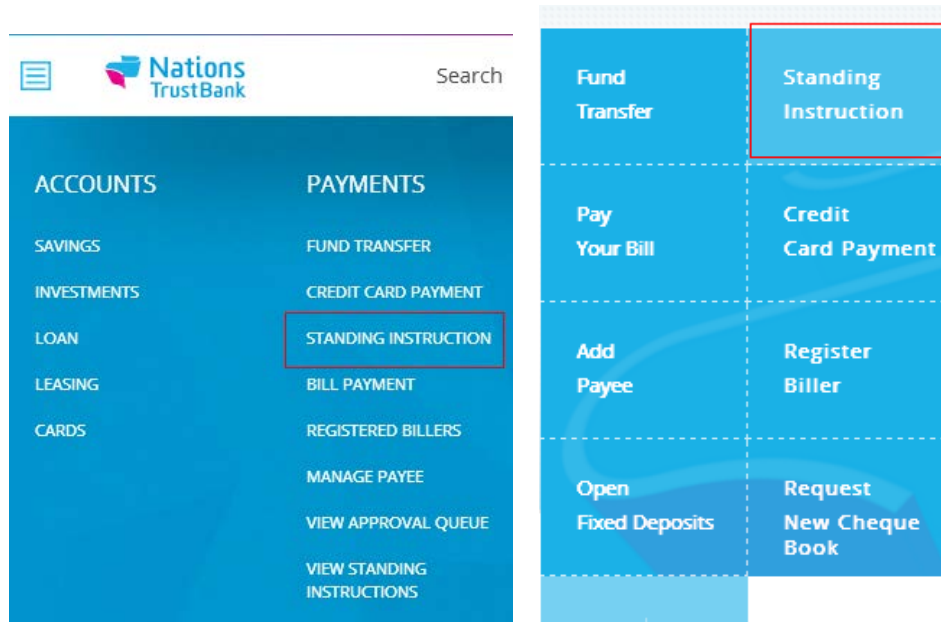


Place Standing Instructions - within Own accounts, Within NTB accounts and other bank transfers

1. Click the menu option and select “Standing Instructions” under Payments or you can go thru quick widgets (in your right hand corner) or “Quick Transfer” at the bottom.



2. You will now be redirected to our Standing Instruction Page

The screenshot shows the 'Funds Transfer / Standing Instructions' page. The page has a blue header with 'Make a Transfer', 'Payees', and 'Transactions' options. The 'From' section has an 'Account No.' dropdown menu with 'Select' and an 'Available Balance' field. The 'To' section has three tabs: 'My Own A/c', 'NTB Bank A/c', and 'Other Bank A/c'. Below the tabs is an 'Account Number' dropdown menu with 'Select'. The 'Amount' field is a text input box. The 'When' section has two radio buttons: 'Now' (selected) and 'Later'. The 'Remarks' section has a text input box with the placeholder 'Key in Remarks'. A 'Continue' button with a right arrow is at the bottom right.

Within Own accounts

1. Select “My Own A/c” to transfer funds within NTB to your own accounts.
2. Select the “To” account and “From” account from the drop down list and enter the amount,
3. And select “Now” if you need the transaction to be initiated on the same day
4. You can select “Later” if you need the transfer to be done on a future date.

Make a Transfer Payees Transactions

From
 Account No.
 (Savings) 201446 Available Balance : LKR.80.64
[View Account Details](#)

To
 My Own A/c NTB Bank A/c Other Bank A/c
 Account Number
 Select
 Select
 (LKR) - 201446

Amount
 LKR. 2,000 Two Thousand

When
 Now Later

Remarks
 Ammi

[Continue](#) →

When
 Now Later
 30-Jun-16
[Repeat This Payment](#)

1. You can select Repeat This Payment, if you want the transfer to be done on a later date by selecting frequency (Daily, weekly, Monthly, Yearly) and the end date.

When
 Now Later
 30-Jun-16
[Make This a One Time Payment](#)
 Frequency
 Weekly Total no. of payments made will be 9
 End Date
 31-Aug-16

Within NTB accounts

1. Click on NTB Bank A/C and select “New Payee” to add 3rd party payee’s details who are NTB account holders.

The screenshot shows the 'Make a Transfer' interface. The 'From' section displays the account number '(Savings) 200010016446' and the available balance. The 'To' section shows the selection of 'NTB Bank A/c' and a dropdown for 'Payee Name' with 'Select' as the current option. A 'New Payee' link is visible below the dropdown.

2. Enter the account number and the name and click “Done” to do transfer for that day

The screenshot shows the 'NEW PAYEE' form. The 'Account No.' field contains '001020506132' and the 'Account Name' field contains 'David'. There is a checkbox for 'Save Payee for future transactions' and a 'Done' button with a checkmark.

