The University of Queensland

**INTERNAL FOREIGN CURRENCY HEDGE SCHEME**

**APPLICATION FORM**

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| **You should complete this form if all of the following conditions are satisfied:**1. You are aware of a commitment to either pay or receive an amount of Foreign Currency within the next 12 months; and
2. The Australian Dollar equivalent is greater than $500,000.00; and
3. You wish to lock the exchange rate of the currencies involved.

**BEFORE completing this form you should:**Advise UQ Treasury of the commitment and particulars of the transaction. You will be provided with an indicative hedge rate to enter in Section 3 of this form. |
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| **SECTION 1 :: CONTACT DETAILS** |
| **Organisational Unit Name:** Click here to enter text  |
| **Primary Contact** |  | **Secondary Contact** |
| **Name:** Click here to enter text  | **Name:** Click here to enter text  |
| **Position:** Click here to enter text | **Position:** Click here to enter text  |
| **Phone No.:** Click here to enter text | **Phone No.:** Click here to enter text  |
| **Email:** Click here to enter text  | **Email:** Click here to enter text  |
|  |  |
| **SECTION 2 :: HEDGING RATIONALE**  |
| **Provide a rationale as to why a hedging arrangement is being sought and discuss the potential benefits.**  |
| Click here to enter text  |

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| **SECTION 3 :: HEDGE DETAILS** |
| **We will be (select one of the following):**Making a payment in a Foreign Currency [ ]  |  Receiving funds in a Foreign Currency [ ]  |
| **FX Currency:** Enter Currency  | **FX Amount:** Enter Amount  |
| **Payment Date:** Enter Date | **Indicative Rate:** Contact Treasury for Rate |
| ***Chart string to which FX Gains/Losses are to be posted.*** |
| **Opal Unit** | **Site** | **Fund** | **Function** | **Project** |
| Enter Opal Unit | Enter Site | Enter Fund | Enter Function | Enter Project |
|  |
| **SECTION 4 :: ATTACHMENTS** |
| **Ensure at least one of the following documents is attached to this application. The attachment should support the details provided in Section 3.**  |
| Supplier/Funding Body Contract | [ ]  |
| Invoice |[ ]
| Purchase Quotation |[ ]
| Grant Record Letter |[ ]
| Other Provide Details |[ ]
|  |
| **SECTION 5 :: APPROVAL** |
| I, Enter name of Authorised Delegate, in the position of Enter Position Title, request approval from the Chief Financial Officer to enter the proposed hedging arrangement. **In signing this form, I agree to the following:**1. I have read and understood the University’s [Foreign Currency Risk Management Policy](http://ppl.app.uq.edu.au/content/9.20.02-foreign-exchange-risk).
2. I am aware that any foreign currency gains or losses will be realised in the account nominated in Section 3 of this form. In no circumstances will gains/losses be realised centrally.
3. I acknowledge that once in place, a hedging contract is irrevocable**.** Should the contract be terminated for any reason, any gain/loss upon termination will be realised in the account nominated in Section 3.
4. The information provided in this form is provided with a high degree of certainty. Any variation to the hedging contract and/or the ‘Hedge Details’ may render the hedge void.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ***Finance & Business Services Use Only*** |
| **Approval**Sign: (Chief Financial Officer)Date: | **Confirmed Hedge Details** |
|  | **BUY Currency Amount:**Click here to enter text. | **Sell Currency Amount:**Click here to enter text. |
|  | **FX Rate:**Enter Rate. | **Value Date:**Enter Date. | **Deal ID:**Enter Deal ID. |