



MANDATE INSTRUCTION (for Current /Savings accounts)

Date: _____

Branch Manager

City Bank PLC.

Branch : _____

Account Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Account Title : _____

Dear Sir/Madam,

Pursuant to the terms and conditions relating to mandate/procuration and delegation of authority of my/our above-mentioned account, I/We do hereby mandate and authorize the following person or persons:

- (i) _____ or / jointly with
- (ii) _____

TO

- (i) draw cheques on my/our behalf and I/we hereby request and authorize City Bank PLC. to pay and honour all cheques which may be drawn upon you by the above-named person or persons purporting to be drawn by him or her on my/our above-mentioned account notwithstanding that such cheques may result in an overdrawing of the account and/or place the amount of such cheques to the debit of my/our account(s) with you whether the account(s) in credit, overdrawn or otherwise;
- (ii) make, draw, endorse, and accept or otherwise sign any Bills of Exchange, Promissory Notes, and any other negotiable instruments and discount the same with your bank or otherwise and also endorse cheques or other negotiable instruments of any kind and to discharge Money Orders and postal orders in my/our name(s).
- (iii) place on interest bearing account(s) of any kind with you or withdraw from such account(s) any funds in my/our name(s).
- (iv) procure, place requisition for, withdraw, collect and/or have access to any securities, cheque books or other property(ies) deposited relating to my account(s) maintained with you on my/our behalf for any purpose.
- (v) give instructions for or in relation to the purchase or sale of foreign currencies and draw or deposit the proceeds thereof from or in my account(s).
- (vi) charge and deposit on my/our behalf any of my/our securities, receipts, bills, notes or other properties as security for all such sum or sums of money as may be now or from time to time become due or owing by me/us to you upon my/our account(s).
- (vii) furnish indemnities on my/our behalf and to hold you fully indemnified against all losses and injuries that you may suffer in course of allowing the authorized person(s) to operate my/our account(s) and exercise the mandate stated above.

This authority shall remain in force until I/we revoke it by written notice and unless otherwise expressly agreed by you in writing, all other terms and condition related to operation and maintenance of the account(s) of the Bank shall remain applicable. I/we affirm and acknowledge that everything done by City Bank PLC. in pursuance of this mandate instruction shall be binding upon me/us, my/our executors, administrators, legal heirs and representatives and any other person claiming through or under me/us until the authority is revoked by me/us in writing. Specimen signature card and photographs along with personal details of my/ our authorized representative are enclosed. Signature of the authorized representatives is also attested by me/us as below:

Signature of the Authorized Representative

Signature of the Authorized Representative

Attested:

"Space for Confirmation of Customer(s) Physical Presence with Bank official sign & seal"



Signature of 1st Applicant



Signature of 2nd Applicant

N.B: All joint – account holders are required to sign regardless of mode of operation. Delete and countersign any paragraph which is inappropriate or not applicable.

FOR BANK USE ONLY

CUSTOMER ID:

C	B																		
---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

CHECK POINTS

We the undersigned confirm that all the related document(s) are in order as per CBL Ops Manual/SOP/related circulars and all necessary approval(s) are taken.

Initiated By CS Official/CFP
(with seal & sign)

Recommended by BOM/Designated
Official (with seal & sign)

Approved by BM/Designated
Official (with seal & sign)