

REQUIRED EXCEL FORMAT

EMP	ACCOUNT NAME	ACCOUNT NUMBER	AMOUNT
EOF	EOF	EOF	EOF

DETAILS TO BE RECORDED:

- **EMP** - this field records the employment number of of employee if any.
- **ACCOUNT NAME** - full account name of the employee.
- **ACCOUNT NUMBER** - correct account number of the employee.
- **AMOUNT** - total amount to be credited to employees' bank account.
- **EOF** - to enter and indicate End Of File

Full Disclosure of Fees and Charges are available at the nearest branch of BRED Bank (Fiji) Limited.

Subject to Bank's Terms and Conditions.

 Suva - 323 0250 | Valelevu - 334 1270 | Nausori - 347 7600 | Nadi - 670 0225
Namaka - 672 0444 | Lautoka - 666 0587

 customer.care@bred.com.fj

 www.bred.com.fj

Print date: June 2018

ALSO FIND US HERE
BRED Bank (Fiji) Limited



-  Secure
-  Convenient
-  Easy



SALARY PROCESSING

At BRED Bank, we want to make it easy and convenient for you to manage your employee wages and salaries. Avoid queuing up at the branches, and take advantage of a faster and efficient way of processing salaries for your employees. We can process salaries through our Operations Support Team so that you do not have to queue up and wait to be served.

Salary Deposit benefits for employers include:

- No more wait time in branches.
- Reduced risk of cheque fraud and lost or stolen cheques as transfers processed through direct debit of customer account will not require a cheque.
- Timely payment of salaries.
- No need to visit another Bank for transfer of salaries for employees that do not Bank with BRED Bank, salaries can be transferred from BRED Bank to any Bank of your choice in Fiji.

Salary Deposit benefits for employees include:

- Receive salaries on time.
- No need to spend time visiting Bank to deposit cash or cheques into account.
- Reduced chance of losing cheques or having them stolen.
- Employees can view their account balance through BRED Bank Internet Banking and make bill payments and funds transfers conveniently.

How do I apply for Salary Processing?

BRED Bank customers can submit salaries for processing with the following requirements:

- All salaries for processing to be emailed to: salary@bred.com.fj
- All salaries have to be in the required excel or txt file format as per instruction from your Business Relationship Manager. Refer required excel salary format.
- If salaries are to be debited from a business account,

then a one off Customer Indemnity Form must be completed by customer and a copy given to Operations Support Team for records. After the form is filled customer can then provide instructions on email for debiting of account.

- If salaries are paid in cheque then the salary processing cheque attached with salary listing has to be delivered to BRED Bank Head Office, Level 5, Tappoo City Building, Suva.

How much does salary processing cost?

Details	Fees and Charges
Credit to BRED Bank Account	20 cents per item (min \$2)
Credit to Other Bank Account	Each list for credit to other Bank needs to be recorded separately and will be charged \$15.00 per list per Bank regardless of the number of items in each list.
Reject Fee	\$1 per item

- All salary fees have to be added to the salary cheque amount.
- If customer instructs Operations Support Team to take salary fee directly from the business account then a separate debit to account will be made with proper narration indicating the fee for salary processing.

By when should I submit the salary processing list?

- Salary Processing cut-off time is 3.00pm daily from Monday to Friday only. Any salary processing request received after this time will be processed on the following day. Any salary processing request received on Friday after cut-off time will be processed on the following Monday.
- Customers can expect salaries in their nominated accounts by 5:00pm daily unless circumstances beyond Bank control.

Note:

- It is the responsibility of the customer to ensure that sufficient funds are in the account to cover for salaries and fees.
- BRED Bank (Fiji) Limited may vary fees and charges. If we do vary our existing fees and charges or introduce any new ones, we will provide you with prior notice, 30 days ahead of such change becoming effective.