HDFC Bank Standing Instruction Request

To, Date :_____

The Manager

HDFC Bank Ltd.

_____Branch

Subject : Request for Maintenance of a Standing Instruction

Dear Sir/Madam,

I/We, _____, hereby request you to maintain a Standing Instruction on my A/C No._____ (herein referred to as the Funding account) for Rs. _____ (Rupees_____ Only) as per the details given below:

Nature of standing Instruction ☐ Fund Transfer

Purpose of Standing Instruction _____

Description ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

(Maximum upto 25 characters-will appear in your a/c)

Name of the Beneficiary _____

Beneficiary a/c no. ☐☐☐☐☐☐☐☐☐☐☐☐☐

Frequency ☐ Daily ☐ Weekly ☐ Fortnightly ☐ Monthly

☐ Quarterly ☐ Half-yearly ☐ Yearly

Start Date (3 days from date of request) : _____ **End Date**: _____

Preference for Execution

(Application only in case of more than 1 standing instruction for an account. This indicates priority/importance of a standing instruction for execution. " 1" would indicate topmost priority & thereafter greater the number, lower will be the priority. Please note that the standing instructions would be executed in the order of preference.)

1. _____
2. _____
3. _____
4. _____
5. _____

Terms & conditions:

1. I/We undertake to keep sufficient funds in the funding account on the date of execution of the standing instruction.
2. I/We hereby authorize the Bank to debit my account & execute the standing instruction as per instruction provided above.
3. I/We authorize the bank to debit my account for the standing instruction set-up or execution charges as per laid down tariff & fees of the bank.
4. I/We understand that a maximum of 3 attempts shall be made to execute the standing instruction; after which no further action shall be taken.
5. I/We understand that the Bank will not be held responsible for execution of standing instruction/s in case of changes to the operating mandate in the future, unless specifically communicated in writing by me/us.
6. I/We understand the standing instructions shall automatically expire on the "End Date" as given above.

Yours faithfully,

(Name & Signature of the Account holder/s)

(In case of "Joint" operating mandate, all a/c holders need to sign)

For Bank Use

Signature verified by: _____ Approved by BM: _____

For CPU Use Only

Maintained on : _____ Set-up charges recovered: ☐ Y ☐ N

C445 / V1.0 / 23.09.04 / P0330

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