

## Data Collection Form for Telegraphic Transfer

<b>Beneficiary (Receiving) Bank Details</b>	
Bank Name	
Address (including City and Country)	
Bank Code/SWIFT Code	
<b>Beneficiary (i.e. Payee) Details</b>	
Full Name	
Account No./IBAN	
Telephone No. (mandatory for mainland individual)	
Message to Beneficiary*	

*\*optional*

### Notes:

1. In order to avoid unnecessary delay, users have to supply the above information for effecting payments through telegraphic transfers.
2. Unless otherwise specified, the University will pay the charge of the remitting bank while the beneficiary will bear the charge of the beneficiary bank.

### PERSONAL INFORMATION COLLECTION STATEMENT

1. The data provided in this form shall be released to banks, government authorities and relevant units within the University for the purpose of remitting money to the beneficiary.
2. Unless required by law, the data collected will not be disclosed to any third parties other than those specified above without your consent.
3. If the data provided is incomplete or inaccurate, the banks will not be able to process the remittance for you.
4. This form will be destroyed after 3 months from the date of receiving this form.
5. You have a right of access and correction in respect of the data contained in this form under the Personal Data (Privacy) Ordinance. Please raise such request(s) to the Data Protection Officer of the Finance Office at [fodpo@LN.edu.hk](mailto:fodpo@LN.edu.hk).