



METHOD OF PAY FORM (Mumbai Payroll)

This form is to be completed (in BLOCK CAPITALS) and returned to the Crew Office before the cut-off date of the month. Request received after this date will be processed in the subsequent month.

Reason for Completing Form: (Please tick one)

New Joiner ☐

Re-Joiner ☐

Change of Bank Details ☐

Change of Cash Value ☐

Seafarer Information

Date:

Employee ID

Full Name

Rank

Name of Vessel

Signed On Date

Cash value and Bank Transfer details

- Please specify a value form your monthly Net pay, you will collect it as Cash onboard. (Rounded to nearest 5)

Net Pay to collect in Cash

(Example Values: – Zero, 50, 100, 350, etc. If you quote Zero, it means that your entire month's net pay gets transferred into your bank account)

Note: Any Net pay more than the amount specified above will be directly transferred to your bank account that you quote on this form in Page 2.

Is the Bank Account Holder's Address different than your address on HR records: YES

☐

NO

☐

If you tick YES, then please provide Account Holder's Address (This is Not applicable if you have ticked NO):

Address Line1: _____

Street: _____

Town / City: _____

Post / Zip Code: _____

Country: _____

If you are not the bank account holder, please specify your relationship to them, such as parent, spouse, sibling child, or friend. _____

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Bank Account Details

Please provide the bank details of your designated account. This will be used to apply your payroll bank transfer to. You may need to check with your bank to for any additional requirements to be submitted for international bank transfers to be credited to your account.

Account Holders Name

Bank Name

Account Number / IBAN

Branch Name

BIC/SWIFT Code

Bank Address (Line 1)

Bank Routing code (e.g. UK = sort code, US = ABA code, IN = IFSC Code.)

Street

Bank Account Currency (Base Currency of this Bank Account)

City

Bank Country

Tax ID Number (Tax Identification of Account Holder)

(TAX ID required for Peru, Brazil, Russia, Chile, Argentina, Columbia, Belarus, Honduras, Guatemala, Dominican Republic, Uruguay, Costa Rica, Venezuela)

BANK DETAILS REQUIREMENTS – International Payments:

- 1) **SWIFT / BIC code is either 8 or 11 characters only**
- 2) **Domestic Bank Routing Code is specific to your country.**

Examples of Bank Routing Codes:

- *India - IFSC code is 11 characters in length
- *USA / Canada - Routing number is 9 digits in length
- *UK - Sort code is 6 digits in length
- *Australia - Bank State Branch number is 6 digits in length
- *Jamaica - Branch Transit Code
- *Belarus - MFO Bank Code

*If you wish to nominate a recipient from Russia or Ukraine will be required to supply documentary evidence that the recipient resides **outside** of the Crimea region. Documents that will be accepted include utility bills, lease agreements or similar in the name of the recipient and showing their residential address.

Disclaimer:

I am aware that in the event that my bank transfer is returned due to incorrect or invalid bank details, the refund I will receive will be less any fee imposed by my bank as charges. I understand that the company can only be responsible for tracing a wire at the banking institution performing the service for the company; beyond this I will be responsible for following up any problems with my bank. I am aware that the company cannot be held responsible for varying exchange rates and any intermediary bank charges.

Signature
(Seafarer)

Date

Signature
(Office Personnel)

Date
