

how can we help you?

Login to Online Banking.

**A Login**

Username  Password

**B Select the Forex Tab.**

**C Select the Order Forex Tab.**

The order Forex process is broken up into 7 Steps

1. Product Selection
2. Account and Fee payment options
3. Pre-Booked Deals
4. Amount of foreign currency order per currency
5. Allocate currency to each Traveller
6. SARB reporting Details
7. Delivery / Collection Details

**1 Product Selection**

Select the product you require by hovering over the flag, selecting the product.

**Note:** You can select multiple product and multiple currencies by hovering over each currency you require and selecting the required product

To continue to the next step, click on **Continue**

US Dollar - USD <input checked="" type="checkbox"/> Foreign Notes <input checked="" type="checkbox"/> Cash Passport	Euro - EUR	British Pound - GBP	Australian Dollar - AUD	Canadian Dollar - CAD	Chinese Yuan Renminbi - CNY
Swiss Franc - CHF <input checked="" type="checkbox"/> Foreign Notes	Danish Krone - DKK	Botswana Pula - BWP	Hong Kong Dollar - HKD	Japanese Yen - JPY	Mauritian Rupee - MUR
Norwegian Krone - NOK	New Zealand Dollar - NZD	Swedish Krona - SEK	Singapore Dollar - SGD	Thai Baht - THB	United Arab Emirates Dirham - AED

0010015 | SUPRT NR 8048043 | TECH REF a-102-L-20151128131127

**Select (for individuals only):**

**MySelf** – If you are the traveller.

**Other Traveller** – If you are purchasing the currency for someone else.

**MySelf and Other Travellers** – If you are purchasing currency for yourself and third party traveller/s.

## 2 Payment Options

If payment and fees are to be deducted from the same account, click on the dropdown and select the account. By clicking on 'Yes' for Payment and 'Yes' for Fees it means payment for the travel product/s and payments for fees will be deducted from different accounts.

Would you like to split your payment and fees across different accounts?

Payment  No  Yes

Fees  No  Yes

**Pay from account**

**Please Note:** If you are using your Global Account to fund your cash passport, fees will be deducted from your rand account.

Account

If different accounts were selected for Payment and Fees, the screen will expand to reflect the currencies previously selected and drop downs to select the accounts that the payment and fees will be deducted from. Once the accounts have been selected, click on **Continue** to move onto Step 3.

Currency	Type	Pay forex from account	Pay related fees from account
US Dollar - USD	Foreign Notes	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>
US Dollar - USD	Cash Passport	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>
Swiss Franc - CHF	Foreign Notes	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>

## 3 Pre-Booked Deals

If you have a pre-booked deal for the currency, select 'Yes' next to the applicable currency then enter your deal number. Click on **Continue**.

If no deal exists click the **Continue** button.

Currency	Deal Number
US Dollar - USD	<input type="radio"/> No <input type="radio"/> Yes <input type="text"/>
Euro - EUR	<input type="radio"/> No <input type="radio"/> Yes

## 4 Amount of foreign currency order per currency

On this screen, the amount per product being ordered will be entered. For example, the order below was for USD notes, CHF notes and a USD Cash Passport. The currency on each product are ordered as follows:

- USD 200 (notes)
- ZAR20,000 worth of USD (Cash Passport)
- CHF 100 (notes)

• *Note: Exchange rates used here are just indicational.*

Currency	Type	Specify amount in	Amount to buy	Amount in currency*	Exchange rate*	Denominations
US Dollar - USD	Foreign Notes	<input type="radio"/> ZAR <input checked="" type="radio"/> USD	<input type="text" value="200.00"/>	ZAR 2644.66	13.2233	<input type="text" value="Mixed"/> <input type="button" value="Remove"/>
US Dollar - USD	Cash Passport	<input type="radio"/> ZAR <input checked="" type="radio"/> USD	<input type="text" value="20,000.00"/>	USD 1513.10	13.2179	<input type="button" value="Remove"/>
Swiss Franc - CHF	Foreign Notes	<input type="radio"/> ZAR <input checked="" type="radio"/> CHF	<input type="text" value="100.00"/>	ZAR 1392.76	0.0718	<input type="text" value="Mixed"/> <input type="button" value="Remove"/>

Click on **Continue**

4... Amount of foreign currency order per currency

Click the **Add Traveller** button to capture the details of the person taking the currency overseas.

