

External Individual Supplier Form

INSTRUCTIONS FOR THE SUPPLIER / BENEFICIARY

1. This form is to be used to obtain and record the information required for financial transactions and will help to ensure that payments are processed in an accurate, efficient, and cost effective manner. No payments can be made by the ILO without this information.
2. The completed, signed and dated Part II of the form should be returned to the ILO Office. Please note that the name entered in Section B (bank account holder name) needs to match that in Section A (legal name).
3. To ensure accuracy of data, **handwritten forms will not be accepted**.
4. Please note and ensure that
 - only the details of the final destination bank where payment is to be made are entered; intermediary banks should be omitted;
 - the full postal address of the bank branch is indicated;
 - the bank SWIFT / BIC code is specified;
 - where the bank account is located in a country adhering to the IBAN standard, the IBAN is compulsory to provide.
 - the form is signed and dated
5. Return the completed form to the **ILO OFFICE** via email (scanned attachment) or postal mail.
6. The information should correspond to the contract engaging the ILO. Please note that only one set of information will be maintained for each supplier/beneficiary. The banking data captured on this form will be used until further notice. It is the responsibility of the supplier to submit a new form to the ILO in case there are changes to the banking information or contact details. The supplier is responsible for providing all information necessary to meet banking requirements.
7. Please note that payment will be made in the currency established in the contract, letter, or other ILO obligating document. In case the currency of the payment differs from the currency of your bank account, currency conversion will be done by your bank at your cost. It is your responsibility to ensure that the payment currency is acceptable to your financial institution.
8. Instructions for local bank transfers:
 - **Argentina:** CBU (Clave Bancaria Uniforme) should be provided under **Part II section C field 5** (*Bank Account number, in full*) of the supplier form. The CBU is composed of 22 digits, separated into two blocks. The first block has a 3-digit bank number, a 4-digit branch number and a check digit. The second block has 13-digit account number plus a check digit.
9. Tax identification codes:

Tax identification codes are required in some countries should be indicated under **Part II section C field 8** (*Additional information or special instructions*) of the supplier form.

 - **Argentina:** Taxpayer ID numbers **CUIT** for individuals.
 - **Brazil:** Taxpayer ID numbers **CPF** for individuals.



EXTERNAL INDIVIDUAL SUPPLIER FORM

Part II

**(To be completed, printed and signed by the external individual,
and returned to ILO Office requesting the supplier entry)**

Please type or complete on a computer. Handwritten forms will not be accepted.

External Person's Signature: (supplier/ beneficiary)	
Date (dd/mm/yyyy):	
I confirm that the information provided to the ILO is correct.	

Section A: General Information

1. Last (family) name: (Legal name)	
2. First name:	
3. Title:	
4. Private address:	
5. Tel: 868.663.7886/868.678.9237	6.
7. Fax:	
8. Other contact information:	
Required for External Collaborators ONLY:	9. Date of Birth (dd/mm/yyyy):



Section B: Banking information for payments to the Individual (please see instructions)

1. Name of Bank in full:	
2. Bank Branch name and address, in full:	
3. Bank Branch number (complete relevant field):	
<ul style="list-style-type: none">▪ Argentina (8-digit routing code 3-digit bank number + 4-digit branch number + 1-digit check number)▪ Brazil (88-digit clearing number/ 3-digit bank code + 4-digit branch code +1-digit check number)▪ Chile (3-digit CLRN bank/branch code)▪ Costa Rica (3/4-digit routing code / código de entidad)▪ Mexico (6-digit ABM Bank/Locality Number)▪ Trinidad and Tobago (8-digit TTRN – Bank/Branch Code)▪ El Salvador (4-digit routing code / código de entidad)▪ Guatemala (2-digit bank code / código bancario)▪ Honduras (3-digit bank code / código de entidad)▪ Nicaragua (2/4-digit Check Clearing Code)▪ Uruguay (3-digit UYRN bank code)▪ Bolivia (9-digit bank/branch number)▪ Colombia (3-digit clearing code / código de Compensación Internacional)▪ Ecuador (9-digit clearing code/ first 2 digits = bank code; next 3 digits= branch code; last 3 digits = location)▪ Panama (6-digit CHIPS UID)▪ Peru (6-digit bank code)▪ Venezuela (3-digit bank code / código de banco)▪ Japan (7-digit ZENGIN Code)▪ Spain (8-digit Spanish Bank Branch Code)▪ Switzerland (5-digit Clearing Code)▪ United Kingdom (6-digit SORT Code)▪ USA (9-digit ABA/Fedwire number)▪ Other countries (if required)	



Other (Branch Number / Transit Code)	
4. IN ALL CASES, the SWIFT / BIC Code:	
5. Bank Account number, in full: <i>(See instructions for Argentina)</i>	
6. Bank Account Holder name , in full: <ul style="list-style-type: none">▪ <i>This name must match the one indicated in Section A. If not, payments will be rejected by the banks, and result in delays and additional bank fees.</i>	
7. IBAN: <ul style="list-style-type: none">▪ <i>An IBAN MUST be provided for all Bank Accounts in countries adhering to the IBAN standard. See Note * below.</i>	
8. Additional information or special instructions: <i>(See instructions for Tax Identification Codes)</i>	

*The IBAN countries are (updated in September 2016):

Albania, Algeria, Andorra, Angola, Austria, Azerbaijan, Bahrain, Belgium, Benin, Bosnia and Herzegovina, Brazil, Bulgaria, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Channel Islands, Congo, Costa Rica, Croatia, Cyprus, Czech Republic, Denmark, Dominican Republic, Egypt, Estonia, Faroe Islands, Finland, France, French Guyana, French Polynesia, French Southern Territories, Gabon, Georgia, Germany, Gibraltar, Greece, Greenland, Guadeloupe, Guernsey (FR + GB), Guatemala, Hungary, Iceland, Iran, Ireland, Israel, Isle of Man, Italy, Ivory Coast, Jersey (FR + GB), Jordan, Kazakhstan, Kosovo, Kuwait, Latvia, Lebanon, Liechtenstein, Lithuania, Luxembourg, Macedonia (FYR), Madagascar, Mali, Malta, Martinique, Mauritania, Mauritius, Mayotte, Moldova, Monaco, Montenegro, Mozambique, Netherlands, New Caledonia, Norway (including Bouvet Island, Svalbard and Jan Mayen), Pakistan, Palestine, Poland, Portugal (including the Azores and Madeira), Qatar, Reunion, Romania, Saint Barthelemy, San Lucia, Saint Martin (French part), Saint Pierre and Miquelon, San Marino, Sao Tome and Principe, Saudi Arabia, Senegal, Serbia, Seychelles, Slovak Republic, Slovenia, Spain (including the Canary Islands, Ceuta and Melilla), Sweden, Switzerland, Timor-Leste, Tunisia, Turkey, Ukraine, United Arab Emirates, United Kingdom of Great Britain (including the Northern Ireland), Wallis and Futuna Islands, Virgin Islands British