3. You can save the payee for future transaction if needed by clicking on “Save payee for future transaction” and by giving a nickname to it.

To

My Own A/c | **NTB Bank A/c** | Other Bank A/c

NEW PAYEE [X]

Account No. 001020060532

Account Name. Anushka

Save Payee for future transactions

Choose a Nickname Anu

Save [✓]

4. Select your account under “From” and the recently added payee from “To” accounts and by entering the amount, selecting the date, entering a valid remark and click the Confirm button to proceed to payments verification page.

Make a Transfer | Payees | Transactions

From

Account No. (Savings) 200010016446 Available Balance : LKR.80.64

[View Account Details](#)

To

My Own A/c | **NTB Bank A/c** | Other Bank A/c

Payee Name Priyanda - 001217051534 Account No. : 001217051534

[New Payee](#)

Amount LKR. 10,000 Ten Thousand

When Now Later

Remarks Transfer funds

Continue →

5. You can check the details of the transfer before proceeding. It's a final safeguard for you to check all transfer details on one screen and ensure the transfer is made exactly how you'd like.

The screenshot shows the Nations TrustBank interface for Funds Transfer / Standing Instructions. The page has a search bar at the top right with the placeholder text "eg. Fund Tr". Below the search bar is a navigation bar with "Make a Transfer" (highlighted in blue), "Payees", and "Transactions" (with a dropdown arrow). The main content area is titled "Payment Verification" and contains the following details:

From	(Savings) 200010016446
To	001217051534
Amount	LKR. 1.00 (LKR One)
Date	23-Jun-16
Remarks	Transfer funds

6. After confirm and click on "Pay", if the transfer is successful you will see the receipt of the payments as follow. For your future reference you may keep a screen capture or else use "Print" option to take a copy of it

The screenshot shows the Nations TrustBank Receipt screen. The date is 23-Jun-16. The word "RECEIPT" is displayed in pink. A green checkmark icon is followed by the text "Funds Transferred Successfully! Reference ID :257500". A yellow box contains the message: "A copy of the receipt has been sent to your registered email MAYYA.YOGA@YAHOO.COM". The receipt details are as follows:

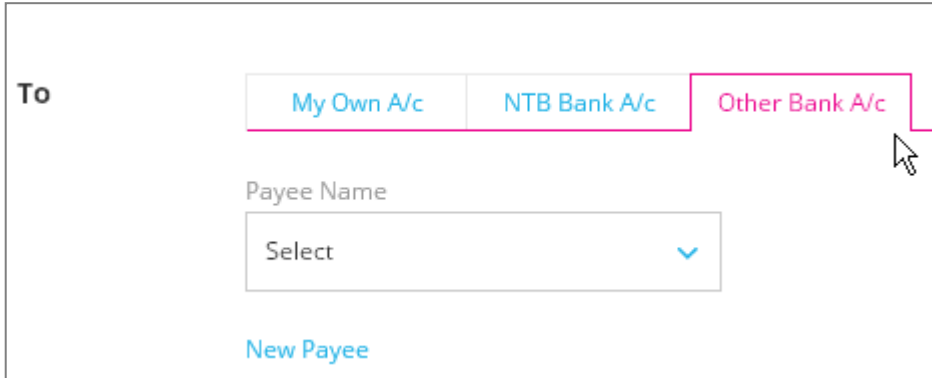
From	(Savings) 200010016446 View Account Details
To	Priyanda Account No.: 001217051534
Amount	LKR. 1.00
Remarks	Transfer funds

At the bottom left, there is a message: "E-Statements are readily available to you online. Its Convenient as you do not need additional space to store like you do with paper statements. Its environment friendly. Register for e-statements today and help to save a tree." At the bottom right, there is a red stamp that says "TRANSFERRED". At the very bottom, there is a blue "PRINT" button with a printer icon.

7. Once you have confirmed your transfer, Online Banking will provide you with an electronic receipt that includes all the essential details and the e-receipt will be emailed to your online banking registered email address.
8. The Reference Number and the date can be used if you need to make enquiries about this transfer on a future date.

