

SBM Bank (India) Standing Instruction Request

To,

Date: _____

The Location Head

SBM Bank (India) Ltd.

_____ Branch

Subject: Request for Maintenance of a Standing Instruction

Dear Sir/Madam,

I/We, _____, hereby request you to maintain a Standing Instruction as per the details given below:

Nature of standing Instruction ☐ Internal Fund Transfer (SBM to SBM A/c) ☐ NEFT (SBM to Other Bank A/c)

Purpose of Standing Instruction _____

1. SBM to SBM Account (Internal Fund Transfer)

Sl No.	Debit No.	Remitter Account Name	Credit A/c No.	Beneficiary A/c Name	Amount (Rs – if Fixed) (% if variable)

2. SBM to Other Bank Account (NEFT)

Sl No.	Debit A/c No.	Remitter Account Name	Credit A/c No.	Beneficiary A/c Name	Amount (Rs – if Fixed) (% if variable)	IFSC	Bank-Branch Name and Address

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

End Date: _____

Frequency ☐ Daily ☐ Weekly ☐ Fortnightly ☐ Monthly
☐ Quarterly ☐ Half-yearly Yearly

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 indemnify Bank in case of failure in execution of one or more standing instruction from account.
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 standing instruction may get Autos suspended in case of failure and/or insufficient balance.
7. 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)

(Authorised signatory need to sign as per mandate in account)

For Bank-Branch Use

Signature verified by: _____ Approved by LH/Oprh: _____

For Central Ops Use Only

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

Maker: _____ Checker: _____