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 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

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| --- | --- | --- |
| 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. |
| 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).