STANDING INSTRUCTIONS FOR DEBIT TO ACCOUNT (SIDA)

Dated:

- The Manager Client Services Transaction Banking Division MCB Bank Limited Karachi
- 2. The Manager

MCB Bank Limited Branch Code**: 0**

Ref: My account number Customer A/c #												
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with the above

mentioned branch.	
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Dear Sir,

Standing Instructions for Debit to Account (SIDA)

I have agreed with <u>Canteen Stores Department (CSD)</u> for collecting installment amount due from me to CSD via MCB Bank's cash management mandate. I thereby authorize MCB Bank Limited ("you") to debit my Account pursuant to written Instructions in form of invoice claim raised by CSD through electronic medium (hereinafter referred to as the "Funds Transfer Instruction/ Direct Debit Instruction").

I accordingly hereby authorise MCB Bank as follows:

- That MCB Bank Limited will debit my Account at your branch mentioned above for instl amount mentioned on CSD credit Note (duly signed by me or my authorised person) as communicated to MCB Bank Limited by <u>CSD</u> from time to time through the Funds Transfer Instruction / Direct Debit Instruction.
- That you are authorized to carry out the above instructions without any reference to me and without any inquiry from me as to the justification or otherwise of the Funds Transfer Instruction/ Direct Debit Instruction to my Account.

And I further undertake and agree as follows:

- a) That I shall not be entitled to direct/instruct/ amend/vary/modify/withdraw/cancel any instruction stated herein or otherwise in writing or in any manner whatsoever to you in respect of any matter of and incidental to the authorization for **Funds Transfer Instruction/ Direct Debit Instruction** and you are hereby expressly authorized to ignore/disregard such instructions from me, if any, unless specifically authorised by <u>CSD</u> in writing.
- (b) That you shall provide to <u>CSD</u> information about my Account, including statement of deductions/ account, acknowledgement and receipt of this letter as and when requested by the <u>CSD</u>.

- (c) That my Account will be closed only on receipt of NOC in writing from <u>CSD</u> and all sums in respect of which you have received Funds Transfer Instruction/ Direct Debit Instructions, will be paid out prior to closure of my account with your <u>B</u>ank.
- (d) That all sums in my Account in respect of which you have received Funds Transfer Instruction/ Direct
 Debit Instructions are for the benefit of <u>CSD</u> for the purpose of making payment to <u>CSD</u> on instalments.
- (e) That you shall not delay transfer of funds from my Account to <u>CSD</u> designated Collection Account and that such transfer shall be done as soon as the sufficient funds are available in the account when **Funds** Transfer Instruction/ Direct Debit Instructions are received at your branch.

I hereby agree that all the terms set out herein are binding on me and my NOK and shall not be varied/altered/amended/revoked in any manner whatsoever without the explicit written approval of <u>CSD</u>.

Yours truly,

Signature:
Name:
CNIC:
Date:

Above mentioned credentials (account number & Signatures) have been verified.

Bank Stamp & Signature
Date: