

**Pre-trade Requirements:****Originator Responsibilities for 'pre-trade' setup of Beneficiary:**

Provide the information communicated in the section below at least 3 business days prior to the Trade / Payment being effected. This is a one-time set-up for new beneficiaries only; subsequent payments for the same beneficiary are processed normally and need no further information or set-up

The lead time is required due to the Banks local branch office or correspondent bank having to contact the beneficiary to complete and/or provide certain documentation.

Beneficiary contact information (e.g. name, telephone number, e-mail address) is critical

Any change in beneficiary or beneficiary bank details will require fresh information to be re-submitted

Purpose of Payment must be provided for each payment

Remitter information must be provided as well.

Requested information should be communicated to your Customer Service Officer via e-mail who will then work with the dedicated Operations Group to ensure delivery to respective local branch office

It is recommended that the client notify the beneficiaries in advance and keep them abreast of this pre-trade process, as coordination is required by beneficiary for the conversion process to be completed.

**Information to be Provided by Originator:**

**Beneficiary Name:** \_\_\_\_\_

**Beneficiary Address:** \_\_\_\_\_

**Tax Identification Number ('CNPJ' for Companies 14 digits, 'CPF' for individuals, 11 digits) of the Beneficiary:** \_\_\_\_\_

**Beneficiary Bank IBAN (29 characters):** \_\_\_\_\_

**Beneficiary Bank Name:** \_\_\_\_\_

**Beneficiary Branch Name / Address** \_\_\_\_\_

**'Agencia' Number (Branch of Banco Bradesco):** \_\_\_\_\_

**Purpose of Payment:** \_\_\_\_\_

**Contact Person at the Beneficiary:**

a) **Name:** \_\_\_\_\_

b) **Telephone Number:** \_\_\_\_\_

c) **E-Mail (if available):** \_\_\_\_\_

**Remitter Name:** \_\_\_\_\_

**Remitter Address:** \_\_\_\_\_

**Additional Notes:**

Currently only BRL to beneficiaries maintaining an account with a Banco Bradesco branch can be delivered.

Once the above information is provided, our operations group will contact Banco Bradesco to determine if the beneficiary is registered with the bank and if they have a 'cadastro' filed with the bank. If they are an established customer with a Cadastro, then Banco Bradesco will contact the beneficiary to ensure they are expecting the funds and have completed all of the Banco Bradesco's required documentation. After all the documents required by Bradesco and the Central Bank are filled out, we are able to close the trade.

**Additional Reference:** Central Bank (Banco Central do Brasil)

website: <http://www.bcb.gov.br>