

TO:
The Dy / Assistant General Manager

FROM:

Dated: _____

LETTER OF AUTHORITY

MY NRE / NRO S.B. / CURRENT A/C # _____ WITH YOU

Referring to the above Current / Savings Bank Account in the name of Mr. / Mrs. / Ms. _____ opened at your Bank, I / we hereby request you to honour all cheques drawn on the said account by Mr. / Mrs. / Ms. _____.

A specimen of whose signature is appended hereto, notwithstanding that such cheques may create or increase an overdraft to any extent and I/we authorize the said Mr. / Mrs. / Ms. _____ on my behalf to make, draw, accept or otherwise sign any Bills of Exchange, Promissory Notes or other negotiable instruments and to discount the same with your Bank, or otherwise deal with instruments of any description. He / She is authorized to operate the above account on my / our behalf, only for local disbursements and NOT permitted to repatriate the funds outside India or to make payment of Gift, as per the Rules governed by the Exchange Control Regulations of the Reserve Bank of India.

This Mandate shall continue in force until I/we shall have expressly revoked it by a Notice in writing delivered to you.

Dated at _____, this _____ day of _____ 20__.

Yours faithfully,

Signature(s) of the
Account holder(s)

Specimen Signatures of Letter of
Authority Holder

- 1. _____
- 2. _____
- 3. _____

Attested / Verified by Account Holder(s)
(Signatures)

- 1. _____
- 2. _____
- 3. _____

Particulars of Letter of Authority Holder:

Address:

Telephone No.: (_____) _____.

Fax No.: (_____) _____.