All Travellers		
Name	Passport Number	Foreign Currency

 Add traveller

Capture the Details of the traveller.

Note the departure date cannot be more than 60 days from the date the order is placed.

Allocate the products applicable to this traveller.

For when ordering for **Myself** My Travel Details will reflect account holders details.

Click on **Add**.

**Who are you ordering currency for?**

**My Travel Details**

First Name

Surname

Gender  
 Male  Female

ID Type

Temporary Permit Number

Date Of Birth

Passport Number

Country of Issue

**Please Note**  
 Your departure date cannot be dated more than 60 days.

Departure Date

**Allocate currencies for traveller**

	Foreign Notes	Cash Passport
USD - Foreign Notes	<input type="checkbox"/>	<input type="checkbox"/>
EUR - Cash Passport	<input type="checkbox"/>	<input type="checkbox"/>

If there are any other travellers, click on **Add Traveller** as per above and complete these details again for the traveller and allocate product. Once all required travellers have been completed, click the **Continue** button.

All Travellers			
Name	Passport Number	Foreign Notes	Cash Passport
John Smith	za1234567	USD	EUR

 Add traveller

## 5 Allocate currency to each Traveller

In the previous two Steps, you have ordered products (and amounts), and completed the traveller/s details. Now the products need to be allocated the relevant traveller/s. This will be done on a product-per-product basis, until all products have been allocated to a traveller.

For example; enter 200 in the Amount field next to the traveller, then click on continue to allocate the next product to a traveller.

**Allocate currency allowance per traveller (1 of 3)**

You have 200.00 USD to allocate between each traveller.

**US Dollar - Foreign Notes**

Name	Passport	Type	Amount	
Rosie Multi	A12345678	FOREIGN NOTES	<input type="text" value="0.00"/>	<input type="button" value="Remove"/>
<b>Total Left to Allocate</b>		200.00		

Tip: This indicator shows you the number of products to be allocated. Once this indicator shows (3 of 3) all products are allocated.

**Allocate currency allowance per traveller (1 of 3)**

You have 200.00 USD to allocate between each traveller.

**US Dollar - Foreign Notes**

Name	Passport	Type	Amount	
Rosie Multi	A12345678	FOREIGN NOTES	<input type="text" value="200.00"/>	<input type="button" value="Remove"/>
<b>Total Left to Allocate</b>		0.00		

Once all products have been allocated, to travellers, click on **Continue**.

Back
Cancel
Continue

## 6 South African Reserve Bank Reporting Details

Complete the SARB reporting details by confirming/completing the Entity details, the Payer contact details and Residential and Postal address details. Once completed, click the **Continue** button to proceed.

**South African Reserve Bank reporting details**

The details below will be submitted to the South African Reserve Bank for reporting purposes. Please check that they are correct.

**Entity Details**

Legal Entity Name	PAT CURRENCYCORP
Entity Registration Number	2015/123445/23
Contact First Name	
Contact Surname	PAY

**Payer Contact Details**

Cell Phone	<input type="text" value="0828250272"/>
Telephone	<input type="text"/>
Fax	<input type="text"/>
Email Address	<input type="text" value="corp.email@corp.com"/>
Preferred Contact method	<input checked="" type="radio"/> Email <input type="radio"/> SMS

**Residential address**

Address line 1	<input type="text" value="78 TEST STREET"/>
Address line 2	<input type="text"/>
Suburb	<input type="text" value="JOHANNESBURG"/>
Province	<input type="text" value="Gauteng"/>
Postal Code	<input type="text" value="2001"/>

**Postal address**

Is your postal address the same as your residential address?  Yes  No

Back
Cancel
Continue

## 7 Delivery/Collection Details

The Foreign Currency can delivered you, or you can collect it from a branch; select 'Deliver' or 'Collect'.

