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. | | |
|  | | |
| **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. |