

# Transfers Policy - Version 6

## 1. Purpose

This document outlines the policy for transfers handled by our organization.

## 2. Policy Summary

We aim to ensure all transfers are processed efficiently. Contact [support@company.com](mailto:support@company.com) for issues or clarifications.

## 3. Transfer Guidelines

All transfers must include a unique transaction ID.  
This ensures traceability for all transfer operations.

## 4. Transfer Guidelines

Transfers to charity accounts receive a tax receipt.  
Receipts are issued for tax deduction purposes.

## 5. Transfer Policies

Recurring transfers require monthly confirmation.  
Confirmation prevents unauthorized repeats.

## 6. Transfer Conditions

Transfers exceeding \$5,000 need executive approval.  
Approval ensures compliance with high-value policies.

Transfer history is available for 90 days online.  
Online access aids in tracking past transactions.

## 7. Summary

| Condition Type | Details  | Explanation  |
|----------------|--|--|
| Transfers      | All transfers must include a unique transaction ID.  | This ensures traceability for all transfer operations. |
| Transfers      | Transfers to charity accounts receive a tax receipt. | Receipts are issued for tax deduction purposes.        |
| Transfers      | Recurring transfers require monthly confirmation.    | Confirmation prevents unauthorized repeats.            |

| Condition Type | Details  | Explanation   |
|----------------|--|---|
| Transfers      | Transfers exceeding \$5,000 need executive approval. | Approval ensures compliance with high-value policies. |
| Transfers      | Transfer history is available for 90 days online.    | Online access aids in tracking past transactions.     |

8. Contact

For queries, email support@company.com or call 0800-123-456 during business hours (9 AM - 5 PM, Monday to Friday).