**Payment Instruction - Outgoing cross-border payment**

**To be filled in electronically only**

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| **Information on remitter / payer (account holder)** | | | | | | | | | | | | | | | | | | | | |
| **Name** | | |  | | | | | | | | | | | | | **Account to be debited (10 digits)** | | | | |
| **Address** | | |  | | | | | | | | | | | | |  | | | | |
| **Postal code/city** | | |  | | | | | | | | | | | | | **Phone no.** | |  | | |
|  | | | | | | | | | | | | | | | | | | | | |
| **Currency and amount (only one line should be filled in)** | | | | | | | | | | | | | | | | | | | | |
| **Currency** | Choose the currency of transfer. | | | | | | | | **Amount** | | | |  | | | | | | **Execution date** | |
| **ONLY to be completed if you require a currency equivalent:** | | | | | | | | | | | | | | | | | | | Click here to enter an execution date. | |
| **Equivalent amount** |  | | | | | | Choose the currency of the debit account. | | | | | **Currency of transfer** | | | Choose the currency of transfer. | | | |
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| **Payment type and details** | | | | | | | | | | | | | | | | | | | | |
| **Payment type**  *Choose only one option* | | | | **Ordinary** | | **Currency account transfer**  *within Nordea Denmark* | | | | | | | | **Nordea Intercompany Payment**  *Between own accounts within Nordea international units* | | | | | | **Express** |
| **Fee type**  *Choose only one option* | | | | **Share**  *Remitter and beneficiary share costs***`** | | | | | | | | | | **Our**  *The remitter pays all charges. Nordea executes all payments to EU and EEA countries[[1]](#footnote-1) as “Share”.* | | | | | | |
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| **Beneficiary information** | | | | | | | | | | | | | | | | | | | | |
| **Account number or IBAN** | | | | |  | | | | | | | | | | | | | | | |
| **Name** | |  | | | | | | | | | | | | | | | | | | |
| **Address** | |  | | | | | | | | | | | | | | | | | | |
| **City/state** | |  | | | | | | | | **Country** |  | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| **Information on beneficiary bank** | | | | | | | | | | | | | | | | | | | | |
| **BIC/ SWIFT**  *8 or 11 characters* | |  | | | | | | | | **Clearing code and/or additional mandatory codes** | | | | | | |  | | | |
| **Name** | |  | | | | | | | | | | | | | | | | | | |
| **Address** | |  | | | | | | | | | | | | | | | | | | |
| **City / state** | |  | | | | | | | | **Country** |  | | | | | | | | | |
| **Correspondent bank BIC/SWIFT (optional)** | | | | | | | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| **Other information** | | | | | | | | | | | | | | | | | | | | |
| **Message to beneficiary/ purpose of payment and/or purpose code (max 140 characters)** | | | | | | | | | | | | | | | | | | | | |
| **Ref. to debit account holder (max 20 characters)** | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| **Additional information - Required only for transfers to EU High-Risk Third Countries** | | | | | | | | | | | | | | | | | | | | |
| **Payment recurrence:** How often do you make payments to this recipient? | | | | | | | | | | | | | | | | | | | | |
| **Your relationship with the recipient:** Described in sufficient detail | | | | | | | | | | | | | | | | | | | | |

*Otherwise General terms and conditions for personal customers, Data processing policy and Terms and conditions for payment accounts for personal customers as well as General terms and conditions for corporate customers, Data processing policy and Terms and conditions for payment accounts for corporate customers apply.*

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| **Date and signature** |  |

*Please note that according to section 11A of the Danish Tax Control Act Nordea must check transfers to accounts held with foreign banks etc by persons/companies liable to tax in Denmark.*

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| **To be completed by Nordea** | | | | | |
| **Security code** |  | **Date** | Click here to enter a date | | **Branch stamp and signature** |
| **G-Logon** |  | **Branch number** | |  |  |
| **E-mail** |  | | | |
| **Additional information** |  | | | |
|  | | | | | |

**Instruction**

**Payment instruction should be filled electronically and sent as a secure email via mobile/online banking. Alternatively, it can be printed out, signed by customer and delivered to Nordea’s branch. All payment instructions that do not fulfil Nordea’s payment requirements will be rejected.**

