

Dear Scholar,

To enable us to make payment to you, you must be set up on our on-line accounting system (SAP). Your full bank details are needed for this purpose.

Please log into your portal to complete the bank details form. (<https://apply.abburs.eu/default.aspx>). Select **BANK DETAILS** on the left side of your screen to complete the form. Areas marked with \* **below** are compulsory.

Once you complete the form on your portal save the form. Print **PDF** version and sign it. Please configure your web browser to allow pop-up windows. Scan and upload the signed document on the portal under **Documents Upload** on the Home page of your portal.

### Bank details form

*Organisation or applicant name	<b>Enter your <u>name and surname</u> (name stated here and applicant's name on the application form must be the same)</b>
*Bank name	Enter your <b>bank name</b> ( <b>Must be a local international bank located in northern part of Cyprus</b> )
*Bank address	Enter your <b>bank address</b> ( <b>Please enter full bank address, town &amp; city</b> )
*Bank postcode	Enter bank postal code. ( <b>Please click here for the link for postal code listing in the northern part of Cyprus</b> )
*Account name	Enter the name of the <b>account holder/owner/legal name that is attached to the contract (Scholar's name and/or if under 18 years parent/guardian/joint account name)</b>
*Euro Account number	Enter the <b>EURO</b> account number
Sort code (if applicable)	If available/applicable
Bank Identity Code	If available/applicable
*IBAN Code	<b>TR XX XXXX XXXX XXXX XXXX XXXX XXX (After TR there should be 24 digits. Please provide your IBAN in full.</b>
SWIFT Code	If available/applicable
VAT number	<b>This is for companies/suppliers individuals/scholars can leave this blank)</b>
Payment currency	<b>Must be Euros for the purpose of EU Scholarship Programme</b>
If euro, please confirm the account specified will accept payments in euros <input checked="" type="checkbox"/> confirmed <input type="checkbox"/> need to check	

### Your details

*Vendor Name	Enter your name	Position	Scholar
*Vendor Signature	<b>PLEASE SIGN HERE</b>	*Date	

**Should the above bank details change, please notify us immediately.**

### Data Protection:

The British Council will process your personal data to carry out payments for contracted services. This processing on the lawful basis of the performance of a contract is also necessary to comply with national commercial, tax and financial legislation. We will keep your personal information while the contractual relationship is in place or as long as established by the above-mentioned legislation.

We will share your data with our banks, authorized public administrations and our headquarters in the UK. We will also share your data with our corporate service providers as Data Processors and transfer it to our Shared Services subsidiary, based outside of the European Economic Area, with the appropriate safeguards as established by the European Commission. You have the rights to access your personal data, to ask us to correct any inaccuracies or to erase your data or to ask us to stop using your data by contacting us at [igdisclosures@britishcouncil.org](mailto:igdisclosures@britishcouncil.org). If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator.

For more information please refer to our corporate website, [www.britishcouncil.org/privacy](http://www.britishcouncil.org/privacy) or contact your local British Council office”