For collection you will be required to select the branch you wish to collect from, complete the collection date and time, and you can enter any special instructions notable for the collection. Click on **Continue** to proceed.

**Delivery details**  
Get your Foreign Notes and Multi-currency Cash Passport TM delivered to you. (A delivery fee applies).

Delivery option

Branch

Collection date

Collection time

Special Instruction

**Please note** that orders can only be collected within business hours of the Branch Teller zone.

For delivery, select the account you wish to pay the delivery charges from, complete your physical address details, any delivery instructions, and select a delivery date and time. Click on **Continue** to proceed.

**Delivery details**  
Get your Foreign Notes and Multi-currency Cash Passport TM delivered to you. (A delivery fee applies).

Delivery option

Delivery charges

Address line 1

Address line 2

Suburb

City/Town

Province

Postal Code

Delivery Instructions

Delivery date

Delivery time

**Quote**

The Quote screen will reflect the exchange rate as well as the commission fees. Click on the tick box to accept the 'Terms and Conditions'. Click on **Accept** or **Decline**.

Quote							
<b>Order number R015LL0W70</b>							
This quote is only valid for 2 minutes.							
<span>🔍 Search</span> <span>📄 Download</span> <span>🖨 Print</span>							
Currency	Type	Amount ordered	Cost	Exchange rate	Pay forex from	Pay fees from	
US Dollar	Foreign Notes	USD 200.00	ZAR 2,617.42	13.0871	Business Account - 62006577392	Business Account - 62006577392	
US Dollar	Cash Passport	USD 1,512.99	ZAR 19,798.99	13.0860	Business Account - 62006577392	Business Account - 62006577392	
Swiss Franc	Foreign Notes	CHF 100.00	ZAR 1,367.99	0.0731	Business Account - 62006577392	Business Account - 62006577392	
Quote breakdown							
Order Amount			ZAR 23,784.40				
Total Charge Amount (VAT incl)			715.87				
DELIVERY (VAT incl)			200.00				
<b>Total</b>			<b>ZAR 24,700.27</b>				
Delivery details							
Delivery option	Delivery						
Delivery charges	Business Account - 62006577392						
Address Line 1	30 DIAGONAL STREET						
Address Line 2	FNB PLACE, 9TH FLOOR						
Suburb	JOHANNESBURG						
City/Town	JOHANNESBURG						
Province	GAUTENG						
Postal Code	2001						
Delivery Instructions	ASK FOR ME AT RECEPTION						
Delivery date	20151113						
Delivery time	10000000						
Reporting details							
Legal Entity Name	PAT CURRENCYCORP						
Entity Registration Number	2015/123445/23						
Contact First Name							
Contact Surname	PAY						
Contact number	0835678922						
Physical address	78 TEST STREET, , JOHANNESBURG, GAUTENG, 2001						
Postal address	78 TEST STREET, , JOHANNESBURG, GAUTENG, 2001						
Terms and conditions							
<input type="checkbox"/> I accept the Forex <a href="#">Terms and Conditions</a>							
<small>© 60010015   SUPRT NR 8048943   TECH REF b-102-L-20151203125921</small>					Decline	Edit	Accept