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| **Information on remitter / payer (account holder)** |
| **Name/ Address/ Postal code/city** (mandatory)  Type in the payer’s full name and address in the relevant fields. |
| **Account to be debited (10 digits)** (mandatory)  Type in debit account number (last 10 digits). |
|  |
| **Currency and amount** |
| **Currency/ Amount**  Choose currency from the drop-down list in the “Currency” box and type the amount of transfer in the “Amount” box.  **OR**  If you wish to indicate that an amount denominated in the currency of the debit account should be transferred in another currency, then use the two fields below instead. Type in “Equivalent amount” and “Currency of transfer”.  E.g. if you make a payment from a DKK account, you can indicate, that 1.000,00 DKK should be converted and sent as EUR. |
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| **Payment type and details** |
| **Payment type**  Please choose only one option by ticking the appropriate box. |
| **Fee type**  Possible fee types (choose only one of the options):  1. For all transfers to countries within the EEA[[2]](#footnote-2) the remitter must pay the fee charged by Nordea and the beneficiary pays the fee charged by the beneficiary's bank (SHARE).  2. For transfers to countries outside the EEA2 the remitter can choose either   * to pay the fee to Nordea, and the beneficiary pays the fee charged by the beneficiary's bank (**SHARE**), or * to pay both the fee to Nordea and the fee charged by the beneficiary's bank (**OUR**).   Further fees may apply if the payment is handled by several banks. |
|  |
| **Beneficiary information** |
| **Account no, IBAN for IBAN countries**  Type in the beneficiary's account number in this field.  For certain countries a so-called IBAN-only principle applies. This principle implies that the beneficiary’s bank is identified through the IBAN of the beneficiary. Nordea will derive all the needed information on the beneficiary’s bank from the IBAN. If you include any information on the beneficiary’s bank, such as a BIC or name and address in a payment instruction, even if it is not needed, Nordea will ignore this information and use the information that can be derived from the IBAN instead.  Read more on the IBAN-only principle, and for which countries it applies, on <https://www.nordea.dk/erhverv/produkter/konti-betalinger/iban-codes-en.html>. |
| **Name/ Address/ City/state /Country** (mandatory)  Type in the beneficiary's name and full address – all sub-fields are mandatory. |
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| **Information on beneficiary bank** |
| **BIC/ SWIFT**  Type in the 8- or 11-character BIC/ SWIFT code of the beneficiary's bank. This information is mandatory for all countries that are not so-called IBAN-only countries (see above). |
| **Clearing code and/or additional mandatory codes**  In this field all additional codes can be stated e.g. clearing code.  Clearing code of the beneficiary's bank is recommended in case of payments to USA, Australia, Canada and South Africa. Additionally for those countries full beneficiary’s bank data should be provided (name and address). Do not include a bank code, if beneficiary’s account is an IBAN. |
| **Name/ Address/ City/state**  These fields are not needed for payments to so-called IBAN-only countries (see above). |
| **Correspondent bank BIC/SWFT**  Type in the BIC/SWIFT on an intermediary bank, if a special routing of the payment is needed. This is normally not needed. |
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| **Other information** |
| **Message to beneficiary**  This field is intended for message information to the beneficiary, e.g. invoice numbers or purpose of payment. Maximum message length is 140 characters. |
| **Ref. to remitter**  In this field you can type in information that will be visible only to sender. It will appear on your account statement. Maximum length is 20 characters. |
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| **Additional information - Required only for transfers to EU High-Risk Third Countries** |
| Some countries have been identified by the European Union as High-Risk Third Countries and there are special requirements for payments to these countries. You can find more information on <https://www.nordea.dk/privat/produkter/konti-og-betalinger/betalinger-til-udlandet.html> .  For private customers it is mandatory to fill in the information for payments to High-Risk Third Countries. |
| **Payment recurrence**  How often do you make or are planning on making payments to this recipient? |
| **Your relationship with the recipient**  Specify what your relationship with the recipient is, e.g. relative. |

1. EEA countries are the EU countries and the EFTA countries Norway, Liechtenstein and Iceland.

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   | Nordea Danmark, filial af Nordea Bank Abp, Finland, FO-nr. 2858394-9, Patent- och registerstyrelsen, CVR-nr. 25992180, København | V. 06/2025 |

   [↑](#footnote-ref-1)
2. EEA countries are the EU countries and the EFTA countries Norway, Liechtenstein and Iceland.

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   | --- | --- |
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   [↑](#footnote-ref-2)