes the Request for transfer MT101 (SWIFT) to be executed.

2.3 Post office working day

Post office working days are weekdays from Monday to Friday except general holidays. If the execution date requested by the customer is not a post office working day, the order is executed on the next post office working day.

2.4 Late incoming data

If data sent via the SWIFT channel arrive too late at PostFinance, they are incorporated into the next possible processing cycle, provided that the requested execution date is no more than 90 calendar days in the past. Any older messages can no longer be processed.

2.5 Delivery times

MT101 with requested execution date
Delivery must be complete by midnight on the day before the requested execution date at the latest.

Same day MT101
On post office working days, same day MT101 messages can be delivered. In this case, a debit attempt is executed immediately on the day of delivery. The latest time of delivery for same day MT101 messages is 6 p.m. on the requested execution date.

If these conditions are not met, the orders are executed with priority on the next possible post office working day. Domestic payments to a bank account must be delivered by 1 p.m. (foreign currency) or 4 p.m. (CHF) at the latest to ensure that the bank can effect a credit with the same value date. International payments ordered before 12:30 p.m. are forwarded to our correspondence partners on the same day, otherwise they are forwarded the next day.

Acceptance cut-off times
Please respect the cut-off times for payment orders for timely execution (www.postfinance.ch/cutoff-times).

2.6 Sufficient funds

The customer must always ensure that there are sufficient funds in the debit account so that the orders can be debited at the start of processing on the requested execution date.

MT101 with requested execution date
Sufficient funds must be available on the day before the requested execution date.

Same day MT101
For a same day MT101, funds to cover the amount must be available on the requested execution date. If the debit account has insufficient funds, the same day MT101 is cancelled immediately.

2.7 Cancellations (MT192/MT196)

To cancel an MT101, SWIFT message MT192 "Request for Cancellation" must be used. PostFinance replies to an MT192 with an MT196 "Answers" message.
Cancellation is not possible if PostFinance has already executed the payment order to be cancelled.

2.8 Rejected payments (MT195)

If PostFinance cannot execute an MT101, the payment is rejected.
The sender is notified of rejected payments with an MT195.
The MT195 contains the information of the originally delivered MT101, so that a clear identification of the payment is guaranteed.

Annex 1

PostFinance Ltd Request for Transfer Subscriber Conditions

1. Payment orders

The customer instructs and authorizes PostFinance to execute payment orders sent to PostFinance via the SWIFT channel by the customer himself or by a third-party bank instructed to act as the contracting bank (subsequently referred to as the order originator), by debiting the account stated in the order. The customer also authorizes PostFinance to independently exchange the information and documentation required to process these orders with the contracting bank.

The payment orders are processed in accordance with the principles and technical requirements of PostFinance of which the customer is advised in advance, provided that the customer's account is expressly made available for these debits on behalf of the order originator.

At the time of registration, the customer names the accounts to be activated for SWIFT payment orders. He can change or add to this information any time in writing. Changes do not take effect immediately but only once entered into the PostFinance processing system.

2. PostFinance Ltd checking obligations

Payment orders are considered to have been processed correctly if PostFinance has recognized the order originator as the sender of the payment order received via the SWIFT channel in accordance with SWIFT regulations and executed the payment to the debit of the account activated by the customer and specified in the order. In particular, PostFinance is not obliged to check the correctness of the order issued to the contracting bank or its transmission to PostFinance.

3. Refusal of payment orders

PostFinance is entitled at its own discretion to refuse to execute payment orders fully or in part if the account to be debited has insufficient funds or the SWIFT order contains errors.

4. Cancellation of payment orders

Payment orders cannot be cancelled once they have been entered in the PostFinance processing system.

5. Compensation

PostFinance is entitled to compensation for the services it provides according to the current version of the price list. The customer authorizes PostFinance to debit its dues independently and directly from his account.

6. Liability of PostFinance Ltd

PostFinance is not liable for orders executed in adherence to the applicable rules. PostFinance is also not liable for any damages resulting from any misuse, technical defects or malfunctions of the SWIFT channel or the systems used for the processing of payment orders, provided that the damages were not caused deliberately or through gross negligence.

7. Notice of termination

The agreement to use the SWIFT channel can be terminated at any time subject to a five-day notice period for processing purposes. Section 4 for payment orders that have already been executed for the order originator is excepted.

8. Further provisions

In addition, the PostFinance General Terms and Conditions and the other PostFinance business and subscriber conditions relevant to the processing of payment orders apply.