Input 'One Time Pin' and click on **Submit**

<table border="1"> <thead> <tr> <th colspan="7">Quote</th> </tr> </thead> <tbody> <tr> <td colspan="7"><b>Order number R015LL0W70</b></td> </tr> <tr> <td colspan="7">This quote is only valid for 2 minutes.</td> </tr> <tr> <th>Currency</th> <th>Type</th> <th>Amount ordered</th> <th>Cost</th> <th>Exchange rate</th> <th>Pay forex from</th> <th>Pay fees from</th> </tr> <tr> <td>US Dollar</td> <td>Foreign Notes</td> <td>USD 200.00</td> <td>ZAR 2,617.42</td> <td>13.0871</td> <td>Business Acc</td> <td>Business Acc</td> </tr> <tr> <td>US Dollar</td> <td>Cash Passport</td> <td>USD 1,512.99</td> <td>ZAR 19,798.99</td> <td>13.0860</td> <td>Business Acc</td> <td>Business Acc</td> </tr> <tr> <td>Swiss Franc</td> <td>Foreign Notes</td> <td>CHF 100.00</td> <td>ZAR 1,367.99</td> <td>0.0731</td> <td>Business Acc</td> <td>Business Acc</td> </tr> <tr> <th colspan="7">Quote breakdown</th> </tr> <tr> <td>Order Amount</td> <td colspan="2"></td> <td>ZAR 23,784.40</td> <td colspan="3"></td> </tr> <tr> <td>Total Charge Amount (VAT incl)</td> <td colspan="2"></td> <td>715.87</td> <td colspan="3"></td> </tr> <tr> <td>DELIVERY (VAT incl)</td> <td colspan="2"></td> <td>200.00</td> <td colspan="3"></td> </tr> <tr> <td><b>Total</b></td> <td colspan="2"></td> <td><b>ZAR 24,700.27</b></td> <td colspan="3"></td> </tr> <tr> <th colspan="7">Delivery details</th> </tr> <tr> <td>Delivery option</td> <td colspan="6">Delivery</td> </tr> <tr> <td>Delivery charges</td> <td colspan="6">Business Account - 62006577392</td> </tr> <tr> <td>Address Line 1</td> <td colspan="6">30 DIAGONAL STREET</td> </tr> <tr> <td>Address Line 2</td> <td colspan="6">FNB PLACE, 9TH FLOOR</td> </tr> <tr> <td>Suburb</td> <td colspan="6">JOHANNESBURG</td> </tr> <tr> <td>City/Town</td> <td colspan="6">JOHANNESBURG</td> </tr> <tr> <td>Province</td> <td colspan="6">GAUTENG</td> </tr> </tbody> </table>	Quote							<b>Order number R015LL0W70</b>							This quote is only valid for 2 minutes.							Currency	Type	Amount ordered	Cost	Exchange rate	Pay forex from	Pay fees from	US Dollar	Foreign Notes	USD 200.00	ZAR 2,617.42	13.0871	Business Acc	Business Acc	US Dollar	Cash Passport	USD 1,512.99	ZAR 19,798.99	13.0860	Business Acc	Business Acc	Swiss Franc	Foreign Notes	CHF 100.00	ZAR 1,367.99	0.0731	Business Acc	Business Acc	Quote breakdown							Order Amount			ZAR 23,784.40				Total Charge Amount (VAT incl)			715.87				DELIVERY (VAT incl)			200.00				<b>Total</b>			<b>ZAR 24,700.27</b>				Delivery details							Delivery option	Delivery						Delivery charges	Business Account - 62006577392						Address Line 1	30 DIAGONAL STREET						Address Line 2	FNB PLACE, 9TH FLOOR						Suburb	JOHANNESBURG						City/Town	JOHANNESBURG						Province	GAUTENG						<p>Please enter your One Time Pin (OTP) sent to 083***1234 <span style="float: right;">03 Dec 2015 13:01:32</span></p> <div style="border: 1px solid #ccc; width: 100%; height: 20px; margin-bottom: 5px;"></div> <p><b>If you did not receive the One Time PIN</b></p> <p>Resend to primary option: <a href="#">?</a></p> <p style="background-color: #e0e0e0; padding: 2px; display: inline-block; margin-top: 5px;">Send to 083***1234</p> <div style="text-align: right; margin-top: 10px;"> <span style="background-color: #f08000; color: white; padding: 5px 10px; border-radius: 3px;">Cancel</span> <span style="background-color: #f08000; color: white; padding: 5px 10px; border-radius: 3px; margin-left: 10px;">Submit</span> </div>
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**Thank You!**