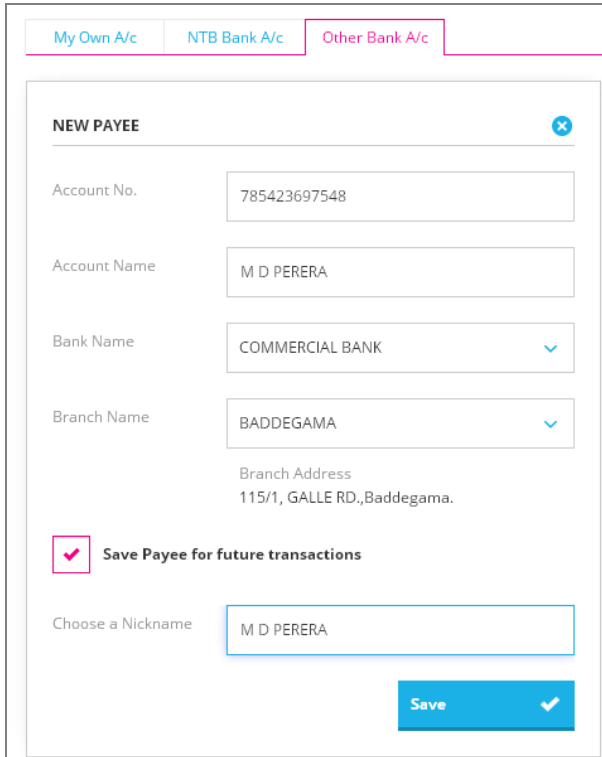
Other bank transfers (CEFTS & SLIPS)

1. Select “Other Bank A/c” from “Fund Transfer” page



The screenshot shows the 'To' section of a fund transfer page. There are three tabs: 'My Own A/c', 'NTB Bank A/c', and 'Other Bank A/c'. The 'Other Bank A/c' tab is selected and highlighted with a pink border. Below the tabs is a 'Payee Name' dropdown menu with 'Select' as the current selection. A mouse cursor is pointing at the 'Other Bank A/c' tab. At the bottom of the section, there is a 'New Payee' link.

2. Click on New payee to enter the account holder’s details of banks other than NTB.




The screenshot shows the 'NEW PAYEE' form. The 'Other Bank A/c' tab is selected. The form contains the following fields:


- Account No.: 785423697548
- Account Name: M D PERERA
- Bank Name: COMMERCIAL BANK
- Branch Name: BADDEGAMA
- Branch Address: 115/1, GALLE RD., Baddegama.
- Save Payee for future transactions
- Choose a Nickname: M D PERERA


A blue 'Save' button with a checkmark is located at the bottom right of the form.


3. When you are adding payee make sure to enter correct and complete beneficiary account number of the other bank account.
4. Transfers to following banks and financial institutes will get credited beneficiary account immediately. (thru CEFTS method)
 - ✓ Bank of Ceylon
 - ✓ Peoples Bank
 - ✓ Commercial bank
 - ✓ HNB Bank
 - ✓ NDB Bank
 - ✓ Cargills Bank
 - ✓ Union Bank
 - ✓ Seylan Bank
 - ✓ Sampath Bank
 - ✓ Standard Chartered Bank
 - ✓ Commercial Leasing
 - ✓ LOLC
- Transfers to rest of other banks will be initiated after 12:30pm will get effected on the next working day. (Thru SLIPS method)
- Select the bank name & branch name of beneficiary account from the drop down provided
 5. Select the date you wish to initiate the transfer on,
 6. And select “Now” if you need the transaction to be initiated on the same day
 7. You can select “Later” if you need the transfer to be done on a future date.
 8. You can select Repeat This Payment, if you want the transfer to be done on a later date by selecting frequency (Daily, weekly, Monthly, Yearly) and the end date.

When Now Later

30-Jun-16 

 Make This a One Time Payment

Frequency
Weekly  Total no. of payments made will be 9

End Date
31-Aug-16 

- Select your account under “From” and the recently added payee from “To” accounts and by entering the amount, selecting the date, entering a valid remark and click the Confirm button to proceed to payments verification page.

From	Account No. (Savings) 200010016446	Available Balance : LKR.80.64 View Account Details
To	<input type="radio"/> My Own A/c <input type="radio"/> NTB Bank A/c <input checked="" type="radio"/> Other Bank A/c	Payee Name Mayoori - 77285730
		Available Balance : Account No. : 77285730 Bank : BANK OF CEYLON Branch : KOLLUPITIYA
	New Payee	
Amount	LKR. 25,000	Twenty Five Thousand
When	<input type="radio"/> Now <input checked="" type="radio"/> Later	
	30-Jun-16	
	Repeat This Payment	
Remarks	Transfer	

9. After confirm and click on “Pay”, if the transfer is successful you will see the receipt of the payments. For your future reference you may keep a screen capture or else use “Print” option to take a copy of it
10. Once you have confirmed your transfer, Online Banking will provide you with an electronic receipt that includes all the essential details and the e-receipt will be emailed to your online banking registered email address.