



NEW OVERSEAS SUPPLIER FORM

INITIATING DEPARTMENT CONTACT DETAILS

Name:	
Position:	
Department:	
Contact phone number:	
Contact email address:	
Type of work/goods/services to be undertaken:	

SUPPLIERS CONTACT DETAILS

Creditors Legal Name:	
Creditors Trading Name:	
Physical Address 1:	
Physical Address 2:	
City:	
Country:	
Post Code:	
Phone Number:	
Email address: <i>(for remittance advices)</i>	
Email address: <i>(for purchase orders)</i>	

SUPPLIERS BANK ACCOUNT DETAILS

Bank Name:	
Bank Account Name: <i>(The name on the bank account supplied must match the invoice)</i>	
IBAN Number/Account Number:	
Sort Code: <i>(BSB, NPS, Transit, Routing (CNAPS), ABA, IFS or Fedwire)</i>	
Swift Code:	
Currency for payments: (NZD if not specified)	
Please send below examples of acceptable bank account verification	
<ul style="list-style-type: none"> • Pre-printed deposit slip • Hand written deposit slip verified (signed & stamped) by the bank • Copy of bank statement or any other bank generated document showing bank logo, account name and number 	

Upon completion of this form, the form needs to be returned to Accounts Payable

Email: accounts@otago.ac.nz

Fax: 03 479 8040

FOREIGN BANK ACCOUNT REQUIREMENTS FOR EACH COUNTRY

	ASIA	AUSTRALIA	BRAZIL	CANADA	CHINA	EUROPE	INDIA	SOUTH AFRICA	UK	USA
Bank Name	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Account holder name	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Account number	✓	✓	✓	✓	✓		✓	✓		✓
BSB Number		✓								
IBAN Number						✓			✓	
NPS Code								✓		
Bank & Transit Number				✓						
Routing (CNAPS), ABA or Fedwire Number					✓					✓
IFS Number							✓			
Swift Code	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

KEY

BSB: Bank and Branch number **IFS:** Indian Financial System Code **NPS:** Bank and Branch number **ABA:** Bank and Branch number