

Format for Registering Standing Instruction

Internal Transfer (Intra branch & Inter branch), Electronic Payment (External to SIB),
or Safe Deposit Locker Rental



Part 1: To be completed by the applicant

Please Tick ☐ where appropriate

☐ NEW Standing Instruction ☐ DELETE Standing Instruction

Debit From

Type: ☐ Internal Transfer ☐ Electronic Payment ☐ SDL Rental

My Account No	Frequency of Payment: Monthly / Quarterly / Half-Yearly / Yearly																																	
My Account Name	<table border="1"> <tr> <th colspan="6">Date of First Payment</th> <th colspan="6">Date of Last Payment</th> </tr> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td> <td>M</td><td>M</td><td>Y</td><td>Y</td> </tr> <tr> <td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td> <td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td> </tr> </table>		Date of First Payment						Date of Last Payment						D	D	M	M	Y	Y	M	M	Y	Y	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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My Tel. number																																		
Jointly with	1. 2.																																	

Credit To

Bank Name	Branch Name
Account No	IFSC Code:
Amount	Beneficiary's Name
	Payment Description

☐ Delete Standing instruction Last Payment on _____ (DD / MM / YY)

My Account Name	Transfer Amount
My Account No.	Beneficiary's Name
Crediting Bank Account No	Payment: Description

Terms & Conditions:

I/We understand that the Bank accepts this order upon the following conditions:

- The Bank is not obliged to effect payment if the Debit account is not sufficiently in credit to meet it. But in instances where the Bank at its discretion permits an overdraft to effect any of the payments, I/we shall make good the shortfall in the account upon demand.
- The Bank is authorized to debit the applicable service charge for registering/executing the SI and also on rejected items due to insufficient funds.
- The Bank may terminate this order at any time by giving notice to me/us in writing.
- The Bank shall not incur any liability in respect of payments effected after my/our death or bankruptcy until notice in writing of death or bankruptcy is received by the Bank.
- The Bank shall not incur any liability by reason of any delay, refusal or omission to make any payments or to follow any instructions.
- The Bank is not obliged to advise me/us of the payments effected under this order the amount debited being shown in the statement of account.

My/Our Signature as per signing mandate (All joint account holders should sign)
Thumb impression should be affixed before an officer and should be certified

Date

Part 2: For Bank's Use

Action By Branch:

Standing Instruction Serial Number:

Entered in the system with entry date:

Signature / LTI Verified by

Verified in the system by:

Signature Code-----