Your request was successful. Click on **Continue** to upload travel documents i.e. Passport and ticket per traveller

Thank You! Your request was successful
 
[Print](#) [Download](#)

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**Quote**

Order number **R015LL0WP0**

Search Download Print

Currency	Type	Amount ordered	Cost	Exchange rate	Pay forex from	Pay fees from
US Dollar	Foreign Notes	USD 100.00	ZAR 1,308.71	13.0871	Business Account - 62006577392	Business Account - 62006577392
US Dollar	Cash Passport	USD 1,512.99	ZAR 19,798.99	13.0860	Business Account - 62006577392	Business Account - 62006577392
Swiss Franc	Foreign Notes	CHF 100.00	ZAR 1,367.99	0.0731	Business Account - 62006577392	Business Account - 62006577392

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**Quote breakdown**

Order Amount	ZAR 22,475.69
Total Charge Amount (VAT incl)	715.87
DELIVERY (VAT incl)	200.00
<b>Total</b>	<b>ZAR 23,391.56</b>

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**Delivery details**

Delivery option	Delivery
Delivery charges	Business Account - 62006577392
Address Line 1	30 DIAGONAL STREET
Address Line 1	FNB PLACE, 9TH FLOOR
Suburb	JOHANNESBURG
City/Town	JOHANNESBURG
Province	GAUTENG
Postal Code	2001
Delivery Instructions	ASK FOR ME AT RECEPTION
Delivery date	20151113
Delivery time	10000000

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**Reporting details**

Legal Entity Name	PAT CURRENCYCORP
Entity Registration Number	2015/123445/23
Contact First Name	
Contact Surname	PAY
Contact number	0835678922
Physical address	78 TEST STREET, , JOHANNESBURG, GAUTENG, 2001
Postal address	78 TEST STREET, , JOHANNESBURG, GAUTENG, 2001

Continue

0,60010016 | SUPRT.NR.8048943 | TECH.REF.0-102-L-20151203130723

Click on **Attach** to start uploading documents. Continue until all documents have been uploaded.

Click on **Browse**, select your document, then click **Upload**.

**Upload documents** Global Payments Global Receipts **Order Forex** Trade Help

Buy Forex Maintain Document Uploads History

For orders to be finalised, copies of a passport and travel documents for each traveller is required. These documents can be uploaded now or emailed to travelprocessing@fnb.co.za. Valid formats include: PDF, TIFF, TIF, JPG and GIF.

Name	Document Type	Max size	Document attached	Status
ROSIE MULTI	PASSPORT [USD - Foreign Notes]	4.0MB	-	Attach
ROSIE MULTI	VALID AIR TICKET [USD - Foreign Notes]	4.0MB	-	Attach

**Upload Documents**

Document Type: **PASSPORT [USD - Foreign Notes]**

File Location:  Browse

Cancel
Upload

The travel order is complete and has been sent onto FNB Forex to check for correctness.

**Upload documents** Global Payments Global Receipts **Order Forex** Trade Help

Buy Forex Maintain Document Uploads **History**

**All Orders** Search Download Print

Order number	Date	Product	Total Amount in ZAR	Status
R015LL0WP0	11 Nov 2015	Mixed	ZAR 22,475.69	In Progress
R015LL00B0	11 Nov 2015	Foreign Notes	ZAR 0.00	V
R015LJ0050	09 Nov 2015	Cash Passport	ZAR 4,172.54	In Progress
R015LE0PB0	06 Nov 2015	Foreign Notes	ZAR 91.60	In Progress
R015LE0TH0	05 Nov 2015	Foreign Notes	ZAR 0.00	V