Annex 2

Original SWIFT document (English)

Format Description
MT101 – Request for Transfer

MT101 format specifications to be used when PostFinance acts
as executing bank:
SWIFT address (BIC) used by PostFinance for receiving MT101: POFICHBEXXX
SWIFTNet messaging: FIN

Mandatory Sequence A, General Information

Status	Tag	Field Name	Content Options	Comments
M	20	Sender's Reference	16x	Unique identification
O	21R	Customer Specified Reference	16x	Ignored if present All debit items (Sequence B) are posted individually
M	28D	Message Index/Total	5n/5n	Only 1/1 will be supported **Other contents will not be processed by PostFinance Ltd**
O	50a	Instructing Party	C or L	Specifies the customer which is authorized by the Account Owner/ Account Servicing
				Institution to order: all transactions of the message, when used in sequence A, the transaction in the particular occurrence of sequence B, when used in sequence B. This field must only be used when the Instructing Customer is not the Account Owner.
O	50a	Ordering Customer	F, G or H	Identifies the account owner whose account is to be debited with all transactions in sequence B.
				Options F, G, H: Line 1, from left to right for the full PostFinance Ltd account number of the ordering customer: – IBAN LLCCNNNNNXXXXXXXXXXXX
				LL = CH or LI is requested CC = Check digit NNNNN = 5-digit clearing no. = 09000 X = Postal account no. – Postal account no. PPXXXXXXC (ZEROS to fill the left) PP-XXXXXX-C
				PP = Prefix XXXXXX = Serial reference no. C = Check digit
O	52a	Account Servicing Institution	A or C	Ignored if present
O	51A	Sending Institution	[/1!a][/34x] 4!a2!a2!c[3!c]	Ignored if present
M	30	Requested Execution Date	6!n	Specifies the date on which all subsequent transactions should be initiated by the executing bank.
O	25	Authorisation	35x	Ignored if present

Mandatory Repetitive Sequence B, Transaction Details
Maximum number of Sequence B: 50 per MT101

Status	Tag	Field Name	Content Options	Comments
M	21	Transaction Reference	16x	Specifies the unambiguous reference for the individual transaction contained in a particular occurrence of sequence B.
O	21F	F/X Deal Reference	16x	Ignored if present
O	23E	Instruction Code	4!c[/30x]	Supported: – URGP (for cross border payments) – OTHR/ISO Currency Code (as payment currency if other than remittance currency in Field 32B; not to be used if the remittance currency in Field 32B is not identical to the account currency) **CHQB for domestic/cross border cheques will not be processed by PostFinance Ltd** Other codes will be ignored
M	32B	Currency/ Transaction Amount	3!a15d	Specifies the currency and the amount to be transferred, subject to deduction for Receiver's/Beneficiary Bank's Charges if field 71A is BEN or SHA
O	50a	Instructing Party	C or L	See Tag 50a in Sequence A
O	50a	Ordering Customer	G or H	See Tag 50a in Sequence A
O	52a	Account Servicing Institution	A or C	See Tag 50a in Sequence A
O	56a	Intermediary	A, C or D	Ignored if present
O	57a	Account with Institution	A, C or D	Specifies the financial institution, when other than the Receiver, which services the account for the Beneficiary Customer. Receiver PostFinance Ltd: – Domestic postal account payment, QR-bill, inpayment slips (ISR) with reference no.: optional If financial institution other than PostFinance Ltd: – Option A: 11 Characters for BIC-Address of beneficiary's bank – Option C and D: Party Identifier may be used to indicate a national clearing system code (SWIFT-Codes)

Mandatory Repetitive Sequence B, Transaction Details

Status	Tag	Field Name	Content Options	Comments
M	59a	Beneficiary	no option letter	Identifies the beneficiary.
			[/34x]	Account
			4*35x	Name & Address
				– Domestic postal account payment: Postal account + Name & Address If account number in Field 57a already present than End beneficiary's account no. And Name & Adress in Field 59a – QR-bill: QR-IBAN (Refrence no. Field 70). QR-IBAN with QR-IID "3xxxx". – Inpayments slips (ISR) with reference no.: ISR customer no. (Reference no. Field 70). ISR with 5-digit customer number: the first 4 positions are filled with ZEROS – Domestic clearing payments, IBAN payments, cross border payments: IBAN + Name & Address End beneficiary's account no. + Name & Address
				For delivery of structured beneficiary Address: 1/Name 2/Street Name and Building Number 3/Post Code/Town Name
				Only no option letter will be supported **Option A will not be processed by PostFinance Ltd**
O	70	Remittance Information	4*35x	Specifies details of the individual transaction which are to be transmitted to the beneficiary customer. By QR-bill and Inpayment slips (ISR) with reference no.: Line 1 with Reference No. For QR-bill, tag 70 can be used for information about the ultimate debtor. It is important to check whether the field is already being used for the customer reference and/or additional information.
O	77B	Regulatory Reporting	3*35x	Ignored if present
O	33B	Currency/Original Ordered Amount	3!a15d	Ignored if present
M	71A	Details of Charges	3!a	This field specifies which party will bear the applicable charges for the subsequent transfer of funds. OUR/SHA/BEN
O	25A	Charges Account	/34x	Specifies the Ordering Customer's Account No. to which applicable transaction charges should be separately applied (if different from the account no. mentioned in field 50F, G or H)
O	36	Exchange Rate	12d	Will be ignored