**Confirmation of Receipt of Money by Bank Transfer**

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Company/Partnership/Shop…………………………………………………………………………………………………………………………

By……………………………………………………………………………………………………………………………………………………………………
Related with the Company/Partnership/Shop as……………………………………………………………………………………….

Address:………………………………………………………………………………………………………………………………………………………...

…………………………………………………….…………………………………………. Postal Code………………………...……………………

The Company/Partnership/Shop hereby confirms the receipt of money from KMUTT by transfer to the saving account. The details of the bank account of the Company/Partnership/Shop…………………….

……………………….………………………………….……………. to which the money will be transferred are as follows:

1. Bank name:………………………………………………………………………………………………………………………….……………
2. Account name:………………………………………………………..………………. Branch………………………………………….

Saving account no………………………………………………………………………………….………………………………………..

1. Company/Partnership/Shop’s email address………………….……………………………………………………………..
2. Tax identification no…………………………………………………………………………………………………………………….....
3. Contact details of the finance/accounting officer of the Company/Partnership/Shop

Name:………………………………………………………………….…………………………………………………………………………….

Tel:........................................................................................................ Fax:……………………………………………….

Email address:…………………………………………………...……………………………………………………………………………

The Company/Partnership/Shop agrees to perform as required by KMUTT as follows:

1. The Company/Partnership/Shop will be responsible for any expense incurred by transfer of the money to the Company/Partnership/Shop at the rate specified by the bank.
2. The Company/Partnership/Shop will send receipts/tax invoice (if any) for payment for products and services to KMUTT within 3 working days from the date when the money has been transferred to the Company/Partnership/Shop’s account.

 ……………………………………………….

 (……………………..………………………)

Seal Affixed

 Manager/Authorized Signatory

Company/Partnership/Shop……………………………………

 Date:…………………………………

**Supporting documents**

1. Completed Confirmation of Receipt of Money by Bank Transfer
2. Copy of Certificate of Company/Partnership Registration or Certificate of Commercial Registration (in case of an ordinary person) affixed with the seal and signed for certification of true copy
3. Copy of personal ID card of the authorized person signed for certification of true copy
4. Copy of taxpayer ID card of the Company/Partnership/Shop
5. Copy of the first page of the passbook of savings account or statements of current account (This document will be kept by KMUTT as evidence of project participation and for reference of money transfer to the Company/Partnership/Shop’s account.)

**Money transfer conditions**

1. **Direct credit**

(Transferred from Krungsri Bank account to Krungsri Bank account of the Company/Partnership/Shop)

The transfer limit is 5,000,000 Baht/transaction

Fee/transaction

- in and outside the same clearing house 5 Baht/transaction (nationwide)

1. **SMART transfer**

(Transferred from Krungsri Bank account to other bank account of the Company/Partnership/Shop)

The transfer limit is 2,000,000 Baht/transaction

Fee/transaction

- in and outside the same clearing house 10 Baht/transaction (nationwide)

Note: The recipient will be charged for a fee (juristic person/ordinary person creditor)

To:

 Khun Somsak Salawon

 King Mongkut’s University of Technology Thonburi

 Financial Administration, General Affairs Division

 Treasury Office

 126 Pracha-Uthit Rd., Bangmod Sub-district

 Thungkru District, Bangkok 10140

In case of any inquiries, please contact Khun Somsak Salawon at 02-470-8137.

Email: samsak.sal@kmutt.ac.th

**Processes of Bank Transfer**

**KMUTT Company/Partnership/Shop Bank**

8. Upon receiving the receipts, withholding tax deduction certificates will be sent to the companies/ partnerships/ shops.

5. Transfer money to the accounts of companies/ partnerships/ shops

6. Email to companies/ partnerships/ shops to inform transfer details as indicated in the invoices/delivery notes for the companies/ partnerships/ shops to prepare and send receipts to KMUTT

4. Prepare and send the information about the transfer to Krungsri Bank.

3. Record the information received from the confirmation letters in the transfer system.

7. Issue receipts/tax invoices (if any) to KMUTT according to the notified address within 3 working days.

2. Send letters to confirm the receipt of money by bank transfer to KMUTT along with required documents signed and affixed the seals by authorized signatories by 15 July 2009.

1. Send letters to invite companies/partnerships/ shops to join the project.