

# Mandate Letter

(For Accounts in Individual Names Only)

# DCB BANK

Date : To, Branch Head Development Credit Bank Limited _____ Branch	From (Name and address)	PHOTOGRAPH OF MANDATE HOLDER
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Dear Sir/Madam,

**MANDATE TO OPERATE OUR SAVINGS / CURRENT ACCOUNT No.** \_\_\_\_\_  
**IN THE NAME (S) OF (1)** \_\_\_\_\_ **(2)** \_\_\_\_\_ **(3)** \_\_\_\_\_

Referring to the above mentioned account, I/we, the account holder/s hereby request you to accept Mr./Ms. \_\_\_\_\_ residing at \_\_\_\_\_

\_\_\_\_\_, as the Mandate holder in the captioned account. We request you to honour and act upon all cheques drawn on and instructions issued by him/her in the said account, notwithstanding that such cheques / instructions issued may create an overdraft or increase it.

I/We further authorize the said person on my/our behalf to make, draw, endorse, accept or otherwise sign any Bills of Exchange, Promissory Notes or other Negotiable Instruments and to discount the same with you Bank or otherwise, and also to endorse Cheques or other Negotiable Instruments of any description.

I/We hereby bind myself/ourselves to confirm all actions of the Mandate Holder and all and whatever instructions the Mandate Holder may give on my/our behalf. I/We agree to bear any and all losses or claims that may arise directly or indirectly on account of the Bank acting on the instructions and others that the Mandate Holder may give. I/We also undertake and agree to indemnify and keep the Bank indemnified from and against all losses, suits, claims, actions, damages or losses that may be suffered or incurred by the Bank in respect of any and all acts, deeds, matters or things that may be done by the Mandate holder in respect of the Mandate given by me/us.

The specimen signature of Mr./Ms. \_\_\_\_\_ who has been authorized to operate upon the account as a Mandate holder is given below and the same is duly verified and attested by me/us.

This Mandate / Authority given to Mr./Ms. \_\_\_\_\_ shall continue to be in force until I/we expressly revoke it by a notice in writing delivered to you.

Specimen signature of the Mandate Holder
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Yours truly,

(1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

Signature(s) – to be signed by all the joint account holders.

### FOR OFFICE USE ONLY


Signatures Verified by		Action taken	
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Date: \_\_\_\_\_ Signature(s) of Bank Officials \_\_\_\_\_

### Mandate Letter - Acknowledgement to the Account Holder

Name	Cust ID
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Signature & Date Receipt Stamp

 **DCB 24-Hour Customer Care**  
Email [customercare@dccb.com](mailto:customercare@dccb.com)  
Call 3281 1322 ■ Toll Free 1800 209 5363  
Website [www.dccb.com](http://www.dccb.com)

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