

How to edit a beneficiary

1

Log into your online banking.

2

Go to the 'Manage Beneficiaries and Payees' section.

You will find this under 'Payments' on the main menu and then 'Setups'.

3

Search for the beneficiary that needs to be updated.

a

Click on the three dots to the right hand side and select 'View/Edit'.

b

Click on the pencil icon to make the required changes to the address including the town/city and country.

c

Important: after making any change, you must click "verify" for the SWIFT/NCC code.

This applies even if the code is already saved. Without re-verification, an error code will appear.

4

Submit your changes.

